



HUDSON TAYLOR UNIVERSITY

STUDENT HANDBOOK

2021-2022

2855 Rolling Pin Lane, Suite 200, Suwanee, GA 30024
(T) 770-831-9500 (F) 770-831-8858

TABLE OF CONTENTS

AUTHORIZATION AND ACCREDITATION	1
GEORGIA NONPUBLIC POSTSECONDARY EDUCATION COMMISSION	1
ABOUT HUDSON TAYLOR UNIVERSITY	3
MISSION STATEMENT	3
INSTITUTIONAL GOALS	3
ETHICAL STANDARDS	3
STANDARD 1: HONESTY	4
STANDARD 2: MERCY	4
STANDARD 3: FINANCIAL RESPONSIBILITY AND TRANSPARENCY	4
STANDARD 4: AVOIDANCE OF CONFLICT OF INTEREST	4
STANDARD 5: COMPLIANCE WITH THE LAW	4
STANDARD 6: VIOLATION OF ETHICAL STANDARDS	4
TENETS OF FAITH	5
NON-DISCRIMINATION POLICY	5
REASONABLE ACCOMMODATION POLICY	5
I. ACADEMIC INFORMATION	7
ADMISSIONS INFORMATION	7
GENERAL ADMISSIONS POLICIES	7
DEFINITION OF A CREDIT HOUR	10
STATEMENT OF NON-DISCRIMINATION	10
GENERAL CRITERIA FOR TRANSFERS	10
WITHDRAWAL OR LEAVE OF ABSENCE	12
GRADUATION POLICY	12
DEGREE PROGRAM TIME LIMIT	13
ATTENDANCE POLICY	13
ABSENCES	14
ACADEMIC ASSESSMENT SYSTEM AND GRADING	14
REPEATING A COURSE	15
GRADE APPEALS	15
STUDENT RIGHT TO INFORMATION SECURITY	16
INSURANCE AND HEALTH CARE	16
II. ACADEMIC STANDARDS	17
SATISFACTORY ACADEMIC PROGRESS (SAP)	17
ACADEMIC DISCIPLINE POLICIES FOR UNDERGRADUATE STUDENTS	17
ACADEMIC DISCIPLINE POLICIES FOR GRADUATE STUDENTS	19
III. ACADEMIC PROCEDURES	22
FINAL EXAMS	22
MISSED EXAMS	22
COURSE EXTENSIONS	22
IV. FINANCIAL INFORMATION	23
FEES	23
PAYMENTS	23
TUITION AND FEES	23

UNDERGRADUATE DEGREE PROGRAMS	23
REFUND POLICY	24
SCHOLARSHIPS.....	25
V. STUDENT SERVICES AND RESOURCES	26
MENTORING	26
CHAPEL	27
STUDENT GOVERNMENT ASSOCIATION (SGA).....	27
STUDENT LOUNGE AND RECREATION.....	27
COST OF LIVING.....	28
AREA ATTRACTIONS AND ACTIVITIES	28
PARKING	28
GRIEVANCE POLICY	29
GEORGIA NONPUBLIC POSTSECONDARY EDUCATION COMMISSION	29
ASSOCIATION FOR BIBLICAL HIGHER EDUCATION	29
CHRISTIAN SERVICE PROGRAM.....	29
VI. LIBRARY SERVICES	33
LOCATION AND HOURS OF OPERATION.....	33
LIBRARY RESOURCES.....	33
LEARNING CENTER	33
INTERLIBRARY LOANS	33
OTHER LIBRARIES	34
VII. CODE OF CONDUCT AND DISCIPLINE POLICY	35
STANDARDS OF MORAL CONDUCT	35
APPEARANCE AND DRESS	35
RIGHT TO PRIVACY AND SECURITY	35
GENERAL BEHAVIOR	35
ELECTRONIC ETIQUETTE	36
ANTI-HARASSMENT POLICY	36
SEXUAL HARASSMENT POLICY	37
ACADEMIC MISCONDUCT	37
VIII. CAMPUS SAFETY AND SECURITY.....	39
DRUG- AND ALCOHOL- FREE CAMPUS POLICY	39
GENERAL POLICY ON POSSESSION OF CONTROLLED SUBSTANCES.....	39
DRUGS AND MEDICATIONS.....	39
ALCOHOL	40
TOBACCO	40
WEAPONS	40
COMMUNICABLE DISEASE POLICY	40
HAZARDOUS CHEMICALS AND MACHINERY	41
CHILDREN ON CAMPUS.....	41
ANIMALS ON CAMPUS	41
VISITORS TO THE CAMPUS	41
IX. CAMPUS EMERGENCY PLAN	42
IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY GENERAL EMERGENCIES	42
EMERGENCY CONTACT NUMBERS	42
ESCORTS AND SECURITY CAMERAS.....	43
EMERGENCY AND CRISIS PROCEDURES	43

SPECIAL INFORMATION REGARDING SEXUAL ASSAULT	49
FORCIBLE SEX OFFENSES	49
IF YOU ARE SEXUALLY ASSAULTED:	50
GET HELP	50
STUDENT ACKNOWLEDGMENT OF HUDSON TAYLOR UNIVERSITY POLICIES, MISSION, AND GOALS	51

AUTHORIZATION AND ACCREDITATION

Hudson Taylor University is authorized to operate in the state of Georgia under the Nonpublic Postsecondary Educational Institutions Act of 1990. HTU is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Ste. 220

Tucker, Georgia 30084-5305

770-414-3300

gnpec.georgia.gov

This publication is the Hudson Taylor University Student Handbook 2020-2021. Hudson Taylor University certifies it to be true and correct in content and policy as of its last update. Hudson Taylor University reserves the right to update, edit, change, replace, remove, and/or insert material into the Student Handbook at any time. All constituencies will be notified of substantive changes to policy prior to the implementation of such policies.

Any errors of fact in this Handbook are wholly unintentional and will be corrected upon discovery. If any questions as to accuracy arise, please contact the Hudson Taylor University Department of Academics for clarification.

WELCOME FROM THE PRESIDENT

On behalf of Hudson Taylor faculty and staff, I want to extend my warmest welcome to all students, parents, and friends of the school.


Hudson Taylor University is a young institution and still growing. However, our vision is clear. We strive to provide the highest quality theological education to our students. Our goal is to equip this generation of ministers and missionaries to become Christlike servants who are committed to furthering God's kingdom on earth.

Our school derives its name from the missionary, James Hudson Taylor, who spent the better part of his ministry in China. What set Taylor apart from other missionaries of his time was not simply his zeal for evangelism, but also his sensitivity to the surrounding culture. He adopted their ways of life and embraced the people as his own. In doing so, Taylor reflected the incarnation of Christ to the world, who "did not consider equality with God something to be grasped . . . but made himself nothing by taking the very nature of a servant." (Phil 2:6-7)

It is this spirit of humility and service that we strive to model as an institution and to instill in our students. We want our students to become servant-leaders, who are Christ's hands and feet to their various communities and cultural contexts so that, like the Apostle Paul, we can "become all things to all people that some might be saved." (1 Cor 9:19)

I look forward to serving alongside each of you in this call.

Blessings in Christ,



David J. Brewer, PhD
President
Hudson Taylor University

ABOUT HUDSON TAYLOR UNIVERSITY

MISSION STATEMENT

Hudson Taylor University shall strive to glorify and love God in all its endeavors. As an institution of biblical higher education, it shall educate its students to serve Christ and fellow humankind toward the establishment of God's Kingdom. It shall equip those called to His service with the most relevant, culturally diverse, and up-to-date scholarship in biblical and mission studies. Hudson Taylor University shall foster the development of leaders who will bring the Gospel to the far corners of the world.

INSTITUTIONAL GOALS

Hudson Taylor seeks:

1. To produce selfless leaders with missional focus who will dedicate their careers and lives to further our Lord's Great Commission.
2. To educate students who exhibit the theological competence and biblical understanding needed in a variety of contexts, whether ministerial or further graduate studies.
3. To provide a learning environment that is multilingual and culturally diverse.
4. To network, partner with and engage churches, citizens, and institutions, local and global.
5. To be an efficiently managed and financially ethical institution.

ETHICAL STANDARDS

HTU operates on a set of ethical standards that have been adopted and approved by the Board of Directors to reflect the mission and vision of the institution. These ethical standards help to illustrate the ways in which HTU is committed to providing theological education while maintaining credibility and honesty in all its endeavors. The Ethical Standards, as published on the HTU website and in all HTU publications, read as follows:

Hudson Taylor University shall always strive to glorify and love God in all its endeavors. In furtherance of our stated Mission and Institutional Goals, the Board of Directors of Hudson Taylor University has resolved to adopt the following Ethical Standards which shall be applicable and adhered to by all member of the University, including all full- and part-time employees, faculty, officers, administrators and the Board of Directors.

Standard 1: Honesty

Hudson Taylor University recognizes that God is the ultimate judge of our intentions and actions. Worldly reputation and temporal recognition are merely derivatives of our earnest prayer to be judged by God with mercy and love. Therefore, all members of the University shall always be honest in their intentions and actions toward themselves, students and all those with whom they communicate. All records and data shall be created and maintained honestly and with the highest level of integrity and competence by the University

Standard 2: Mercy

Hudson Taylor University recognizes that we are all sinners whose lives are redeemed solely by God's Mercy and Christ's blood. All members of the University shall always look at themselves and others with a merciful demeanor, and must be spiritually prepared to forgive others as God had forgiven them.

Standard 3: Financial Responsibility and Transparency

Hudson Taylor University recognizes that all material and financial resources are given to us by God's Providence and Grace. Therefore, every member of the University shall always be transparent in handling matters of finance and in the use of University resources.

Standard 4: Avoidance of Conflict of Interest

Hudson Taylor University recognizes that our entire endeavor should solely lead to further building of His Kingdom on Earth. Personal profit and advancement or individual gain must be avoided in all affairs of the University. All potential conflict of interest and all issues that may violate this Standard must be fully disclosed to the Board of Directors. The Board must apply the strictest interpretation of applicable state and federal laws in deciding matters involving conflict of interest.

Standard 5: Compliance with the Law

Hudson Taylor University recognizes that adherence to above Standards should lead to full compliance with all federal, state and local laws regarding the governance, operation and finances of a university. The University shall strive to continually update its knowledge of the law and maintain the highest level of compliance to the law.

Standard 6: Violation of Ethical Standards

Hudson Taylor University recognizes that it must be ever-vigilant against violations of the Ethical Standards set forth above. All violations must be reported to the office of the President. All final adjudications on violations shall be made by the Board of Directors.

TENETS OF FAITH

Hudson Taylor University subscribes to the Tenets of Faith of the Association for Biblical Higher Education (ABHE):

1. We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
5. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the church is empowered to carry out Christ's great commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

NON-DISCRIMINATION POLICY

Hudson Taylor University does not discriminate against anyone on the basis of race, color, gender, age, disability, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, employment procedures, or any other school-administered program. Hudson Taylor University is a Christ-centered and Bible-based educational community, and as such, in the furtherance of its stated Mission and Institutional Goals; and in order to maintain adherence to its Biblical Foundations Statement and Ethical Standards, requires applicants to be personally committed in faith to Jesus Christ.

Reasonable Accommodation Policy

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Hudson Taylor University will make reasonable accommodations to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to HTU Administration. Documentation of a disability may be required in order to receive the appropriate modifications. Service animals are permitted on the HTU campus if the appropriate documentation has been filed. Students with documented disabilities may use the marked parking spaces in the visitor parking lot.

Hudson Taylor University cannot make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students, and will not modify existing programs to the extent that it places an undue financial or administrative burden on the University. Hudson Taylor University assumes no responsibility for personal care attendants, health-care providers, personal devices, individually prescribed devices, and readers for personal use or study, or private tutors. Students with documented disabilities who need specific or special accommodation may apply for such accommodation in the Office of Student Affairs.

I. ACADEMIC INFORMATION

Academic Advising

Each student will be assigned an academic advisor regarding the completion of all course and degree requirements. Academic advisors provide counsel regarding course selection and planning, time allocation, and class scheduling for future semesters. Advisors may also provide career counseling and guidance, personal counsel as needed, and supply a personal or academic reference in the future. Students are strongly encouraged to meet with their academic advisors regularly.

ADMISSIONS INFORMATION

General Admissions Policies

Hudson Taylor University admits those who meet its educational requirements.

For undergraduate programs, successful applicants must possess a diploma from an accredited high school or have successfully passed the General Education Development (GED) test.

For graduate programs, successful applicants must possess an earned undergraduate degree from a recognized postsecondary educational institution (or equivalent). Transcripts should reflect a Grade Point Average of at least 2.0 (on a 4.0 scale) from an undergraduate program. Admissions Packets are available on the HTU website.

In addition to the above criteria, HTU requires some standards regarding languages.

Along with our institutional goal, diverse language and culture, HTU provides two tracks in delivering method of language: Korean and English.

1. For the Korean track applicants:
Native Korean speaking students have no further language requirement. Non-native Korean students, who want to take Korean track courses, should show their Korean efficiency level through SAT Korean test (above 65%). For those who cannot reach that level, the admissions are to be considered according to the availability of interpreters in their course work. The interpreters can include the instructors of the course and the current students of HTU.
2. For the English track applicants:
Native English speaking students have no further language requirement. Non-native English speaking students, who want to take English track courses, should show their English efficiency level through TOEFL test (iBT 65% or 78 out of 120 points). SAT or ACT score is not required. If the students graduated a high school or undergraduate/graduate school which teach in English, the TOEFL requirement would be waved.

For those who cannot reach that level, the admissions are to be considered according to the availability of interpreters in their course work. The interpreters may include the instructors of the course and/or current students of HTU.

Hudson Taylor University follows an open admissions policy for those who meet its educational requirements. Application decisions are made without regard to the applicant's race, color, gender, handicap or disability, or national/ethnic origin, according to our non-discrimination policy.

Applicants are assessed according to their academic background, moral character, and a religious autobiography. The Admissions Committee carefully reviews an applicant's records and reference letter(s), and after such review, makes a recommendation to allow or refuse admittance. The Admissions Committee or Admissions Office may choose to conduct an interview with the applicant. Once the Admissions Committee makes a decision, the applicant will be immediately notified of his or her status, usually within one business day. Approved applications are valid for a year from the date of approval. Hudson Taylor University reserves the right to refuse admission to any applicants who do not meet our standards and criteria.

Nonstandard Admissions

(Ability-to-Benefit, Concurrent Enrollment, Probationary Admission, etc.)

HTU does not admit ability-to-benefit students. All applicants must possess the required educational background (high school diploma or equivalent, etc.). No credit is given for prior learning experience or for credit earned from non-degree programs.

All transfer credits must be earned post-secondary-level credits. See "Transfer Students and Transfer of Credit," below, for details. HTU does not accept applications for concurrent enrollment (i.e. high school students enrolling in undergraduate programs or undergraduate students enrolling in graduate programs), nor does it accept probationary enrollment of any kind. All applications for admission are subject to the requirements detailed in this section of the Catalog.

Other requirements for admission to Hudson Taylor University include both a definite knowledge of Jesus Christ as the applicant's personal savior, and a committed relationship with Him. Therefore, every applicant will be evaluated on the basis of:

- Academic records
- Assessment of references
- Personal salvation experience through faith in Jesus Christ
- Personal desire to attend Hudson Taylor University

Undergraduate Admissions Requirements

- \$100.00 application fee (contact HTU administration office for payment options)
- Fully completed application form, including signed Lifestyle Commitment section. Application forms are available from the HTU Admissions Office.
- Two recent 2" x 2" photos (US passport size)
- Academic credentials (official, sealed transcripts from all previous educational institutions attended)
- A certified copy of a high school diploma or General Education Development (GED) certificate
- Official high school transcript or GED Score
- Two recommendation letters: one from a religious leader and the other from a community leader or businessperson NOT related to the applicant
- A personal essay (see Admissions Packet for details)

Graduate Admissions Requirements

- \$100.00 application fee (contact HTU administration office for payment options)
- Fully completed application form, including signed Lifestyle Commitment section. Application forms are available from the HTU Admissions Office.
- Two recent 2" x 2" photos (US passport size)
- Official, sealed transcript(s) from all postsecondary educational institutions attended
- A certified copy of the applicant's undergraduate degree
- Two recommendation letters: one from a religious leader and the other from a community leader or businessperson NOT related to the applicant
- A personal essay (see Admissions Packet for details)

Please note that certain graduate and postgraduate programs may have additional admissions requirements. Contact the HTU Admissions Office for details.

Hudson Taylor University reserves the right to refuse admission to any applicants who do not meet our standards and criteria.

Registration

Hudson Taylor University attempts to make the registration process as efficient as possible. Registration appointment assignments are based on the number of credit hours each student has completed to date, plus credit hours in process. Registration priority is given to students graduating within the upcoming academic year. Official registration must be completed before a student may attend class. Students should make every effort to register during the registration period assigned to them. Those who register late run the risk of not getting into courses or sections if they are at capacity, and courses may sometimes be canceled due to insufficient enrollment. Additionally, a late registration fee is charged to students who register after the registration deadline.

During the first week of each semester, students may make schedule changes by dropping or adding courses. Courses cannot be added after the first week of classes without the approval of the Registrar's Office. Registration is not considered complete until all tuition and fees have been paid in full (unless other approved arrangements have been made). Students who do not complete their registration by paying tuition and fees by the appropriate payment deadline will be dropped from all courses and will lose registration priority. Students who attempt to enroll in courses that are not required by their degree program may be denied registration to those courses if such registration would impede access for students who are required to take the course.

Drop/Add

During the first week of each semester, students may make schedule changes – dropping or changing courses. Courses cannot be added after the first week of classes without the approval of the Registrar's Office.

Full-Time Status

Any undergraduate student who is satisfactorily pursuing a degree program at a minimum enrollment of twelve (12) hours per semester is considered a full-time student. Graduate students are considered full-time if they are enrolled in nine (9) credits or more each semester. Students should contact the Registrar's Office for certification of student status and enrollment. All full- and part-time students are required to maintain Satisfactory Academic Progress while enrolled at HTU (see "Satisfactory Academic Progress," elsewhere in this Handbook).

DEFINITION OF A CREDIT HOUR

Hudson Taylor University bases its definition of a credit hour on the standard "Carnegie Unit." A semester unit of credit is equal to a minimum of three hours of work per week for a semester. Carnegie definition is based upon a minimum semester length of 16 weeks. Thus, a "unit" of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework or 3 hours of lab) for 16 weeks. For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week for homework.

STATEMENT OF NON-DISCRIMINATION

Hudson Taylor University does not discriminate against anyone on the basis of race, color, sex, age, disability, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, employment procedures, or any other school-administered program. Hudson Taylor University is a Christ-centered and Bible-based educational community, and as such, in the furtherance of its stated Mission and Institutional Goals; and in order to maintain adherence to its Biblical Foundations Statement and Ethical Standards, requires applicants to be personally committed in faith to Jesus Christ.

Reasonable Accommodation Policy

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Hudson Taylor University will make reasonable accommodations to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to HTU Administration. Documentation of a disability is required in order to receive the appropriate modifications. Service animals are permitted on the HTU campus if the appropriate documentation has been filed. Students with documented disabilities may use the marked parking spaces in the visitor parking lot.

Hudson Taylor University cannot make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students, and will not modify existing programs to the extent that it places an undue financial or administrative burden on the University. Hudson Taylor University assumes no responsibility for personal care attendants, health-care providers, personal devices, individually prescribed devices, and readers for personal use or study, or private tutors. Please see Appendix 2: Academic Support for Students with Disabilities.

TRANSFER STUDENTS AND TRANSFER OF CREDITS

Students transferring from a recognized college or university must follow the general application policies and procedures.

General Criteria for Transfers

Accreditation status and faculty qualifications of the institution, as well as content correspondence and instructional level of courses are considered.

Criteria for Transfer from Unaccredited Institutions

- Evaluation of catalog
- Authorization or official exemption of the institution by the state where it is located
- Evaluation of faculty credentials
- Assessment of course content and level of instruction

General Criteria for Transfers

Accreditation status and faculty qualifications of the institution, as well as content correspondence and instructional level of courses are considered.

Criteria for Transfer from Unaccredited Institutions

- Evaluation of catalog
- Authorization or official exemption of the institution by the state where it is located
- Evaluation of faculty credentials
- Assessment of course content and level of instruction

Students should not assume that credits will automatically or equivocally transfer to or from any educational institution. Before enrolling as a student, prospective Hudson Taylor University students should familiarize themselves with the university's policy on the transfer of credits, including whether or not the university will accept any credits earned at another educational institution.

Students intending to transfer to another institution from HTU should be aware that, as an unaccredited institution, HTU cannot guarantee that its credits will be transferrable to any other school, university, or similar institution.

Undergraduate course credits with a minimum grade of "C" earned at other accredited colleges and universities will generally be accepted at full value to the extent that the courses are comparable to Hudson Taylor University's stated requirements.

Graduate course credits must reflect a grade of B- (2.7) or higher. An official transcript from the institution attended showing satisfactory course completion is required.

Transfer hours are not accepted into a non-degree program, or for courses that do not meet program requirements. Also, all discussions for the transferring credits should be done prior student's first semester ends.

Categorized Transferring Credits

There are several restrictions in considering Transfer of Credits.

1. If the school runs a quarter system, two courses (six credit units) are calculated as one course (three credits).
2. The maximum transferring credits should not be exceeded 66 % of graduate programs and 75% of undergraduate programs.
3. Core courses of all programs are not transferred.
4. HTU's PhD. program does not allow any transferring credits from a previous doctoral program.

WITHDRAWAL OR LEAVE OF ABSENCE

Students who choose to withdraw from Hudson Taylor University must submit proper notification to the Registrar's Office. Withdrawing students who qualify and who appropriately notify the Registrar's Office will receive a tuition refund in accordance with Hudson Taylor University's refund policy.

Leave of Absence

A leave of absence is a special category of withdrawal that may be requested by a student who intends to withdraw temporarily, for a period up to but not exceeding one year from the end of their last term of enrollment. Students who need a leave of absence must meet with their academic advisor(s) and be cleared for a leave of absence by the Registrar's Office.

Readmission Following Withdrawal

Readmission after a period of absence exceeding one year requires reapplication through the Admissions Office. Readmission following a withdrawal or leave of absence of more than one year is subject to the approval of the Registrar and/or the Director of Admissions, and in certain cases the Director of Student Affairs. Students readmitted following a withdrawal are subject to the program requirements noted in the Catalog relevant to the semester when they re-enter.

GRADUATION POLICY

Hudson Taylor University program graduation requirements are detailed in the respective program sections of the Catalog. Program graduation requirements are subject to change; students should ensure they have the latest version of the Catalog for the most up-to-date information.

Graduation Application

All students expecting to complete their academic program in a given semester must apply for graduation in the semester prior to their expected graduation.

Graduation Procedures

All graduation requirements must be met by the end of the first week of a given semester for graduation that semester. A student may not graduate or participate in commencement while under any probationary or disciplinary action. A minimum grade point average of 2.0 is required for graduation in all degree programs. Degrees are conferred in May, August, and January. The graduation ceremony is held each May. Students who satisfactorily complete their course work in the summer session will

receive degree conferral in August. Students who complete their degree requirements in December and receive degree conferral in January may participate in the commencement ceremony the following May. Distinctions are conferred based on a student's GPA: a minimum grade point average of 3.95 qualifies for *magna cum laude* (highest honors), 3.85 for *summa cum laude* (high honors), and 3.60 for *cum laude* (honors).

DEGREE PROGRAM TIME LIMIT

Students should plan to complete a reasonable number of courses and hours each year in order to finish their programs within the stated time limit for each degree program. Leaves of Absence do not extend the time limit for program completion. Rather, the time limit is calculated from the date of initial matriculation. Any student who fails to complete a program within the stated period of initial enrollment will be discontinued from the program. Any extension beyond the time limit for a program requires the submission of an aggressive completion plan and approval by Academic Advisor and Director of Academic Affairs. Such extensions are not automatic. The completion plan must give a detailed schedule for the completion of remaining courses within the shortest reasonable time.

ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being present in the classroom for the **entire** scheduled class meeting. The physical presence of a student is crucial in any class meeting regardless of whether or not the student assignments are completed. **The maximum absence allowance is three (3) class sessions in a semester.** Once a student reaches the limit of missed classes, the instructor is required to report the student's absence status to the Office of Academics for further evaluation, which may result in academic discipline proceedings.

All faculty members are required to maintain accurate attendance records and to begin each class on time. In the event of an absence for any reason, the student is responsible for any information or class content missed. If it becomes necessary for a student to miss a class for any reason, the student must contact the instructor to make arrangements to complete any missed assignments. In some cases, additional work may be required to make up for an absence. If not made up, missed assignments or classwork may result in a lower grade or even a failing grade for the course. Makeup of homework, quizzes, or in-class assignments is at the discretion of the individual instructor.

All Hudson Taylor University students (full- or part-time) are required to attend weekly chapel services during the semester. Chapel attendance and participation constitute the Institutional Requirement (IR) portion of these degree programs (see individual degree program requirements for details). Failure to attend or to report attendance is considered to be a violation of the chapel attendance policy. Repeated violations will result in a warning letter from the Director of Student Affairs that will be placed in the student's file.

All students are encouraged to attend chapel, regardless of their degree program, for fellowship and worship.

ABSENCES

Excused Absences

Hudson Taylor University recognizes that, at times, absences are unavoidable. If a student must miss a class due to unforeseen circumstances, he or she should notify the class instructor as soon as possible. Absences may be excused (not counted against the student's attendance) only for legitimate and documented reasons, such as illness. If a student cannot attend class due to illness, he or she is expected to bring a signed letter from his or her physician attesting to the illness and requesting that the student be excused for a specific day (or days). Other excused absences may include a variety of unavoidable situations, but all are subject to a final decision by the Director of Academic Affairs as to whether they are excused or not. All excusal requests **MUST** be accompanied by some form of official documentation attesting to the reason for the absence. Without documentation of some kind, no excusal will be granted; however, please note that the excusing of an absence is entirely at the discretion of the Director of Academic Affairs, and that possession of documentation does **NOT** guarantee excusal.

Absence from Exams

Students who are absent from a mid-term or final exam **MUST** provide the same evidence as for an excused absence to the Director of Academic Affairs, who, along with the individual instructor, will make a decision as to whether the student will be allowed to make up the exam. Students who are absent for other than medical reasons will generally not be allowed to make up an exam, unless the circumstances are extreme, in which case a decision will be made by the Director of Academic Affairs as to whether or not to allow a makeup. In all such cases, the Director's decision is final. Again, documentation of the absence is **REQUIRED**, but does **NOT** guarantee excusal.

ACADEMIC ASSESSMENT SYSTEM AND GRADING

The grade received for a course is indicated by a standard A-F scale:

Grade Symbol	Numerical Equivalent	Point Value
A	94 – 100	4.0
A-	90 – 93	3.7
B+	87 – 89	3.3
B	84 – 86	3.0
B-	80 – 83	2.7
C+	77 – 79	2.3
C	74 – 76	2.0
C-	70 – 73	1.7
D+	67 – 69	1.3
D	64 – 66	1.0
D-	60 – 63	0.7
F	Below 60	No credit awarded

A grade of **D-** (minus) is not generally considered as passing. Students who complete a required course

with a grade of D- will usually be required to retake the course. Grades of F award no credit points. Grades of D- or F are, however, recorded on transcripts and are used in determining a student's GPA. Elective courses that have been failed may be retaken or replaced with another suitable elective course, but the failing grade still stands and will be recorded on official transcripts and used in calculating GPAs. Certain grade symbols reflect a student's enrollment status at Hudson Taylor University or otherwise indicate non-credit actions:

Non-credit Symbol	Meaning
AU	Audit
I	Incomplete
NC	No Credit
TR	Transfer Credit
W	Withdrew
P	Pass

REPEATING A COURSE

When a student retakes a course, either to rectify a failure or to improve a grade, both grades will be included in the student's cumulative grade point average (GPA).

GRADE APPEALS

Students who have been assigned a grade for a course must follow Hudson Taylor's grade appeal process if they feel that the grade has been unfairly assigned:

1. Students have 2 calendar weeks (10 business days) from the date of final grade posting to file an appeal (these dates will vary from semester to semester and year to year, but are generally around the last week of April and the first week of December).
2. Students must complete a Grade Appeal Form (available on the HTU website or from the Admissions Office), indicating why they feel the grade was unfairly assigned or mistakenly assigned. This form includes space for detailing the grievance. Students must also attach any documentation they feel is relevant to the appeal to this form.
3. The form and any additional documentation must be sent to the Office of Academics within the prescribed deadline (see 1, above).
4. The Director of Academic Affairs will contact the faculty member in question and obtain his or her position, and will then review the appeal, and decide if further proceedings are warranted. If the DAA believes that proceedings should continue, an ad hoc investigative committee will be convened, composed of disinterested faculty members, the DAA, and any other persons deemed appropriate by the Office of Academics. This committee will review the evidence presented by both student and instructor, and will render a decision as to the validity of the appeal within one week of its convening. The committee will advise the DAA and the instructor in question of its decision, and make recommendations to the DAA as to the possible adjustment of the grade (e.g. changing a minus grade to a plus grade; increasing the grade by a full letter grade or more, retaking of an exam or test, etc.).

5. If at any point in this process, the DAA or the committee decides that the appeal is invalid, the process will end, and the contested grade will stand. Such decisions are final and may not be appealed further.
6. The DAA will have final say in the ultimate adjustment of the grade. By participating in this process, the student agrees to be bound by the DAA's ultimate decision, and to perform any additional coursework, exam retakes, etc. that the DAA deems necessary.

STUDENT RIGHT TO INFORMATION SECURITY

All information pertaining to a student's personal life is regarded by the Hudson Taylor community with a deep sense of respect and responsibility. Every member of the Hudson Taylor University community has an obligation to protect students from unnecessary inquiry by government agencies, industry, and other groups and individuals into official and unofficial records. Private information such as disciplinary and counseling matters will be released only with the student's knowledge and written consent. Requests for private information about a student should be referred to the Director of Student Affairs. A FERPA Waiver Form is available in the Registrar's Office.

INSURANCE AND HEALTH CARE

Hudson Taylor University does not require students to have health insurance coverage, nor does it offer student insurance. The Hudson Taylor University Office of the Director of Student Affairs will do everything it can reasonably do to assist students in finding health care coverage if requested. Hudson Taylor does not and cannot provide any health care except immediate first aid. If you need medical help, please consult the Campus Emergency Plan, elsewhere in this Handbook, for contact information for local hospitals.

II. ACADEMIC STANDARDS

Students who fail to meet Hudson Taylor University's academic expectations may be warned, placed on probation, suspended, or dismissed. The length of suspensions is subject to determination by the Director of Academic Affairs (in consultation with the student's academic advisor, if the DAA deems it necessary). Decisions regarding lengths of suspensions may not be appealed. Students on academic suspension or dismissal status are not eligible for refunds of tuition or fees.

SATISFACTORY ACADEMIC PROGRESS (SAP)

It is in the best interests of both student and institution that students maintain good academic standing at HTU. Students may do this demonstrating that they are making Satisfactory Academic Progress (SAP); in other words, that they are working to the standard expected of them as evidenced by their Grade Point Average (GPA). For undergraduate coursework at HTU, the minimum required cumulative (credits earned at Hudson Taylor University) GPA is 2.0; equivalent to a "C" average. Graduate students are required to maintain a minimum cumulative GPA of 3.0 (equivalent to a "B" average) to meet HTU standards of Satisfactory Academic Progress.

HTU realizes that students may sometimes fall behind on their studies, or not feel sufficiently equipped for a course. In order to maintain satisfactory academic progress, and avoid undergoing academic discipline proceedings, a student may at any time request (or be advised to request) a faculty mentor to aid them in their studies. The student should speak to his or her faculty advisor, who will take the request to the Director of Academic Affairs, who will in turn assign a faculty mentor to the student. The mentor may be the student's faculty advisor or another professor, depending on the need. The mentor will coach the student in areas in which the student is deficient. Student requests for faculty mentors will be taken into consideration when applying the academic discipline policies detailed below.

ACADEMIC DISCIPLINE POLICIES FOR UNDERGRADUATE STUDENTS

Undergraduate students who fail a course in any term will be issued an academic warning letter concerning their performance, with copies of the notification sent to the student's advisor and the Office of Academics. Students who fail the same course a second time will be automatically placed on academic probation for a period of not less than one full semester. Students who fail the same course a third time will be subject to academic dismissal. Students who fail five or more courses during their enrollment at HTU will be placed on academic probation for a period of not less than one full semester. Students who fail ten or more courses in total will be subject to academic dismissal.

Academic Warning

If a student's overall GPA falls below 2.0, the student will be sent a letter from the Office of Academics, informing the student of the problem and notifying them of an *ad hoc* Academic Discipline Committee, composed of the Director of Academic Affairs, the student's academic advisor, and such of the student's faculty instructors or other HTU personnel as the DAA and the academic advisor

may deem necessary. The student will be required to appear before this Committee, and may at this time appeal the Committee's decision if and only if he or she can produce evidence of a legitimate reason for his or her inability to meet the minimum GPA (severe illness, etc.). The evidence presented by the student must be documented in some legitimate fashion (doctor's notes, etc.). Evidence not accompanied by legitimate documentation will not be accepted. If the student's evidence is accepted by the Committee, the student will be placed on Academic Warning status, and will be allowed to continue coursework, but will be advised to maintain close contact with his or her advisor and instructors. If, after the subsequent semester, the student's GPA has risen to or above the minimum standard, he or she will be removed from Academic Warning status, and enrollment and coursework will continue as usual. If, after the subsequent semester, the student's GPA does not meet the minimum, a second Academic Discipline Committee will be convened, and the student will be placed on Academic Probation, as outlined below.

Academic Probation

Academic probation status indicates that a student has failed a particular course twice in succession; or that his or her GPA has dropped below the required minimum. If the student does not or cannot produce satisfactory evidence as to why his or her GPA has fallen below the minimum standard, or fails to meet the minimum GPA after being on Academic Warning status for one semester, the student will be placed on Academic Probation. The Academic Discipline Committee will review the student's record and will design an Academic Recovery Plan (ARP) to help the student raise his or her GPA. The terms of this plan will vary on a case-by-case basis subject to the decisions of the Director of Academic Affairs, but generally, the student will be allowed one semester to bring their GPA up to the minimum standard and to complete the tasks outlined in the ARP. These tasks may involve extra study, tutoring, additional work in research and writing, or other such work as the student's advisor and instructors deem suitable. All involved parties will sign the ARP, and the student will be placed on Academic Probation for the following semester. Regular checks throughout the semester, scheduled by the Academic Discipline Committee, will be performed to ensure student compliance with the ARP. If, at the end of the semester, the student has fulfilled all the requirements of the ARP and his or her GPA meets or exceeds the minimum requirement, the student will be taken off Academic Probation and placed on Academic Warning status, as noted above. Their program of study may proceed as normal, and if minimum GPA standards are met, no further action will be taken. If a student is taken off Academic Probation and placed on Academic Warning status and again fails to meet the minimum GPA, the process of Academic Warning and Probation will restart.

Academic Suspension

Academic suspension occurs when a student fails to earn the required minimum GPA for two consecutive semesters and following academic probation; or otherwise fails to meet the requirements of the ARP. The student will be suspended for a minimum of one semester, during which time they will be ineligible to enroll in, register for, or attend classes at Hudson Taylor University. At the end of the term of suspension, the student may re-apply for enrollment at

HTU, but, if accepted, will be on academic probation for a term of at least one semester. A student applying for readmission under these circumstances must be interviewed by the Director of Academic Affairs before a decision approving or disapproving the readmission is made. If a re-enrolled student fails to earn the required minimum GPA during the probationary period after readmission, he or she will be dismissed from the University and will not be eligible for readmission.

Academic Dismissal

Academic dismissals may occur when a student has failed to meet the GPA requirement after a period of academic suspension, has failed the same course more than three times, or has failed ten or more courses in total while attending Hudson Taylor University. Academic dismissal means that the student completely loses his or her enrollment status at Hudson Taylor University. A student who has been so dismissed may reapply to HTU after a period of not less than one academic year (two consecutive semesters), but will be required to reapply as a new incoming student, and the application is subject to special approval by the Director of Academic Affairs. Students who do not obtain the approval of the DAA will not be readmitted. Academically dismissed students may also qualify for readmission to HTU as a degree student after submitting a GPA of a satisfactory level earned at another institution during the period of dismissal, subject to the approval of the DAA.

If an academically-dismissed student is accepted for re-enrollment, he or she will be enrolled on a probationary basis, and will be required to maintain the minimum GPA and to report their progress regularly to their academic advisor, or to meet any other requirements the DAA sees fit to impose. Any required classes failed by the student prior to re-enrollment must be retaken. **Readmission after academic dismissal will be granted only once.** Students academically dismissed a second time from HTU will not be eligible for readmission under any circumstances. Academic probations and dismissals will be recorded on the student's official transcript.

ACADEMIC DISCIPLINE POLICIES FOR GRADUATE STUDENTS

It is, again, in the best interests of both HTU and its students that academic standards be maintained. This is especially true of graduate students, who are naturally held to a higher standard of academic excellence than undergraduates. The process for demonstrating Satisfactory Academic Progress for graduate students is both simpler and stricter than for undergraduates. Graduate students are expected to show a much higher level of academic autonomy and maturity than undergraduates, and to monitor their own academic progress. A graduate student whose grades are slipping is expected to be proactive in identifying the problem and seeking help. This policy is not intended to impede the student, but rather to encourage graduate students to take responsibility for their own academic progress and to demonstrate maturity, autonomy, and control over their own careers.

Satisfactory Academic Progress

A **minimum** GPA of 3.0 is required of students in HTU's graduate programs.

Academic Probation

There is no Academic Warning policy as such for graduate students, nor is there a formal process for

developing an Academic Recovery Plan, as there is for undergraduates. An overall semester GPA of less than 3.0 will automatically place the student on Academic Probation status. The student will remain on probationary status until such time as her she has raised their GPA to at least the minimum, subject to the limitations below. **The process for addressing graduate-level academic deficiency is begun and controlled by the student.** A graduate student whose GPA drops below the minimum is expected to arrange meetings with their major professor, academic advisor, and/or the Director of Academic Affairs as soon as possible (generally within the same semester that the reduction in GPA occurs) in order to remedy the situation. Note that a student may not graduate or participate in commencement while under any probationary or disciplinary action, and that any and all documentation pertaining to academic disciplinary action will be kept permanently in the student's file at HTU, and probations, suspensions, and dismissals will be noted on the student's transcript.

If a graduate student on academic probation fails to meet SAP requirements or fails to meet with their advisor, major professor, or the DAA within the semester that the slipping GPA first occurs, the student may be subject to **immediate dismissal from HTU, without appeal**. Once so dismissed, no re-enrollment to Hudson Taylor University will be approved.

Academic Probation Review

After the student approaches their major professor, advisor, or the DAA for help with a slipping GPA, an *ad hoc* Academic Discipline Committee will be convened by the Director of Academic Affairs, comprised of the DAA, the student's academic advisor or major professor, and such other members of HTU graduate faculty or administration as the DAA sees fit to emplace. The student will be allowed to present evidence of any special circumstances that may have affected their GPA at the first meeting of this Committee. Once any such evidence is presented, it will be reviewed by the Committee, along with the student's academic performance history, to determine further actions. The Committee may come to any of several decisions:

- They may accept the student's explanations as to special or extenuating circumstances, and elect to allow the student to continue their coursework contingent upon the student maintaining SAP from that point on.
- They may elect to keep the student in Academic Probation status for a period which may be limited or indefinite, subject to re-evaluation at a later date set by the Committee.
- They may elect to develop, with the student, an action plan by which the student can raise their GPA. This plan must be agreed upon by all parties, and signed to that effect. The plan will also include a time limit and an agreement as to subsequent steps to be taken if the student meets or fails to meet the plan requirements.
- They may elect to prohibit the student from enrolling in or registering for classes for the subsequent semester (Academic Suspension), and to be placed on Academic Probation status upon his or her return. The probationary period is subject to any such terms as the Committee sees fit to impose.
- In extreme circumstances, they Committee may elect to suspend the student indefinitely, or

to dismiss the student from HTU.

- Other decisions and subsequent actions may be made by the Committee, as circumstances warrant.

In all events, the Committee's decision shall be final, and the student will not be allowed to appeal the decision.

III. ACADEMIC PROCEDURES

FINAL EXAMS

The requirement of a final examination for a course is determined at the discretion of the professor or department. If a final exam is given, all students must complete the examination. For students graduating in a given semester or participating in the commencement ceremony, arrangements must be made with the professor to complete the final examination early.

MISSED EXAMS

All examinations and quizzes must be completed as scheduled. Appropriate exceptions will be made in case of properly documented illness or other personal emergencies, however, the exam or quiz must be made up within a maximum of ten days, or the grade will be reduced one or more letter grades, at the discretion of the instructor. If an examination is missed for emergency reasons other than illness, a makeup exam or quiz may be taken within ten days, but the grade will be reduced by one or more letter grades, at the discretion of the instructor.

Instructors are under no obligation to allow students to make up exams for non-emergency or unexcused reasons. A make-up exam **may or may not** be allowed by the instructor in these circumstances. If allowed, a grade penalty of one or more letter grades will be assessed. The exact amount of the penalty is determined by the instructor and the Director of Academic Affairs.

If the school is closed (for weather or other such emergencies that are beyond the students' control) on the day or at the time of an exam, the exam will take place on the next day that the school is open, and no penalty will be assessed for such a delay. Students missing such a delayed exam are subject to the terms above.

COURSE EXTENSIONS

Students are required to complete all course work during the semester or session during which courses are taken. It may be necessary for some students to reduce the number of courses taken each semester to accomplish this goal. Additional time to complete course work, if approved, will normally not exceed the amount of time lost because of extenuating circumstances. The amount of time granted by the Registrar's Office is final, and no additional time will be allowed. In no case will an extension be granted beyond one year.

Students desiring additional time to complete course work must apply to the Office of Academics for an extension. Financial and grade penalties may apply to students who do not petition for extensions before the end of the semester or session. All extension work is to be turned in to the Office of Academics, not to the professor, by the appropriate deadline. Course work will be forwarded to the professor after it has been recorded as submitted on time by the Office of Academics.

IV. FINANCIAL INFORMATION

No student is eligible to register for classes, or receive an official document, such as a diploma or transcript, until all outstanding balances with Hudson Taylor University are current or paid in full. In addition, any student who has an outstanding financial balance will not be recommended for placement until the matter has been resolved.

FEES

A nonrefundable application fee is charged upon matriculation. A nonrefundable registration fee is charged to students during each semester of attendance. A Student Services fee is assessed each semester to cover the student's library usage fee, Student Government Association fee, online and network access, campus use fee, and other administrative costs.

PAYMENTS

Students are required to pay their tuition and fees in full before they can register for classes. If they fail to make their payment promptly, a late fee will be assessed.

The following payment options are currently available:

- Cash: Please deliver cash payments in person to the Office of Business Affairs.
- Check: Personal checks or cashier's checks are accepted. Check should be payable to Hudson Taylor University.

TUITION AND FEES

Please note that all tuition and fee amounts are subject to change. HTU will inform all relevant constituencies in advance of changes to the tuition and fee schedule through updates on Populi and on its website. The figures below are accurate as of Spring Semester 2021.

Undergraduate Degree Programs	\$180.00 per credit hour
Master's Degree Programs	\$250.00 per credit hour
PhD Degree Program*	\$600.00 per credit hour
Application fee (one-time; nonrefundable)	hour
Technology fee	
Graduation fee (one-time)	\$100.00
Registration fee	\$100.00 per semester
(nonrefundable) Late Registration fee	\$250.00 (PhD \$500.00)
	\$100.00 per semester
	\$200.00
Returned Check fee	\$35.00
Official Transcript fee	\$10.00
Other Documents	\$5.00 per item
Student ID Replacement fee	\$10.00

***ADDITIONAL FEES MAY BE REQUIRED FOR PhD STUDENTS. SEE THE PhD PROGRAM SECTION OF THIS CATALOG.**

REFUND POLICY

HTU's refund policy complies with the regulations set forth in the Amendments to Education Law Section 5002 of July 1990, and with current GNPEC Minimum Standards and Criteria.

Refunds for Withdrawal from All Classes

Students who withdraw from all classes after the first day of the semester are entitled to a partial tuition refund, prorated against the percentage of the semester that has passed since the first day of the semester (see "Tuition Refund Schedule," below).

Refund Approval Contingencies

The following conditions apply when requesting a refund of tuition:

REFUNDS

HTU's refund policy complies with the regulations set forth in the Amendments to Education Law Section 5002 of July 1990, and with current (2021) GNPEC Minimum Standards and Criteria.

Students who withdraw from all classes prior to the first day of the semester will receive a refund of all tuition monies paid. Those who withdraw after the first day of the semester are entitled to a partial tuition refund, prorated against the percentage of the semester that has passed since the first day of the semester (see "Tuition Refund Schedule," below).

Refund Approval Contingencies

- Cancellation: Students who cancel their enrollment within three days of signing the enrollment agreement will also receive a refund of all monies paid, including any and all nonrefundable fees.
- After the start of a semester, students who withdraw from HTU remain liable for
 1. the cost of any textbooks or supplies accepted by the student
 2. tuition liability as of the student's last date of attendance at the university. Total tuition liability is limited to the semester during which the student withdrew or was terminated, in addition to any completed prior terms.
- Partial withdrawals are not eligible for tuition refunds
- To be eligible for a refund, written notification of withdrawal must be submitted to the Office of the Registrar
- There are no refunds for late charges, administrative charges, scholarships, or late fees unless the enrollment agreement is canceled within three days of signing.
- In addition to the stated policy herein, Hudson Taylor University will, on request, review a student's extenuating circumstances, such as injury, prolonged illness, death, or other circumstances beyond the control of the student which prohibit completion of the semester or program of study, and may, *at its sole discretion*, grant a tuition refund beyond the amount prescribed in this section.

Tuition Refund Schedule

The amount of a tuition refund is determined on a pro-rata basis, up to 50 % completion of the semester days to the student's withdrawal date or the last date of attendance by the student, whichever is later.

If the student withdraws after completing 50% of the semester, no tuition refund shall be made. This tuition refund policy applies to full withdrawals only; partial withdrawals are not eligible for tuition refunds. Hudson Taylor University will pay the refund within thirty days of the date of official withdrawal, assuming all refund policies have been followed.

SCHOLARSHIPS

Hudson Taylor University encourages and grants scholarships to students based upon their academic records, attendance records, service to the community, and commitment to the welfare of fellow students and Hudson Taylor community. Recipients of scholarships are selected either by a student's application, or recommendation by the faculty or administration. The Scholarship Committee is comprised of the President, Director of Academic Affairs, Director of Admissions and Director of Student Affairs . The decision to grant a scholarship is made by consensus or unanimous approval of all members of the Committee. The Committee considers four factors in making a scholarship award decision:

- Academic record
- Attendance record
- Service to the community
- Personal attributes or leadership characteristics.

Hudson Taylor University does not currently participate in Title IV funding, nor are there any private endowments that fund scholarships. HTU does not offer hardship- or need-based scholarships. Scholarships are not awarded as cash, but as credit toward tuition. Scholarships are only towards triton; fees must still be paid by the student. Students may apply for these scholarships in the Office of the Registrar. Violation of the Attendance policy and/ or a negative change in Academic standing such as being placed on Warning or Probation status will result in the cancellation of a scholarship. Currently, there are two scholarships available to those who meet the criteria. Applications are due June 30th to the Director of Student Affairs. The decision of the scholarship committee will be made no later than the end of July.

Academic Achievement Scholarship

The recipient must be a full-time student with at least two semesters of academic record at HTU. The student's overall GPA must be at least 3.85 out of 4.0. A recommendation letter from a faculty member is required. The selection and granting of the scholarship is made per year and the recipients are awarded \$1,000.00 tuition credit per an academic year to full coverage of all costs of education while attending Hudson Taylor University.

President's Scholarship

The recipient of the President's Scholarship must exhibit extraordinary commitment to leadership in his or her respective community and must demonstrate selfless dedication to the needs of the Hudson Taylor community, and to society, nation, and world. The application for this Scholarship must be accompanied by a personal essay and recommendation letter from a member of HTU faculty or administration. The selection and granting of the Scholarship is made by the Committee with the final determination of the amount of the grant by the President. It can range from a \$500.00 per semester tuition credit to full coverage of all costs of education while attending Hudson Taylor University.

V. STUDENT SERVICES AND RESOURCES

Hudson Taylor University wants you to have a great experience attending our institution. The Administration of the University is here to help you. The Office of the Director of Student Affairs exists to support students academically, spiritually, intellectually, and socially. If you need help with an academic issue, if you have a question about balancing your life and your studies, or if you just need someone to talk to, the Office of the Director of Student Affairs is there to provide advice and counseling. The OSA is focused on your well-being as a student, and wants your time at Hudson Taylor to be as rewarding and fruitful as possible.

Hudson Taylor student services include practical ministries, spiritual formation, chapel services, prayer meetings, various leadership opportunities, academic and personal mentoring, career services, and library services. Additionally, Hudson Taylor University provides information about health insurance carriers, and the names and addresses of local clinics and hospitals. For spiritual needs, the chapel is open during regular school hours, and the university Chaplain has an open-door policy for students. Please contact the Director of Student Affairs for more information regarding student services. Please do not hesitate to ask a member of HTU faculty or staff if you need help with any situation. We are here for you!

MENTORING

Mentoring of HTU students is taken seriously by all HTU faculty and administration. The faculty, many of whom are experienced and ordained pastors, are of course required to act as academic advisors to students, but even more important is the role they play in mentoring and guiding our students through their personal and spiritual lives and ministries, as well as through their academic careers. The faculty are dedicated to actively fostering the spiritual growth of HTU students, following the Mission Statement. Examples of student mentoring include

- Supervising MDiv students in conducting chapel services.
- Mentoring of students in the Christian Service Program, providing advice and guidance as students go out into the real world and begin practical ministry work. Students are also supervised and mentored in the field by the leaders of the churches and missions that they work in, all of whom have been approved by the faculty.
- Intercultural Competence Assessments of students, to develop their cross-cultural awareness.

CHAPEL

The administration and faculty strongly believe in the contribution and vital role of chapel and its ministry of encouragement, worship, and fellowship. Prayer needs, campus announcements, and items of general interest are shared during this community time of rest, relief, and renewal. The Chapel is open during regular business hours, and students and staff may use it for silent prayer or personal reflection when it is not otherwise in use. Of course, the Chapel is mainly a center of worship, but it is also the center of many HTU activities. It is the auditorium for graduation ceremonies and student orientation, HTU staff meetings are held there, and so on. Hudson Taylor Ministries' weekly chapel services are open to faculty, staff, and students. Family members and visitors are also welcome. Service times are Monday and Tuesday at 11:35am, and Sunday at 11:00am.

Chapel Attendance Requirement

All Hudson Taylor University students (full-time or part-time) are required to attend weekly chapel services during the semester, as part of the Christian Service Program element of the HTU curriculum. See "Christian Service Program," elsewhere in this Catalog. Failure to attend and report attendance is considered to be a violation of the chapel attendance policy. Repeated violations will result in a warning letter from the Director of Student Affairs that will be placed in the student's file.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Hudson Taylor University Student Government Association (SGA) gives the student body a voice in University Administration. All students are eligible for membership in the Student Government Association (SGA) of Hudson Taylor University. SGA is responsible for matters of general student concern. The President, Vice President, Secretary, Manager, and Treasurer of SGA are elected through a general campus election. Under the supervision of the Director of Student Affairs, SGA coordinates interactions between campus organizations, student body, faculty, and administration. Representatives of the SGA may be called upon to make recommendations during curriculum review, and whenever an administrative committee requires student input. The President of the SGA reports findings and information gathered by the SGA to the Director of Student Affairs. The President of the University meets with SGA leadership once per semester to discuss issues and developments. More information about SGA may be obtained from the Director of Student Affairs.

STUDENT LOUNGE AND RECREATION

A student lounge is provided which has ample seating, and a refrigerator and microwave ovens for student relaxation, study, and fellowship. HTU provides complimentary coffee for students each day. HTU encourages students to gather for fellowship, prayer, and studying and academic support. The student lounge has wireless internet access throughout, and many tables and chairs so that students can gather in groups or work or relax alone.

COST OF LIVING

Living in the Suwanee area is not generally expensive, but knowing the general cost of living here is useful for planning a budget. The average cost for an apartment in the Suwanee area is around \$14000 per month. Public transportation is available, although you will find life easier with a car. Gwinnett County Transit (GCT) provides bus service for the area. The Metro Atlanta Rapid Transit Authority (MARTA) provides bus and rail service for the city of Atlanta. There are many taxi services in Gwinnett County, but you should be aware that taxi fares can get expensive. A taxi from Suwanee to downtown Atlanta could cost as much as \$60-\$70. Services that use private drivers, such as Lyft and Uber, may be more affordable. More information about cost of living in the area can be found online.¹

AREA ATTRACTIONS AND ACTIVITIES

There is a lot to see and do in Atlanta and the surrounding area. No matter what you enjoy doing, Atlanta has something for you. Downtown Atlanta has many attractions, from the Georgia Aquarium to Zoo Atlanta to CNN Center to Zoo Atlanta. Stone Mountain Park is not far away, and there are many other parks and local historic sites to explore. Atlanta has excellent shopping, from antique stores and thrift shops to designer fashion. Atlanta is very much a sports town, whether you like football, soccer, baseball, basketball, or even rugby or lacrosse, Atlanta has a sports venue for you.

The Northeast Georgia Mountains are about two hours north of the city and offer excellent outdoor adventure, with some world-class hiking trails, including the southern end of the Appalachian Trail; camping in the Chattahoochee-Oconee National Forest; or rafting down the Nantahala or Chestatee rivers. Northeast of Atlanta is Lake Lanier, a man-made lake more than 150 square kilometers in area, offering excellent water sports, swimming, fishing and so on.

Atlanta was a center of Civil War action and one of the birthplaces of the Civil Rights Movement, and historic sites abound in the area, from the Margaret Mitchell House to ancient Native American mounds. Make some time to explore this interesting city!

PARKING

Students are not permitted to park in the entrance parking lot, which is reserved for faculty and staff.

The second parking lot is likewise reserved for visitors and handicapped drivers, and should not be used by students. Students should park their cars in the lower parking lot. Students parking elsewhere are liable to have their cars towed. Non-handicapped persons parking in reserved handicapped spaces may have their vehicles towed without warning.

¹ SOURCES

<https://www.rentcafe.com/average-rent-market-trends/us/ga/suwanee/>

<https://www.gwinnettcounty.com/portal/gwinnett/Departments/Transportation/GwinnettCountyTransit>

<http://www.itsmarta.com/>

<https://dds.georgia.gov/your-georgia-drivers-license>

GRIEVANCE POLICY

Hudson Taylor University hopes that student complaints can be resolved before serious problems develop. Students should therefore present a primary grievance to the relevant instructor or administrator and seek resolution. However, if a satisfactory resolution cannot be found, or if an issue persists, the student may bring a written and signed summary of the complaint to the Director of Student Affairs (for non-academic concerns) or the Director of Academic Affairs (for academic concerns). Either Director may choose to convene an *ad hoc* grievance committee meeting to attempt to resolve the issue. If the decision of the committee, the Director of Student Affairs, or the Director of Academic Affairs does not resolve the matter to the student's satisfaction; or if the student does not believe a discussion with either Director is appropriate, the student may proceed to the formal grievance stage by presenting a written grievance to the President for adjudication. All primary grievances must be filed within 30 days of the original issue that caused the grievance. Hudson Taylor University administration will attempt to resolve all grievances in a timely manner, but cannot guarantee a response timeframe. All records regarding grievance proceedings will be kept on file in the office of the President. If the student is not satisfied with the President's final decision, the student may then appeal to GNPEC and ABHE by contacting them at the relevant address:

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084-5305

(770) 414-3300 Fax (770) 414-3309

<https://gnpec.georgia.gov/student-complaints>

Please note that GNPEC regulations require that the University's internal grievance procedure must be followed COMPLETELY before a student complaint will be entertained.

CHRISTIAN SERVICE PROGRAM

Hudson Taylor University exists to provide students with a Biblically-based education designed to prepare them for success in religious or secular careers by enhancing spiritual, ministerial, and theological knowledge and abilities. HTU encourages students to regularly practice Christian service so that they may use their gifts for the glory of God, and it is natural that students should be involved in ministry formation programs for the purpose of spiritual development. HTU's Chapel offers the opportunity to increase faithfulness, biblical knowledge, and theological knowledge. Practical experiences with local churches and the community allow the students to put their knowledge and ministerial abilities and gifts into practice.

HTU's ministry formation program, known as the Christian Service Program, is an integral part of the total Christian service experience. It develops and solidifies the spiritual aspects and commitments of theological education outside the classroom. The program integrates academic and theological knowledge and the application of practical skills to equip students with the experience of real-world ministry that will aid them in their careers as ministers of the Word.

The Christian Service Program has four goals:

1. To train students to take action in faith through obedience to the word of God, and providing opportunities for students to balance their scriptural study with practice by allowing them to participate in practical experiences of Christian ministry. Students are encouraged to fulfil the word of God by active participation in ministry areas in local churches or the community. This serves to aid students in integrating their faith and learning by requiring them to exercise spiritual discipline and to develop or further their personal ministry skills.
2. To give students the opportunity to use Biblical truths and principles and the meaning of Scripture in local churches and communities. Philippians 4:9 states "Whatever you have learned or received or heard from me, or seen in me, put it into practice." The Christian Service Program helps students to fulfil this command.
3. To allow students to fulfil the gospel mission, as commanded in 1 Timothy 4:11 "Command and teach these things." Practical teaching ministry in local churches and communities helps bring the word of God to the people and trains students in actual ministerial duties.
4. To help students to develop their personal talents in service. The Bible teaches Christians to use their God-given gifts to serve Him, His Church, and the community. The Christian Service Program is designed to inspire and aid students to influence the world, and to demonstrate a keenly-developed sense of commitment to glorify God in all aspects of their daily lives.

The Christian Service Program has three components: chapel attendance, practical ministry service, and an integrative seminar course (MATS students are not required to take this seminar course). Chapel attendance (known at HTU as Institutional Requirement), is a non-credit course which requires students to attend chapel services once a week.

HTU's Christian Service Program consists of two parts: the first is a several-semester-long course that awards a half-credit per semester, for a total of two to three credit hours. Overall credit for this course is awarded upon completion of the student's penultimate semester of enrollment. During the period that a student is enrolled in these courses, their instructor holds class not less than four times per semester, to monitor the students' progress. The second part of the program is the Senior Integrative Seminar course, taken during the student's final semester of enrollment, and which includes practical service accompanied by formal lecture and seminar discussions (MATS students are not required to take this seminar course).

The Ministry Formation courses require the student to be overseen by an approved supervisor in an approved service situation, which may range from actual ministry in a local church to evangelism,

mission, or outreach work. The student submits a monthly report explaining their service duties, their reactions, lessons learned, etc. At the conclusion of the course, the supervisor submits a report detailing the student's abilities, and strengths. Based on these reports, the student is evaluated on his or her ministry skills and issued a final grade for the course.

CHRISTIAN SERVICE PROGRAM REQUIREMENTS

Bachelor of Arts in Biblical Studies (BABS)

Required enrollment:

1. PT401-406 Ministry Formation (0.5 credit × 6 semester = 3 credits)
Students must serve in at least two of the ten approved ministry areas over the period of their second to seventh semesters of enrollment.
2. PT490 Senior Integrative Seminar (3 credits)
Students must enroll in this course during the final semester of their enrollment. This course includes the last part of the practical ministry component.
3. IN301-IN308 Institutional Requirement (Chapel)
Students are required to attend chapel services once a week for the duration of their enrollment.

Master of Arts in Theological Studies (MATS)

Required enrollment:

1. PT501-504 Ministry Formation (0.5 credit × 4 semester = 2 credits)
Students must serve in at least two of the ten approved ministry areas over the period of their first to fourth semesters of enrollment.
2. IR501-IR504 Institutional Requirement (Chapel)
Students are required to attend chapel services once a week for the duration of their enrollment.

Master of Divinity (MDiv)

Required enrollment:

1. PT701-703 Ministry Formation (1 credit × 3 semester = 3 credits)
Students must serve in at least four of the ten approved ministry areas over the period of their entire enrollment.
2. PT790 Senior Integrative Seminar (3 credits)
Students must enroll in this course during the final semester of their enrollment. This course includes the last part of the practical ministry component.
3. IR501-IR506 Institutional Requirement (Chapel)
Students are required to attend chapel services once a week for the duration of their enrollment.

Note that participation in this program is a mandatory part of enrollment at HTU, and no degree will be awarded until the service component is complete. Students transferring in to HTU from other institutions must also enroll in the requisite CSP courses; the amount of coursework and credit necessary will be determined on a case-by-case basis by the student's advisor in consultation with the Chaplain and the Academic Dean.

Approved Ministry Fields

Evangelism
Service

Teaching / Bible Study
Social Justice
Missions / Outreach
Children's Education
Chaplaincy
Music Ministry
Parish Ministry
Administrative

Evaluation

Credit for CSP participation is assessed as follows:

I. Chapel: Chapel attendance is recorded weekly. Students missing a chapel service must speak to the Chaplain to be allowed some other way of fulfilling this portion of the requirements.

II. Ministry Formation and Senior Integrative Seminar

1. Lecture: Classroom attendance and participation required.

2. During the period of enrollment in the CSP, these documents must be submitted by the student:

- Form I: Approval of Student Ministry (due the first month of each semester)
- Form II: Ministry supervisor's final evaluation (due the end of the semester)
- Form III-a, b, c: Three separate Ministry Reports (one due the last week of every month of the semester of enrollment).

The supervisor at the site will provide the final evaluation, after which the instructor will assess a grade.

Complete details of the Christian Service Program may be found in the Christian Service Program Handbook, available from the HTU main office.

VI. LIBRARY SERVICES

The mission of the Hudson Taylor University Library is to support the curricular and research needs of students studying at Hudson Taylor University. The goal of Library Services is to help students achieve success while in college and to foster mastery of research skills for lifelong learning. It is understood that the library, by its nature, supports academic programs by partnering with them to enhance student learning, program development, faculty research, and other professional activities. The library is the cornerstone of a successful college, because it provides access to a wealth of information and offers support services that enable students, faculty, and staff to utilize and evaluate this information.

The library's collections and services continue to benefit from the enormous changes in technology. The library's goals reflect continued and enhanced use of technology to improve the access to the collection, the quality of the collection, educational services, and ease of use. The exponential growth in information combined with rapidly changing technology has resulted in an information environment that is extremely complex. The goals focus on resources and services to assist patrons in finding their way through this information maze.

LOCATION AND HOURS OF OPERATION

The library is located in the Main Building of Hudson Taylor University, 2855 Rolling Pin Lane, Suwanee, GA 30024. The hours of operation for the library are Monday through Friday (9:00am to 5:00pm) and Thursdays (9:00am to 6:00pm). The hours of operation are reviewed by the Academic Affairs Committee and changed when necessary.

LIBRARY RESOURCES

The library contains many different kinds of items available for use by all members of the Hudson Taylor University community. Currently the library holds approximately 10000 titles. The library has access to several electronic databases. These materials are available for patron use subject to the guidelines of the library outlined in the Library Handbook. Copies of the Library Handbook may be obtained from the Library or downloaded from www.hudson-taylor-university.com.

LEARNING CENTER

HTU students can get help from HTU Learning Center, located in the Library, opened since November 2019. The teaching staff members can help students' academic ability in their understanding of the courses, assignment, preparing for the exams, etc. Please contact the Librarian for an appointment.

INTERLIBRARY LOANS

Every effort will be made to secure interlibrary loans for items requested by students. All copyright laws of the United States government will be observed and obeyed. Students will be responsible for all costs incurred with the interlibrary loan process and will be responsible for any and all fines should any be applicable. To apply for an interlibrary loan see the Director of Library Services or one of the assistants for the proper forms. All required information must be supplied before the process of interlibrary loan can begin.

OTHER LIBRARIES

Geographically, Hudson Taylor University is located within easy driving distance of many prestigious university libraries. While most libraries will not allow check-out privileges, many will allow students to use their facilities. See the Director of Library Services for more information. Students are encouraged to obtain library cards for their local libraries which will afford them access to quality databases as well as a broad range of curricular resources.

VII. CODE OF CONDUCT AND DISCIPLINE POLICY

Hudson Taylor University expects its students to be of high moral character, and to behave accordingly. The HTU Code of Conduct governs student behavior on- and off-campus, and its Academic Integrity policies govern classroom behavior and maintenance of grade point averages. Penalties for violation of academic integrity, academic discipline, and/or Code of Conduct policies range from warnings to permanent expulsion from HTU. All students are required to sign a document attesting to the fact that they have read, understood, and will abide by the Code of Conduct.

STANDARDS OF MORAL CONDUCT

As representatives of Jesus Christ, students are responsible to demonstrate a lifestyle consistent with His character. They are expected to be men and women of high moral character whose sexual conduct is consistent with the standards of Scripture.

APPEARANCE AND DRESS

Hudson Taylor University recognizes the right and freedom of each student to develop personal standards. However, given that the community recognizes students at the University as Christian leaders, certain standards of conduct and appearance are required of the student body. The appearance of Hudson Taylor University students while on campus is expected to reflect modesty, maturity, discretion, and respect. Students are expected, whether in classes or in chapel, to dress with neatness and cleanliness following these standards.

RIGHT TO PRIVACY AND SECURITY

The faculty, staff, and students of Hudson Taylor University have a right to and a high expectation of personal privacy and security. Highly personal and sensitive materials exist on campus that must be protected. Therefore it is strictly forbidden for students, without permission, to access another's computer, to open files, go into a desk, briefcase, book bag, purse, or similar item, or to read or examine papers on a desk that is not their own. Such activity is not only immoral, but in some cases it may also be illegal, and will be regarded as cheating or plagiarism. Students violating this policy are subject to the disciplinary procedures stated in this handbook, up to and including dismissal from the University.

GENERAL BEHAVIOR

Students are expected to conduct themselves with decorum, as mature adults. This means that following social rules of basic etiquette and respectful behavior. Students should be aware of their classmates and their surroundings, and refrain from creating excessive noise in hallways or common areas when classes are in session. Space is provided in the common room on the first floor of the building for students to congregate, make phone calls, and converse. Students on breaks from class must respect the fact that other classes may still be in session, and keep noise to a minimum when near classrooms.

In class, students are expected to listen to the instructor and to not talk while the instructor or another student is speaking. Carrying on conversations during lectures is distracting and unfair to the other students in the class. Talking during quizzes, tests, and exams is absolutely forbidden.

Students who talk during tests will be assumed to be cheating, and will be dealt with appropriately (see above).

ELECTRONIC ETIQUETTE

Students should refrain from using cell phones, laptop computers, or other devices in a manner that distract others in the class. Playing games, browsing the Internet, using email, instant messaging, or text messaging, etc., are considered unacceptable when class is in session. Unless permitted by the professor, students should turn off all electronic devices during tests and quizzes. Generally speaking, it is a good idea to silence or turn off your phone whenever you are in class. Instructors may have different specific policies regarding electronics in class. These policies should be outlined in the course syllabus, but if you are not sure, ask the instructor.

ANTI-HARASSMENT POLICY

1. Harassment of any kind is not permitted at Hudson Taylor University. Harassment is defined broadly to include verbal, physical or visual conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, age, gender, national or ethnic origin, or disability. Examples of harassment include (but are not limited to) slurs, jokes, teasing, kidding, negative stereotyping, and threatening or hostile acts that relate to an individual's race, color, religion, age, gender, national or ethnic origin, or disability.
2. Any written or graphic material, including any electronically transmitted or displayed material, which denigrates or shows hostility toward any person, is considered harassment. Hudson Taylor University will not tolerate conduct that affects or interferes unreasonably with an individual's working or academic environment or performance, or which creates an intimidating, hostile or offensive working or academic environment.
3. Sexual harassment may include explicit sexual propositions; displaying sexually suggestive objects, pictures or materials; sexual innuendo; sexually-oriented verbal abuse; sexually suggestive comments; unwanted contact; sexually-oriented kidding, teasing or practical jokes; jokes about specific gender traits; and foul or obscene gestures or language. See below for more specific policies regarding sexual harassment. See the Sexual Harassment Policy below.
4. **REPORTING PROCEDURES:** All employees and students have the responsibility to ensure that Hudson Taylor University's non-discrimination and anti-harassment policies are effective. Any University employee or student who experiences, observes, hears, or otherwise witnesses unlawful harassment or discrimination, or who receives a report of unlawful harassment or discrimination, must immediately notify the Director of Academic Affairs. Hudson Taylor University will promptly and thoroughly investigate all complaints and take corrective or disciplinary action when appropriate.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Every student, staff, and faculty member has the right to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, or disability; therefore sexual harassment of students, staff, or faculty by any member of the University community will not be tolerated. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace, especially when

1. Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will
2. Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person
3. The conduct has the purpose or effect of substantially interfering with a student's studies or a staff or faculty member's performance of duties; or of creating an intimidating, hostile, or offensive work or learning environment.

Any person experiencing or observing sexual harassment as described herein should report the incident immediately to the Director of Student Affairs.

ACADEMIC MISCONDUCT

All students are advised to refer to the Attendance Policy, Withdrawal Policy, and the University Standards outlined in the Catalog and in this Handbook. Hudson Taylor University considers certain types of academic misconduct to be serious enough for review of a student's status at the University. All students should be aware of standards of academic integrity, as they are understood and applied in the United States. It is especially important for international students to understand that certain academic activities that may be commonplace, ignored, or even encouraged in their home country may be considered serious academic offenses in the USA. Such offenses include:

Plagiarism

A student plagiarizes if he or she gives the impression that the ideas, words, or work of another person are the ideas, words, or work of the student. Plagiarism is distinguished from inadequate and/or inappropriate attempts to acknowledge the words, work, or ideas of someone else. Plagiarism includes, but is not limited to:

- Copying passages from textbooks without permission or acknowledgement
- Reusing in whole or in part the work of another student
- Obtaining materials from the Internet and submitting them, modified or otherwise, as one's own work
- Submitting work derived in whole or in part from the work of another person, whether or not the work has been modified

Cheating

A student is considered to be cheating if he or she does not abide by the conditions of a particular learning experience, item of assessment, or examination. In the case of HTU students, this refers to the Academic Honesty policy each student has agreed to hold to. Cheating includes, but is not limited to:

- Falsifying data obtained from surveys or similar activities;
- Copying the answers of another student in an examination or allowing another student to copy answers in an examination
- Taking unauthorized materials into an examination
- Taking an examination on behalf of another student or having another person take an examination on behalf of a student;
- Removing any examination materials from an examination room unless given specific permission to do so;
- Improperly obtaining and using information about an examination before the examination;
- Making changes to an assignment that has been marked and then returning it for re-marking claiming that it was not correctly marked.

Collusion

A student colludes when he or she works without the permission of the instructor with another person or persons to produce work which is then presented as work completed independently by the student.

Collusion includes, but is not limited to:

- Writing the whole or part of an assignment with another person
- Using the notes of another person to prepare an assignment
- Using for an assignment the resource materials of another person that have been annotated or parts of the text highlighted or underlined by another person;
- Allowing another student, who has to submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting his or her assignment.

Other

A student commits an act of academic misconduct when he or she inhibits or prevents other people from legitimate learning or teaching. Such actions include but are not limited to:

- Any infringement of the library rules, including specifically
 - withholding books from the library in such a way as prevents other students having access to the books at the time they may need them
 - defacing books from the library
 - stealing books from the library
- Any disruption of classes;
- Any other conduct which unreasonably impairs the rights of other persons to pursue their work, studies, or research.

Faculty members are required to report all incidents of academic misconduct, and every incident will be investigated by an Academic Discipline Committee, convened by the Director of Academic Affairs and the President, and comprised of such members of HTU faculty and administration as the DAA sees fit. This Committee will consider the facts of each particular case and make a recommendation as to its disposition. Penalties for academic misconduct range from failing the piece of work in question to expulsion from the university. The Committee's decision in these cases will be final.

VIII. CAMPUS SAFETY AND SECURITY

DRUG- AND ALCOHOL- FREE CAMPUS POLICY

Alcohol and drug consumption causes changes in behavior, ranging from impaired judgment and coordination to inhibiting a person's ability to learn and use higher mental functions. Repeated use may lead to dependence, and long-term use can cause permanent damage to the brain, liver, and other vital organs. This is inconsistent with HTU's desire for all its constituents to be healthy and sound as possible, in mind and body. As mandated by federal regulations (Drug- Free School and Community Act Amendments of 1989), Hudson Taylor University maintains certain policies regarding a drug- and alcohol-free campus. These policies are outlined below.

GENERAL POLICY ON POSSESSION OF CONTROLLED SUBSTANCES

The unlawful possession, use, or distribution of controlled substances is prohibited on Hudson Taylor University property or as part of any University activity. Employees or students found to be in violation of this drug- and alcohol-free environment policy will be subject to appropriate action, including but not limited to termination or dismissal. Any employee or student who becomes aware of a violation of this policy should report it immediately to the Director of Student Affairs, Director of Academic Affairs, or Administration Office so that the matter can be investigated. HTU will report any illegal activities to relevant local, state, or federal authorities, and will cooperate to the best of its ability with such authorities in investigations of violations of this policy.

DRUGS AND MEDICATIONS

Unlawful manufacturing, distribution, dispensing, possession or use of controlled substances is prohibited by state law under the Georgia Controlled Substances Act. Any HTU constituent who violates the above policy is therefore subject not only to disciplinary action under the HTU Code of Conduct, but to possible criminal prosecution. The only exception to this policy is for medications that have been legally and properly prescribed by a physician. Those in possession of such medications and related paraphernalia (e.g. insulin needles) must keep these items on or near their persons at all times, and should only use or take such medication when necessary and as privately as possible. Used medical paraphernalia must be removed from campus and disposed of properly. HTU waste receptacles are not for medical waste, and disposal of medical waste in these receptacles constitutes a biohazard. This policy does not apply to legal, over-the-counter,

non-controlled medications, such as aspirin, acetaminophen, cold remedies, etc., although such medications should also be used privately and only when necessary.

ALCOHOL

Hudson Taylor University abides by all state and local laws regarding the possession, consumption, sale or distribution of alcoholic beverages. No alcoholic beverages of any kind are to be brought onto HTU campuses or properties without authorization. The legal drinking age in Georgia is 21. Any HTU student or employee under the age of 21 who purchases, attempts to purchase, or knowingly possesses an alcoholic beverage, on-campus or off-campus; or a student or employee over 21 who purchases, attempts to purchase, or otherwise furnishes alcoholic beverages for a person under the age of 21, is in violation of state law and of University policy, and subject to discipline under the HTU Code of Conduct and to possible criminal prosecution.

TOBACCO

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*), is **PROHIBITED** on in all HTU buildings and on all HTU premises, except in designated outdoor areas. These areas contain fireproof ashcans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

WEAPONS

Weapons of any kind or facsimiles thereof are prohibited on Hudson Taylor University property. This includes but is not limited to firearms, explosives, fireworks, incendiary devices, pellet guns, and non-utility knives or other sharp blades. Those found to be in possession of such items on HTU property are subject to disciplinary action up to and including dismissal from the University and legal action where appropriate.

COMMUNICABLE DISEASE POLICY

Hudson Taylor University follows the health and safety guidelines set forth by the Georgia Department of Public Health and by the US Centers for Disease Control as they relate to communicable diseases. Communicable diseases prevalent in the US and Canada include influenza, infectious mononucleosis, hepatitis A and B, measles, meningitis, mumps, chickenpox, tuberculosis, acquired immune deficiency syndrome (AIDS; including ARC and HIV), other immunodeficiency-related viral infections such as Human T-cell lymphotropic virus types I and II (HTLV-I and II), and sexually transmitted diseases such as Chlamydia, herpes, syphilis, and gonorrhea. These diseases pose primary risks to the infected person and secondary risks to those who come in contact with the infected person.

Cases of communicable diseases at HTU will be handled with concern for the individual as well as for the University community. Any student, staff, or faculty member who is aware he or she has a

communicable disease, either through diagnosis or because of obvious symptoms, should report this immediately to the Director of Student Affairs. All information thus reported shall be strictly confidential. The individual's right to privacy shall be protected in all reported incidents. Only communicable diseases that are required by law to be reported to local health agencies shall be reported.

In all cases of communicable disease, Hudson Taylor University reserves the right to impose restriction of campus activities on the infected individual, based on all available relevant information. Such decisions will generally be made by the Director of Student Affairs.

HAZARDOUS CHEMICALS AND MACHINERY

Under no circumstances are students or unauthorized faculty and staff to handle or use any materials, such as cleaners, paints, etc. or any machinery such as vacuums, floor cleaners, etc. or any machinery or devices not directly related to their job or work. Specific permission is required for students to handle chemicals in the arts studio, and no student or staff member without such permission is to handle these. Similarly, the kiln in the arts studio is for use by art students and instructors ONLY, and no unauthorized persons are to enter the firing room.

CHILDREN ON CAMPUS

Hudson Taylor University cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the Hudson Taylor University campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

ANIMALS ON CAMPUS

No pets or animals of any other kind are allowed on HTU property without prior authorization from HTU Administration. Service animals are permitted on the Hudson Taylor University campus with the prior authorization of HTU Administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

VISITORS TO THE CAMPUS

Visitors are welcome to Hudson Taylor University. Visitors are responsible for any children that accompany them. All visitors (i.e. anyone who is not a student, faculty member, or staff member of HTU) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. Hudson Taylor University is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

Every effort is made to ensure a safe and comfortable learning environment. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. HTU's Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

ESCORTS AND SECURITY CAMERAS

On request and insofar as it is able, HTU Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are mounted in all public areas and classrooms. These cameras record all activity 24/7, and are equipped with infrared capability for recording in the dark. HTU reserves the right to use these cameras in the investigation of any incident on campus, and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS.

EMERGENCY AND CRISIS PROCEDURES

The following procedures should be followed in the event of emergencies:

Fire

In all cases of fire, HTU Administration must be notified as soon as possible. Fire alarm pulls are located throughout the building; pull the alarm and then call 911.

- During a fire alarm in any building, you are required to evacuate immediately.
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify HTU Administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.

- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, “Are you ok?” and “What is wrong?” If the victim can speak, take note of what they say and report it to medical professionals when they arrive.
- Check breathing and give CPR if necessary and ONLY IF YOU ARE PROPERLY TRAINED. Do not attempt CPR unless you have been trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.
- In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Academics.

Gas Leak

In the event of a gas leak:

- Call 911 and notify HTU Administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a University official.

Severe Weather

The Atlanta area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in

the event a tornado has been spotted or the campus is struck. In the event Gwinnett County comes under a tornado warning (meaning a tornado has been spotted in the Atlanta area) and the tornado is heading toward the campus, the Director of Campus Security and Facilities will immediately notify the Vice President and/or the President. The Director of Academic Affairs will be notified and all classes will be immediately informed. General precautions should be followed:

- Remain indoors
- Go to the safest area in your building (see list below).
- Stay away from windows. Windows need not be opened.
- Close and vacate all offices with outside windows.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.
- Remain in the safest areas: Stairwells and hallways on the first floor
- If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Atlanta area, the Director of Facilities and Maintenance will notify the Vice President and/or the President, who will determine if further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate a building will be announced by HTU Administration. Evacuate the building if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Ice and Snow

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the Hudson Taylor University website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via Hudson Taylor University website, the main campus telephone number, and broadcast over major television and radio stations. If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

Chemical Spill or Radiation Release

Hudson Taylor University is located near Interstate 85, a major traffic route into and out of Atlanta.

Dangerous substances are transported daily on this highway, and are susceptible to accidental release in the aftermath of collisions or fire. These toxic substances can be carried in cloud form and, depending upon variable winds, could affect the HTU campus.

In the event of a chemical spill or radiation release:

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to HTU Administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.
- In case of a spill of potentially hazardous chemicals in or near campus buildings, notify HTU administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat

In the event of a bomb threat:

DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!

- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact HTU Administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by HTU Administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.

- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

HTU students or employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to HTU Administration.

Active Shooter Situations

In the extremely unlikely event of an active shooter on the HTU campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU, AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons, but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them, but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is, and must take every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THE POLICE SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone, and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY**, without argument or hesitation.

Hostage Situations

Hostage situations are also extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each floor has evacuation maps posted on the wall.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Campus Closings

Campus closings will be reported via email, SMS, the HTU website, and on local radio, TV and internet. If there is any doubt regarding a school closing, **DO NOT COME TO SCHOOL** until you have checked and verified that HTU is open and operating.

Campus Crime

Hudson Taylor University asks that all members of its community be proactive in looking out for and reporting crimes. It is our duty as conscientious citizens to be aware of our surroundings and to take responsibility for our personal safety and that of those around us. While the campus and associated locations have historically been safe and secure, the possibility always exists that a crime *could* occur. If you witness or are the victim of any crime, even a “minor” crime such as theft or vandalism, you should report the incident immediately to HTU administration and to the police. The Emergency Plan detailed in this Handbook explains appropriate actions in a variety of emergency situations, but obviously every situation cannot be anticipated. Hudson Taylor University therefore asks all members of its community to be alert, use common sense, obey all HTU rules and regulations, and to follow all requisite local, state, and federal laws.

Remember: All Hudson Taylor students and personnel have the right to safety and to feel unafraid on the Hudson Taylor University campus.

SPECIAL INFORMATION REGARDING SEXUAL ASSAULT

It is extremely unlikely that crimes of a sexual nature will be committed at HTU. However, it is estimated that 11.2% of all university students in the US experience sexual assault through physical force, violence, or incapacitation.² The federal Crime Awareness and Campus Security Act of 1990 defines two kinds of sexual assault offenses:

Forcible sex offenses

- Forcible rape: the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or

² David Cantor, Bonnie Fisher, Susan Chibnall, Reanna Townsend, *et al.* Association of American Universities (AAU), Report on the AAU Campus Climate Survey on Sexual Assault and Sexual Misconduct (September 21, 2015).

because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Hudson Taylor University will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement **WILL BE CONTACTED**; and those found culpable for such crimes, whether through internal HTU investigation or through legal action, will be summarily and permanently expelled from Hudson Taylor University. HTU will cooperate completely with all federal, state, and local law enforcement agencies in the prosecution of these crimes. **ALL HUDSON TAYLOR UNIVERSITY INVESTIGATION OF THESE CRIMES WILL BE CONDUCTED WITH THE UTMOST RESPECT FOR YOUR PRIVACY. NO INFORMATION WILL BE RELEASED TO ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS.**

DO NOT HESITATE TO CALL 911 IF YOU FEEL YOU ARE IN ANY DANGER. IF YOU NEED AN ESCORT TO YOUR CAR, SPEAK TO A MEMBER OF HUDSON TAYLOR UNIVERSITY STAFF OR FACULTY. WE WILL BE HAPPY TO ESCORT YOU.

IF YOU ARE SEXUALLY ASSAULTED:

- Get to a safe place and call local law enforcement or the emergency room immediately. Emergency numbers are provided in this Handbook.
- Notify HTU administration, who will do everything they can to assist you.
- Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise “clean up.”
- Do not eat or drink anything; you could destroy evidence.
- Do not clean up the area where the assault took place.
- Call a friend for support.
- If you prefer, go directly to the hospital emergency room.
- Take a change of clothing with you -- the clothes you wore at the time of the assault will be kept as evidence.

GET HELP

Help is available! If you need support, do not hesitate to contact an advocacy group:

- National: Rape, Abuse, & Incest National Network (RAINN) 1-800-656-HOPE or www.rainn.org.
- State: Georgia Network to End Sexual Assault (GNESA) 404-815-5261 or www.gnesa.org
- Local: Gwinnett Sexual Assault Center & Children’s Advocacy Center (GSAC-CAC) 770-476-7407 or www.gsac-cac.org

STUDENT ACKNOWLEDGMENT OF HUDSON TAYLOR UNIVERSITY POLICIES, MISSION, AND GOALS

I, _____(name), hereby acknowledge that I have read, understand, and will comply with all Hudson Taylor University policies. I understand my responsibilities as a student of Hudson Taylor University, and I hereby pledge to abide fully by all provisions of the Code of Conduct. I understand that, in the event of my violating any of these provisions, or any other University Policy, I may be subject to academic discipline, up to and including dismissal from Hudson Taylor University. I understand that Hudson Taylor University will report any conduct that violates local, state, or federal law to the appropriate authorities.

I hereby acknowledge HTU's institutional goals, Mission Statement, Ethical Values, and Tenets of Faith; and I commit myself to doing my personal best to live by these rules and to achieving HTU's institutional goals and outcomes.

Signature _____ Date _____

Witness _____ Date _____
(Authorized Hudson Taylor University Representative)

AFTER SIGNING, PLEASE REMOVE THIS PAGE AND RETURN IT TO THE REGISTRAR'S OFFICE. IT WILL BE PLACED IN YOUR PERMANENT FILE.