



HUSTON-TILLOTSON  
UNIVERSITY  
1875 AUSTIN, TEXAS

# GRADUATE BULLETIN

2016-2017  
[www.htu.edu](http://www.htu.edu)

**DISCOVER HT**

## **NOTICE OF NONDISCRIMATORY POLICY**

Huston-Tillotson University complies with all applicable federal and state nondiscrimination laws and does not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation, age, religion, or disability consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964 Executive Order 11246, as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Vocational Rehabilitation Act of 1973 and Section 202 of the American with Disabilities Act of 1990, as amended; and Section 303 of the Age Discrimination Act of 1975.

## **EQUAL ACCESS TO UNIVERSITY EDUCATION PROGRAMS**

The University provides equal access to all educational programs to every qualified student without regard to educationally-unrelated disabilities. Huston-Tillotson University will provide reasonable accommodations, academic adjustments, and/or auxiliary aids and services determined on a case-by-case basis.

## **DISCLOSURE OF EDUCATIONAL RECORDS**

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may not be made available to any person without the written authorization of the student except in the following cases: to other school officials, to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, internal employees may be given access to students' information based upon having a legitimate educational interest.

The release of information to the public without the consent of the student will be limited to the categories of information that have been designated by the University as directory information. Directory information includes information such as name, current and permanent address, telephone and e-mail listings, date and place of birth, sex, marital status, country of citizenship, semester hour load, classification, dates of attendance, degrees and awards received, and eligibility for and participation in officially recognized activities. Upon request, directory information may be released to the public unless the student makes a written request by the twelfth class day of the semester to have directory information withheld.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

### **SECTION 504**

For compliance with disability nondiscriminatory requirements or if this information is needed in an alternative format, contact Huston-Tillotson University's Coordinator of Disability Services at 512.505.3149 or [disabilityservices@htu.edu](mailto:disabilityservices@htu.edu).

## **USE OF GRADUATE BULLETIN**

The provisions of this Graduate Bulletin do not constitute a contract, expressed or implied, between Huston-Tillotson University and any applicant, student, student's family, or faculty or staff members. The University reserves the right to withdraw courses at any time, change fees, tuition, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirements affecting the academic

progress of the students. Changes will become effective at the time so determined, and the changes will apply to both prospective graduate students and those already enrolled. This Bulletin is not intended to, nor does it, contain all regulations that relate to graduate students. The University reserves the right to correct errors that may have occurred in the printing of this document. Any comments or questions regarding the Graduate Bulletin should be directed to the University Registrar.

### **ACCREDITATION**

Huston-Tillotson University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404.679.4500 for questions about the accreditation of Huston-Tillotson University.

Huston-Tillotson University is listed with and recognized by:  
The Texas Education Agency  
and

The University Senate of the Board of Higher Education and Ministry of the United Methodist Church.

### **INSTUTIONAL MEMBERSHIPS**

The University holds memberships in numerous professional organizations and societies, including the following:

American College Personnel Association  
American Council on Education  
Council for Advancement and Support of Education  
Council for Higher Education of the United Church of Christ  
Council of Independent Colleges  
Council on Higher Education Accreditation  
Independent Colleges and Universities of Texas  
National Association for Equal Opportunity in Higher Education  
National Association of Collegiate Registrars and Admissions Officers  
National Association of Independent Colleges and Universities  
National Association of Intercollegiate Athletics  
National Association of Schools and Colleges of the United Methodist Church  
National Association of Student Personnel Administrators  
Texas Association of Developing Colleges  
Texas United Methodist College Association  
United Negro College Fund

### **TRAINING OF VETERANS**

Huston-Tillotson University is approved for the training of veterans as prescribed by the Veterans Administration Office.

## CONTACTING THE UNIVERSITY

University office hours are 8:30 a.m. to 5:30 p.m., Central Standard Time (CST), Monday through Friday. The University telephone number is 512.505.3000; the FAX number is 512.505.3190. Inquiries should be addressed to the appropriate office at Huston-Tillotson University, 900 Chicon Street, Austin, Texas 78702-2795.

<b>Office</b>	<b>Location</b>	<b>Telephone</b>
Admission	A-L 206	512.505.3086
Alumni Affairs	C-W 1 <sup>st</sup> Floor	512.505.3074
Associate Provost	V-A 205	512.505.6444
Athletics	Gym	512.505.3050
Ram's Place	D-D Student Union	512.505.6409
Business Office	A-L 209	512.505.3061
Campus Life	D-D Student Union	512.505.3037
Campus Ministry	1001 Chicon Street	512.505.3054
Campus Safety Office	V-A 200	512.505.3010
Career and Graduate Development	A-F Basement	512.505.3041
Center for Academic Success	J-M 101	512.505.3040
College of Arts and Sciences – Dean's Office	D-L 206	512.505.3105
Counseling and Consultation Center	CHWC	512.505.3044
Disability Services	CHWC	512.505.3146
Enrollment Management – Dean's Office	A-L 216	512.505.3105
Facilities Reservations	V-A 202	512.505.6417
Financial Aid	A-L 204	512.505.3031
Human Resources	V-A 103	512.505.3015
Institutional Advancement	C-W	512.505.3073
International Student Advising	A-L 100A	512.505.6472
Library	D-J	512.505.3088
President's Office	V-A 305	512.505.3002
Provost and Vice President for Student Affairs	V-A 206	512.505.6433
Public Relations	V-A 213	512.505.3072
Registrar's Office	A-L 210	512.505.3082
School of Business and Technology –Dean's Office	A-L 310	512.505.3131
Sponsored Programs/ Title III	A-L 100	512.505.3077
Student Accounts	A-L 215	512.505.3067
Student Affairs –Dean's Office	D-D Student Union	512.505.3036
Student Government Association (SGA)	D-D Student Union	512.505.6461
Student Health Center	CHWC	512.505.3036

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## FALL 2016 GRADUATE ACADEMIC CALENDAR\*

Aug 15	Mon	Faculty Return
Aug 16	Tue	University Institute (8 a.m. to 2:30 p.m.)
Aug 16	Tue	Faculty Meetings (3 p.m. to 5:30 p.m.)
Aug 17	Wed	Adjunct Faculty Orientation (10:00 a.m. to 11:00 a.m.)
Aug 19	Fri	Late Registration – Continuing Students
<b>Aug 22</b>	<b>Mon</b>	<b>Classes Begin – Schedule Changes Allowed</b>
Aug 26	Fri	Last Day for Adding or Dropping Classes
<b>Sep 1</b>	<b>Thu</b>	<b>President’s Opening Convocation</b>
<b>Sep 2</b>	<b>Fri</b>	<b>Last Day to Financially Clear or Course Schedule will be Dropped</b>
<b>Sep 5</b>	<b>Mon</b>	<b>Labor Day Holiday</b>
Sep 7	Wed	Official Twelfth Class Day
Sep 16	Fri	Final Day to Withdraw from the University or Drop Classes with Tuition Adjustment
Sep 20	Tue	Final Date for Filing for December 2015 Graduation
<b>Oct 7</b>	<b>Fri</b>	<b>Fall Break – Students and Faculty Only</b>
Oct 10	Mon	Classes Resume
Oct 14	Fri	Final Day to Withdraw from a Class with a “W” Grade
<b>Oct 28</b>	<b>Fri</b>	<b>Charter Day Observance</b>
Oct 31	Mon	Academic Advising Begins
Oct 31	Mon	Registration for Spring 2016 Begins
Nov 11	Fri	Final Day to Withdraw from the University
<b>Nov 24</b>	<b>Wed</b>	<b>Thanksgiving Holiday – Begins after Last Class Session</b>
Nov 28	Mon	Classes Resume
Dec 2	Fri	Last Class Day
<b>Dec 5-8</b>	<b>Mon-Thu</b>	<b>Final Examinations</b>
Dec 12	Mon	Final Grades Entered into my.htu.edu

\*Dates and events are subject to change.

## SPRING 2017 GRADUATE ACADEMIC CALENDAR\*

Jan 3	Tues	Staff Return
Jan 4	Wed	Faculty Return
Jan 4	Wed	University Institute
Jan 6	Fri	Late Registration – Continuing Students
<b>Jan 9</b>	<b>Mon</b>	<b>Classes Begin – Schedule Changes Allowed</b>
Jan 13	Fri	Last Day for Adding or Dropping Classes
Jan 13	Fri	Last Day to Financially Clear or Course Schedule will be Dropped
<b>Jan 16</b>	<b>Fri</b>	<b>Martin Luther King Jr. Holiday</b>
Jan 25	Wed	Official Twelfth Class Day
Feb 3	Fri	Final Day to Withdraw from the University or Drop Classes with Tuition Adjustment
Feb 7	Tue	Final Date to File for May 2017 Graduation
<b>Mar 13-18</b>	<b>Mon-Sat</b>	<b>Spring Break</b>
Mar 20	Mon	Classes Resume
Mar 24	Mon	Final Day to Withdraw from a Class with a “W” Grade
Apr 3	Mon	Academic Advising Begins
Apr 7	Fri	Final Day to Withdraw from the University
Apr 10	Mon	Registration for Summer and Fall 2017 Begins
<b>Apr 14</b>	<b>Fri</b>	<b>Good Friday</b>
Apr 28	Fri	Last Class Day
<b>May 1-4</b>	<b>Mon-Thu</b>	<b>Final Examinations</b>
May 5	Fri	Honors Convocation
May 6	Sat	Commencement Convocation (8:30 a.m.)
May 8	Mon	Final Grades Entered into my.htu.edu

\*Dates and events are subject to change.

## SUMMER 2017 GRADUATE ACADEMIC CALENDAR\*

Jun 2	Fri	Summer School Registration
<b>Jun 5</b>	<b>Mon</b>	<b>Graduate Classes Begin – Schedule Changes Allowed</b>
Jun 9	Fri	Last Day for Adding or Dropping Graduate Classes
Jun 9	Fri	Last Day for Graduate Students to be Financially Clear or Course Schedule will be Dropped
Jun 9	Fri	Final Day for Graduate Students to Withdraw from the University or Drop Classes with Tuition Adjustment
Jun 12	Mon	Summer Census Date
<b>Jun 19</b>	<b>Mon</b>	<b>Emancipation Day Holiday</b>
Jun 23	Thu	Final Day to Withdraw from a Graduate Class with a “W” Grade
Jun 30	Wed	Final Day for Graduate Students to Withdraw from the University
<b>Jul 4</b>	<b>Mon</b>	<b>Independence Day Holiday</b>
Jul 25	Tue	Last Graduate Class Day
<b>Jul 26-28</b>	<b>Wed-Fri</b>	<b>Final Examinations</b>
Jul 31	Mon	Graduate Final Grades Entered in my.htu.edu

\*Dates and events are subject to change.

## MISSION STATEMENT

### Mission Statement (Revised March 27, 2015)

HT nurtures a legacy of leadership and excellence in education, connecting knowledge, power, passion, and values.

### Vision

A connected world where diversity of thought matters.

## HISTORICAL OVERVIEW

Tillotson College dates to 1875 when the Congregationalists (now known as the United Church of Christ) worked with the “freedmen,” the descendants of slavery, to establish a secondary school. The secondary school eventually became Tillotson College and Normal Institute. Throughout the years, the Institute changed to Andrews Normal School, a junior college, a woman’s college, and a senior college.

Samuel Huston College dates to 1876 when the Reverend George Warren Richardson, a Methodist minister from Minnesota, leased St. Paul Methodist Episcopal Church in Dallas, Texas, as the school for the colored youth of Dallas. A fire destroyed St. Paul and the school was relocated to a temporary site and then to the Colored Methodists Church of America. The Methodist West Texas Conference relocated the school to Austin, Texas, and Wesley Chapel Methodist Episcopal Church, now Wesley United Methodist Church.

Huston-Tillotson College, chartered in 1952 by the State of Texas, represents the merger of Tillotson College and Samuel Huston College. After merging, Huston-Tillotson College became the sole provider of higher education for African-Americans in Central Texas until the landmark case of Brown v. Board of Education (1954), which launched the period of desegregation.

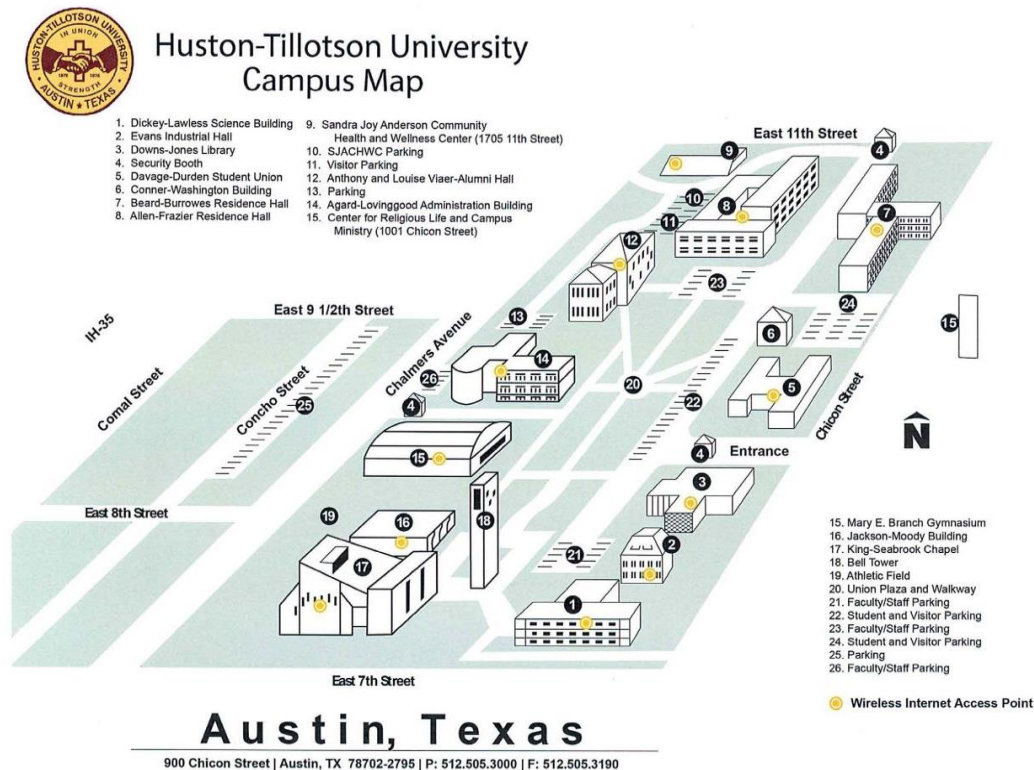
Huston-Tillotson College officially became Huston-Tillotson University of February 28, 2005.



## BUILDINGS AND FACILITIES

Huston-Tillotson University is located on a 19-acre, tree-lined, flourishing campus near downtown Austin, Texas. The University also owns six acres of property adjacent to the campus for future expansion and development and maintains a biological field station south of the city used by faculty and students for environmental research. The Center for Religious Life is located at 1001 Chicon Street.

Campus buildings are named for past presidents and other distinguished persons in testimony to their outstanding contributions in sustaining and fostering its advancement. The hyphenation of the building names commemorates the University's joint heritage in the United Church of Christ and The United Methodist Church. Each name links a representative of the former Tillotson College (and the United Church of Christ) with a representative of the former Samuel Huston College (and The United Methodist Church). Visit [www.htu.edu](http://www.htu.edu) to DISCOVER Huston-Tillotson University.



## REGISTRAR

### Grades

Each semester after final examinations, instructors post a grade for each student by University deadlines. The grades are entered into [my.htu.edu](http://my.htu.edu) and will be available for students to view and/or print by going to [my.htu.edu](http://my.htu.edu) and entering their login information and password. The instructor may assign a weight to a letter grade; however, the common letter grades and points are:

A	100-90	(4 points)	Excellent
B	89-80	(3 points)	Above Average
C	79-70	(2 points)	Average
D	69-60	(1 point)	Minimally Passing Not transferable or accepted in major
F	59 and below	(0 points)	Failure

### **Incomplete Grade**

An incomplete grade (I) is awarded only when a student has earned a passing average but has failed to complete a vital portion of course requirements (project, paper, examination, experiment, etc.) at the time of the final grade reporting period. The student must provide documents that verify that failure to complete course requirements was due to circumstances beyond *the student's* control. The instructor of the course will decide when a student meets these criteria. The instructor will also provide instructions to the students for removal of the incomplete notation on the transcript.

When an incomplete grade is assigned to a student for failure to meet the requirements of a class, an Incomplete Grade Form must accompany the Instructors Grade Report. The reason for the "I" grade must be clearly stated. The student has one calendar year to remove the "I" grade or it will be changed to an "F." The "I" is not used in calculating the GPA; however, the course is included in the number of hours attempted and affects the student's qualitative measure of performance and could render the student ineligible for financial aid.

An "I" grade can be changed to a pass or fail grade when the instructor initiates a Change of Grade form. This form includes the student's name, the course name and number, and the semester the "I" grade was issued. Signature for the Instructor, the Department Chairperson, the Dean, Provost and Vice President for Academic and Student Affairs, and the Registrar must be affixed on the form before it is considered complete and official. The final grade is added to the student's record and the student's GPA is updated.

### **Adding Courses**

Graduate students must meet with their academic advisor to add classes during the period designated in the University calendar.

### **Dropping Courses**

A graduate student may drop a course with the approval of the academic advisor without financial penalty during the first week of classes. Students wishing to drop a course after the first week of classes may do so with the approval of their academic advisor. A grade of "W" is recorded for any course dropped after the designated add/drop period. Please see the University calendar for the last date to drop classes. A drop is not official until completed forms are received in the Registrar's Office. A grade of "F" is recorded on the

transcript of students who do not follow University policy on dropping courses. The deadline for dropping a block course is on or before the completion of 40% of the course.

### **Transfer Credits**

Transfer credits are accepted at Huston-Tillotson University if they are earned at an institution accredited by one of the regional agencies for higher education. Graduate students may transfer in a maximum of nine (9) credit hours if earned within the last five (5) years. Original transcripts must be submitted from all previous colleges and universities attended. All transfer credits will be evaluated at the time of enrollment. The student's advisor, in consultation with the Registrar, will make the final decision to accept transfer credit applicable to the student's degree plan. Transfer credit is not counted in calculating a student's cumulative GPA. The Registrar's Office will not accept credit from a non-accredited institution.

### **Transcripts**

A transcript request may be submitted to the Registrar's Office either in person or by letter or fax with signature and social security number affixed to the document. When someone other than the owner of a transcript submits a request, the request must include written approval from the owner of the transcript stating that the third party has permission to obtain the transcript. A third party may also request that a transcript be mailed to the owner, to another institution or to a prospective employer. Transcripts will not be issued until all obligations to the University are satisfied.

### **Official Withdrawal**

During the period specified in the University calendar, a student may withdraw from the University officially. An Official Withdrawal form may be obtained from the Registrar's Office. The student will sign and date the form and indicate the reason for withdrawing from the University. The student must obtain signatures of the academic Dean, Provost and Vice President for Academic and Student Affairs, the Librarian, Director of Financial Aid, and the Business Office. The form is returned to the Registrar's Office for the Registrar's signature and processing. The student is assigned a "W" for each class in which the student is enrolled. Copies of the form are sent to the Business Office, Financial Aid, and Dean of Student Affairs. The withdrawal is effective on the date the completed form is submitted to the Registrar's Office.

### **Military Withdrawal**

Students who are inducted into military service, or reservists who are called to active duty, may petition the Provost and Vice President for Academic and Student Affairs for full credit in their courses under the following circumstances:

1. The student must show official orders to report for military duty;
2. The student must have attended three-fourths of the semester or term. Students who are ordered to report for active military duty prior to three-fourths of the semester must follow the regular withdrawal procedure outlined above.

3. The student must be earning a grade of “C” or better in each course to receive a letter grade or pass grade. A student earning less than a grade of “C” receives a “W” (withdrawal).

### **Withdrawals**

A student may be withdrawn from the University for the following reasons:

- Academic – Failure to meet the minimum academic requirements as outlined in the Graduate Bulletin.
- Disciplinary – The student has violated the Code of Conduct and the proper administrative authority has reviewed the violation, applied the University guidelines for violations of the Code of Conduct, including the student appeal process, and determined that a withdrawal from the University is in the best interest of the student and the University.
- Financial – The student has failed to meet financial obligations to the University and has not made satisfactory arrangements to do so.
- Medical – The student is unable to continue enrollment based on official medical documentation from a recognized certified medical authority.
- Administrative – In addition to being suspended for the reasons listed above, a student may be withdrawn by the University for any actions deemed by HT administration as inappropriate or detrimental to the overall program. The student is not reinstated at the University and will not receive grades or transcripts until all financial obligations are met. The symbol “W” is assigned to indicate that the student has been withdrawn.

The notation of “W” (withdrawal) will be recorded for all classes for the semester in which the withdrawal is issued. The student may appeal withdrawal from the University to the Provost and Vice President for Academic and Student Affairs.

### **Enrollment Certifications**

Students who have loans as part of their financial aid packet are required to provide lender(s) proof of enrollment and academic status each semester. A part of the notification form is completed by the student. The Registrar completes and signs the section that certifies that the student is officially enrolled. At the student’s discretion, the form may be faxed, mailed, or returned to the student for disposition.

### **Certification of Veterans and Dependents**

Students who request Veterans Educational Benefits must qualify according to the following:

- First-time veterans must submit a Form 22-1990 – Application for Educational Benefits, a copy of the DD214, and supporting documents to establish dependency if necessary.
- Veterans who have used their benefits at another institution must complete a Form 22-1995 – Request for Change of Program of Place of Training and supporting documents required to establish dependency if necessary.

- A Form 22-1999 – Enrollment Certification is sent electronically to the Regional Office for each veteran and dependent indicating the status for each semester for which the student is enrolled.

### **Prospective Candidates for Graduation**

Graduate students who have completed 24 semester credits must submit a graduation summary (degree audit report) signed by their academic advisor to the Registrar. An Application for Graduation, obtained from the Registrar's Office, is required of each candidate.

### **Change of Address**

The student's current mailing address and permanent address must be listed correctly on all University records and any change must be reported to the Registrar's Office immediately. If a student fails to report a new address, the failure to do so does not excuse the student from penalties on the grounds that he/she did not receive communications mailed from the University.

### **Change of Student Record**

A currently enrolled student may request a change of name, social security number, or date of birth in the official University record. The student must complete, sign, and submit a change of demographic information form to the Registrar's Office. The documentation required for the changes are specified below:

- A change of name request must be accompanied by an official government issued document with the name affixed to the document and the new name affixed to the government issued picture identification.
- A change of Social Security Number request must be accompanied by an official, original Social Security card and a government issued picture identification.
- A change of date of birth must be accompanied by an original Certificate of Birth and/or a government issued picture identification.

The Registrar's Office will not change the name, date of birth, or Social Security number for any student who is no longer officially enrolled or who has graduated.

### **Registration**

Students are required to register each semester during the time designated in the University calendar. Students are considered registered when all financial obligations to the University are satisfied. All graduate students must consult with their academic advisor to register for classes.

Late registration is possible in emergency situations but is not recommended. No student may register for a course after the start of classes without the approval of both the faculty member involved and the student's academic advisor. Any absences incurred due to late registration (or late add) may be counted against the student's attendance record for the course, and any work missed must be made up to the satisfaction of the faculty member involved. Further, the student is required to pay a fee for late registration.

### Registration Changes

Any student wishing to change his/her class schedule after completing registration should consult with his/her advisor. Students must adhere to all add/drop deadlines associated with add/drop as published by the University.

## FISCAL INFORMATION

The Business Office manages the financial affairs of the University. It maintains all records of student charges and is responsible for the accurate and timely posting of federal, state, institutional, personal, and other funds to students' accounts. Questions related to fees, charges, payments, and other such matters should be directed to the Student Accounts and Collections Office.

The Financial Aid Office oversees state and federal assistance programs that exist to help students meet the basic cost of education. Students needing additional financial assistance should contact the Financial Aid Office.

### Schedule of Tuition and Fees

The schedule of tuition and fees represents University charges. Tuition and fees are to be paid at the time of registration.

Payments to the University for tuition and fees should be made by certified or cashier's check, draft, credit card, or money order made payable to Huston-Tillotson University. Huston-Tillotson University disclaims any liability for cash (currency) sent through the mail. Cash should not be mailed directly to the University. All payments mailed should include the student ID number and be addressed to Huston-Tillotson University, Cashier's Office, 900 Chicon Street, Austin, Texas 78702.

### SCHEDULE OF GRADUATE TUITION AND FEES<sup>1</sup>

	Fall	Spring	Summer
Tuition	\$500 per credit hour	\$500 per credit hour	\$500 per credit hour
General Fee	\$760	\$760	\$760
Technology Fee	\$225	\$225	\$225

<sup>1</sup>All fees are subject to change

### Required Fees

All fees are paid to the University's Business Office.

Administrative fee

A minimum fee of \$200.00 is charge to international students who fail to report to Huston-Tillotson University as agree.

Admission application fee	\$100.00, which is non-refundable and must accompany each admission application
Diploma Replacement	\$50.00
Equipment breakage	Breakage, damage, or loss of school equipment because of personal negligence on the part of a student is paid by the student. The amount of the change is determined by the appropriate department and reported to the Business Office.
Graduation fee	\$125.00, required of all graduating students prior to graduation
Identification (ID) card	\$25.00 replacement charge
Late registration	\$50.00 for registration outside of the posted registration period
Library charges	Overdue book fine — \$0.50, maximum fine \$30.00  Overdue reserved book — \$0.50 per hour, or fraction thereof for each item; \$7.00 maximum fine each day  Overdue media — \$1.00 per day  Recalled material — \$6.00 per day, maximum fine \$30.00 Processing fee for lost books — \$15.00  Lost Book Replacement — Cost of Book  Color copies — \$0.25 Black and white copies — \$0.10  Courtesy Borrower — \$25.00
Parking Permit	\$50.00 for the academic year \$25.00 for Fall or Spring semester \$12.50 for Summer
Returned Check	\$35.00
Transcripts	\$5.00 for each transcript request. Student must submit a written request before a transcript is issued

**NOTE:** Student fees are reviewed on an annual basis and are subject to annual increases.

### **Meal Services**

The Huston-Tillotson Dining Hall is open for 7:00-9:00AM for breakfast, 11:30AM-1:30PM for lunch, and 5:00-7:00PM for dinner. All graduate students may purchase a meal plan in the dining hall. A University identification card is required to purchase meals. A replacement fee will be charged for a lost or damaged meal ID card. This charge must be paid to the Business Office at the cashier's window.

### **Supplies**

Classroom supplies and personal convenience items are available for purchase from the University bookstore. Required class textbooks may be purchased from Huston Tillotson University's Online Bookstore, [htu.textbookx.com](http://htu.textbookx.com).

### **Payment of Fees**

Students whose accounts are not current with the Business Office and students whose financial aid forms are incomplete, incorrect, or late may be denied any and all University services. A student may not receive transcripts, grade reports, or other educational records unless all accounts with the University are in good standing.

All payments are due at the time of registration or before the end of each month. Payments may be made online, in person (at the cashier's office) or via U.S. mail. When sent by mail with the student's ID number, payments may be made by a certified check, cashier's check, money order, American Express, Discover, MasterCard, or Visa. Return of personal checks due to insufficient funds will result in permanent refusal of any subsequent check payment privileges and may subject the student to administrative withdrawal from the University for nonpayment of account. A charge of \$35.00 will be added to the student's account for checks returned by the bank.

### **Payment Terms**

All charges for each semester are due and payable at the time of registration.

### **Third-Party Billing**

Huston-Tillotson University does participate in third-party billing (examples include, but are not limited to, Texas Tomorrow Fund, Texas Rehabilitation Commission, Department of Assistive and Rehabilitative Services, ROTC, Veteran's Administration). The Officer of Student Accounts and Collections requests that written notice is given at the time of registration when a third party is to be billed. A letter must be submitted each semester. The University anticipates payment within 30 days of receipt of billing unless the company/business states that it will render payment after final grades for the semester are issued.

### **Employer Reimbursement Play**

Students whose employers will reimburse them the cost of tuition upon successful completion of a semester are responsible for payment at registration.



## Refund Policies

The term “refund” is defined as financial aid and/or cash payments minus the amount of charges retained by the institution for the student’s actual period of enrollment. Any student who withdraws from the University may be eligible for a refund of institutional charges (tuition, fees, etc.) according to the University published refund policy. However, a student who receives financial aid and withdraws from the University may be required to refund all or a portion of the financial aid award to the appropriate financial aid programs. Generally, refunds fall under three categories:

- 1. Refunds to Students Paying Cash**
- 2. Repayment (Return) of Title IV Funds**
- 3. Refunds from Credit Balances**

### Refunds to Students Paying Cash

Refunds are made to students who pay cash for education expenses on a prorated amount for actual weeks of attendance prior to withdrawal from the University. The refund will be calculated based on the following schedule:

	<b>Charges</b>	<b>Refunds</b>
Withdraw within first week of classes	20%	80%
Withdraw within second week of classes	40%	60%
Withdraw within third week of classes	60%	40%
Withdraw within fourth week of classes	80%	20%
Withdraw <b>after</b> fourth week of classes	100%	None

### Repayment (Return) of Title IV (Federal Financial Aid) Funds

The repayment (return) of Title IV (federal financial aid) funds will apply to all students who receive Title IV funds. The policy is applicable when students officially or unofficially withdraw from the University prior to completing 60% of any current enrollment period (semester). If a student completes less than 60% of a current enrollment period, the U.S. Department of Education requires the University to prorate the amount of federal aid that was credited to the student’s account. The refund policy is sometimes referred to R2T4, and it determines the amount of institutional charges (tuition, fees, etc.) that the University can retain that was paid for federal funds. Conversely, the refund policy determines the amount of federal aid that the student has earned and can retain. Under policies established by the U.S. Department of Education, the responsibility for the repayment of federal funds is shared by the student and the University; this may result in an increased student debt to the University, based on the calculation. The University may have received tuition and fee charges that were initially paid by federal funds that must be returned to the appropriate Title IV programs. Therefore, the student may leave the University owing a balance even though the account would have been paid in full had the student completed the enrollment period (semester).

### Refunds from Credit Balances

A credit balance is created on the student's account when cash payments and the amount of aid from all sources exceed the amount charged for tuition and fees. Credit balances are to be refunded to students within ten (10) business days after the credit balance is created, or credited to next semester's charges, if requested by the student in writing. If a student does not pick up a refund check within fourteen (14) calendar days after the check is written, the check will be mailed to the student's permanent address. The Director of Financial Aid will review all pending refunds before checks are made payable to the students.

## **FINANCIAL AID**

### **How to Apply For Financial Aid**

The first step is to complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA is used to determine eligibility for most state and federal financial aid programs. Each student is encouraged to complete the FAFSA upon applying to HT and again each year enrolled to maximize eligibility for financial aid. The student **should not** wait for formal acceptance to Huston-Tillotson University to apply for financial aid.

### **Who Should Apply For Financial Aid**

All students are encouraged to apply for financial aid. Financial aid packaging techniques are used to award aid to as many eligible students as possible. The Financial Aid Office is unable to meet the total needs of all students. Students are encouraged to identify financial resources such as scholarships and alternative loans.

### **Financial Aid Available to Graduate Students**

Huston-Tillotson University participates in the following financial aid programs. Please see "The Student Guide", available in the HT Financial Aid Office, for further information.

#### **Federal TEACH Grant**

The College Cost Reduction and Access Act of 2007 created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program which provides grants of up to \$4,000 a year in grant assistance to undergraduate, post-baccalaureate, and graduate students who agree to serve for at least four years as full-time "highly qualified" teachers in high-need fields in public or not-for-profit private elementary or secondary schools that serve students from low-income families.

#### **Federal Direct Unsubsidized Stafford Loan**

Graduate students may borrow up to \$20,500.00 per academic year. Interest starts to accrue when the loan is disbursed to the student. The student can elect to pay the accrued interest while in school or can have the accrued interest capitalized at the time of repayment, which is 6 months after the student drops below half time attendance.

#### **Federal Direct Parent Loans for Graduate Students (PLUS)**

Parents of graduate students may borrow PLUS Loans up to the Cost of Attendance less any financial aid received from other sources. Parents must contact the Direct Loan Servicing Center to request an in-school deferment each semester in which their dependent child is enrolled at least half-time.

### **College Access Loan (CAL)**

This loan program provides low-interest loans to Texas students who need assistance in paying for higher education. The student may choose a fixed or variable rate; however, payments are not required until six months after the student completes his or her education, or withdraws from school on at least a halftime basis. CAL loans may be used to cover the Expected Family Contribution.

### **Private and Outside Scholarships**

These scholarships are submitted to the University or the student from various outside organizations, clubs, businesses, and churches. Funds are posted to the student's account upon receipt. If a credit balance occurs, the credit balance will be refunded to the student, based on the guidelines from the donor.

### **How Funds are Disbursed**

Most financial aid is directly credited to a student's account at the beginning of each semester except first-time borrowers who cannot receive the first disbursement of their loan funds until thirty days have elapsed from the start of classes. The student will be notified when funds are received and given the opportunity to cancel the loan and make other arrangements for tuition payment. Funds will not be credited until all requested documents and information have been received and verified.

### **Satisfactory Academic Progress**

Minimum standards of Satisfactory Academic Progress (SAP) must be met in order to continue receiving federal (Title IV) financial aid. Master's students are required to maintain at least a 2.75 GPA and complete the degree within five years. See your program's section in the Bulletin for additional program-specific requirements. Students who fail to attain SAP at the end of each academic year shall lose federal financial aid eligibility. If the student resumes satisfactory academic progress, the student shall regain federal financial aid eligibility as long as she/he maintains satisfactory academic progress.

### **Return of Title IV Policy**

A federal financial aid (Title IV) recipient who withdraws from the University is subject to a Return of Title IV (R2T4) calculation. For the purpose of R2T4 calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. The University is required to review the amount of federal loan and grant aid a student received for the payment period, to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s).

When a federal financial aid recipient withdraws from the University prior to the end of a payment period, a R2T4 calculation must be performed to determine the amount of federal financial aid funds earned as of the date of withdrawal. If the total amount of federal financial aid funds earned is less than the amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS loan, the difference between these amounts will be returned to the applicable federal financial aid programs. If federal financial aid funds earned is greater than federal financial aid funds disbursed, the difference between these amounts will be treated as a post withdrawal disbursement. A R2T4 calculation will not be performed if the federal financial aid recipient withdraws after successfully completing the payment period AND all funds awarded for that period have been disbursed.

### **Financial Aid Verification Policy and Procedures**

Verification is the process of confirming the accuracy of certain data provided by the student on the FAFSA. Students are selected for verification by the U.S. Department of Education and sometimes by the University.

The student will receive a notice by campus mail or preferred communication regarding forms and documentation. Required documentation may include:

- Student's and parent's federal tax returns;
- Student's and parent's checking and savings account statements;
- Proof of non-taxable income, such as Supplemental Security Income (SSI).

Students are expected to submit requested documents and information within two weeks of the request; however, sometimes it is necessary to contact outside sources which could result in additional delays. Therefore, while students may be requested to provide evidence of all efforts made to obtain the necessary documentation, an extended period of time may be permitted as long as the student meets all deadlines for state and federal programs. Examples of acceptable evidence are:

- Student journal which details discussions with parents and/or guardians;
- Written verification from the Internal Revenue Service;
- Written verification from a state agency.

The University will use the current Verification Guide issued by the Department of Education as the governing document for substantiation of information:

- The University is required by federal regulation to make referrals to the U.S. Department of Education Inspector General's Office if it suspects that aid is requested under false pretense.
- The University will cooperate with government agencies in prosecuting students who are found to have falsified application data.

If, during the verification, an overpayment is warranted, the University will make every effort to collect the overpayment from the student; if it is not collected, the University will refer the case to the U.S. Department of Education.

## **ACADEMIC AFFAIRS**

### **Graduation Requirements**

Each graduate program has specific requirements for graduation. See your program's section of the Bulletin for details.

### **Minimum Grade Requirements**

A student may not count toward the degree any course in which the student has received a grade lower than "C." A student who earns less than a "C" in nine hours of required courses may be denied continuing enrollment.

### **Academic Advisement**

Each student is assigned an advisor upon validation of admission. The assignment is based on the student's declaration of the intended major on the application. All graduate students are required to consult with their academic advisor in preparing a degree plan, planning and revising their course schedules, and registering for classes.

### **Academic Year**

The graduate academic year is divided into three semesters. A student may enter the University at the beginning of any semester and may be considered for graduation at the end of any semester during which all academic requirements are completed.

### **Course Load**

A normal full-time graduate course load ranges from 8 to 9 hours per semester. The maximum time allowed for degree completion is five (5) years.

### **Semester Hours**

A semester hour is the unit of instruction used to compute the amount of work required for graduation. One semester hour represents a 55-minute period of recitation or lecture of two to three 55-minute laboratory periods, except as otherwise noted. Most graduate courses are scheduled to meet once a week for three hours and are designated as three-credit-hour courses. Students should expect to spend a minimum of three hours studying outside of class for every hour of class meeting.

### **Class Attendance**

#### **Regular Attendance**

All students are expected to attend every class session. Participation of students in class sessions is considered an important part of the instructional procedure because the exchange of ideas, concepts and personal beliefs is the cornerstone for critical thinking. We recognize each student brings valuable individual experiences that can enrich class discussion and that class attendance is a critical factor in student success.

#### **Absences**

Punctuality and attendance are required. A student may receive a one letter grade reduction if s/he is absent for 10% of class sessions. Absences representing 20% or more of the sessions may receive a further letter grade reduction. If two days of class are missed, the student final grade will be reduced by one letter grade. If three or more class days are missed, the student's final grade will be reduced two letter grades. Patterns of tardies or early exits may be counted as an absence or absences.

Excessive absences may be grounds for administrative withdrawal.

### **Make-up Work**

Instructors may allow students to make up class work missed if the absence is caused by documented illness, documented exigent circumstances, or approved participation in University-sponsored activities. Even though students have been officially excused, their grades in courses may be affected by excessive absences which prevent normal progress. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed. It is the responsibility of the student to contact his/her individual instructors in this regard.

### **Course Codes**

MEDU.....Master's of Education

### **Course Numbers**

The first digit indicates the level of the course:

5.....graduate level

The second digit indicates the credit value of the course expressed in semester credit hours.

The third digit indicates the course's academic concentration.

0.....core class

2.....Educational Leadership concentration

The fourth digit serves to establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric.

### **Grading System**

The evaluation of students' overall performance in a course is expressed by the following letter grades: A, B, C, D, F, I, CR, W, and P.

### ***Grading Scale***

<b><u>Grade</u></b>	<b><u>Quality Points</u></b>
<b>A – Excellent</b>	<b>4</b>
<b>B – Above average</b>	<b>3</b>

**C – Average**                                 **2**

**D – Minimally passing**                 **1**

Not transferable or accepted in major/minor courses

**F – Failure**                                     **0**

A student who earns a grade of “F” in a required course must repeat the course.

**I – Incomplete**                               **0**

The “I” grade is awarded only when a student has earned a passing average but has failed to complete a vital portion of course requirements (project, paper, examination, experiment, etc.) at the time of the final grade reporting period. The student must provide documents that verify that failure to complete course requirements was due to circumstances beyond *the student’s* control.

**An “I” grade will be changed to “F” if it is not removed within one year from the date assessed.** The “I” grade will not be counted as hours attempted until a firm grade is substituted in its place.

It is the student’s responsibility to make arrangements with the involved instructor to complete necessary requirements for removal of the “I.”

**CR – Credit**

Credits by transfer are treated as regular courses for a degree plan except that upon being accepted by the University, a student will receive a grade of “CR” which is not used in calculating the cumulative GPA.

**W – Withdrawal**

Official withdrawal from a course or the University after the drop-and-add period.

**P/F – Pass/Fail**

All non-graded courses are evaluated “P” or “F.” Pass indicates a level of “C–” or better and is not included in the student’s GPA, but an “F” is included in the student’s GPA.

Passing grades are transferable. Credit hours of the course will be counted but will not be computed in the cumulative GPA.

**Grades of CR, W, and P are not used in the computation of a student’s cumulative GPA.**

**Grade Point Average (GPA)**

A student’s academic standing in the University is expressed in terms of a grade point average (GPA) figured by dividing the total number of grade points a student has received (including “A”-“F” grades) by the total number of semester hours attempted. Grade points are determined by multiplying the number of semester hours for each course

by the point value of the grades received. The grade point values are “A”= 4; “B”= 3; “C”= 2; “D”= 1; “F”= 0.

For example, a student enrolled in 9 semester hours (three 3-credit hour courses) and receiving one A and two Bs would have a semester GPA of 3.33.

### **Repeating Courses**

Students may choose to improve their GPA by repeating courses in which they earn a grade of “D” or “F”. Students who earn a grade of “D” or “F” in a required course may repeat the course. Courses repeated are counted in the degree program only once, and only the highest grade for a repeated course is used in computing the GPA. Students are strongly encouraged to repeat courses as soon as possible. Students receiving veteran’s benefits who desire to repeat a course must obtain prior approval from the Registrar’s Office due to more restrictive Veterans Administration regulations.

### **Appeal of Grades**

The grade represents an instructor’s evaluation of a student’s performance in a given course. This grade is not changed unless evidence exists of a clerical or computational error or of student cheating. A student who believes that an error has occurred should request a grade re-evaluation by completing an official Appeal of Grade form. A request for a grade re-evaluation must be submitted within one calendar year of the date on which the grade was officially issued. A student desiring to improve a course grade for reasons other than those listed above must officially re-register for and re-take the course. Student grade appeals are handled according to the following procedure:

1. The student completes an Appeal of Grade form provided by the Provost and Vice President for Academic and Student Affairs. A reasonable justification for review of the grade must be included in the written appeal. Notification of the appeal is forwarded to the instructor for review and action.
2. The student arranges a conference with the instructor to obtain criteria for the assessment of the final grade that was assigned. If a student cannot schedule a meeting with the instructor, *the student* contacts the Department Chair, who will arrange a conference between the student and the instructor. Every possible effort should be made to resolve any disagreements at this point.
3. The student’s grade may be changed at this step of the appeal procedure by written consent of the instructor if the findings warrant such modification. A Change of Grade form must be completed and forwarded to the Registrar’s Office.
4. A student who is not satisfied by the outcome of the appeal to the Department Chair may request that the written appeal be forwarded to the Dean of the College or School.
5. If the Dean is unable to bring resolution to the appeal, the student may appeal to the Provost and Vice President for Academic and Student Affairs.
6. The Provost and Vice President for Academic and Student Affairs will make every effort to resolve the grade conflict issue within a 30-day period.



## **Distance Education**

Distance education courses or programs offered by Huston-Tillotson University meet the academic requirements and quality standards of Huston-Tillotson University. All Board of Trustees, accrediting agency, and institutional policies, standards and guidelines for on-campus instruction apply to distance education instruction.

Huston-Tillotson University employs a secure log-in authentication to access course materials and educational resources. HT ensures that a student who registers in a distance education course is the same student who participates in and completes the course and receives the (educational) credit

A system-wide password is used for the student portal (which includes seamless integration to the learning management system), email, and student intranet portal.

Huston-Tillotson University does not charge any additional fees associated with verification of student identity.

HT ensures that a student who registers in a distance education course is the same student who participates in and completes the course and receives the credit by verifying the identity of students using a system-wide password based on Active Directory (AD) that is used to logon to email, student portal (which includes seamless integration to the learning management system) and VPN. All systems use secure sockets layer (SSL) certificates for keeping data secure. The Student Intranet portal ([my.htu.edu](http://my.htu.edu)) using the Jenzabar Internet Campus Solution uses secured authenticated logon using AD. The Learning Management System (LMS) is eRacer from Jenzabar and is seamlessly integrated with the Student Intranet and does not require a separate logon. Students and faculty log on to the Student Intranet to get to the LMS. Microsoft Outlook Web Access (OWA) is used for the student email system and also uses a secured authenticated logon using AD. Students can change their password in the Student Intranet portal and see other account information (i.e., ID, phone #, address, etc.). The LMS only allows students registered in the course (as well as the professor) to access content.

The HT Academic Code of Conduct policy in the University Bulletin and the Student Handbook also emphasizes the adherence to academic integrity and honesty on the part of both students and faculty requiring that students enrolled in distance education courses do not violate the policy.

The HT Office of the Registrar and Department of Information Technology (IT) work together to ensure compliance with student identity security policies and procedures. HT has written procedures for protecting the privacy of all students including students enrolled in distance education courses. HT complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Higher Education Act of 1965 (HEA), as

amended by the Higher Education Opportunity Act (HEOA) of 2008, to ensure that the privacy of students is protected.

Students have access to policies regarding student privacy in the University Bulletin, the Student Handbook and on the Registrar's webpage. During new students' orientation each semester, students and parents are given a presentation on FERPA compliance.

The following guides distance education at Huston-Tillotson University:

- Huston-Tillotson University ensures that the quality of the distance education courses is comparable to that of the traditional classroom setting. Distance education courses are offered in the same manner as all other course offerings regarding credit hours, learning outcomes and rigor, etc. in concert with the academic mission of the University;
- The Coordinator of Instructional Technology/Distance Education at Huston-Tillotson University oversees all distance education courses by coordinating the development, review, approval, training, and evaluation of the University's distance learning courses;
- Faculty members who teach distance education courses go through an approval process to ensure that they have the necessary experience to teach a distance education course;
- A faculty member teaching a distance education course shall conduct the normally expected total number of office hours (10 hours per week). Some of the expected office hours may be held online;
- Students evaluate Instructors who teach distance education courses in the same manner as all other faculty members;
- Faculty members who teach distance education courses are evaluated in the same manner as all other faculty members;
- Students who enroll in distance education courses have access to the University's academic and other support services available to all other students;
- Development of new courses and programs, including distance education courses and programs follow the same approval process as traditional courses and programs. The process is coordinated through the Education Policy Council.

## **Intellectual Property Rights**

As an educational community characterized by the pursuit of truth and knowledge, critical thinking and self-discovery, and scholarly writing and technological advancements, the Huston-Tillotson University Intellectual Property Rights policy pertains to faculty, educational staff, and students. The Policy states:

### ***Intellectual Property Rights Regarding Research***

This policy on Intellectual Property enumerates the rights of Huston-Tillotson University regarding research under the auspices of the University. Intellectual Property is herein defined as all inventions, scientific or other discoveries, and technological advancements

developed during the course of a research project that are patentable under applicable law, and/or such works of authorship that are subject to copyright law.

The University supports and encourages its faculty, staff, and students to explore research and consortia relationships as a means to advance knowledge and technology, to improve the effectiveness of their teaching, and to provide learning experiences, internships, and employment opportunities to students. It is the objective of Huston-Tillotson University to administer all patentable inventions and copyrightable works in a manner such as to maximize their benefit to the public.

### ***Inventions***

Any invention by a University employee or student is the property of the University and is considered a “University invention,” under the following circumstances: (a) that the invention or modification is conceived or reduced to practice by a University employee or student utilizing facilities owned or under the research work sponsored by the University, or (b) is related to an operation or activity of the University; and (c) that the invention is not subject to a written research grant agreement between the University and a third party specifying the terms of ownership, licensing, and use of the invention.

If an invention that is conceived or reduced to practice is funded by the University and a third party jointly, or solely by a third party or parties, the ownership of the invention is determined by the terms of the written agreement between the University and the third party.

The inventor shall assign the individual’s interest in the invention to the University or an assignee named by the President except when the University’s interest in an invention is released to the inventor by the President as described later in this statement. The inventor shall, not more than 30 days after the development of the invention, file a written disclosure statement with the President that includes the following information:

1. A title that is brief, technically accurate, and descriptive;
2. An abstract of the invention;
3. A statement of the background of the invention;
4. A description of the prior art that shows the novelty, utility, and non-obviousness of the invention being disclosed;
5. A list of publications, if any, in which the invention has been disclosed and occasions on which the invention was disclosed orally to others;
6. Each budget number used to defray the invention related costs;
7. The signatures of each inventor and at least two witnesses who understand the invention; and
8. The date the disclosure statement is filled with the President.

The inventor shall periodically report in writing to the President the current status of progress, results of research, and development work done with respect to the invention. The inventor, when requested by the University, will do each thing necessary, including

execute legal documents and review patent prosecution papers, to assist the University in patenting and administering the invention.

The President shall review each proposed research grant or program agreement to which the University is party and which may produce a patentable invention to determine its consistency with this policy, and where major differences are found, either approve them in writing as an exception to this policy or recommend amendments to the agreement. The President shall, at the President's discretion, apply for patents for the invention; or release the University's interest in the invention to the inventor; or dispose or retain ownership of the invention in another manner.

The University will bear the costs associated with a University invention and before disbursement of royalties are made, may recover these costs as follows:

If there is one inventor, the University shall pay the inventor a royalty of 40% of the net proceeds (the gross receipts from external users, less costs, and expenses paid or incurred by the University in connection with a University invention).

If there is more than one inventor, the University shall pay the inventors collectively 40% of the net proceeds and distribute this royalty equally between the inventors, if there is no agreement between the inventors covering the division of their interest in the invention or work, or in accordance with an agreement between the inventors covering the division of their interest.

The University shall distribute the remaining 60% as follows: 25% to the University's general fund, and 35% to the University department or program with which the inventor is associated.

### ***Works or Authorship***

The copyright of a work authored by a faculty member or student is the property of the faculty member or student unless the University has entered into a written agreement with the faculty member or student in which the faculty member or student has agreed to author the work for hire. If the University enters into an agreement with a faculty member or student in which the faculty member or student agrees to author a work, the work is "a work for hire" under federal copyright law.

A work authored by an administrative employee of the University as part of that employee's assigned duties is "a work for hire" under federal copyright law. The copyright to "a work for hire" is the sole property of the University.

The copyright of all materials (including software) that are developed with the significant use of funds, space, equipment, or facilities administered by the University, including but not limited to classroom and laboratory materials, but without any obligation to a third party or subject to a third party agreement, will be held by the University.

Creators of copyrightable material not owned by the University own the copyrights in their works and are free to publish them, register the copyright, and receive any revenues which may result therefrom.

Materials owned by the University (including software) under the terms of this policy shall not be altered or revised without providing the author a reasonable opportunity to assume the responsibility for the revision. If the author declines the opportunity to revise such material, the President will make the assignment of responsibility for the revision.

### ***Dispute Recognition***

Should a disagreement arise between a researcher and the University regarding the application of this policy or the ownership of an invention or work, a committee consisting of one person selected by the inventor or author, one member selected by the President of the University, and a third member agreed upon by the first two committee members selected will resolve the disagreement and report the resolution to the President who will have the final word. The University may not bring, prosecute, or defend court litigation involving a University invention or work without the prior written approval of the President.

## **ACADEMIC CODE OF CONDUCT**

### **Importance and Purpose of Code**

Integrity in intellectual activity is an indispensable prerequisite for membership in any academic community. To accomplish its academic purpose, the University seeks to educate students who have outstanding intellectual ambitions, high ethical standards, and dedication to the common good of society. Academic excellence requires, then, not only talent and commitment but also moral integrity and a sense of honor on the part of faculty, administrators, staff, and students.

While moral integrity is an end in itself, it is also a necessary requirement for the pursuit of knowledge and truth. Cheating on examinations and plagiarizing papers are examples of gross violations of academic integrity. Academic dishonesty poses serious obstacles to the students' quest for knowledge and self-knowledge, and hinders professors from accurately assessing the individual talents and accomplishments of their students.

The primary purpose of the Academic Code of Conduct is to uphold the place of honor in the lives of faculty, students, administrators, and staff. A sense of honor requires members of the University community to not break negative precepts and to fulfill positive duties. For example, students not only must avoid plagiarism, but also develop their talents, both for their own well-being and the common good.

A code of conduct cannot enforce every aspect of academic excellence and integrity; it can only persuade students and faculty to cultivate a sense of honor in their lives. An effective code, however, must indicate unacceptable behavior and appropriate sanctions. Members of the University community who understand and appreciate the purpose of an

institution of higher learning will rarely, if ever, be guilty of sanctionable offenses listed in the following sections.

At the University, disciplinary proceedings have a role that is subordinate to positive guidance and rational admonition. The University recognizes that a code of conduct frequently invoked to levy sanctions indicates serious problems in academic life.

### **Disruptive Behavior in the Classroom**

Each student is subject to the rules and regulations of Huston-Tillotson University. No student may obstruct, hamper, disrupt, or otherwise interfere with the institution's fulfillment of its mission. Any occurrence of these infractions may lead to disciplinary action.

A student may be removed from the classroom if he or she engages in behavior that is considered disruptive. If a student fails to leave voluntarily, a security officer is summoned. Faculty members should report disruptive student behavior to the Provost and Vice President for Academic and Student Affairs or the School or College Dean and should be prepared to document actions taken.

### **Student Behavior in Violation of Academic Honesty**

The University has two codes of behavior; one for academic behavior (this section of the Graduate Bulletin) and one for social behavior (Student Code of Conduct). The first code addresses behavioral integrity in the academic work of the University. The latter deals with matters outside the context of academic courses. The following constitute a violation of the Huston-Tillotson University Academic Code of Conduct.

#### **Plagiarism**

The handbook of the Modern Language Association describes plagiarism as "giving the impression that you have written or thought something that you have in fact borrowed from someone else."

Examples of plagiarism in paper writing include: direct quoting of any source material, whether published or unpublished, without giving proper credit through the use of quotation marks, footnotes, and/or other customary means of identifying sources; submitting papers written by another person or persons; offering false, fabricated or fictitious sources for papers, reports, or other assignments.

Examples of plagiarism in taking examinations include any attempt to do the following:

1. Look at another's examination;
2. Communication by any means with another student during the course of an examination regarding its content;
3. Use any unauthorized materials, such as notebooks, notes, textbooks, or other sources not specifically allowed by the course professor for use during the examination period; or

4. Engage in any other activity for the purpose of seeking or offering aid during an examination.

(The term “examination” in the code includes quizzes, hourly tests, midterms, finals, laboratory practica, etc.)

Another kind of plagiarism consists of fabrication, falsifying, or copying data to represent the results of laboratory work, field assignments, or computer projects.

#### **Duplicate Submission of Same Work**

Submitting the same work for more than one course is a violation unless all concerned professors give their consent in advance.

#### **Collusion**

Ordinary consultation of faculty, library staff, tutors, or others is legitimate unless the instructor has imposed stricter limits for a particular assignment. Any cooperative effort is forbidden which results in the work or ideas of others being represented as one’s own.

#### **False Information**

Furnishing false information to the University—when professors, advisors, officials, or offices have a right to accuracy—violates academic honesty. Instances would include, but are not limited to, misrepresenting activity outside of the classroom (reports on field work, etc.) or improperly seeking special consideration or privilege (postponement of an examination or assignment deadline, etc.).

#### **Unauthorized Use of Computers**

In the context of the completion of a course and/or assignments (contained within a course) the unauthorized use of computers of the University Computing System and related networks (e.g., the unauthorized use of software, access codes, computing accounts, electronic mail, and files) constitutes a violation of this code.

#### **Theft and Destruction of Property**

Unauthorized removal, retention, mutilation, or destruction of common property of the University is a code violation as such behavior relates to specific academic responsibility. Such property includes but is not limited to library books, the collections of the Library and the Media Resources Center, laboratory materials, computers and computer software, etc. Also prohibited is the theft, mutilation, or destruction of another student’s academic work, including books, notes, computer programs, papers, reports, laboratory experiments, etc.

#### **Unauthorized Possession**

Possession, without authorization, of copies of tests, answer sheets, or other materials, however obtained, that could interfere with fair, accurate testing violates this code.

#### **Misrepresentation or Falsification of Data**

Misrepresentation or falsification of data presented in surveys, experiments, etc. is a violation of this code.

**Theft of an Examination**

Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered is a violation of this code.

**Unauthorized Communication During Examinations**

Any unauthorized communications may be considered prima facie evidence of cheating.

**Knowingly Allowing Another Student to Represent Your Work as the Other Student's Work**

This includes providing a copy of your paper or laboratory report to another student without the explicit permission of the instructor(s) is a violation of this code.

**Forgery, Alteration, or Knowing Misuse of Graded Examinations**

Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records or documents, including but not limited to transcripts, letters of recommendations, degree certificates, examinations, quizzes, or other work after submission are violations of this code.

**Theft or Destruction of Examinations or Papers**

Theft or destruction of examinations or papers after submission is a violation of this code.

**Altering or Destroying Another's Work**

Altering or destroying another student's work or records, altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance is a violation of this code.

**Failure to Comply with Sanctions**

Failure to comply with the sanctions imposed under the authority of this code is a further violation.

**Faculty Responsibility for Academic Honesty**

It is expected of the faculty of Huston-Tillotson University that they will set a proper and effective tone for academic and intellectual inquiry. As role models, faculty should demonstrate characteristics which promote a sense of community within and among peers and the student body. At the heart of the University is a belief that academic honesty is derived from an appreciation for and adherence to moral integrity. Failures in the area of academic honesty strike at the heart of what is essential to the University community – the pursuit of truth.

Members of this University community, especially the faculty, should strive to guide the behavior of students through positive actions which clearly demonstrate that honesty and integrity are essential to the life of the University.



In light of these expectations, the faculty should assess, accurately and effectively, the ability and achievements of their students. To do so, each faculty member should adhere to the spirit as well as the letter of this policy. Such adherence includes assessing and prosecuting to the fullest extent all violations of this code.

In order to carry out this policy properly, faculty are expected to:

1. Familiarize themselves with the policy and its procedures;
2. Familiarize themselves with statements on plagiarism and methods of insuring compliance;
3. Remind their students of the general principles and requirements of this policy, giving specific attention to pedagogical and assessment criteria employed in their particular course. Unique requirements necessitate specific promulgation;
4. Reflect on the necessity for fairness/equity in assignments and tests. Such reflection ought to be concretely reflected in all assessment of students;
5. Secure tests and course materials so as to insure equal access for all;
6. Pursue perceived violations of this code as part of their role in assessment of the student, in the pursuit of truth and in the information of an academic community.

These expectations are enumerated to assist the faculty in establishing and sustaining an environment where academic and intellectual integrity are highly valued; these goals are pursued as a necessary component of the educational community. The manner in which inquiries into and discussion of infringements of this policy are pursued is important. All parties involved ought to remember that such inquiries and discussion, with colleagues or students, ought to be in pursuit of legitimate educational interests. Frivolity, curiosity, and careless identification of parties involved are not consonant with such aims.

### **Acceptance of Responsibility**

In accepting admission to Huston-Tillotson University, students also accept responsibility for governing their own conduct in compliance with the Academic Code of Conduct.

### **Faculty Action**

Faculty who have reason to believe that a student has violated this Code shall meet with the student, inform the student of the suspected violation, and document the student's response. The faculty member shall then notify the Dean of the College/School of the suspected violation and the student's response to the alleged violation on the form entitled "Report of Academic Misconduct."

#### **A. Cases of undisputed Academic Misconduct by First-Time Offenders**

If a student has admitted to the academic misconduct and has not previously been found guilty of an academic conduct violation at Huston-Tillotson University, the faculty member may request the appropriate Dean's authorization to sanction the student by means of a grading penalty. The Dean, at his or her discretion and taking into account the nature of the infraction, may grant written permission to

the faculty member to enter into an agreement with the student for a grading penalty, up to and including a failing grade in the course, in lieu of proceedings before the Academic Conduct Committee. The faculty member will inform the Dean of the proposed grading penalty.

If a student admits to the academic misconduct and has previously been found guilty of an academic conduct violation at Huston-Tillotson University, as ascertained by the Dean, then at the Dean's discretion and taking into account the nature of the infraction, the Dean will refer the charges and supporting evidence to the Academic Conduct Committee, which shall then proceed with a hearing.

**B. Cases of Disputed Academic Misconduct or Cases of Repeat Offenders**

If the student disputes the charge of Academic Misconduct or if the Dean denies permission for a grading penalty because the student is a repeat offender or because of the nature of the offense, the Dean shall refer the charges and supporting evidence to the Academic Conduct Committee, which shall then proceed with a hearing.

**Penalties**

**A. Students Who Sign Approved Admission of Academic Misconduct Forms**

Students who sign Admission of Academic Misconduct forms shall receive the grading penalty noted on the form. Students will also receive a letter of reprimand from the Dean. The form and the letter of reprimand will be retained in the student's file, but shall not be recorded on the student's permanent academic record. The reprimand will not be made public when records or transcripts are sent out. It may, however, be considered when imposing sanctions for future offenses.

**B. Students Whose Cases are Referred to the Committee**

Students who are not allowed the option of a grading penalty or who elect to have their cases heard by the Academic Conduct Committee may receive the sanctions of Reprimand, Disciplinary Probation, Suspension, or Expulsion only through action of the Academic Conduct Committee. For cases referred to the Academic Conduct Committee, students may be penalized for academic conduct violations only through action of the committee. However, faculty members always retain the right to assign grades reflecting their principled and equitable assessment of students' work. In a case in which the Academic Conduct Committee has found a violation of the Code, the grades assigned by the faculty member may also reflect the faculty member's determination of how seriously overall course goals and expectations of the academic discipline are compromised by work involved in an incident of academic misconduct and how that work should, in consequence, contribute to the final course grade.

## **Dissemination of Information**

- A. Notice of probation, suspension, or expulsion is sent to the student and parent or guardian of dependent students.
- B. Dissemination of information is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974. Copies of this act are available in the University Registrar's Office.
- C. Efforts will be made to ensure that students receive a copy of the Academic Conduct Code at their first registration in the University. Copies of the code will also be available in the Student Affairs Office, Student Support Services, the School of Business and Technology, the College of Arts and Sciences, and on the HT web page.
- D. Students' conduct records are confidential and will not be released except in accordance with FERPA and any other applicable laws.

## **Graduate Academic Conduct Committee**

### ***Graduate Academic Conduct Committee Procedure***

- A. The Dean of the College/School shall appoint a committee consisting of faculty members and graduate students. The committee shall elect its chair from among the faculty members appointed to the committee. Proceedings before the committee are instituted when the Dean forwards the complainant's report to the chairman of the committee. This committee has jurisdiction over every alleged act of academic misconduct on the part of (a) any graduate student enrolled in the University, and (b) any graduate student enrolled in a course taught at the University, whether that student is enrolled in the University or any other college or university. The committee will also have jurisdiction over every alleged act of misconduct pertaining to documents of, or course credits earned at, the University by any person. This shall include any person who has received a degree from this University.
- B. Faculty in the College of Arts and Sciences and the School of Business and Technology shall, after discussing the matter with the student in question, notify the Dean of any documented violation of the code. The notification shall include the student's name and ID number, the course in which the alleged violation occurred, and a statement indicating any and all supporting evidence upon which the professor has relied. (See Subsection "Faculty Action," above).
- C. If the Dean refers the case to the Graduate Academic Conduct Committee, the Dean's office shall inform the student (by hand-delivered or certified letter with return receipt, to be sent at least seven calendar days prior to the hearing) of the following matters:
  - 1. The charges;
  - 2. The date, time, and location of the hearing;
  - 3. The student may request to reschedule the hearing for a valid reason;
  - 4. The student may be accompanied by an advisor of the student's choice. The advisor may not be an attorney. At the discretion of the committee chair, the

advisor may be allowed to make a brief statement on behalf of the student. The advisor may not participate directly in the hearing; and

5. The student shall have the right to examine the person bringing the charges, to have access to all documents that have been introduced as evidence, to have copies prepared, and at the discretion of the chair and in a matter to be prescribed by the chair, to examine all witnesses.

#### D. Hearings

1. Members of the committee shall be excused if the case might involve a conflict of interest (e.g., kinship, teacher-student relationship, etc.).
2. The Dean may appoint pro tempore members to replace regular faculty members who are unable to attend, or who have been excused.
3. No student shall be found guilty except on the vote of a majority of the voting members present at a hearing.
4. The quorum for hearings shall be five voting members of the committee, at least three of whom should be faculty members.
5. The Committee Chair shall be counted as a voting member, but shall cast a vote *only* in order to break a tie vote.
6. A hearing shall proceed in the absence of the accused student only if:
  - a. The student waived the right to be present; or
  - b. The committee is satisfied that proper notice of the hearing was given to the student and that there is no legitimate cause for the absence.
7. The hearings shall be recorded either by a stenographer or by sound recording. The records are to be preserved for one year. Any participant in the hearing may obtain a copy of the recording or the transcript of the hearing at actual cost.
8. The order of the hearing shall be as follows:
  - a. Presentation of charges by the committee Chair.
  - b. Presentation and examination of material evidence and witnesses by the committee and by the accused student(s) but excluding material relevant to sanctions to be imposed. In appropriate circumstances, the chair may take steps to protect a witness through actions such as sequestering, withholding a witness's identity, or taking testimony prior to a hearing.
  - c. Statement by the accused student.
  - d. Deliberation of the committee after accused student is dismissed.
  - e. Formulation of the judgment and assessment of any appropriate penalty by a majority vote of the members present.
9. The chair shall make a necessary determination of the scope of the inquiry with a view to according full and fair exploration to relevant material.
10. Because the hearing is not a court hearing, the committee is not bound by legal rules of evidence. However, every effort will be made to conduct hearings as fairly and expeditiously as possible.
11. The hearings shall not be public, and information gained at the hearing shall be treated as privileged information by all participants. This does not bar disclosure of the findings and recommendations of the committee to those authorized to receive such information. Inasmuch as the provision is for the

protection of the accused, it does not bar the accused from disclosing the proceedings, if the accused wishes to do so.

12. The hearing shall be conducted with proper decorum. The hearing may be recessed by the Chairman if:
    - a. Additional evidence or witnesses are needed.
    - b. It is apparent that a fair hearing cannot be held because of disturbances, illness, or similar causes.
  13. The University may, from time to time, make public the facts and decisions of the cases that come before the committee. However, such reports shall not reveal the name of any student, professor, or course involved in a case that has been heard by the committee.
- E. The complete recommendations, including a statement of the charges, evidence, and judgment, shall be transmitted to the Dean of the College/School as soon as possible after the hearing at which the judgment was made. The Dean shall review the report and appropriateness of the recommended sanctions. The Dean may refer the matter to the committee for further consideration and/or elaboration, or may request the transcript or recording of the hearing and/or the evidence. However, the factual finding of the committee shall not be replaced by findings more damaging to the student unless the Dean has submitted new evidence for a rehearing. Similarly, the Dean shall not impose more severe sanctions than those recommended by the Committee.
  - F. The Dean of the College/School shall notify the student of the judgment and penalty imposed and that such findings and sanctions are subject to final review by the Provost and Vice President for Academic and Student Affairs after all appeals within the College/School have been exhausted. The letter shall also inform the student of the appeals procedure.

### ***Appeals***

- A. Within two weeks of the receipt of the Dean's final response to appeals within the College, a student may appeal the judgment or the penalty to the Provost and Vice President for Academic and Student Affairs. Appeals are to be in writing setting forth the basis of the appeal and whether the student is appealing the judgment, the penalty, or both.
- B. The Provost and Vice President for Academic and Student Affairs shall review the documentation or refer the appeal to the committee for clarification and comments.
- C. Normally a rehearing will be ordered only if new evidence is presented. The procedure at a rehearing is the same as described above in subparagraph D, ("hearings").
- D. After the hearing, a recommendation is made to the Provost and Vice President for Academic and Student Affairs who will act on the recommendation made by the committee as E. ("Recommendation), above.

### ***Request for Reinstatement***

Requests for reinstatement after suspension shall be made no sooner than eight weeks and no later than ten weeks before the proposed date of readmission. In the case of

readmission, a student is normally placed on disciplinary probation during the first semester of the student's return and removed from probation at the end of the term. The student seeking reinstatement shall inform the Dean of the student's activities during the time of suspension, indicate what steps have been taken to satisfy any conditions imposed during the time of suspension, and state the student's future academic plans.

### ***Reporting and Documenting Procedures***

All evidence must be carefully documented in accordance with the guidelines set forth below:

- A. The person originating the charges shall present them in writing, accompanied by suitable exhibits, to the Dean of the College/School. That person shall be available to the Dean for pre-hearing conferences if necessary and shall appear at, or be available for, the Graduate Student Academic Conduct hearing whenever possible.
- B. Witnesses to the alleged infraction of the Graduate Student Academic Conduct Code may be requested to file a report on the incident and shall make themselves available for pre-hearing conferences and Graduate Student Academic Conduct hearings.
- C. The following are the guidelines for obtaining evidence of violations of the Graduate Student Academic Conduct Code in connection with:
  1. Examinations. If an irregularity occurs during an examination, the person who originally notes the irregularity should attempt to have such observations corroborated by others who are also in the room (e.g. proctors). The person(s) making the report shall provide specific information such as the time of the observation, type of irregularity observed, number of times it took place, exactly which sections of the examination were affected by the infraction, the name of each individual participating in the irregularity, and the extent of participation by each individual.
  2. Papers and Reports. If the misconduct is inferred from the appearance and/or content of a paper or other assignment where the professor or proctor has had no chance to observe the actual process, specific reference should be made to each section that gives evidence of misconduct.

## **INSTITUTIONAL SUPPORT SERVICES**

### **Downs-Jones Library**

The Downs-Jones Library has a fully-integrated automated library system which allows students, faculty and staff access to thousands of bound books, more than 160,000 ebooks in various disciplines, and 250,000 ejournals, as well as access to leading news and opinion magazines. As a participating library in Journal Storage (JSTOR), ProQuest, and TexShare (a state-wide resource sharing program), the Huston-Tillotson University community is able to access African American newspapers (1827-1998) online, 98 electronic databases (full-text journal articles included), borrow books directly from other libraries, and request materials through interlibrary loan. The library also provides online

chat reference for remote users and LibGuides research guides. Combining all of these resources with the availability of computers throughout the library, users are able to complete research papers and class projects. The library staffs the “Ask a Librarian” online help desk. Combining all of these resources with the availability of twenty computers in the library’s Alma Orme Moss Computer Laboratory, users are able to complete research papers and class projects. In addition, the library houses a non-circulating archival collection representing the institution’s history, located in the Yerwood Room which contains books, portraits, photographs, administrative documents, papers (of the former Presidents of the institution), yearbooks, and memorabilia.

### ***The Mission of the Library***

The mission of the library is to support curricular offerings of the University by providing materials that supplement the instructional program and meet the needs of the entire University. This is done through the implementation of the following objectives.

- To acquire, organize, and make accessible a dynamic and growing collection of materials, including background and transitional works for both undergraduate and graduate courses;
- To provide adequate physical facilities and equipment for maximum use of available resources;
- To adapt to changes in modes of classroom instruction by acquiring and/or producing materials in various print and non-print media formats;
- To encourage students to read beyond course assignments for their own enlightenment, enjoyment, and satisfaction, thereby developing skills and habits for lifelong learning; and
- To support, in part, research by faculty and administrators by acquiring, selected basic and current works for that purpose each year.

### **Academic Computing Laboratories**

Huston-Tillotson University maintains computer laboratories which offer the latest in computer technology and reliable high speed access to the Internet. The computer labs are utilized to support specific courses and, on a scheduled basis, are open to all enrolled students free of charge. Academic computing laboratory services are coordinated by the Director of Information Technology.

### **Internet Services**

Huston-Tillotson University offers a wide array of computing, networking, and media services to students, faculty, and staff. These services are in place to facilitate teaching, learning and administrative activities that support course enrollment, advising, grade reporting and other recordkeeping functions. By accessing these services, all students agree to abide by and be subject to the terms and conditions contained in the *University’s Policy and Procedures Manual, Volume VII, [Student Handbook](#)* as well as those cited in all other applicable University policies. It is the intent of this policy to enable high-quality services and maximize productivity while protecting the rights of all students of the community.

Internet service is available seven days a week from the on-campus networks. Off-campus students can access their email at [www.htu.edu](http://www.htu.edu).

### **Access to Network Services**

An account is provided to each student after registration is completed and remains in effect as long as the student is enrolled at the University. Accounts assigned to students are the property of Huston-Tillotson University. The standard Huston-Tillotson University naming convention comprises the first and middle initials of the student's name, followed by the last name.

### **Institutional Privileges**

Huston-Tillotson University reserves the right to allocate resources in different ways in order to achieve maximum usage. To accomplish this, the system administrator may suspend or terminate privileges to individuals, without notice, if malicious misuse or use inconsistent with University policy or applicable law is discovered. Privileges may also be suspended, without notice, to meet time-dependent, critical operational needs. The system administrator may also limit the number of messages or files that each user has in order to keep the system functioning.

### **Policies Governing Use of Network Services**

#### ***Personal Computers on the Network***

Personally owned computers that are used on the University's network are subject to the regulations contained in the *University's Policies and Procedures Manual, Volume VII, Student Handbook*. If bandwidth or other problems occur, Information Technology Services (ITS) reserves the right to discontinue access to the network. Computer connections to the network may not be used as servers for private enterprises, commercial activity, or profit. ITS reserves the right to disconnect any network ports having activity that adversely affects the network or any other user. Network connections may also be revoked in the case of malicious or inappropriate computing activity.

All students, faculty, and staff are expected to abide by the rules, regulations and policies promulgated in the *University's Policy and Procedures Manual, Volume II, Campus Community*, Section 2.6, Communications Policy.

#### ***Appropriate Use of E-Mail***

Huston-Tillotson University strongly recommends that e-mail not be used for confidential communication. E-mail is now considered a formal written record that carries the same legal weight as a paper memorandum. Users of e-mail should remember that e-mail messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted can be retained unintentionally on system backup files in a disaster case only (server outage, mass e-mail virus, catastrophe, etc.). In addition, even secure passwords are not completely confidential. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it; and messages that should not be preserved



should be deleted immediately. E-mail is also governed by state and federal laws with regard to copyrighted material, photographic images and libelous remarks.

University policy prohibits certain types of e-mail. These include mail messages that may be perceived as pornographic, harassment, political campaigning, or commercial solicitation. Chain mail is also prohibited because it consumes a large amount of system resources. Certain types of e-mails, including but not limited to harassing e-mail, may subject the sender to civil or criminal penalties. In spite of University policy, malicious users who know the computer owner's ID and password can abuse e-mail. Users are responsible for protecting their own passwords. These policies will be enforced when violators are brought to the attention of the ITS administrator.

Huston-Tillotson University does allow mass mailings via the e-mail server; however, guidelines govern its use. For additional guidance on mass mailings, contact the ITS office.

### ***Network Security***

Security for access to the network and to files or applications on a server is implemented via user ID and password systems. Each user is responsible for all e-mail transactions made under each user's user ID and password, and for all network e-mail activity originating from that connection. Users are solely responsible for the security of the ID and password assigned to them. All students, faculty, and staff are required to sign a Local Area Network (LAN) Access form.

### ***User IDs and Passwords***

Only the person responsible for the account and user ID should have access to the password. Access to user IDs may not be loaned or sold and any suspected breach of password security should be reported immediately to IT at x3168 or via email at [helpdesk@htu.edu](mailto:helpdesk@htu.edu). Some common rules to follow to protect the password include:

1. Do not store passwords at any workstations that can be used to gain access to other computing resources;
2. Never share passwords; and
3. Never tape passwords to a wall or under a keyboard.

### ***Responsible Use of Network and Computing Facilities***

Huston-Tillotson University is a private institution fully committed to the ideals of academic freedom, freedom of expression, and multicultural diversity. At the same time, inappropriate and/or malicious use of computing resources that in any way is wasteful of the University's equipment or services, violates the rights of others or is inconsistent with the University's policies relative to technology, is strictly prohibited. Violators will be penalized severely and expeditiously. Penalties may include warning, administrative or involuntary withdrawal, suspension, expulsion and/or referral to law enforcement authorities.

### ***Indemnification of Huston-Tillotson University***

Users agree, in consideration of access to the University's computing, networking and media services, to indemnify, defend, and hold harmless the University from any suits, claims, losses, expenses or damages, including, but not limited to, the user's access to or use of the University's computer resources and all other media services and facilities.

## **STUDENT AFFAIRS**

### **The Division of Student Affairs**

As part of the Academic and Student Affairs unit, the Division of Student Affairs is the center of student life at Huston-Tillotson University and encompasses activities that maximize the student's physical, psychological, social, occupational, cultural, and spiritual life. It provides support services and developmental experiences that complement and enhance the students' learning inside and outside of the classroom. The Division of Student Affairs includes: Campus Life, Counseling and Consultation Center, Career and Graduate Development, Disability Services, Health Services, Religious Life, and Residence Life. The Counseling and Consultation Center includes short-term counseling services as well as wellness programming.

The Dean of Student Affairs is the senior student affairs officer. The Dean of Student Affairs has administrative oversight of Campus Life, Counseling and Consultation Center, Career and Graduate Development, Health Services, University Chaplain and Religious Life, and Residence Life. The Director of Counseling and Consultation Center serves as the University's counselor and oversees Disability Services.

### **The Student Handbook**

The Code of Conduct and Community Standards, student grievance procedures, and other helpful information for students are published in Volume II of the University Policy Manual ([Student Handbook](#)).

### **Health Services**

Attaining and maintaining good health is essential to the educational experience at Huston-Tillotson University. Student Health Service plans and promotes health education programs for the campus community, encourages good health practices, and gives prompt attention to illnesses and injuries.

University Student Health Services is committed to providing quality health care that is accessible, timely, and customer service-oriented, with dignity. The Student Health Center, located in the Sandra Joy Anderson Community Health and Wellness Center, serves all full-time students enrolled at the University so as to address matters that may interfere with student learning and development. The Center is under the direction of a Licensed Vocational Nurse. Primary medical services include immunizations, vital signs interpretation, glucose testing, urinalysis, over-the-counter medications, drug testing, transportation for medical reasons (for appointments only), HIV counseling and testing, First Aid/CPR, ear irrigations, suture removals, vision screening, pregnancy testing and counseling, wound care, weight management, nurse assessments, blood pressure checks,

informational brochures, and health-related programming. St. David's Medical Center and Brackenridge Hospital serve as our primary care facilities for off-campus emergencies.

In accordance with the Texas Department of Health and Human Services, all students under the age of 22 must present a certificate to the University that they have been vaccinated against specified diseases. For more information, visit the HT Health Services or the website at <http://htu.edu/students/services/health-services/>.

For after-hours emergencies, please notify Campus Safety at 512.505.3010. For more information about Health Services, please call 512.505.3039 or pick up a Health Services manual in the office.

### **Religious Life**

Huston-Tillotson University is affiliated with The United Methodist Church and the United Church of Christ. Students and staff represent many religious faiths. The University respects the faith commitments of all students. The University Chaplain coordinates campus ministry programs and leads religious life on campus. The Chaplain is also available to counsel students regarding a variety of matters. In addition, the University Chaplain is responsible for development of programs that encourage spiritual growth and development. The Chaplain is located in the Center for Religious Life, 1001 Chicon, and can be reached at 512.344.9380.

### **Intramural Sports**

The University encourages sound physical fitness for every student. A variety of intramural sports is offered each year to promote good sportsmanship, healthy competition, and the enjoyment of recreational activities.

## **COUNSELING AND CONSULTATION CENTER**

The Counseling and Consultation Center (CCC), located in the Sandra Joy Anderson Community Health and Wellness Center, provides professional counseling services to students experiencing a wide array of issues that may be affecting their personal and academic development.

The Counseling and Consultation Center is open Monday through Friday during normal business hours. For after-hours emergencies, students, faculty, and staff should contact Campus Safety at 512.505.3010.

### **Counseling**

The Director of Counseling and Consultation Center functions as the University Counselor and provides short-term individual counseling services to students. Group counseling sessions, crisis intervention, consultation with faculty and staff, and referrals to mental health providers and community agencies are also provided by the Counseling

and Consultation Center. The Center also offers programs, videos, and brochures to help strengthen the students' University experience.

Any student enrolled at the University is eligible to receive services from the Counseling and Consultation Center. Students experiencing any of the following concerns are encouraged to visit the Counseling and Consultation Center:

- Stress, anxiety and depression
- Academic concerns, such as procrastination and attention problems
- Interpersonal relationship problems
- Adjustment issues such as homesickness and loneliness
- Thoughts of hurting self or others
- Problem behaviors, such as drug or alcohol abuse
- Experience with trauma, such as sexual abuse and PTSD
- Grief and sense of loss
- Confusion, worry, negativity

The Counseling and Consultation Center seeks to empower students in order to help them make the most of their University experience. Counseling sessions are confidential and their content cannot be disclosed without written consent from the student except in specific circumstances required by law.

Faculty, staff, and students may contact the Counseling and Consultation Center at 512.505.3044 or at 512.505.3046.

### **Disability Services**

Huston-Tillotson University is committed to making its academic programs and services accessible to qualified students with disabilities. Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University is committed to providing equal opportunities for students with disabilities so they can develop and demonstrate their knowledge and skills while maintaining the academic integrity of the University.

The Director of the Counseling and Consultation Center serves as a contact point for students with disabilities. The goal of disability services is to support the academic efforts of students with disabilities by providing a physically and educationally accessible University environment that ensures that every individual is evaluated on the basis of ability. The Director of the Counseling and Consultation Center works individually with students to determine appropriate and reasonable academic accommodations and to ensure that students receive equal access to University programs, services, and resources.

Registered students with disabilities who need academic accommodations or disability-related support services are encouraged to contact the Counseling and Consultation Center to arrange an intake appointment. Students with disabilities must provide appropriate documentation from a medical and/or mental health professional to document type of disability and accommodation(s) needed. Students who are unsure of their disability status are also encouraged to contact the Counseling and Consultation Center

for more information regarding disability-related support services. The telephone numbers of the Counseling and Consultation Center are 512.505.3144 and 512.505.3146.

## **CAREER AND GRADUATE DEVELOPMENT CENTER**

Located in Allen-Frazier Residence Hall, 1st floor, the Career and Graduate Development Center (C&GDC) provides comprehensive lifelong career development assistance to present and former students regarding areas of self-assessment, career exploration and decision-making, leading to personal success in part-time jobs, internships, higher education, and/or full-time career employment.

The Center sponsors annual internship, career and graduate school fairs, resume and cover letter writing and review, and mock interviews. View extensive career exploration, employer research, job search, financial aid and graduate school resources at [www.htu.edu/cgd/](http://www.htu.edu/cgd/). The Center also includes a Resource Center containing standardized testing materials, employer profiles, job postings, and various publications pertaining to graduate schools, salary surveys, and job search strategies.

The C&GDC is open Monday through Friday, 8:30 a.m.-5:30 p.m. Please contact the Career and Graduate Development Center at 512.505.3041 or email [cgd@htu.edu](mailto:cgd@htu.edu).

## **STUDENT COMPLAINT AND GRIEVANCE PROCEDURES**

Student Complaint and Grievance procedures at Huston-Tillotson University are intended to provide a formal and consistent process for students to seek redress concerning actions of the University and/or by University faculty, administrators, and staff. Students considering filing a formal grievance should read the complete text of the Student Complaint and Grievance Procedure described in this volume of the Huston-Tillotson Policy Manual.

Situations may arise in which a student believes that the s/he has not received fair treatment by a representative of the University or the student has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student. A student who wishes to have a complaint addressed by the University should first use the following Complaint Procedure and then utilize the Grievance Procedure if the Complaint Procedure proves unsatisfactory. Students are encouraged to seek assistance from the Provost and Vice President for Academic and Student Affairs Office, Department Chair, College or School Dean, their advisor, or another member of the faculty or staff. If the complaint concerns unlawful discrimination, the Director of Human Resources will investigate claims of harassment and serve as the University's Affirmative Action Officer. In the event that a student wishes to dispute a grade, the student should consult the Appeal of Grades policy found in this Bulletin.

### **What is a Grievance?**

A grievance is a formal complaint by a student arising out of an alleged action of the University, including faculty, administrators, and/or staff of the University. Such action is alleged by the student to be unauthorized and/or unjustified and adversely affecting the status, rights, or privileges of the student, including actions based on race, color, religion, sex, sexual orientation, national origin, age, handicap, or veteran status.

Students are reminded that the grievance procedure is not designed to replace open communication and understanding that are vital to the academic process. If the student wishes to proceed with a grievance, the student may withdraw the grievance at any stage and the process will immediately terminate.

### **Complaint Procedure**

A written complaint should be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint. Every effort should be made to resolve the problem fairly and promptly at this level.

If the student is not able to resolve the complaint satisfactorily at this level, the student should meet with the employee's supervisor. This may be a department chair, program coordinator, or director. After ten (10) working days and if a satisfactory solution is not found, the complaint will be reviewed by the department or unit head which may be a Dean or Vice President. If the complaint involves allegations of sexual harassment or unlawful discrimination, the Director of Human Resources should be consulted.

### **Complaint Regarding Grades or Performance of a Faculty Member**

If the complaint concerns a grade or the performance of a faculty member, the student should first confer with the course instructor. If the student does not gain resolution, the student should direct the complaint to the Department Chair. If the matter is not resolved, it should be referred to the College or School Dean. If the complaint involves allegations of sexual harassment or unlawful discrimination, the Director of Human Resources should be consulted.

### **Grievance Procedure**

#### ***Step 1***

A student who believes that he/she has not received fair treatment or who has a complaint about the performance, action, or inaction of a member of the faculty or staff, and believes that the student has not received appropriate redress through the complaint procedure within a reasonable period of time, must file a written statement of grievance (see Statement of Grievance, below) with the chair or the coordinator of the program in which the employee served at the time of the alleged action. Each grievance must be submitted in writing and only one subject matter should be covered in any one grievance. Formal grievance statements received by the chair, coordinator, or designee may be referred to a department or program level committee that recommends action to the chair or coordinator. The chair, coordinator, the designee, or the committee will investigate the allegations and reach a conclusion regarding the student's contentions. The chair or coordinator has fifteen (15) working days to respond to the student after the conclusion of

the investigation. If either the student or the person against whom the grievance was filed disagrees with the chair's or the coordinator's findings and recommendations, that person may appeal under the procedures outlined in Step Two.

### ***Step 2***

If the student or person against whom the grievance was filed is not satisfied with the results of Step One, or if the grievance is against the chair of a department or coordinator of a program, the student must next transmit the written statement of grievance to the appropriate senior administrator. The senior administrator will refer the grievance to a committee established at the University or senior administration level. Such a committee should consist of a cross-section of the University community and include faculty, staff, and student representatives.

### ***Step 3***

If a student is not satisfied with the results of Step Two, or if the grievance is against a senior administrator, the student may file a written statement of grievance with the University Student Grievance Committee. The University Student Grievance Committee consists of student, faculty, and staff representatives appointed at the beginning of the academic year. Student representatives are appointed by the Student Government Association President while faculty and staff representatives are appointed by the Provost and Vice President for Academic and Student Affairs. If the grievance involves the teaching responsibility of such an administrator, steps one and two cannot be bypassed.

### ***Step 4***

If an individual (student, faculty, staff, or other interested party) or individuals wish to claim wrongdoing or deficiency on the part of the University, a complaint may be filed directly with the Commission on Colleges of the Southern Association of Colleges and Schools. The Commission's address is 1866 Southern Lane, Decatur, Georgia 30033-4097, and the telephone number is 404.679.4500. Alternatively, the website for the SACSCOC complaint process is <http://www.sacscoc.org/FAQTOC.asp>. Additionally, students may also file a complaint with the Texas Higher Education Coordinating Board. The Board's address is 1200 E. Anderson Lane, Austin, Texas 78752 and the telephone number is 512.427.6101. For additional information regarding the Texas Higher Education Coordinating Board, please visit their website: <http://www.thecb.state.tx.us> for more information regarding the THECB complaint process, please visit: <http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>.

### **Statement of Grievance**

Basically, the statement of grievance is a clear, simple statement of fact according to the student's understanding of what happened. It should provide enough information to give the committee a complete understanding of the situation from the student's perspective. The Provost and Vice President for Academic and Student Affairs has staff to help students understand the details of the Student Complaint and Grievance Policy and should be called on for assistance. The Provost and Vice President for Student Affairs

Office is located in Anthony and Louise Viaer – Alumni Hall, second floor. The telephone number is 512.505.6433.

**For Complaints Regarding Performance of a Faculty Member**

If the complaint concerns performance of a faculty member, the student should first confer with the course instructor. If the student does not gain resolution, the student should direct the complaint to the Department Chair. If the matter is not resolved, it should be referred to the College or School Dean. If the complaint involves allegations of sexual harassment or unlawful discrimination, the Director of Human Resources should be consulted.

**THE MASTER OF EDUCATION DEGREE  
IN EDUCATIONAL LEADERSHIP  
(Principal Preparation Program)**

The Master of Education Degree in Educational Leadership at Huston-Tillotson University prepares candidates for meaningful careers as school leaders. Framed within a social justice perspective, the M.Ed. in Educational Leadership assists candidates in developing the knowledge, skills, and dispositions necessary to become effective and caring educational leaders in a diverse and ever-changing society. Candidates are prepared for Texas Principal Certification.

**General Information**

The M.Ed. in Educational Leadership is the first graduate degree offered by Huston-Tillotson University's Department of Educator Preparation in the College of Arts and Sciences. Designed primarily for working teachers, the degree prepares educators to provide leadership in classrooms and at the campus/building or district level. Students are also prepared to take the TExES Principal Certification. The program consists of 33 semester/credit hours and may be completed in four (4) semesters.

**Admission Criteria**

To be eligible for the Principal Preparation Program, an applicant must have received a Bachelor's degree from an accredited institution, have at least a 2.8 GPA, be a certified teacher with at least two (2) years of creditable teaching experience, and pass a background check.

To apply, an applicant must complete the Huston-Tillotson University Graduate Application at [ApplyTexas.org](http://ApplyTexas.org), pay the \$100.00 application fee, and send the following materials directly to the Department of Educator Preparation:

- Application Checklist
- Application Fee
- Resume or Curriculum Vita
- Official Transcripts from all Institutions Attended
- Teacher Certification
- Service Record



- Letter of Intent
- Three (3) Letters of Recommendation
- Texas Department of Public Safety Criminal Record Report (*Current employees of public school districts are not required to submit the criminal background check. Proof of employment is required.*)

For Applicants with Foreign Transcripts only:

- Complete and certified English evaluations must accompany original transcripts
- Official TOEFL-iBT scores with a minimum of 26 on the Speaking section

Applicants who submit all application materials and meet program requirements will be interviewed by members of the M.Ed. Candidacy Committee for further screening.

**Deadlines for application submission:**

July 15 for Fall admission  
 October 15 for Spring admission  
 March 15 for Summer admission

**Post-Admission Benchmarks**

1. Pass all courses with a minimum grade of “C,” and maintain at least a 3.0 cumulative GPA
2. Successfully complete all required coursework and key assessments
3. Successfully complete all Practicum requirements
4. Score at least 80% on the practice TExES Principal Exam
5. Complete PPP exit surveys

**Application for Principal Certification**

To be approved to take the TExES Principal Exam, the candidate must meet all program requirements, including a cumulative GPA of at least 2.75 and a score of 80% or higher on the practice TExES Principal Exam. The candidate may apply for certification after passing the official TExES Principal Exam.

**Cause for Probation and/or Dismissal from Principal Preparation Program**

The following can result in an intervention plan and/or dismissal from the program:

1. Insubordination to program and/or district personnel;
2. Unacceptable behavior identified in the Texas Educator’s Code of Ethics;
3. Failure to comply with a hiring entity’s rules or policies which leads to concerns by the school administrator. (This applies to actions outside the classroom as well as in the classroom.);
4. Classroom or administrative incompetence based on appraisal results and evaluations by the building principal and HT PPP field supervisor;
5. Failure to pay fees in a timely manner;
6. Excessive absences or tardiness;
7. Falsification of information or documents;
8. Failure to maintain GPA requirements;
9. Failure to meet HT PPP requirements/standards during the practicum;
10. Failure to comply with instruction requirements;

11. \*Termination from a position under policy of the governing board of the hiring entity;
12. \*Resignation by the candidate or practicum student from the contracted position unless approved or recommended by the HT M.Ed. Director; or
13. \*Failure to complete all program requirements within five (5) years of first semester of enrollment.

\*These areas are automatic dismissals with no intervention plan.

Although the student may be placed on probation prior to dismissal, there is no requirement for a probationary period prior to dismissal. Furthermore, completion of the intervention plan does not guarantee continued eligibility for M.Ed. candidacy. The intervention plan will be administered by the M.Ed. Director. Dismissal from and/or reinstatement to the PPP requires a recommendation from the M.Ed. Director and approval by the department chair.

### **Courses in Educational Leadership (MEDU)**

**MEDU 5204 Introduction to Research Methods 2 Credit Hours**

This course provides an overview of qualitative and quantitative research techniques. Students will utilize components of literature review, data collection and analysis to conduct an action research project that addresses an educational problem/question.

**Prerequisite: None**

**MEDU 5221 Practicum for School Leadership A 2 Credit Hours**

This course provides individualized, sustained field experiences and clinical internship practice within a school setting, monitored by a qualified onsite mentor and University supervisor.

**Prerequisite: None**

**MEDU 5222 Practicum for School Leadership B 2 Credit Hours**

This course provides individualized, sustained field experiences and clinical internship practice within a social setting, monitored by a qualified on-site mentor and University supervisor.

**Prerequisite: MEDU 5221**

**MEDU 5301 Schools as Learning Communities – Organization & Culture 3 Credit Hours**

This course focuses on how organizational culture and climate intersect with diverse subcultures in the school and school community. Students will learn how to develop and understand culturally proficient leadership, collect data on school culture, climate, and community to develop action plans that address needs. Students will explore the application of organizational, communication, multicultural and cultural proficiency theories, and models of/in day-to-day practice.

**Prerequisite: None**

**MEDU 5302 Legal, Ethical, and Social Issues in Education 3 Credit Hours**

This course provides an opportunity to become familiar with legal, ethical, and regulatory requirements and responsibilities of educational leaders. State and national education issues include school finance, school law, special programs, leadership and management, instructional issues, evaluation of programs and personnel, and changing policies at the state and national level.

**Prerequisite: None**

**MEDU 5303 Diversity and Special Programs in Schools 3 Credit Hours**

Students will survey diverse populations and programs associated with schools. Programs reviewed include special education, state and national reading initiatives, federal programs, gifted and talented, English language learners, and others. Discussion includes the impact of these programs on student success and the connection back to various policies and documents.

**Prerequisite: None**

**MEDU 5305 Action Research Project**

**3 Credit Hours**

In lieu of thesis, the student will produce a written report of the Action Research Project developed and conducted in Intro to Research Methods and present it in a professional setting.

**Prerequisite: MEDU 5204**

**MEDU 5323 Practicum for School Leadership**

**3 Credit Hours**

This course provides individualized, sustained field experiences and clinical internship practice within a school setting, monitored by a qualified onsite mentor and university supervisor. This course includes preparation for state certification exam.

**Prerequisite: MEDU 5222**

**MEDU 5324 Introduction to Leadership in Education Settings**

**3 Credit Hours**

This course provides an introduction to the knowledge base of research and practice in education leadership based on the Educational Leadership Constituent Council's (ELCC's) 2011 Building Level Standards from the National Policy Board For Educational Administration (NPBEA) and the principal competencies established for the Texas Education Agency's State Board for Educator Certification. The course will focus on the role of leaders in the social, political, and legal context of schools. It will also examine the role of leadership in school improvement.

**Prerequisite: None**

**MEDU 5325 Curriculum Leadership and Assessment**

**3 Credit Hours**

This course focuses on data driven decision making, and examines how leaders in educational settings use data to analyze and improve student learning.

**Prerequisite: None**

**MEDU 5326 Administrative Processes and Operations in Schools**

**3 Credit Hours**

This course examines critical topics such as effective resource management, facilities management, and school safety.

**Prerequisite: None**

**MEDU 5327 Administration, Supervision, and Improvement of Instruction**

**3 Credit Hours**

This course examines how education leaders manage human resources, addressing such topics as recruitment, supervision, and evaluation of staff. This course addresses the development of effective leadership strategies to improve student achievement through curriculum, instruction, assessment, professional development, and instructional supervision.

**Prerequisite: None**