

**Huston-Tillotson University**

**Adult Degree Program  
(ADP)  
BULLETIN**



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**Adult Degree Program (ADP)**

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### **Use of This Bulletin**

Please refer to the HT Bulletin (vol. VI) for any other undergraduate policies not found in this bulletin (vol. VI-A).

The provisions of this 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 students and those already enrolled. This Bulletin is not intended to, nor does it, contain all regulations that relate to 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 Bulletin should be directed to the University Registrar.

## Contacting the ADP and the University

ADP office hours are:

Monday - 9:00 a.m. to 6:00 p.m., Central Standard Time (CST)

Tuesday through Thursday - 9:00 a.m. to 7:00 p.m.

Friday - 9:00 a.m. to 5:30 p.m.

The University's main telephone number is 512.505.3000. The ADP's main telephone number is 512.505.6455; the fax number is 512.505.6459. 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>
Accounting Manager	A-L 220	512.505.6458
Alumni Affairs	V-A 213	512.505.3074
Athletics	Gym	512.505.3050
Associate Provost	V-A 206A	512.505.6485
Ram's Place	D-D Student Union	512.505.6409
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 Excellence	J-M 101	512.505.3040
College of Arts and Sciences - Dean's Office	D-L 201	512.505.3125
Counseling and Consultation Center	CHWC	512.505.3044
Disability Services	CHWC	512.505.3146
Director of the Adult Degree Program	V-A 205	512.505.6485
Enrollment Services Office	A-L 220	512.505.6455
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
Library	D-J Bldg	512.505.3088
President's Office	V-A 305	512.505.3002
Provost and VP for Academic Affairs	V-A 208	512.505.6433
Public Relations	V-A 213	512.505.3072
School of Business and Technology - Dean's Office	A-L 310	512.505.3131
Student Health Center	CHWC	512.505.3039
Student Services /Registrar – ADP	A-L 214	512.505.6473
University Registrar	A-L 210	512.505.3082
Veteran Affairs Certifying Office	A-L 210	512.505.3082
Writer's Studio	J-M 103	512.505.3087

## **Mission Statement**

As a historically black institution, Huston-Tillotson University's mission is to provide opportunities to a diverse population for academic achievement with an emphasis on academic excellence, spiritual and ethical development, civic engagement, and leadership in a nurturing environment. The Adult Degree Program (ADP) extends the University's educational offerings to full-time, working adults in need of continuing education opportunities.

Adult Degree Program offerings have been created to provide students the skills they need to compete in the dynamic, world economy. Student placement strategies are designed to meet the learning needs of individual students while nurturing group management skills through the program's emphasis on learning teams.

The Adult Degree Program is committed to providing students with the organizational skills they will need for assuming significant roles in the private and public sectors while securing a sound future for Huston-Tillotson University. Huston-Tillotson University only thrives if our students succeed. The Adult Degree Program is committed to student success.

Huston-Tillotson University does not discriminate in its educational programs, activities, employment, daily operations or admission policies on the basis of race, national origin, religion, color, gender, sexual orientation, physical ability or disability, or criteria prohibited under state and federal age discrimination statutes. In addition, sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Huston-Tillotson University and Title IX. Additionally, the University conforms to all federal, state and local laws and policies, in addition to the Family Educational Rights and Privacy Act of 1974 and amended (PL-93-380).

In accordance with the Title IX and Section 504 regulations, notification may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school or its students, publishing in alumnae or alumni newspapers or magazines, or distributing memoranda or other written communications to students and employees. In addition, recipients are required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees. As noted in the pertinent Section 504 regulatory provision, schools may meet this requirement either by including appropriate inserts in existing materials and publications or by revising and reprinting the materials and publications.

## **Cohort Model**

The adult degree program utilizes a student cohort model. Students collectively enroll into a sequence of classes that runs for approximately two years. Cohorts typically contain 14 – 25 students. Students will primarily be working with the same group of students during enrollment in this program. Within the cohort, students also work with a smaller group of students in a Learning Team. This program component is designed to encourage cooperative learning, participation, and peer support.

## Calendars

Academic calendars are built for each student cohort. Once the cohort is assembled, the classes are scheduled and the cohort is launched. Classes follow one after the other in sequence. After three classes are completed, there is a one week break before the start of the next class. Variations in this pattern occur to accommodate major holidays. There may also be adjustments in calendars to accommodate any approved course waivers or leave of absences.

## General Admissions Requirement

### Bachelor's-Seeking – Lower-level Undergraduate

Applicants with fewer than 50 credits are considered bachelor's-seeking lower-level applicants and are subject to the following policies:

- Applicants have completed less than 50 college-level credits from accredited colleges and universities and/or from the CLEP (College Level Examination Program), DSST (DANTES Subject Standardized Test—formerly DANTES), ACE (American Council on Education), or other standardized evaluations.
- Applicants must provide verification of graduation from an accredited high school or GED completion. Verification may be via a copy of the diploma, high school transcript, or as shown on another college transcript.
- Applicants with fewer than 2 courses successfully completed at the college level after high school or less than one year of work experience are required to provide high school transcripts.
- Applicants with fewer than 2 courses successfully completed at the college level after high school must have earned a minimum high school grade point average (GPA) of 2.3.
- Transfer credit is not required.
- Applicants must provide official transcripts from all higher education institutions attended. Reviews of transcripts for admission will include all non-remedial and non-developmental courses attempted.
- Applicants must provide official transcripts from all higher education institutions attended. Reviews of transcripts for admission include all attempted courses which are not remedial or developmental in nature. There are no specific course prerequisites prior to admission or admission tests.

There is no minimum age requirement for admission; however, successful applicants will have had a minimum of 1 year of full-time work experience after high school and have access to a work/organizational environment. Persons who are not currently employed are welcome to

apply. Because of the emphasis of practical application of learning, presently unemployed students will need access to an organization through volunteer work, membership in an organization, or a relative.

### **Bachelor's Degree Completion – Upper-level Undergraduate**

Applicants with 50 or more credits are considered bachelor's degree completion upper-level applicants and are subject to the following policies:

- Applicants have successfully completed a minimum of 50 college-level credits from accredited colleges and universities and/or from the CLEP (College Level Examination Program), DSST (DANTES Subject Standardized Test—formerly DANTES), ACE (American Council on Education), or other standardized evaluations.
- Applicants must provide official transcripts from all higher education institutions attended. Reviews of transcripts for admission include all attempted courses which are not remedial or developmental in nature. There are no specific course prerequisites prior to admission or admission tests.
- Applicants must possess a minimum GPA of 2.0 on previous college and university course work.

There is no age requirement; however, successful applicants will have had 2 years of full-time work experience after high school and have access to a work/organizational environment. Because of the emphasis of practical application of learning, presently unemployed students will need access to an organization through volunteer work, membership in an organization, or a relative.

### **Provisional Admission**

An applicant who meets admission requirements but lacks the required official documentation may be admitted with the stipulation that official documentation is submitted before the last class of the first course. The Director of Student Services determines whether to allow the exception.

### **Conditional Admission**

An undergraduate applicant whose cumulative high school GPA is below 2.3 and/or cumulative college GPA is below 2.0 may be considered for admission through a review by the ADP Admissions Committee. An offer of acceptance is made to a student with the condition that he or she remains in good standing. To be in good standing a student must carry a 2.0 or better GPA.

Applicants admitted under provisional admission and/or conditional academic admission must comply with all conditions and requirements specified in writing by Huston-Tillotson in the acceptance letter.

## **Deferral Process**

Applicants may have admission to the bachelor's-seeking lower-level undergraduate programs deferred for one or more of the following reasons:

- GPA below 2.3 in high school and/or below 2.0 in previous college or university course work.
- Insufficient work experience.
- Deferral decisions are handled on an individual basis. Deferred applicants will be invited to meet with an advisor or attend an academic advising session to develop a plan to become eligible for the program. A deferred applicant may appeal in writing, through a letter of explanation, to the Director of ADP.

## **Internal Transfer Policy**

Students who are enrolled in a traditional program through Huston-Tillotson University (HT) and can demonstrate a need for an evening format, such as that available through the Adult Degree Program (ADP) at HT, may request a one-time transfer to the ADP. This individual must meet all ADP admission requirements as indicated in the ADP Admission Criteria. Additionally, a committee of HT staff, including ADP representation, will examine this individual's rationale for requesting the transfer. Transfers will be granted to an individual who meets one or both of the following criteria:

- The requesting individual works full-time (at least 30 hours per week) and cannot register for full-time traditional course semesters based on this work obligation.
- The requesting individual fulfills household responsibilities, such as the full-time care of a dependent, which may restrict him or her from the ability to register for full-time traditional course semesters based on these responsibilities.

The Internal Transfer Committee will include the following HT staff, including ADP representation:

- Associate Provost
- Director of Financial Aid
- Director of Enrollment Management for ADP

The Internal Transfer Committee will make a recommendation to the Provost's Office for final approval.

All credits from the traditional program can count toward graduation in the ADP. A grade of "C" or better is required of all major courses being transferred into the ADP.



## General Transfer Policy

The following transfer policy applies for Adult Degree Program undergraduate degrees:

- There is no limit to the number of semester credit hours that may be transferred to HT. All acceptable credits will be transferred. Associate's degree completion students must complete a minimum of 15 credits in residency at HT. Bachelor's degree completion students must complete a minimum of 30 credits in residency at HT; however, the residency credits do not need to be the *final credits completed*. Generally, completion of the ADP cohort study fulfills HT's residency requirement. Exceptions to residency requirements are considered on a case-by-case basis and may include CLEP and DSST exams, military training, and other prior learning credit. When extenuating circumstances exist (e.g., the student is transferred or moves from the area), the Director of Student Services and advisors will work in the best interest of the student to facilitate degree completion through alternative credit options.
- HT will accept the awarding institution's designation of a course as lower- or upper-division. The course will fulfill requirements as stated in the articulation agreements between HT and other institutions. Lower-division credit is typically awarded to freshman- and sophomore-level course work. Upper-division credit is typically awarded for junior- and senior-level course work.
- In the case of repeated courses, the highest grade earned will be counted in the student's GPA.
- Course work is transferred as semester-hour credit. Any courses accepted for credit which were assigned quarter hours will be converted into semester hours. (e.g., a 4-credit-hour course in a core curriculum requirement area completed at a college or university using the quarter system will be accepted as fulfilling a 3-credit hour course requirement at HT.)
- Current ADP students taking courses at other colleges/universities must have prior approval from the ADP Registrar to assure transfer of course credit. Forms for securing such approval are available in the ADP office. An official transcript of all courses completed at another college/university must be provided.
- If students take courses at another institution without advanced written HT approval, HT accepts no responsibility for the applicability of these courses to the student's degree program.

The following rules address transfer credit limits:

- HT limits vocational/technical credits to 18 credits. Vocational/technical credit is credit for any course oriented primarily toward specific job skills that lack a theoretical foundation and are applied in nature, such as heavy-equipment operation. These courses

may be primarily lab-based or primarily designed to prepare a student for a specific skill or trade.

- Transfer credit will be awarded for courses in which a grade of A through C or Pass was recorded.
- Math and English course work that is below college level in content is not transferable.
- If a student has completed course work that duplicates other course work completed, either at the same or at a different institution, transfer credit is generally not awarded for the duplicate course. This limit may be waived for certain courses in skill development.
- Credit for CLEP examination and DSST is not given for courses already identified on the transcript for credit (e.g., the CLEP test in psychology cannot be given credit if the student's transcript includes a course in general psychology or its equivalent). Students cannot receive credit for taking courses for which they have already received CLEP/DSST credit.

### **Course Waivers / Transfer of Credit**

Students who have completed prior college coursework in the Core Curriculum category may transfer that credit into the lower-level undergraduate program offering when the following conditions exist:

Coursework is earned from a regionally accredited institution;

- With a grade of “C” or better;
- Is comparable to the course content required of the Huston-Tillotson University course; and
- A formal request to substitute prior college coursework has been submitted using the appropriate HT “Course Substitution” form.
- Students may not transfer in the first course of the program.

A student seeking to earn a bachelor's degree via the Adult Degree Program must complete the required Major cohort study as prescribed in the program. For cases in which comparable Major courses were completed at another institution, a student may request a course waiver for up to six (6) credit hours. The waiver request should be filed with the ADP Director of Student Services / ADP Registrar. The request to waive/transfer course work must be made in writing prior to beginning the bachelor's program and the following conditions must exist:

Coursework is earned from a regionally accredited institution;

- With a grade of “C” or better;
- Is comparable to the course content required of the Huston-Tillotson University course; and

- A formal request to substitute prior college coursework has been submitted using the appropriate HT “Course Substitution” form.
- The first course of the program may not be waived.

## **General Education/Core Curriculum Requirements**

Students are required to complete forty (40) credit hours of core curriculum course work. The breakdown of this requirement is as follows:

- **Communication, oral and written** **9 credit hours**

To include one oral communication course and two writing courses, this category supports the core competency of effective communication.

- ENGL 1301 Introduction to College Composition fulfills 3 credits in the written communication.
- ENGL 1302 College Rhetoric & Composition fulfills 3 credits in the written communication category.
- COMM 1315 Public Speaking fulfills 3 credits in the oral communication category.

- **Math** **3 credit hours**

Any college level mathematics course. This category supports the core competency of critical thinking.

- **Science** **7 credit hours**

Biology, botany, chemistry, ecology, anatomy and physiology, environmental sciences, physics, nutrition. This category supports the core competency of understanding and applying science.

- BIOL 2406 Environmental Biology fulfills 4 credits in the science category.
- CHEM 1305 Molecular Science for Citizens fulfills 3 credits in the science category.

- **Computer Technology** **3 credit hours**

Graduates are expected to be able to use multimedia tools to gather, analyze, and convey information. This category supports the core competency of efficient use of technology.

- Students will demonstrate competency as major coursework is completed that requires use of Word, Excel, PowerPoint, the Internet, and multiple sources to gather, analyze, and convey information.
- COSC 1300 Introduction to Computers fulfills 3 credits in the computer technology category.

- **Health and Wellness** **3 credit hours**

Any health or nutrition course, excluding one credit activity-based physical education courses. This category supports the core competency of wellness.

- KINE 1304 Dimensions of Health and Wellness fulfills 3 credits in the health and wellness category.

- **Social Sciences** **9 credit hours**

The broader term “social sciences” is designed to support the core competencies of citizenship and social responsibility, ethical reasoning and behavior, and appreciation of diversity in context of global and historical awareness. This area, comprising 9 credit hours in total, allows the transfer student to apply coursework from a variety of social science disciplines to include:

Political Science, Government  
 Psychology, Sociology, Economics  
 Diversity and African/African Diaspora studies  
 International Studies, Foreign Language  
 Cultural Studies, World Civilization  
 World History, History of Other Cultures

- **Humanities/Fine Arts** **6 credit hours**

To be selected from aesthetics, music, theater, art, literature, philosophy, foreign language, religious studies. This category supports the core competencies of aesthetics.

- RELI 2302 Comparative Religion fulfills 3 credits in the humanities and also can be applied toward a diversity requirement.
- MUSI 1303 Introduction to the Arts fulfills 3 credits in the fine arts.
- History
- American or World Literature

### **Leave of Absence Policy**

The purpose of the HT Leave of Absence Policy (LOA) is to grant eligible students a temporary leave from academic attendance for a period in which academic attendance is required by the program of study.

## **Policy**

HT may grant multiple LOAs to an adult degree program student for unforeseen and extreme circumstances in a 12 month period not to exceed 180 days. Examples of unforeseen and extreme circumstances are:

A medical situation affecting the student and/or an immediate family member in accordance with the Family Medical Leave Act of 1993; and Military and jury service duties, Business travel; Natural disasters, etc.

If the student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the ADP Director of Students Services can document the reason and decision for the LOA prior to a Return of Title IV calculation being performed, the student will be placed on an approved LOA and no calculation will be required. However, if the student is an unofficial withdrawal and the ADP Director of Students Services does not document the reason prior to a Return of Title IV being performed, the student will be considered an unofficial withdrawal, and all unearned Title IV funds will be returned to U.S. Department of Education.

HT may disburse Pell and SEOG funds to the student's account while the student is on leave of absence. Any Federal financial aid funds that are part of a credit balance may be paid to the student while on LOA if the student did not authorize the university to hold the credit balance on the account. Additionally, there will be no extra charge to complete the coursework started prior to the LOA.

## **Required Documentation**

Students must request a leave of absences from the ADP Director of Students Services .

1. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant, or nurse practitioner. The letter must be on official letterhead, and must include the diagnoses, and an estimated time for recovery.
2. For a personal leave of absence, the student request may be required to be accompanied by documentation to support the leave.

## **Failure to Return**

If the student fails to return from the LOA, the student will be considered a withdrawal based on the last date of attendance. A Return of Title IV Funds will be performed, and all unearned federal funds will be returned to the U.S. Department of Education. 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 payment period.

Additionally, the student's loan servicer will be notified, and the student's loan(s) will enter repayment within 6 months after the last date of attendance.

Students may request a leave of absence from the APD Director of Student Services.

## Graduation

The application for graduation obtained from the ADP Registrar's office must be filed with the Registrar no later than 6 months before the student intends to graduate. ADP Director of Students Services will review the application to ensure all requirements for graduation will be met and will notify the student in writing of deficiencies. The student must confirm completion of requirements for courses in the major with the academic advisor.

Bachelor's degree completion upper-level undergraduate students must meet the following requirements:

- Completion of at least 120 semester credits
- Completion of at least 21 semester credits of upper-level (3000–4000 level) study in the major
- A cumulative GPA of at least 2.0
- A GPA of at least 2.0 in all upper-division courses in the major

Students will qualify for graduation if they have met requirements listed in the HT Bulletin and the transfer of credit agreement in effect at the time of enrollment. Students who do not maintain continuous enrollment (i.e., they leave the program but subsequently return and complete study) will graduate under the HT Bulletin and the transfer of credit agreement in effect at the time of re-entry. All requirements, including financial obligations to HT, must be met prior to posting the degree on the transcript and awarding the diploma.

The May graduation ceremony may include students who will have completed all requirements prior to the start of summer school that year.

Students will be graduated with honors under the following conditions:

- GPA for honors is computed on all work undertaken at HT, whether passed or failed
- Requirements for residence have been met

Associate's degree students who have a minimum cumulative GPA of 3.30-3.49 are graduated *honors*; those who have a GPA of 3.50-3.74, *high honors*; and those who have a 3.75 GPA or better, *highest honors*.

Bachelor's degree students who have a minimum cumulative GPA of 3.0-3.49 are graduated *cum laude*; those who have a GPA of 3.5-3.74 are graduated *magna cum laude*; and those with a GPA of 3.75 or above are graduated *summa cum laude*.

## 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 error 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 reregister for and retake the course. Student grade appeals are handled according to the following procedures:

1. The student completes and Appeal of Grade form provided by the Director of Student Services for the Adult Degree Program. 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 Director of the Adult Degree Program, who will arrange a conference between the student and the instructor. Every possible effort should be made to resolve any disagreement 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 Affairs.
6. The Provost and Vice-President for Academic Affairs will make every effort to resolve the grade conflict within a 30 day period.

## Degree Offerings

Associate of Arts in Liberal Arts

Bachelor of Arts in Business Administration

Bachelor of Arts in Criminal Justice

Bachelor of Arts in Psychology

Bachelor of Arts in Educator Preparation

## **Withdrawal**

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

- Academic – Failure to meet the minimum academic requirements as outlined in the University 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 the 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 academic and/or disciplinary causes, a student may be withdrawn by the University for medical or financial reasons. A student who is delinquent with any kind of financial obligations to the University may be withdrawn. 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 a student is enrolled in at the time the withdrawal is issued. The student may appeal withdrawal from the University to the Provost and Vice-President for Academic Affairs.

## **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 Affairs for full credit in their courses under the following circumstance:

1. The student must show official orders to report for military duty;
2. The student must have attended three-fourths of the class. Students who are ordered to report for active military duty prior to completion of three-fourths of the class must follow regular withdrawal procedures.
3. The student must be earning a “C” or better in each course to receive a letter grade of A, B, C or P. A student earning less than a grade of “C” receives a “W” (withdrawal).



## **Credit for Experience**

HT has partnered with the Council for Adult & Experiential Learning (CAEL) to provide students the opportunity to gain credit for professional and life experience. Several times a year CAEL offers the online class CAEL 100 Prior Learning Assessment Theory and Practice to help students create class specific portfolios for review for credit. In addition to three credits earned through enrollment in CAEL 100, an additional 15 credits toward degree completion can be earned through this process. Information on CAEL 100 fees and procedures can be obtained from the ADP Director of Student Services.

## **Inclement Weather**

Though it is rare for classes to be cancelled because of inclement weather, on occasion it will be necessary to cancel classes to ensure the safety of our students, faculty and staff. Because of the accelerated nature of this program, the cancellation of face to face meetings on a given night means that the coursework must be completed before the next scheduled class meeting. Depending upon the class/and or instructor, this will be done by: 1) completing that day's work on-line during the regularly scheduled class hours; 2) moving the class meeting to another day before the next scheduled class; 3) a combination of 1 and 2. Students should look to their course page in the My HTU section of our website for information from their instructor as to how to proceed.

## **Fiscal Information**

The Accounting Manager 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 Accounting Manager. 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/ Scholarship Coordinator.

## **Schedule of Tuition and Fees**

Professional Studies Fee (One time only at the start of the ADP)	\$175
Tuition Rate (per credit hour)	\$410
Technology Fee (per credit hour)	\$14

### **Additional Fees**

Admission application fee is \$25.00 (non-refundable) and must be received before the admission application is processed.

Diploma Replacement	\$50.00
Graduation fee	\$150.00, required of all graduating students prior to graduation
Identification (ID) card	\$25.00 replacement charge
Returned Check	\$35.00
Transcripts	\$5.00 for each transcript request. Student must submit a written request before a transcript is issued

Equipment 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 charge is determined by the appropriate department and reported to the Accounting Manager.

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

## **Payment Options**

A Primary Finance Option must be selected as part of the tuition management plan that best supports the student's financial needs. A secondary Option is required in case the primary option selected does not cover 100% of the educational costs.

### **Installment Plans – Per academic period**

The Installment Plan requires that 100% of tuition and any fees be paid at least 1 week prior to the first night of class for each academic period or each course, depending on the student's plan selection. A student may choose to have the tuition automatically charged to their credit card. Automatic payments are charged the morning following the first night of class, after attendance has been verified.

If a student chooses the Installment Plan, it is their responsibility to pay for each course prior to the due date. Invoices may not be sent prior to the start of each course.

### **Third-Party Billing Plan (Employer/Military/Government Agency)**

Third-party billing plans are available if HT has approved the student's company for direct billing and the employer will be paying a minimum of 50% of the student's tuition per year; if the student is currently on active-duty military or a civilian government employer; or if the student is currently eligible for benefits under Veterans Affairs Vocational Rehabilitation and Employment (Chapter 31) or the Post 9/11 Bill (Chapter 33).

Employer third-party billing is only available as an option if both the employee and employer comply with the terms of the agreement. The student will automatically be required to comply with the terms of the Cash Plan if the following occurs:

1. Student's employment ceases with an approved direct bill company.
2. Student does not submit the company voucher on a timely basis.
3. Student's company does not pay the university within 90 days of the course start date. (At this point, the student will need to contact the Accounting Office to select another Primary Finance Option.)

All employer, military, or government tuition assistance vouchers or forms must be received by the university at least one (1) week prior to the start of each course. It is the student's responsibility to assist the university in expediting payment from their employer, the military, or a government agency, if necessary. Any amounts not covered by the employer, the military, or a government agency must be paid 1 week prior to the start of each course.

NOTE: The Third-Party Billing Plan does not include GI Bill Chapter 30 benefits since these benefits are paid directly to the student.

### **Tuition Reimbursement Plan**

The Tuition Reimbursement Plan is available as a Primary Finance Option if the student qualifies for their employer's tuition reimbursement program and if the employer reimburses at least 50% of annual tuition. Tuition and fees are deferred a maximum of 30 days after the end date of each course regardless of when the student receives reimbursement from their company.

Terms and conditions of this plan are not contingent upon the receipt of the final grade and completion of a course. If tuition and fees are not paid in full 30 days after the end date of a course, the student's credit card will be automatically charged. The credit card must be issued in the student's name. A declined credit card will cause the account to be assessed a \$35 fee, which is due immediately upon notification. After two declined credit cards, the student will be required to comply with the terms and conditions of the Cash Plan and will no longer qualify for this option.

Note: This plan is not available for Financial Aid students.

### **Financial Aid Plan**

Students may be eligible for Federal Pell, SEOG Grant Programs, the Federal Direct Loan Programs (i.e., Stafford subsidized, Stafford unsubsidized, Grad, and Parent PLUS loans). If the student is seeking financial aid benefits, they must check with the Financial Aid Office to be sure that their degree program is one that is eligible for financial aid.

To be eligible for tuition deferral under the Financial Aid Plan, the student must have at least 50% of their tuition funded through the federal financial aid benefits, and must meet the following conditions:

1. Submitted a completed Financial Aid Packet (including all related paperwork and related documentation)
2. Completed an Entrance Interview Form
3. Completed an Admissions Application
4. Paid all applicable fees

In order to continue deferment beyond the first course, the student must provide the university all documents required to complete the certification of federal financial aid funds. If the documents are not submitted or if the student is unable to qualify for federal financial aid, they will be immediately responsible for any outstanding balance incurred and will be required to select another finance option.

If this plan is chosen, the student must reapply for funding every academic year. The reapplication process should be completed at least 60 days before the end of the academic year. It is critical that the student reapplies for future loans or grants early to ensure that their educational program is not interrupted. If the student does not reapply for financial aid in a timely manner, they will no longer qualify for financial aid deferment, and will be required to comply with terms and conditions of the Cash Plan.

### **Credit Cards/Debit Cards Accepted**

Visa, MasterCard, American Express, and Discover are accepted only if the student is an authorized signer on the card. Debit cards and other restrictive credit cards are not accepted for payment options that require automatic payment authorization. Huston-Tillotson University is not responsible for charges incurred through the use of restrictive cards including debit cards.

### **Payment Due Dates**

Any amount that the student is responsible for direct payment is **due 1 week prior to the first night** of the course for which the payment covers.

### **Refund Policy**

All fees, including application fees, professional studies fees, assessment fees, and student services fees, are nonrefundable, unless prohibited by law. A tuition refund may be granted for those who qualify. All refund requests should be submitted in writing.

### **Changing Financial Options**

A student may change their financial option(s) while attending HT, provided that they are in compliance with their current finance option. In order to change plans, the student must contact the ADP Accounting Office and complete new financial paperwork. All changes must be approved by HT prior to becoming effective.

## **Collection Fees**

Any student account referred to a collection agency will be assessed the costs associated with collections and attorney fees, if applicable. The collection fees amount is an additional 25% of the principal balance on the account.

## **Withdrawal and Tuition Charges**

If a student must withdraw from a course, they may receive a refund/credit as detailed under “Refund Policy.” When withdrawing from a course, it is the student’s responsibility to notify ADP Student Services and the instructor in order to have a grade of “W” (Withdraw) posted on the academic transcript. If the student fails to notify the instructor and ADP Student Services, a grade of “F” (Fail) will be posted to the academic transcript.

If a student wishes to withdraw from Huston-Tillotson University, they must complete an official Change of Status form. Upon receipt of the completed form, the Financial Aid Office and ADP Accounting will audit the student’s account, cancel any pending financial aid, process any refunds that may be due to the student, return any unearned federal financial aid to the appropriate Title IV programs if the student received federal financial aid, and collect any outstanding balance due Huston-Tillotson University. ADP Accounting will apply charges based on days attended:

- First night attended: 25% course cost
- Second night attended: 50% course cost
- Third night or beyond: 100% course cost

It is very important that students always consult the Financial Aid Office and ADP Accounting before withdrawing from a course as a withdrawal could result in the reduction or elimination of financial aid award. For a complete description of how the refund policy is calculated, please see the Student Financial Aid Handbook on the University website.

## **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 in writing to the Student Services 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

Status form to the Student Services 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 ADP Registrar in the Student Services 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.

### **Meal Services**

The HT Dining Hall is open during week-days at 7:00 - 9:00 a.m. for breakfast, 11:30 a.m. - 1:30 p.m. for lunch, and 5:00 - 7:00 p.m. for dinner. 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 in the Davage-Durden Student Union. Required class textbooks may be purchased from HT's Online Bookstore at [htu.textbookx.com](http://htu.textbookx.com)