



HUDSON TAYLOR UNIVERSITY
POLICIES AND PROCEDURES MANUAL
2023–2024

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I. PURPOSE

The purpose of the *Hudson Taylor University Policy and Procedures Manual* is to collect into a single document the policies and procedures in effect at Hudson Taylor University, for the use of Hudson Taylor personnel and students, and to provide an official record of these policies and procedures. This manual is subject to amendment and revision as policies and procedures are adapted to suit the growth and needs of the Hudson Taylor University community.

Copies of this manual may be obtained from the Administration Office or from the Hudson Taylor University website www.hudson-taylor-university.org

II. INSTITUTIONAL OVERVIEW

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

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

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 to and adhered to by all members 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 mere derivatives of our earnest prayer to be judged by God with mercy and love. Therefore, as members of the University, we shall always be honest in our intentions and actions toward ourselves, students, and all those with whom we 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. Members of the University shall always look upon themselves and those around them with a merciful demeanor and be spiritually prepared to forgive others as God has 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 excessive personal profit and individual gain must be avoided in all affairs of the University. We exist to serve and to create servant leaders, not to gain wealth. All potential conflicts of interest Standard must therefore 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 these Standards clearly must lead to full compliance with all Federal, State and local laws regarding governance, operation and financial filing requirements. The University shall therefore strive to continually update its knowledge of these laws and maintain the highest level of compliance with them.

Standard 6: Violation of Ethical Standards

Hudson Taylor University recognizes that we must be ever-vigilant regarding violations of these Ethical Standards. All violations must be reported to the office of the President. All final adjudication on violations shall be made by the Board of Directors.

TENETS OF FAITH

HTU subscribes to the Tenets of Faith mandated by 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.

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 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.

FAIR BUSINESS PRACTICE AND TRUTH IN ADVERTISING STANDARDS

Hudson Taylor University follows business practice and advertising standards that enhance the school's credibility and integrity. Section 5(a) of the Federal Trade Commission Act 15 USC §45 prohibits "unfair or deceptive acts of commerce." This includes deceptive or misleading advertising. Hudson Taylor University therefore pledges not to engage in such advertising. All HTU advertising is vetted to ensure its accuracy and veracity. This policy applies to online, broadcast, and print advertising.

HISTORY & INSPIRATIONAL ORIGINS

Hudson Taylor University was founded in 2013, inspired by its namesake and the preeminent missionary to China, James Hudson Taylor. Hudson Taylor was born in 1832, and in 1853 he took his first trip to China. He founded the China Inland Mission in England, responsible for training more than 800 missionaries and for the establishment of 125 schools in China. His mission was ground-breaking in its embrace of all Protestant denominations and worthy of emulation in its respect of Chinese culture and customs Hudson Taylor was adamant that his missionaries should "fit in" as much as possible – while in China, he always wore Chinese clothes and spoke the language of the people. Hudson Taylor University is a faithful manifestation of God's calling to bring the Gospel of Christ to the ends of the earth (Acts 1:8). We are profoundly inspired by Hudson Taylor's lifelong dedication to missions in China and by his cultural sensitivity. We therefore seek to educate those who are called to carry on the missional work inaugurated by him wherever they are called to serve.

Almost contemporaneously with the creation of Hudson Taylor University, Hudson Taylor Ministries was founded as its chapel, a vehicle of its missional work, a center for ministerial development of its faculty and students, and the ecumenical arm of the University. Hudson Taylor Ministries changed its name to Hudson Taylor Mission Church in 2018. It holds worship services for University students and faculty and also serves the community as a local church.

Hudson Taylor University is a 501(c)(3) not-for-profit corporation. Hudson Taylor University has been authorized by the Georgia Nonpublic Postsecondary Education Commission since

November 2014 to operate as a University in the State of Georgia.

LOCATION

The campus is located at 2855 Rolling Pin Lane Suwanee, GA 30024. Located on Interstate 85, the city of Suwanee is convenient to the North Georgia mountains, Lake Lanier, and Atlanta's cultural amenities. Suwanee is 50 minutes north of Hartsfield-Jackson International Airport. It is considered one of the most desirable places to live in the Atlanta region and has been named by several national publications (*Money*, *Family Circle*, *Kiplinger.com*) as one of the best places to live and raise families. The city is located in Gwinnett County, whose school system is widely regarded as the best in the state.

FACILITIES

The campus is housed in a two-building complex. The main building is 50,000 square feet, and it houses the auditorium, seminar/event space, music recital room, IT/computer lab, art studio, dance studio, library, and classrooms of varying sizes. The buildings are located on an 8.3- acre parcel of land, which provides the school with approximately 300 parking spaces and a large field with grass and trees.

AUTHORIZATION

Hudson Taylor University is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Hudson Taylor University is a candidate member of the Association for Biblical Higher Education (ABHE) and is pursuing candidacy for full accreditation status.

Hudson Taylor University is authorized under federal law to enroll nonimmigrant alien students by issuing Form I-20, with which students may apply for an F-1 Nonimmigrant Student visa.

CHAPEL AND INSTITUTIONAL REQUIREMENT

The administration and faculty strongly believe in the contribution and vital role of chapel and its ministry of encouragement, worship, and community development. Prayer needs, campus announcements, and items of general interest are shared during this community time of rest, relief, and renewal. During the fall and spring semesters chapel is held regularly. Days and times may differ each semester. All HTU students (full-time or part-time) are required to attend weekly chapel services during the semester. Chapel attendance and/or participation constitute the Institutional Requirement (IR) portion of degree programs (see individual degree program requirements for details). 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.

III. DEPARTMENTS AND PROGRAMS

UNDERGRADUATE STUDIES

BACHELOR OF ARTS IN BIBLICAL STUDIES

The Bachelor program in Biblical Studies is designed to prepare students to learn and embrace the message of the Bible, accurately interpret the Scriptures, and integrate faith into the world. The Biblical Studies degree program equips students with a missional Christian worldview for positions of lay leadership in church, society or a variety of Christian ministries at home and abroad. The degree meets the needs of individuals who wish to begin or to continue graduate theological education for their personal or vocational enrichment.

IV. ORGANIZATION AND ADMINISTRATION

BOARD OF DIRECTORS

The governance of the University is vested in a Board of Directors. The Board is comprised of no fewer than five (5) and no more than nine (9) members. The Board is the principal governing body of the University, which promulgates our Tenets of Faith, Mission Statement, Institutional Goals and Ethical Standards. It sets all policy, rules and regulations that govern every aspect of the management and operation of the University. Board policies are detailed in the *Constitution and Bylaws of Hudson Taylor University*, which is published in the *Board of Directors Handbook* and as a stand-alone document.

ADMINISTRATIVE OFFICERS

The **President of the University**, appointed by the Board of Directors, is the chief executive officer. The President is responsible to the Board for coordinating all of the administrative functions needed to fulfill the policies of the University and ensure its general welfare. The President is the official voice of the University to its faculty, students, staff, alumni, and to the general public.

The **Vice President** is the second-in-command of the institution and oversees the administration of the school in the absence of the President. This responsibility is executed in consultation with the President and the Board of Directors.

The **Faculty Organization Chair** oversees routine departmental matters including but not limited to scheduling classes, admitting students, allocating space, supervising departmental staff, managing internal and external communication, and conducting department meetings.

The **Director of Academic Affairs** is the main academic liaison between students and HTU administration. The Director hires and supervises all academic faculty and staff. He or she is responsible for curriculum design, strategic academic planning and assessment, faculty recruitment and retention, promotion and tenure, merit awards, and professional leave; the University Library; and various other academic programs and services.

The **Director of Student Affairs** is the chief administrator in charge of all student activity, counseling, the Student Government Association, and Alumni Affairs.

The **Chief Financial Officer** of the institution is responsible for planning, budgeting, and reporting of income and expenses.

The **Director of Educational Technology** is responsible for establishing and evaluating the educational technology policies, procedures, and processes. He is also responsible for monitoring the day-to-day technological operations of the school. The IT director reports directly to the Director of Academic Affairs.

The Director of Facilities & Maintenance oversees routine maintenance of nominal issues arising with those aspects of the facilities used by HTU. The larger facilities and grounds are taken care of by the Host institution. A professional landscaping company tends to the outside grounds, and the building is regularly inspected by a professional pest control service. HTU operates out of a two-building campus, which are easily maintained by the F&M Manager.

OTHER ADMINISTRATIVE STAFF

The **Registrar** is responsible for keeping and issuing all academic records and information. In particular, the Registrar is in charge of registration and the preparation of course schedules. The Registrar reports to the Director of Academic Affairs and assists in all academic matters.

The **Director of Library Services** (“Librarian”) is responsible for the efficient and effective operation of the Library including the review, supervision, cataloging, and maintenance of all holdings. The Librarian works closely with the Director of Academic Affairs of the University school in the development of resources and holdings.

Other administrative positions include the University Chaplain, the Director of Educational Technology, the Director of Student Financial Aid, and the Director of Planning.

V. FACILITIES POLICIES

Policies regarding the use of University facilities are intended to prevent interference and material or substantial disruption of Hudson Taylor University functions or activities, to promote safety, to protect University property, and to allow for the management of University facilities.

General Access Policy

Hudson Taylor University recognizes that its faculty and student body cannot function properly without access to facilities and equipment. All HTU faculty and students shall therefore have reasonable access to any available HTU facilities and equipment that are relevant to their jobs or courses of study, unless otherwise directed by HTU administration. “Facility” here is used to mean any venue operated, owned, managed and/or maintained by Hudson Taylor University. HTU Administration reserves the right to determine what constitutes “proper” use of its facilities, and to allow or deny use of HTU facilities for any reason whatsoever, to assess fees for facility use, and to use any and all HTU facilities and equipment as it sees fit. HTU also reserves the right to allow or deny access to any of its facilities or equipment for any reason. All HTU facilities are subject to the Drug-free Campus policies listed elsewhere in this manual. Smoking and other tobacco use is prohibited inside all HTU facilities, and is allowed only in designated areas outside campus buildings. This policy governs any use of any facility or space, indoors or outdoors, on HTU property.

Campus Closures

The President or his or her designee may close all or a portion of the campus or limit access to specified areas of the campus for one or more of the following reasons:

- Weather, flood, fire, or other emergencies.
- To prevent material and substantial disruption of University operations
- Public safety
- Construction or maintenance projects or operations.

A decision to close the campus will be made by the President or his or her designee. The President may consult with various individuals on campus and ask for recommendations, but will make the final decision.

Disabled Access

Hudson Taylor University complies with the Americans with Disabilities Act (ADA), and provides all reasonable accommodation for disabled faculty, students, or staff.

Hours of Operation

Normal hours of operation are Monday – Friday, 9:00am to 5:00pm unless otherwise stated,

except on holidays or other University closure days. Worship services are conducted in the HTU Chapel on Sundays between 11:00am and 3:00pm.

Non-University Persons or Events

HTU is a privately-owned and -operated institution, and as such, does not allow non-HTU personnel, activities, events, or parking on campus. No non-HTU students or other persons are allowed on campus at any time, with the exception of:

- Guests of HTU Administration, staff, and faculty
- Authorized guests of students
- Contracted workers (maintenance, construction, etc.). See “Service Contractors,” below.
- Law enforcement, fire, and emergency personnel. HTU will at no time deny access to any of its facilities by such persons who, in the course of their duties, require access.
- Authorized federal or state government inspectors
- Drivers or workers (USPS, FedEx, UPS, etc.) who are making deliveries to HTU
- Legitimate visitors to the campus (potential students, etc.). Visitors must sign in at the front desk and must be accompanied by authorized HTU personnel at all times.

This list is not exhaustive; if there is any question as to the legitimacy of a person on HTU property, contact HTU Administration immediately. Any unauthorized person on HTU property or using HTU facilities or equipment will be considered to be trespassing, and will be asked to leave. HTU personnel and students will be held entirely responsible for the conduct and behavior of their guests. No person may at any time behave in such a way as to interfere with the normal operations of the educational mission of the University, or in a way that violates any University policy, unless legally authorized to do so, such as law enforcement or emergency services personnel.

Exceptions to General Access Policy

Faculty and students should generally not enter any area of the campus unless they are approved to do so (see above). Faculty and students may *NOT* access electrical or mechanical rooms, fuse boxes, storage areas, server rooms, janitorial rooms or equipment, etc. without permission. Any areas of the campus that are marked “Do Not Enter” are off-limits to faculty and students unless directed to use these areas by HTU administration. Faculty and students are not allowed to remove from the campus any University equipment, including computers, projectors, televisions, etc. without the express approval of HTU Administration.

Building Keys and Security Access

Keys to HTU facilities are distributed as needed to members of HTU Administration. The fewest keys possible are in use at any one time. Administration members seeking to obtain a building key should contact the Office of the President. Keyholders are responsible for maintaining the security of all keys issued to them. Keys should not be lent to or shared with anyone, even other HTU personnel, without the express permission of the Office of the President. Lost keys must be immediately reported to HTU Administration. Keyholders who lose a key may be responsible for part or all of the cost of key replacement and/or installation of new locks. Security codes for building alarms are distributed to those members of HTU Administration who hold keys to building entranceways. Security codes are confidential, and should never be shared with anyone without the express permission of the Office of the President. Security codes are changed regularly and at random, and each use of the alarm system (arming or disarming) is recorded. The following actions regarding keys and campus access may result in disciplinary proceedings:

- Loaning or transfer of keys without authorization
- Unauthorized duplication of keys
- Altering keys, locks or mechanisms
- Installing padlocks on University spaces without authorization
- Damaging, tampering with, or vandalizing any University lock, hardware or security mechanism
- Admitting unauthorized person(s) into any campus building
- Failure to return a key when requested by HTU Administration, or upon separation of employment at the University
- Failure to report missing keys

Faculty and staff are responsible for independently maintaining control of keys to their equipment (desks, filing cabinets, etc.). HTU classrooms are generally kept locked when not in use. Keyholders are responsible for classroom keys just as for building keys.

Worship Services

The HTU Chapel is open on Sundays for worship services. These services are generally for HTU students and personnel, although attendees are free to bring guests, and members of the general public may attend. The fellowship hall is also open on Sundays for those attending services. Several classrooms are used on Sundays for Bible study, and may be accessed by instructors, group leaders, students, and their guests. Faculty and staff are also free to attend weekly student chapel services if they desire.

Use of Facilities by Outside Parties

HTU does not generally allow outside access to its facilities. No rental or other use of HTU buildings or equipment by non-HTU personnel is permitted without specific approval of HTU Administration.

Parking

Parking is provided for HTU faculty, staff, and students. Students should use the large parking lots adjacent to the main building. Parking spaces in front of the main building are reserved for faculty and staff. Spaces marked “Reserved” are for the use of those designated to park in those spaces. Use of HTU parking lots for non-HTU events is prohibited. There is to be no parking under the canopy in front of the main building – this area is reserved for drop-offs and pickups. Deliveries may be made at the front entrance to the main building.

Children on Campus

Hudson Taylor University cannot be responsible for the safety of 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

For reasons of safety and hygiene, no animals are permitted on HTU property. The sole exception to this policy is licensed service animals. Those desiring to bring a service animal into HTU facilities must first notify and obtain the permission of HTU Administration. Such persons will be held entirely responsible for the behavior of their service animals at all times.

Student Use of Facilities

HTU desires to promote fellowship amongst its student body and to allow for the free exchange of ideas under the principles of academic freedom. Students are therefore encouraged to meet together for discussion, prayer, study, or fellowship. However, certain areas of the campus are not to be used for such meetings. These include the foyer of the main building, office spaces, stairways and stairwells, and any other place not specifically designated as a student gathering area. Students gathering in these areas will be asked to move. Common areas are provided for student use, and all students are welcome to avail themselves of these spaces. Standard HTU Code of Conduct policies apply to these spaces as they do to all HTU facilities. Students should be considerate of others in such use, and not be too loud or distracting for those trying to study. HTU reserves the right to ask students who are being noisy or distracting to move outside or to cease their activities. Any violation of the Code of Conduct during a student gathering shall be grounds for termination of the gathering by HTU personnel.

Students wishing to engage in larger or planned events, such as Student Government Association meetings, large study groups (10 or more persons), and so on must obtain authorization to do so from the Director of Academic Affairs. HTU reserves the right to refuse to allow such

gatherings for any reason. No sports or physical activity events, spontaneous or planned, shall be played or held on HTU property unless specific authorization is obtained from HTU Administration.

Posting of Signs or Other Materials on Campus

Banners, fliers, signs, and other postings are not permitted except as provided in this policy. This policy does not apply to authorized University signage or any signage related to public safety operations. University personnel may request permission through the Office of Academics to post a banner, poster, sign, flyer, etc. in or on a facility. Considerations include:

- The connection of the signage and event with the University's mission or the University as a whole. Examples might be signage relating to University operations such as class schedules, orientation, registration, etc., or a posting recognizing achievement by University personnel.
- Whether the posting is done pursuant to a written contract with HTU.
- The duration, size, material, and location of the posting.

Individuals posting material may not cover or remove other postings. Postings must be fastened with appropriate methods (staples, thumbtacks, or other temporary fastening method). Fastenings that may damage or mar the posting space (packing tape, duct tape, glue, etc.) are prohibited.

Advertising

No posting or other distribution of commercial advertising is permitted for persons, groups, firms, etc. This policy does not apply to advertising pursuant to a contract, lease, license, or agreement with the University. HTU prohibits the distribution of literature, whether handed out directly or left unattended, in any facility without the prior consent of HTU Administration. HTU will dispose of any literature placed in facilities in violation of this policy, without notice. This policy does not apply to required signage placed due to federal, state, or local regulations. Lawn signs are prohibited unless specifically allowed by HTU Administration.

Specifically Prohibited Use

The following uses of University facilities are prohibited:

- Any use that does not comply with this policy; that violates federal, state, or applicable local law, regulation or ordinance; or that violates any University policy or procedure.
- Any use that presents an unreasonable risk of injury or damage to person or property.
- Any other use that has been prohibited in the published policies of Hudson Taylor University.

Specific Access

Faculty desiring the use of a particular classroom other than the ones assigned for their classes should contact the Office of Academics. Faculty requests to use HTU facilities or equipment for individual reasons that are school-related (such as a tutoring session) should contact the Office of Academics to obtain permission for such use.

Repairs and Maintenance

If repairs to or maintenance of facilities or equipment is needed, contact the Facilities and Maintenance office. This includes general maintenance and repairs, computer, projector, or TV maintenance, and so on. If a potentially hazardous situation regarding facilities or equipment is noticed, such as a fire hazard, an electrical short, or other similar issues, faculty members or students should immediately contact the Main Office to report the hazard and to be assigned another classroom. Under no circumstances should faculty members or students repair or attempt to repair equipment or facilities themselves. If there is evidence of criminal activity, such as vandalism, faculty or students should contact the Facilities and Maintenance office immediately, and should not attempt any cleanup or repair work themselves.

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.

Service Contractors

All service contractors engaged by the University to provide services of any kind, such as maintenance, repairs, construction, etc. must possess proof of commercial liability insurance and sign an indemnification agreement before any work may begin.

Modification of Facilities

It is the desire of the University to provide adequate space, within budget limitations, for all authorized academic and administrative needs. In order to promote the efficient use of space on campus, an approval procedure is required for modifications or significant changes in the use of space that includes both University and departmental priorities. The Director of Facilities and Maintenance is responsible for the modification of space or change of space usage as defined herein. Modification or change to a facility includes, but is not limited to:

- Changing location of or adding partitions (both permanent and/or temporary)
- Repainting
- Adding or deleting permanent lighting
- Installing or changing the type of floor covering, acoustical treatment, or drapes, etc.
- Moving or installing chalkboards, bulletin boards, bookcases, cabinets, signs, etc.

- Rearranging office layout
- Modifying and/or changing the location of thermostats or sensors
- New construction
- Changing the physical or functional use of space

NOTE: Items may not be placed in front of thermostats, wall strip heaters or air diffusers as they will affect the heating and air conditioning of the building and could be a fire hazard.

New Construction and Major Renovation

It is the policy of the University that all planning, contract preparation, and supervision of construction of new facilities or major building renovations will be coordinated and supervised by the Facilities and Maintenance office. Projects shall be submitted to the President for review. The President's review shall include the following considerations:

- Is the proposal consistent with the department's and the University's Strategic Plan?
- Is the proposed new facility or renovation needed to fulfill the mission of the University and department?
- Is the new space or the renovated space appropriate to the proposed use?
- Is the proposal the best all-around solution to the space needs described in the proposal?

Following the review by President, the proposal, together with the results of the review, shall be submitted to the Board of Directors for consideration. In its consideration of the proposal, the aforementioned group shall include the following:

- The considerations used in the evaluation by President
- Benchmarking information from similar institutions relative to the appropriate square footage for the functions to be included in the proposed facility or renovation
- The overall project size

If, following consideration by the reviewing group, the President and the Board of Directors shall determine that the proposal does not meet the near-term objectives of the University or lacks adequate funding potential, the proposal shall not be accepted. Proposals accepted by President and the Board of Directors as meeting the near-term objectives of the University and having adequate funding potential shall be identified. Work may commence on the architectural design and programmatic design only after President has approved the proposal. The architect shall be identified by Board of Directors and the President. Once this group agrees on a selection of the architect, a written contract shall be entered into with said outside architect at the appropriate time.

The Facilities and Maintenance office will prepare a contract with the approved architect for

development of drawings and specifications, and will supervise the architect throughout the project. The programmatic effort will also be managed by the Facilities and Maintenance office to include the architect and appropriate departments of the University to ensure compliance with established policies of the University, and the city, state, and federal laws. Concurrent with completion of drawings and specifications, the Facilities and Maintenance office will take the following actions:

1. Establish a realistic budget for final approval
2. Develop a progress chart highlighting the critical milestones
3. Based on the recommendation of the Board of Directors, request bids from general contractors or negotiate a contract with a management consultant for accomplishment of the project
4. Prepare progress briefings to the Board of Directors and appropriate departments.

A concept plan or outline of desired new construction of a University facility or major renovation project will be presented to the Board of Directors. The President, along with the Facilities and Maintenance office, will give a presentation to include a detailed analysis of the plan, cost estimates, scheduling, and coordination with the overall business operations of the University, and will demonstrate the need for the project and its relation to the University's campus master plan. If the concept is feasible, the Board of Directors shall have final authority to approve the architectural and programmatic components of the proposed facility; determine that the funding source, if contingent, is satisfactory to the Board, and to waive any Board Policy requiring an endowment for the operation of the facility. Upon final approval by the Board of Directors, the project is forwarded to the Facilities and Maintenance office for implementation. When bids are requested and received from general contractors, the Facilities and Maintenance office will prepare an abstract of bids and make recommendations to President as to the award. The President will approve all awards, construction and architect contracts for the University, and such contracts will be entered into in accordance with University policy.

VI. TECHNOLOGY POLICIES

This section outlines the rules governing the equipment, networks, user data, software, and internet use at Hudson Taylor University. These rules are in place to protect both users and Hudson Taylor University. Inappropriate use exposes Hudson Taylor University and users to risks such as the misuse of personal information and financial assets, virus and spam attacks, compromise of networked systems, denial of service attacks, and possible prosecution under legal statutes.

Terminology

In this policy document, the term “user” refers to any end user of technology or related equipment or services at HTU, and “network” refers to the connection of any device, mobile or otherwise, wired or wirelessly, to the internet via HTU’s servers or using HTU’s internet service. Any connection that requires a HTU-specific username and password, including email services, is considered “in-network,” even if the user connects from home or elsewhere, and technology policies will apply to any such connection. A glossary of other terms is appended. Please note that this policy is NOT exhaustive; circumstances may arise from technology use that are not directly addressed in this policy. Such circumstances will be dealt with according to the same policies as those directly addressed herein. The absence of a direct policy regarding a particular circumstance or action should not be taken as *carte blanche* to perform that action. Hudson Taylor University reserves the right to judge individual circumstances or actions on a case- by-case basis, using this policy and HTU’s other policies as guides.

It should be remembered that access to computing, telephone, and networking resources is a privilege granted by HTU to support the members of its ministry and mission. Hudson Taylor University therefore reserves the right to rescind this privilege when it deems that a violation of its policies has occurred, or at any other time it deems necessary. No user has any inherent rights to any HTU technology resources. It should also be noted that individual departments and entities within Hudson Taylor University may define “conditions of use” for technology services under their control. These statements must be consistent with this overall policy but may provide additional details, guidelines and restrictions. See the section entitled “Policy Enforcement” for procedures concerning conflicting policies and interpretations of same.

Where the use of other networks (i.e., outside networks, the public internet, etc.) is involved, more restrictive policies and laws (US federal law, state or local laws and ordinances, and the laws of other nations) governing such use may in some cases take precedence over Hudson Taylor University’s policies and bylaws. The user is responsible for knowing and adhering to the standards and terms of use of such networks. Hudson Taylor University cannot be held liable for use of other networks. The University cannot and will not extend any protections to a user,

should that user violate the policies and laws of other networks. Use of University-owned and/or operated computers, telephones, computer networking, and other Technology resources implies that the user agrees to be governed by all such policies as may apply, internal or external to HTU. **IF YOU DO NOT OR CANNOT AGREE TO THIS POLICY YOU MUST NOT USE HTU TECHNOLOGY RESOURCES.**

Scope

This policy applies to all users of HTU Technology resources as defined in the Policy Glossary below. Users of HTU Technology resources should assume that all such usage is monitored. This policy does not apply to any user while they are not utilizing any Hudson Taylor University resources.

Limitations

Nothing contained in this policy is intended to modify or amend any other written agreement or policy, if any, that may currently be in effect between the user and Hudson Taylor University with regard to matters other than use of HTU Technology resources, unless these other policies or agreements reference the Technology Policy. Again, no user has any inherent rights to any HTU Technology resources. No rights are implicitly granted by the University to any information contained in this document or any information or user data contained in or on any HTU Technology resource. All rights are reserved. All standard disclaimers apply. HTU may modify, suspend, discontinue, or restrict the use and availability of any portion of its Technology resources at any time, without notice or liability. Users may be monitored by the University without any liability to the University. Hudson Taylor University may periodically modify this Technology Policy. Any such modifications will be effective immediately upon publication in any form, electronic, print, or otherwise. It is suggested that users periodically check the HTU web site for the current published Policy. **IF YOU DO NOT OR CANNOT AGREE TO ANY TECHNOLOGY POLICY, YOU MAY NOT USE ANY HTU TECHNOLOGY RESOURCES.** Further policy limitations are stated in the Technology Policy Disclaimer, below.

Usage Termination

The University may at any time and for any reason, including but not limited to those outlined below, restrict or monitor access to HTU Technology resources. HTU may issue a warning, temporarily suspend usage, suspend or terminate usage without notice, restrict usage as needed, monitor usage as needed, indefinitely suspend usage or terminate usage and refuse to provide Hudson Taylor University resources at any time and for any reason HTU warrants. Reasons for such procedures include, but are not limited to

- User violation of *any* Hudson Taylor University policy (not limited to those policies outlined in this document)

- User not agreeing to current HTU Technology Policies
- HTU belief that a user may cause any liability to any other user or to HTU itself
- HTU belief that a user's behavior while using HTU Technology resources is unethical or illegal
- Unauthorized use of HTU Technology resources
- A court order instructing HTU to terminate user privileges

The user agrees to indemnify and hold blameless Hudson Taylor University and (as applicable) all subsidiaries, affiliates, divisions, officers, directors, agents, volunteers, students, alumni, interns, and employees as a result of any form of usage termination that the University determines is the best remedy in the interest of Hudson Taylor University, its users, and its mission.

Reporting of Policy Violations

All users are obligated to notify the Technology department of personally-witnessed violations of Technology Policy by sending an email to the University Director. All such emails will be kept confidential, unless required as evidence by law enforcement personnel (see Security Policy, below).

Security Policy

Effective security is a team effort involving the proactive participation and support of all Hudson Taylor University users. Security is the responsibility of all users. It is the responsibility of every user to know these guidelines, and to conduct their activities accordingly. The University reserves the right to audit users and HTU Technology resources on a periodic or regular basis to ensure compliance with the policies herein. HTU Technology resources are intended solely for communication and the transmission, processing, and storage of data as it pertains to the mission of Hudson Taylor University. For security purposes and to ensure that HTU technology resources remain available to all users, HTU monitors network traffic to identify unauthorized attempts to upload or change information or to otherwise cause damage to HTU technology resources.

Unauthorized attempts to modify any information stored on HTU technology resources, to defeat or circumvent security features, or to utilize HTU technology resources for other than their intended purposes are prohibited and may result in criminal prosecution. If monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. If information about a threat or activity (including comments or postings) that constitute or might constitute a threat, or if comments made or posted on or using HTU technology resources contain information about criminal activities, we may provide this and any other associated information to law enforcement and/or other appropriate authorities.

Acceptable Use

HTU will make every reasonable effort to ensure that all use of HTU technology resources complies fully with applicable policy statements, bylaws, and appropriate laws (US and other). User participation in security policy, as outlined below, is required and expected of all users.

1. Keep passwords and security codes secure and do not reveal passwords or access codes to anyone or any entity. This restriction includes but is not limited to access codes for computers, security codes for voice mail, website login credentials, personal identification numbers, and email passwords.
2. Authorized users are responsible for the security of their passwords, accounts and any user data that can be accessed based on the user's security clearance and authority.
3. Privacy is very much related to security. Every user is responsible for knowing and following the HTU Technology Privacy Policy.
4. HTU audits, logs, and in other ways registers user access to its Technology resources. Use of HTU Technology resources constitutes consent to security monitoring by the University. Users should remember that their use of these resources is not private, and should assume that all activity on these resources is monitored.
5. Change user passwords regularly to help prevent password theft and compromising of user data.
6. For the protection of all parties, the University reserves the right to block internet access as it relates to spam, viruses, pornographic material, gambling sites, instant messaging, voice-over-internet, disruptive technology, and for any other reason the University determines degrades HTU technology resource security.
7. All equipment and devices should be secured by the user via typical methods of logging-off or locking when such equipment is left unattended. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the equipment will be unattended. **DO NOT ASSUME OTHERS ARE PROTECTING HTU TECHNOLOGY RESOURCES.**
8. Users should take all necessary steps to prevent unauthorized access to HTU technology resources.
9. Users of remote or external equipment or devices to access HTU technology resources should take every precaution to ensure the security of HTU networks and equipment.
10. Acceptable use of copyrighted material for educational purposes is authorized as governed by US federal copyright laws and international treaties.
11. Each authorized user will maintain their own unique login credentials, associated with one user and one user only.
12. Every user retains the rights of their personal user data except where applicable and

as described under “Security Policy - Unacceptable Use,” below, and elsewhere in this document.

13. While gaming is not expressly prohibited under this policy, users should remember that HTU equipment and resources are presented primarily as tools for the HTU community to further their studies, work, or the University mission. Users are therefore requested to avoid playing games on HTU resources

Unacceptable Use

The following activities are, in general, unauthorized. Under no circumstances is a user authorized to engage in any activity that is illegal under local, state, US federal law or international treaties while utilizing HTU technology resources. The list below is by no means exhaustive, but is an attempt to provide a framework for user activities which fall into the category of unacceptable use. Exceptions are noted for certain HTU personnel elsewhere in this document. Users may not

1. Execute any form of Hudson Taylor University resource monitoring which will intercept data not intended for the user, unless this activity is a part of the employee's normal job or duty while employed by HTU
2. Reveal account password information to others or allow use of their accounts by others;
3. Circumvent user authentication or the security of any HTU technology resource
4. Use any program, script, command, utility, software, hardware, or application of any kind with the intent to interfere with or disable user access to or legitimate use of HTU equipment or other resources
5. Provide unauthorized information about, or lists of, user data to unauthorized users
6. Violate the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of software or media products that are "pirated" or otherwise not appropriately licensed for use by or at Hudson Taylor University
7. Abuse of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, audio files, video files, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Hudson Taylor University or the user does not have an active license. This includes torrenting and/or the installation of torrenting software, and/or use of HTU equipment as seed boxes.
8. Install any software or application without the express permission of the Department of Technology, including games or game clients, virtual private network (VPN) software, virtual machines (VMs), sandbox software, test servers, etc. unless such

installation is part of an employee's normal job while employed by HTU.

9. Export software, hardware, technical information, encryption software or technology, or any other such material in violation of international or regional export control laws
10. Use HTU equipment or resources to host servers (including game servers), or for any illicit or illegal technology-related use, such as to launch distributed denial-of-service (DDoS) attacks, Internet Control Message Protocol (ICMP) floods, Internet Protocol (IP) address spoofing, Transmission Control Protocol (TCP) attacks (aka "shrew" attacks), to host software or applications (aka "bots") that independently perform tasks such as online searches, mass emailing, etc., and so on.
11. Intentionally introduce malicious software into or onto HTU technology resources (e.g., viruses, worms, Trojan horses, ad-ware, spy-ware, etc.)
12. Use Hudson Taylor University resources to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws or HTU policy
13. Make offers, fraudulent or legitimate, of products, items, or services originating from anyUniversity account or Hudson Taylor University resource
14. Make statements about any warranty, express or implied, using Pacific University of resources unless it is a part of normal job duties
15. Comment in public or private threads, leave product or service reviews, or otherwise use HTU technology resources in such a way as to identify HTU or associate the University withsuch activity
16. Cause security breaches or usage disruptions of Hudson Taylor University resources
17. Scan, decompile, reverse-engineer, interrogate, or in any other manner improperly search for user data
18. Store user data such as social security numbers, driver's license numbers, dates of birth, medical records, payroll records, credit card numbers, debit card numbers, personal identification numbers, driver's license numbers, immigration numbers, or student records on equipment that is portable or that can be easily removed from the University property
19. Transmit user data via unsecured and unencrypted methods such as fax, email, internet, or instant messaging, either wired or wirelessly
20. Participate in online auctions or bidding (including eBay or other such sites) using registered Hudson Taylor University usernames or identification via any Hudson Taylor University resource, unless part of the user's explicitly defined work-related duties
21. Make political statements using registered HTU usernames or identification via any Hudson Taylor University resource
22. Intentionally access or transmit pornographic or sexually explicit images or video

- using any Hudson Taylor University resources
23. Intentionally access gambling web sites using any Hudson Taylor University resources
 24. Use Hudson Taylor University resources to engage in any form of illegal or illicit behavior, such as torrenting, accessing the dark web, etc.
 25. Seek information on, obtain copies of, or modify files, tapes, CDs, DVDs, or passwords that belong to other users or the University
 26. Divulge user data in any way without explicit authorization
 27. Maintain a login and password for communal use. All users must have their own explicit, uniquely identifiable, and auditable login access for every authorized and accessible Hudson Taylor University resource. Password sharing is prohibited.
 28. Endorse any product or services, participate in any lobbying activity, or engage in any active political activity using Hudson Taylor University resources.
 29. Intentionally develop or use any unauthorized mechanisms to alter, negate, or avoid financial charges levied by HTU for computing, printing, data processing services, electronic shopping carts, purchases, long distance calls and special phone services, tuition or fees, student records (including grades) or any other HTU services while using any Hudson Taylor University resources.
 30. Save any password by using the “Remember my settings,” “Remember my ID on this computer,” or similar “Remember” options when automatically offered or manually set within the software options, properties, or comparable settings.
 31. Open attachments from unsolicited emails without first virus-scanning them.
 32. Respond in any way to obvious phishing attempts, apart from reporting such attempts to an authority.

Privacy

Hudson Taylor University is committed to protecting user privacy and will collect no personal information about a user unless the user chooses to provide that information to HTU, or unless otherwise directed by HTU policy, local, state, or federal US laws. Hudson Taylor University may use the user’s intranet or Internet identification to help the University diagnose problems with Hudson Taylor University resources. HTU does not sell names or information to anyone or any entity. Any name or address information provided to the University will be used only to complete any requests the user may wish HTU to process. This information is not shared with anyone or any entity except to the extent necessary in completing a transaction you authorized. Examples include but are not limited to: verification of credit card transactions, postal delivery systems, admissions processing, bank debits, student loans, insurance claims, US government processes and verifications. Hudson Taylor University safeguards the security of the data you send us with physical, electronic, and managerial procedures. Likewise, we urge you to take every precaution to protect your personal data when you are on the internet. Change your passwords often, using

a combination of letters, numbers and symbols, and make sure you use a secure browser.

Internet Use

Internet access generally must be used only for Hudson Taylor University mission-related activities and coursework. Incidental personal use is permissible so long as:

1. It does not consume more than a trivial amount of computing and networking resources.
2. It does not interfere with any Hudson Taylor University mission-related activities.

Unacceptable Use

Policy regarding unacceptable use of HTU-provided internet access includes but is not limited to, the following:

1. Users may not access internet content in violation of faculty and staff employment handbooks or student conduct policies
2. Users may not access the internet for unauthorized commercial or for-profit activity
3. Users may not access the internet in a manner that violates local, state, or US federal law or international treaties.
4. Users may not use HTU-provided internet to access pornography, offensive materials, or material that creates or is intended to create a hostile working or learning environment
5. Users may not create the appearance of inappropriate use of the internet
6. Users may not use the internet to transmit user data except where explicitly permitted by Hudson Taylor University policies
7. HTU-provided internet shall not be used for illegal or illicit behavior
8. Users may not cause security breaches or Hudson Taylor University resource disruptions while using the internet
9. Users may not scan, decompile, reverse-engineer, interrogate, or in any other manner improperly search for user data while using the internet
10. Users may not store user data such as social security numbers, driver's license numbers, dates of birth, medical records, payroll records, credit card numbers, debit card numbers, personal identification numbers, driver's license numbers, immigration numbers, or student records on the internet or allow it to be accessible from the internet unless explicitly permitted by Hudson Taylor University policies
11. Users may not transmit user data via an unsecured or unencrypted manner over the internet.
12. Users may not participate in online auctions or bidding (including eBay or similar sites) using registered Hudson Taylor University names or identification via the internet unless part of the user's explicitly defined work-related duties.

13. Users may not make political statements using any registered Hudson Taylor University names, addresses, or identification via the internet
14. Users may not intentionally access pornographic, sexually explicit, sexual images, or gambling web sites using HTU-provided internet access
15. Users may not seek information on, obtain copies of, or modify files, tapes, CDs, DVDs, or passwords that belong to users, persons, or entities on the internet that do not belong to the user
16. Users may not divulge other users' data on the internet without explicit authorization
17. Users must not open attachments to unsolicited emails, or respond to obvious phishing attempts. HTU will never ask for a user's password in an email. All email attachments, even those from legitimate sources, must be virus-scanned (Gmail does this automatically) before opening.

General Guidelines

1. Regardless of the rationale, internet passwords must never be shared or revealed to anyone or any entity
2. Users should regularly change passwords to help prevent password theft, user data theft, or Hudson Taylor University resource misuse
3. Hudson Taylor University will regularly monitor and log user attempts to access websites and information on the internet
4. The University will restrict access to the internet, websites and/or other services when it determines the restrictions are in best interest of its institutional mission, the Department of Technology, and/or its users. This may include capping data and automatically removing student devices from the network if such data caps are exceeded.

Software Policy

HTU will make every reasonable effort to ensure that all software or applications residing on all Hudson Taylor University resources comply fully with applicable licensing agreements and US laws. In addition, any personal equipment or device, mobile or otherwise, that is authorized to connect to any Hudson Taylor University resource must adhere to this same policy.

Acceptable Use

The user shall ensure compliance with all software usage and licensing policies by:

1. Acquiring software in accordance with Hudson Taylor University policies and all federal, state, and local laws
2. Maintaining valid purchase records for all software installed on all Hudson Taylor

University resources

3. Adhering to the manufacturer's End User License Agreements (EULAs)

University-provided software may be installed by users on their personal equipment or devices if the software license permits.

HTU employees, in addition to following policies of user compliance, shall also:

1. Acquire software in accordance with University policies
2. Upgrade or add software only when instructed to do so by authorized HTU Administration.
3. Contract all software licenses and agreements through HTU Administration
4. Purchase only approved software

Unacceptable Use

1. No user may knowingly violate local, state, or federal laws when using software installed on or aided by Hudson Taylor University resources
2. No user may install software that seeks to subvert Hudson Taylor University resource security
3. No user may install software that will disrupt Hudson Taylor University resources or impact any privacy rights
4. No user may accept any software license, contract, end-user license agreement, or usage agreement that has not been explicitly approved by HTU Administration
5. No user may purchase, install or connect any software that is not explicitly permitted by this ET Policy or approved using HTU software usage variance forms and procedures.

Equipment Policy

HTU will make every reasonable effort to ensure that all equipment residing on or connected to all Hudson Taylor University resources complies fully with applicable policies and procedures, agreements and local, state or US laws. In addition, any personal equipment or device that is authorized to connect to any Hudson Taylor University resource must adhere to the Hudson Taylor University equipment policy and the Technology Policy.

Acceptable use

1. Install only equipment permitted by current Technology Policy and procedures.
2. Employees must only purchase approved equipment through approved Hudson Taylor University departments and vendors.
3. HTU-provided equipment may be installed or attached by users on or to personal equipment or devices only if explicitly permitted either by technology procedures or

- via approved technology variance forms.
4. Users may only connect personal equipment or devices to Hudson Taylor University resources if connected in accordance with the current TECHNOLOGY Policy and all other University policies
 5. Users assume all liability for misuse of or damage to personal equipment or devices. In no case will Hudson Taylor University accept responsibility for any personal equipment or device.

Unacceptable Use

1. No user may knowingly break local, state, or federal laws using equipment connected to Hudson Taylor University resources or aided by the University resources.
2. No user may install equipment that seeks to subvert Hudson Taylor University resource security.
3. No user may install equipment that will disrupt HTU resources or impact any privacy rights.
4. No user may purchase, install or connect any equipment or device that has not been explicitly permitted by this Technology Policy or approved by HTU administration via equipment usage variance forms and procedures.
5. No user may use any Hudson Taylor University equipment, devices, or other resources for commercial, for-profit, or public enterprises or activities unless explicitly permitted by other University policies, agreements or written and approved contracts.

Appropriate and Responsible Use

1. Because information contained on portable equipment and devices is especially vulnerable, special care should be exercised by all users.
2. All equipment should be protected by current, up-to-date virus protection. This is especially true if the user connects the equipment to Hudson Taylor University resources. Hudson Taylor University accepts no liability for claims of virus infection, worms, Trojan horses, or other malicious software, applications, etc. uploaded to personal equipment or devices through use of HTU equipment or services.
3. At the end of its useful lifespan, all Hudson Taylor University and personal resources, equipment, and devices must be disposed of properly. This applies when the user donates, sells, trashes, and otherwise disposes of any equipment that contains or may have contained University user data. All user data must be erased so it is no longer readable or recoverable. Hudson Taylor University suggests that these same procedures are applied whenever equipment requires disposal, whether or not the equipment knowingly contained or contains University user data. All equipment should be disposed of in accordance with local, state, and US federal regulations.

4. No user may assume another person's or user's identity or role through deception or without proper authorization. You may not communicate or act under the guise, name, identification, signature, or indicia of another person without proper authorization, nor may you communicate under the rubric of an organization, entity, or unit that you do not have the authority to represent.
5. Users are reminded that the storage and transmission of electronic materials can be disrupted by hardware and software failure as well as by hacking or other unauthorized access. It is the user's responsibility to back up their materials except for instances where the University specifically commits to provide backups. Likewise, users are cautioned about storing or transmitting material which they view as confidential.
6. Only access Hudson Taylor University user data from equipment you know is secure.
7. Hudson Taylor University strongly suggests never using "cookies" to store password.
8. Any public resource, personal equipment, HTU equipment, or HTU resources you use may be subpoenaed during a legal investigation.
9. The telephone in many cases is no longer a distinct technology. Rules, policies, and regulations consider telephones to be HTU technology resource equipment and are therefore governed under the regulations in these Technology Policies. Personal phones, tablets, and other mobile devices are included in this governance.
10. Technology changes are quick and often, and HTU policy is updated periodically to reflect such changes. Users are obligated to regularly review current Technology Policies at Hudson Taylor University.

User Termination (Voluntary and Involuntary)

This policy applies to those users who resign, quit, graduate, are fired, fulfill their contract, void their contract, or for any other reason terminate a user relationship with Hudson Taylor University. Such ex-users must remove, within 72 hours, all previously-licensed and authorized Hudson Taylor University resources from their personal equipment or devices. This includes but is not limited to software, computer peripherals, user data, email addresses, passwords and pass codes, and any Hudson Taylor University resources that have been loaned to the user for temporary use. HTU will ask for confirmation and may ask for verification of compliance with this policy.

Policy Terms

For the purposes of this policy, the following definitions apply to terms used herein. These terms and definitions are not exhaustive, and are included for the sole purpose of clarifying the Technology Policy text, its meaning, and its intent, as it relates to using Hudson Taylor University

resources.

Data: Information, including but not limited to: social security numbers, driver's license numbers, dates of birth, medical records, payroll records, credit card numbers, debit card numbers, personal identification numbers, driver's license numbers, immigration numbers, student records, voicemail, and email. This type of information is also considered individually identifiable. Hudson Taylor University maintains information obtained while monitoring the University resources. This includes, but is not limited to, time of day and date, access logs, logs of websites accessed, and personal credentials entered while using Hudson Taylor University resources.

Employee: Any person who is considered a staff or faculty member of HTU

Equipment/Device: This policy applies to all Hudson Taylor University and personal technological hardware, storage media, removable media that is owned, used, rented, and leased. Equipment includes but is not limited to personal computers, workstations, laptops, servers, computer network hubs, phone systems, software, PDA's, cell phones, data, memory cards, tapes, recording devices, CDs, DVDs, and any other device that contains a microprocessor or electronic storage capacity.

Hudson Taylor University: The controlling entity behind these policies; also referred to in this policy document as **HTU** or **the University**. All references to these names indicate official administrative rules, regulations, or policies.

Internet: The universal network that allows equipment to communicate with other equipment or devices in words, text, graphics, light pulses, binary data, audio tones, and sounds via wired and/or wireless networks.

Messaging: Includes, but is not limited to, email messages, instant messaging, digitally transmitted video images, digitally transmitted audio files, transmitted files, wired telephone communications, wireless telephone communications, and fax communications.

Network: The connection of any equipment via a wired or wireless connection.

Password: A series of characters that enables a user to access a file, personal data, a computer, a bank account, a web site, voicemail or a computer program.

Personal equipment or devices: Any device or equipment, such as laptops, tablets, mobile phones, Blackberries, PDAs, etc., that are owned by students or employees but which may be used to access HTU resources and services.

Phishing: Fraudulent emails, phone calls, text messages, etc., purporting to be from legitimate companies or institutions, which attempt to induce users to reveal personal information,

passwords, credit card numbers, etc.

Resource: Any equipment, internet, networks, software, user data, or combination thereof.

Software: The digital programs, applications, operating systems, firmware, sound and video files, scripts, fonts, command and executable files, and binary code that must be loaded onto equipment for it to function as designed.

Spam: Includes but is not limited to bulk email, SMS, or other forms of messaging or information transfer that are irrelevant or inappropriate, and/or are intended to advertise, phish, or otherwise cause inconvenience or to interfere with the normal workings of communications Technology. Unsolicited commercial email promoting a commercial service or product is the most common type of spam.

Subversive Equipment: Any equipment not owned or explicitly approved by HTU (e.g., a hub, switch, router, antenna, alternative cabling, computers, surveillance devices, etc.) intended to supplant or bypass Hudson Taylor University's networks or resources for the purpose of providing connectivity to multiple computers or peripherals, or for circumventing HTU policies and/or security.

User: Any person or entity that is explicitly allowed to use, rent, lease, borrow, repair, maintain, or support any equipment owned, rented, borrowed, or leased by Hudson Taylor University. This policy applies to employees, students, contractors, consultants, temporaries, interns, volunteers, trustees, board members, and other workers at the University, including all personnel affiliated with third parties, contractors, and vendors if given explicit contractual rights of limited access to Hudson Taylor University resources. All users of HTU equipment or services must be 18 years or older.

Policy Enforcement

Hudson Taylor University characterizes as unacceptable any activity through which a user:

1. Intentionally violates Hudson Taylor University or third-party copyrights, license agreements, or other contracts;
2. Purposely interferes with the intended and designed use of the Hudson Taylor University resources;
3. Seeks to gain or gains unauthorized access to Hudson Taylor University resources;
4. Without explicit authorization destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of Hudson Taylor University resources;
5. Wrongfully transmits or otherwise reveals user data. Such activities are considered

just cause for taking disciplinary action up to and including discharge, dismissal, and/or legal action, and any user found to have violated this Technology Policy may be subject to such disciplinary action.

HTU Administration will be responsible for interpretation of Hudson Taylor University policy and judging the severity of any violation when implementing the following procedures:

Level 1 - Minor problems: The user is notified of the problem and requests that the violation stop. If the violation ceases no further action is taken. Example: a user gives their password to another person. The user is notified that this is a violation of Technology Policy and requires that the user changes their password. The user complies, and no further action is taken. The user's immediate supervisor is notified.

Level 2 - Serious or repeated problems: HTU Administration will notify the user of the violation(s) and will draft a letter describing the action and any sanctions, which will be signed by the user and placed in the user's will be sent to the Vice President and HR to be put in the user's employee personnel file or permanent student record, as applicable.

Level 3 — Major problems: HTU Administration must be notified immediately. If a law is broken or a threat of bodily harm is involved, others may be immediately notified as circumstances require. Any necessary action will be taken by the appropriate officer.

Other Policies

Each staff member must read, accept, and sign a Technology Policy Integrity Statement as part of their employment conditions. This document includes among other requirements the obligation of each staff member to maintain strict confidentiality with regard to all user data obtained in the normal course of business. A copy of the signed Statement will become part of the staff member's permanent personnel records and a copy may be retained by the staff member if they so wish.

HTU staff will not share any user data with any third parties, except as authorized by and required by Hudson Taylor University policies. For security purposes, authorized individuals within Hudson Taylor University may monitor the resources and users at any time. Authorized staff may be exempted from portions of these Technology Policies governing and restricting Unacceptable Use during the course of their legitimate job responsibilities. This exemption is not *carte blanche* for personnel to break University policies or local, state, or federal laws, but rather to provide a *safe harbor* for typical responsibilities in an academic and a corporate work environment. For this policy statement, Hudson Taylor University assumes "safe harbor" to mean *a provision in an agreement, law, or regulation that affords protection from liability or penalty under specified circumstances or if certain conditions are met.* [BusinessDictionary.com]

HTU staff will never ask any user for his or her password(s). For this reason, users should inform HTU Administration if they are ever asked for their login credentials, and the Administration will take appropriate action. HTU staff must report all violations of the Technology Policy. They will report violations as prescribed under in the Hudson Taylor University Employee Policy Handbook which includes but is not limited to the Technology Policy section entitled: “Technology Policy Enforcement.”

References and Sources

Several portions of the Technology Policy text are sourced from US Federal documents and policies available through the internet which are covered under US Copyright law Title 17, Chapter 1 and Section 105, beginning “Copyright protection under this title is not available for any work of the United States Government...”

Disclaimer

HTU technology resources are provided “as is,” without warranty of any kind. Hudson Taylor University makes no claims as to the fitness of University resources. HTU is not liable for any consequential damages related to use or misuse of University resources. The user assumes all liability when connecting to Hudson Taylor University resources and when using personal equipment or devices on properties owned and operated by Hudson Taylor University. Hudson Taylor University neither supports nor endorses any vendor, OEM, brand name, registered name, author, publisher, ministry, or services referenced, used, listed, posted, installed, or licensed by Hudson Taylor University.

POPULI – STUDENT INFORMATION SYSTEM

HTU uses a learning management system (LMS) called Populi. Instructors use this system for a wide range of administrative and teaching needs. In terms of administration, Populi allows faculty to advise students and register them for classes. It also allows for easy communication between faculty and students both through the main dashboard as well as in each class. When students enroll at HTU, they are assigned a university email address, which is used for all university communication and which is used on Populi for instructor-student contact. When the email address is assigned, students log in for the first time with a standard password which they are immediately required to change. The same goes for Populi access -- when students are enrolled, they log in to Populi with a standard password and are required to change it to a personal, secure password before they can proceed. If a student logs in from a previously unknown device (such as a new or public PC), two-factor authentication is activated, so that a student cannot log in to Populi without a security code that is sent to his or her phone or email.

In terms of class-related functions, Populi allows instructors to create assignments, quizzes, and tests, which can be made accessible to students at particular times and/or for a particular lengths

of time (e.g., a test may only be accessible to students for a one-hour period on a specific day, while an assignment may be open for a longer period in order to allow students to research or read up on the topic before responding). Tests and quizzes can be created as multiple-choice, short answer, true/false, or essay questions. Short answer and essay questions may be hand-marked by the instructor, or Populi can be set to look for keywords and phrases. Questions can be randomized in order to obviate cheating. Instructors can also upload syllabi, eBook or .pdf versions of texts, or any other document to the Populi course page. Students can be required to download and print out a paper assignment which they can then scan and send back to the instructor via Populi message boards or email. Populi also provides a comprehensive suite of gradebooks and other tools for instructors to use in course and class management. Populi has security protocols in place to ensure student identification and privacy. Populi can be used to track overall student engagement and attendance.

Instructors can also upload video versions of class lectures rather than lecturing directly face-to-face. The Populi software tracks student viewing of lecture videos, and keeps a record of what percentage of each course's lecture videos have been viewed by each student. Instructors can set time limits for viewing a lecture in order to use student views to record attendance (i.e., if a student has viewed the entire lecture by the end of the day of the class, that student will be counted as present). Populi also allows for direct interaction between students and between students and instructor via message boards. Students may be required to post in discussion threads on a particular topic or may be required to post questions regarding a particular class lecture, etc. in order to receive marks for participation, for example. Instructors can respond to student questions or comments in live chat or through the message boards and discussion threads. Ultimately, the content of an online course is functionally identical to that of an on-ground course.

Populi itself uses 256-bit Secure Socket Layer (SSL) encrypted connections to protect data, making it FERPA-compliant. Student records for a course are viewable only to the instructor of the course and those with high-level administration clearance, such as the Chief Academic Officer. High-level clearance requires the same kind of login authentication and must be manually set up for each administrator. This ensures that student records are secure from viewing by unauthorized persons. Populi does not contain student files such as transcripts, application forms, etc. These are kept separately, in digital and physical formats, by the University Admissions Office, in secure and fireproof file cabinets and on both cloud and external HDDs for redundancy. Physical and digital records are accessible only to authorized HTU administrative personnel.

Populi may be accessed at <https://hudsonayloruniversity.populiweb.com/>

LIBRARY

Hudson Taylor University Library supports the curricular and research needs of students who are preparing for their professional careers at Hudson Taylor University. Library Services helps students to achieve success in their studies, and to foster mastery of research skills for lifelong learning. The library supports academic programs by enhancing student learning, program development, faculty research, and other activities. The library provides access to a wealth of data and offers support services that enable students, faculty, and staff to utilize and evaluate information. Rapidly-changing information technologies have resulted in an information environment that is extremely complex. The Library's resources and services assist patrons in finding their way through this information maze.

The library collection contains a wide variety of resources for use by all members of the Hudson Taylor University community. Currently, the library houses a collection of print books and journals, CDs, and DVDs. In addition to physical resources, the library subscribes to several theological, business, and humanities databases through EBSCO. The Logos Diamond electronic resource collection is also available for use in the computer lab. All library materials are available for use by the University community.

Library Use

The library serves several different kinds of library users. The policy below outlines library use regulations for each type of user. In case multiple requests are made for the same resource, the requests will be honored in the order in which the users are listed and discussed below and then in the order in which the request was made.

Faculty who are teaching courses at Hudson Taylor University (or who have signed a contract to teach beginning no more than 3 months in the future) may borrow general circulation items in accordance with established circulation rules for faculty. In addition, they may continue to renew the material as long as another user has not requested the material. Faculty who are teaching courses may be able to procure certain reference items and other restricted library resources for use in their classes, but these arrangements have to be made in writing with the Director of Library Services, and the materials are not to leave the campus. The materials must be returned immediately after the close of the class session that day. The Director of Library Services is not obliged to honor such requests. Faculty who are not currently teaching classes may borrow items from the library in accordance with the established circulation procedures outlined elsewhere in this handbook. Students who are currently taking classes may borrow items from the library in accordance with the established circulation procedures outlined elsewhere in the Library Handbook.

Alumni, Board Members, and other friends of the university make up the Special Library User category. These users may borrow items in accordance with the established circulation procedures outlined elsewhere in this handbook. These users may renew items one time. In addition, if any student or faculty requests a resource which has been borrowed by a special library patron, that patron must return said resource to the library within 2 working days of the request or within 5 working days of the request if the patron is returning the resource by mail.

Library Behavior Expectations

Library users are expected to abide by the same behavior expected of the users of any library. Users should work quietly, should engage in a minimum of personal discussion, and should be respectful of the needs of the library staff and other users in terms of space to study, access to library materials, and so on. In addition, the following specific requirements will be observed:

1. No open containers of food or drink of any kind are allowed in the library.
2. Audio equipment is permitted in the library as long as headphones are used and it is not disturbing to others. Anyone using portable computers should turn off the sound.
3. Users are requested to step outside the library to use their cell phones.
4. Users should handle library materials with care. Pages should not be bent. Users should not write in library materials. When copying materials, users should take care not to damage the spines.
5. Users should return items to the library in the condition in which those materials existed when checked out.

Anyone repeatedly violating these guidelines will be formally reprimanded by library staff and may be asked to leave the premises if the problem persists. In extreme cases, a user's library privileges can be suspended for a period of time to be determined by the Director of Library Services, in consultation with the Director of Student Affairs or Director of Academic Affairs.

User Privileges

Library users are able to check out general circulation materials according to the following guidelines:

- Students may check out a maximum of 5 books for 21 days.
- Faculty, Staff, and Administration may check out a maximum of 10 books for 30 days.
- Materials may be renewed twice unless otherwise noted. You must bring the materials to the library in order to renew them.
- Users needing materials beyond these time limits may seek special permission from the Director of Library Services.
- Members of the Hudson Taylor University community are welcome to use the resources of the library at any time during regular hours of operation.
- Hours of operation will be posted and are subject to change to accommodate our students and staff.

- A copy machine and printers are available for use in the library. Charges for these services will be made and may be changed without notice. The amount charged per page for printing or copying will be posted in the library.

User Responsibilities

Users are expected to abide by the general guidelines outlined above and to treat the library staff with due courtesy and respect. Library users are reminded that the Director of Library Services is a member of the faculty with the full privileges and responsibilities pertaining thereunto. The Director of Library Services should be treated as a colleague by other faculty and with the respect due a faculty member by the other members of the Hudson Taylor community. Library users are expected to handle the library resources, including materials in the collection, the physical plant of the library, the furniture, and the equipment, with appropriate care.

Fines and Fees

Fines may be established by the library committee with approval of the Academics Committee. The amount of these fines will be published and posted in the library. Library users are expected to pay any assigned fines in a timely manner. Students will not be allowed to enroll for additional studies if library fines remain unpaid. After the completion of coursework, a student will not officially graduate, nor will a transcript be provided, until all financial obligations have been resolved, including library fines. Lost materials will be assessed at full replacement value and should be paid in a timely manner. Failure to do so could result in the same lost privileges as those for not paying library fines. Hudson Taylor University reserves the right to charge a library fee to be paid in accordance with all other financial obligations.

VII. ADMISSIONS POLICIES

ADMISSIONS

General Admissions Policies

For undergraduate programs, successful applicants must hold a diploma from an accredited high school or a passing score on the General Education Development (GED) test. Scores for either the ACT or the SAT are required (contact the Office of Admissions for current minimum scores). Graduate programs require applicants to hold an undergraduate degree (or its equivalent) from a postsecondary educational institution, with a grade point average (GPA) of at least 2.0 (on a 4.0 scale). Certain applicants may be asked to have their transcripts evaluated, at the student's expense, by a reputable transcript evaluation company a list of which can be provided by the HTU Admissions Office.

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.

English Proficiency

Students who are non-native speakers of English must demonstrate sufficient English language proficiency. This may be done through any of the following:

- International Language Testing System (IELTS) score of 6.5 or higher
- Test of English as a Foreign Language (TOEFL) scores of 550 or higher on the paper test, or 79-80 on the internet-based test
- Hudson Taylor University's Test of English Proficiency (HTTEP) score of 70% or higher

Applicants who are not native English speakers and who do not possess any of the above scores may take Hudson Taylor's in-house English Proficiency Test. Details of this test and the minimum required scores are available in the Admissions Office. Certain applicants may be required to have an interview with members of the Faculty to verify proficiency. Hudson Taylor

University reserves the right to refuse admission to students who do not meet these criteria.

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
- Commitment to live a lifestyle standard which prohibits consuming alcohol (except for liturgical and medicinal purposes) and tobacco; and engaging in homosexual, premarital, and extramarital sexual activity.

Nonstandard Admissions

Hudson Taylor University 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 credit 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.

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)

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

Transfer Students and Transfer of Credits

Students transferring from an accredited or otherwise officially recognized college or university must follow the general application policies and procedures.

General Criteria for Transfer of Credits

Students should not assume that credits will automatically transfer to or from any educational institution. Before signing an enrollment agreement, all students are advised to verify with Hudson Taylor University Admissions Department any requested transfer of credits and to determine whether or not the University will accept any credits earned at another educational institution. Undergraduate course credits with a grade of C (2.0 on a 4-point scale) or higher earned at 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, as decided by the Admissions Committee, but no guarantee of any transfer will necessarily be made, nor should it be assumed. Applicants should note that in any case, no more than 75% of the credits towards an undergraduate degree may be transfer credits, and that graduate degree program students must complete a minimum of 50% of credit hours toward their degree at Hudson Taylor. The accreditation status of the institution from which credit was earned will be taken into account, but is not the sole deciding factor in approving or denying a credit transfer.

Transfer from Accredited Institutions

An official transcript from the institution attended showing satisfactory course completion is required. Transfer hours are not accepted into non-degree programs or for courses that do not meet HTU program requirements. Accepted transfer credits based on a quarter system rather than a semester system will be converted at a 67% equivalency rate, rounded to the nearest whole number. As noted above, no more than 75% of the overall credits towards a degree may be transfer credits. Accreditation status and faculty qualifications of the institution, course content correspondence and the instructional level of courses taken will also be considered. Credit will not be awarded for ability-to-benefit learning, prior experiential learning, College Level Examination Program (CLEP) exemptions, etc. A student may appeal a denial of credit transfer to the Office of Admissions if the student feels that all information was not taken into account, but must be prepared to defend his or her position with new information pertinent to the denial. Appeals that do not provide new information will not be considered.

Transfer from Unaccredited Institutions

Credits earned at unaccredited institutions will not be automatically rejected, but applications from students wishing to transfer credits to Hudson Taylor from unaccredited institutions must undergo additional evaluations. The HTU Admissions Committee will look at these criteria, in addition to the standard application criteria:

- Evaluation of the institution's catalog
- Authorization or official exemption of the institution by its home state
- Evaluation of faculty credentials
- Assessment of course content and level of instruction

Hudson Taylor University reserves the right to refuse admittance to transfer applicants whose previous institutions do not meet HTU standards or that are considered by the Council for Higher Education Accreditation (CHEA) to be "diploma/degree mills." See

<http://www.chea.org/4DCGI/cms/review.html?Action=CMS_Document&DocID=45&MenuKey=main>

Transfer-out Procedure

Students wishing to transfer from Hudson Taylor University to another institution must complete and submit a transfer-out form by the last date of one of these deadlines:

- Spring Semester transfer period: from the last day of the semester until May 31.
- Fall Semester transfer period: from the last day of the semester until December 15.

Additionally, the following requirements must be met:

- An original acceptance letter from the school to which the student is transferring must be submitted with the transfer request.
- Discharge any and all financial obligations to Hudson Taylor University.
- Return any and all checked-out library materials, and be cleared by the library.
- Provide all documents required to complete student files, including immunization certificates, updated financial support affidavits or bank statements showing evidence of financial ability, recommendation letters or any other documents or items required to complete files. File completion requirements may vary according to student status; contact the Registrar for details.
- Be cleared by the HTU Registrar and be able to demonstrate no outstanding balances on Hudson Taylor University accounts.
- Return Student ID cards to the Admissions Office.
- Submit a Transfer-Out Request form to the Admissions Office.
- **Please note:** As an unaccredited institution, HTU cannot guarantee that credits from our institution will be accepted by other institutions/schools.

VIII. FINANCIAL POLICIES

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 admissions fee is charged to students their first semester of enrollment. A nonrefundable registration fee is charged each semester. A Student Services fee is assessed every semester of enrollment, 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

The following tuition and fee scale is in effect. **Please note that all tuition and fee amounts are subject to change without notice.** The figures below are accurate as of this writing, but students should contact HTU Administration for the most up-to- date financial information. Financial counseling is available upon request.

BABS Degree Program	\$200.00 per credit hour
Application fee (one-time; non-refundable)	\$100.00
Technology fee	\$100.00 per semester
Graduation fee (one-time)	\$300.00
Registration fee	\$100.00 per semester
Late Registration fee	\$200.00
Returned Check fee	\$35.00
*Official Transcript fee	\$20.00

* To obtain a transcript, please email the registrar’s office kyoungmi.o@hudsonayloruniversity.org. The fee is \$20.

Other Documents	\$5.00 per item
Student ID Replacement fee	\$10.00

International Students Only

SEVIS I-20 Processing Fee	\$200 per I-20
Transfer-out Application and Processing Fee	\$500
I-20 Change of Status Fee	\$700
SEVIS I-20 Reissuing Fee	\$50 per I-20
OPT Fee \$500 I-20 Extension Fee	\$200 per I-20
International Student Fee	\$395
Reinstatement Processing Fee	\$500
USCIS Request for Evidence Response Fee	Level 1: \$200 Level 2: \$400 Level 3: \$800

REFUND POLICY

HTU’s refund policy is in compliance with the Amendments to Education Law Section 5002, passed in July 1990 and with the current Minimum Standards and Criteria set by GNPEC.

Withdrawal from All Classes

If a student withdraws from all classes after the first day of the semester, he/she is entitled to a partial tuition refund depending on the percentage of the semester that has passed since the first day of the semester (see “Tuition Refund Schedule,” below).

Refund Approval Contingencies

Students who withdraw before the beginning of a semester or on the first day of the semester will receive a refund of all monies paid, with the exception of the non-refundable application fee. After the first day of a semester, students are liable for

- the cost of any textbooks or supplies accepted
- tuition liability as of the student’s last date of attendance at the university (see “Tuition Refund Schedule,” below).

To be eligible for a refund, written notification of withdrawal must be submitted to the Office of Business Affairs.

In addition to the stated policy herein, Hudson Taylor University will review a student’s extenuating circumstances (e.g., injury, prolonged illness, death, or other circumstances which prohibit completion of the semester or program of study), and, *at its sole discretion*, may grant a tuition refund beyond the amount prescribed in this section. Please note that even students that are dismissed for academic or conduct violations are still subject to the refund policy.

HTU accepts cash or check.

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 a student withdraws after completing 50% of the semester, no Tuition Refund shall be given. Refunds will be returned to students within 30 days of withdrawal.

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 characteristic

HTU does not currently have 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. 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:

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.

- The application due date is June 30th to the Director of Student Affairs
- The decision announcement by the scholarship committee will be made no later than at the end of July.

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 HTU 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 \$1,000.00 tuition credit per an academic year to full coverage of all costs of education while attending Hudson Taylor University.

- The application due date is June 30th to the Director of Student Affairs
- The decision announcement by the scholarship committee will be made no later than at the end of July.

IX. ACADEMIC POLICIES

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. Registration and late registration dates will be posted throughout the campus at during the last month of each semester. 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.

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.

Credit Hour Definition

Hudson Taylor University operates on the semester system, using credit hours as the measurement of course work. A credit hour is based on the number classroom hours (or student-instructor interaction) per week. The federal government's definition of a credit hour is

... an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally- established equivalency that reasonably approximates not less than:

- *One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks;*
- *Or at least an equivalent amount of work as required in [the above] paragraph of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work and other academic work leading toward the*

awarding of credit hours.

Hudson Taylor University has established a credit hour equivalency, based on the above definition, as a 50-minute period with an instructor and two hours of outside class work (homework, research, etc.) per week. A three-credit-hour class, then, meets for 150 minutes once per week and generally requires some 6 hours of outside work.

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.

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.

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 decision to excuse 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 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. See "Missed Exams," page 58.

ACADEMIC ASSESSMENT SYSTEM AND GRADING

Grade points are determined on the basis of hours attempted according to the following scale:

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	Less than 60	0

Grade Symbols

A - work of excellent quality

B - work of commendable quality
 C - work of acceptable quality

D - work of minimal but passing quality

F - failure to do minimal passing work; no credit given

Noncredit Grade Symbols

AU - Audit

I – Incomplete

NC – No Credit

TR – Transfer

WD – Withdrew

P – Pass

In order to receive credit for a failed course, the student must repeat the course if it is required for their program of study, but may either repeat it or take different elective course if the failed course is not required.

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.

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 DA believes that proceedings should continue, an ad hoc investigative committee will be convened, composed of disinterested faculty members, the DA, 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 DA and the instructor in question of its decision, and make recommendations to the DA 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 DA 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 DA will have final say in the ultimate adjustment of the grade. By participating in this process, the student agrees to be bound by the DA's ultimate decision, and to perform any additional coursework, exam retakes, etc. that the DA deems necessary.

WITHDRAWAL OR LEAVE OF ABSENCE

Notification of Withdrawal

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. *Cum laude* distinctions may be conferred based

on a student's GPA: a minimum grade point average of 3.95 qualifies for highest honors, 3.85 for high honors, and 3.60 for honors.

ACADEMIC STANDARDS AND DISCIPLINE

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 Academics (in consultation with the student's academic advisor, if the DA deems it necessary). Decisions regarding lengths of suspensions may not be appealed.

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 GPA is 2.0 (equivalent to a "C" average). Graduate students are required to maintain a minimum GPA of 3.0 (equivalent to a "B" average) to meet HTU standards of Satisfactory Academic Progress. Details of these standards are given below.

HTU wants all its students to grow, achieve their goals and succeed in their programs of study. At any time, a student may request help from their faculty advisor, or ask for a faculty mentor to be appointed, to help the student with maintaining SAP. Proactive requests for help will be taken into consideration in any decisions made regarding academic disciplinary actions.

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 DA 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 DA 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; or by successfully completing two consecutive semesters as a *non-degree* student at HTU, subject to the approval of the DA.

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 DA 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.

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.

Student Records

Physical student record files are securely maintained in a fireproof cabinet in the Office of the Registrar for a minimum of five years from the date at which the student ceases enrollment Hudson Taylor University. Electronic student records are maintained permanently on Populi SIS cloud storage and on a dedicated hard drive in the Office of the Registrar. Records of student

grievances are kept for at least five years securely in the President's office.

No unauthorized access to student records is permitted. Hudson Taylor University follows the guidelines of the Family Educational Rights and Privacy Act in allowing access to student files. A student may waive his or her FERPA protections by completing a waiver form in the Registrar's office. If these rights have not been waived, no access to the records is allowed apart from the student him- or herself, and authorized HTU administrative personnel. No information from student records may be divulged to any outside person or institution without the express permission of the student, or his or her waiver of rights. The only exception to this is a subpoena by federal, state, or local government authorities, with which HTU is required to comply.

Student requiring copies of transcripts may obtain them by contacting the Registrar's office and paying the transcript fee.

Disability Accommodation Policy

As part of its commitment to student well-being and academic success, Hudson Taylor University will provide reasonable academic support for students with documented learning or other disabilities. Hudson Taylor University follows the guidelines of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, wherein "disabled persons" are defined as

[p]ersons with a physical or mental impairment which substantially limits one or more major life activities. People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities, are also covered. Major life activities include caring for oneself, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.

Hudson Taylor University will provide all reasonable accommodations to meet the needs of such persons. "Reasonable accommodation" is here defined as a modification or adjustment to a course, program, service, job, activity, or facility that enables a qualified student with a disability to have an equal educational opportunity but does not lower or modify essential requirements, fundamentally alter the nature of a service, program or activity, or result in undue financial or administrative burdens. To be eligible for such accommodation, a student must be substantially limited (i.e., unable to perform a major life activity due to impairment or disability; or significantly restricted in performing such an activity, as compared with an average person in the general population. Such a disability need not be permanent; a student who is, for example, in a wheelchair while recuperating from surgery may request accommodation, and then simply not renew the accommodation once they have recovered.

The Office of the Director of Student Affairs will review the request and any associated documentation. After reviewing and approving the request, the ODS will work with the student and his or her facilitators (if any) to develop an accommodation plan. Such a plan might include

such items as increased time for tests or assignments, classroom accommodation of learning assistance devices, personal facilitators, service animals, use of handicapped parking, special

building access, priority use of elevators, etc. Accommodations may be made insofar as they do not impair other students' learning experiences or violate current HTU policy on such accommodation. Disabilities for which accommodation may be requested are not limited to learning disabilities, but may include other handicaps or impairments, physical or mental, which would potentially affect academic progress.

IT IS THE RESPONSIBILITY OF A STUDENT WITH A DISABILITY TO ALERT HTU ADMINISTRATION TO THEIR NEEDS. Students who wish accommodation for a disability should obtain a Disability Accommodation Request from the Office of the Director of Student Affairs and submit it with their application (if a new student) or as early as possible before registration for a new semester (if a returning student), along with official RECENT (i.e., within the last three years) medical documentation of the disability, such as medical records, a doctor's letter, etc. Students who have been previously approved for a disability accommodation must request reapproval on an annual basis. Students whose disability is no longer documented after their first approval may be denied further accommodation. Hudson Taylor University reserves the right to refuse accommodation, academic or otherwise, to those whose disabilities are not sufficiently documented or who cannot provide documentation; for those whose disabilities do not meet the above definition, or for such requests as would necessitate major and or/unreasonable changes to the curriculum, policy, etc. of Hudson Taylor University.

All submitted forms and documentation regarding student disabilities and accommodation will be treated as confidential, as provided for in the Family Educational Rights and Privacy Act of 1974 (FERPA), and no such information will be released from the student's file without the express prior written permission of the student.

Disability Accommodation Request forms may be obtained in the Office of the Director of Student Affairs.

X. STUDENT 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 (**Section XI**).
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.

Academic Misconduct

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 DA 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.

STUDENT GRIEVANCE POLICY

Hudson Taylor University hopes that student complaints can be resolved before serious problems develop. The following steps should be taken to resolve any issue that arises between a student and an instructor or administrator.

1. Students should first contact the instructor or administrator via Populi or school email to schedule an appointment to discuss the grievance directly, either in person or over email. Most issues can be resolved through this kind of direct communication.
2. If direct communication with the instructor or administrator does not resolve the grievance, 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 (sjang@hudsonayloruniversity.org), or the Director of Academic Affairs, for academic concerns (bkchoi@hudsonayloruniversity.org). The respective director will then seek to mediate the issue, discussing it first with the instructor or administrator and then with the student. The director will then discuss the final decision with the student and provide a written report summarizing the decision.
3. If the grievance is still not resolved after discussing it with one of the directors, the student may then request that the matter be considered by a joint committee comprised of both directors, who will discuss the issue together. They will review the written complaint by the student and may consult both the student and the instructor or administrator again for additional clarification. The committee will then discuss the final decision with the student and provide a written report summarizing the decision.
4. If the decision of the committee still 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. The President will review the written complaint and consult with all parties involved—the instructor or administrator, the two directors, and the student. After reviewing all relevant information, the President will then make a final decision and notify the student by writing within 10 business days.
5. If the student is not satisfied with the President's final decision, the student may then appeal to the state oversight body, GNPEC, or HTU's accrediting agency (ABHE). The student may do so by contacting one of the addresses below. **Please note that GNPEC regulations require that the University's internal grievance procedure must be followed COMPLETELY before they will entertain a complaint.**

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-53055
(770) 414-3300 Fax (770) 414-3309

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

Association for Biblical Higher Education

5850 TG Lee Blvd, Suite 130
Orlando, FL 32822

407-207-0808 | info@abhe.org

<https://www.abhe.org/wpcontent/uploads/2017/08/Complaint-Form.docx>

XI. SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination that violates Title IX of the Civil Rights Act of 1972. 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. The office will then contact the person who felt harmed to ask if they want to resolve the matter either through the formal or informal Process. For the purposes of these processes the "Complainant" is the one filing the formal or informal complaint; the "Respondent" is the one against whom the allegations are being made and who also has the right to respond to such allegations.

The Formal Process

Complainant-Initiated Complaint

The Complainant filing a formal complaint based on sexual misconduct, stalking and/or relationship violence against one or more students, or a student organization/group will be asked to submit two forms:

- Complainant's Statement - detailed statement regarding the allegations
- Privacy/Non-Retaliation Acknowledgment – an agreement to maintain discretion and respect the privacy of the process, and refrain from any retaliatory conduct

The University, the President's office, or Student Services may independently initiate a

disciplinary complaint against a student in situations where a victim/survivor is unable or uninterested in initiating a complaint directly. To initiate an Administrative Complaint, the university will obtain enough information about the incident to prepare a complaint statement which will be used in place of the Complainant's Statement within this process.

Respondent's Response to Disciplinary Complaint

The Respondent shall be given written notification when a disciplinary complaint has been filed against them and must meet with the Director of Student Affairs. During this meeting:

- The Respondent will sign a Privacy/Non-Retaliation Acknowledgment – an agreement to maintain discretion and respect the privacy of the process, and refrain from any retaliatory conduct.
- All relevant policies and processes are reviewed.
- The Respondent will receive a copy of the Complainant's Statement or Administrative Complaint Statement
- A No-Contact Order is put in place

After the meeting, the Respondent has five business days either to:

- Accept charges and proceed to the question of discipline OR
- Prepare a Respondent's Statement - a detailed written response to the Complaint Statement

Fact-Finding Investigation

The University will gather information relevant to the complaint and the facts raised in the Complainant and Respondent statements. During the course of the investigation, the University may utilize some or all of the following procedures, in whatever order seems most appropriate:

- **Document Review:** The University will obtain and review any documents or other materials deemed relevant to the investigation.
- **Complainant/Respondent Interviews:** The University will interview the Complainant and the Respondent separately to discuss the event(s) in question. Note that the Complainant's or Respondent's support person/advisor may accompany them to all the meetings with the University but may not participate in the conversation.
- **Witness Interviews:** The University will interview any witnesses identified by the Complainant and/or Respondent deemed to be relevant to the resolution of the disciplinary complaint.
- **Expert Witnesses:** The University reserves the right to consult with any experts who they

deem necessary to the determination of the facts of this case.

- **Site Visits:** The University may decide to visit a relevant location to observe and/or collect information about the location.
- **Investigation Report**

Once the fact-finding investigation has been completed, the University will prepare a report summarizing and analyzing the relevant facts obtained through the investigation, noting any supporting documentation or statements. The University may draw conclusions regarding the credibility of statements of witnesses and the reliability of documentation. The investigation report will include references to any conflicting testimony or documents. The report will be submitted to the Decision-Making Panel for their consideration.

Pre-Decision Conferences

A Decision-Making Panel will be assembled to review the Investigation Report and determine (1) whether university policy has been violated, and (2) what disciplinary action should be imposed if HTU's policy is found to have been violated.

After reviewing the investigation report, but prior to issuing a decision, the Decision-Making Panel Chair and the Director of Student Services will schedule separate Pre-Decision Conferences with the Complainant and the Respondent to review the preliminary factual findings.

The Complainant and Respondent may each provide a rebuttal statement, impact statement or narrative, or identify any new documents or information that may be relevant to the finding. Any additional information or statements must be provided, in writing, to the Director of Student Services within five university business days after the Pre-Decision Conferences.

Options After Pre-Decision Conferences

Prior to the Decision-Making Panel issuing their decision, the following options are possible:

- **Respondent May Accept Responsibility**
If the Respondent accepts responsibility for the conduct alleged in the disciplinary complaint, the fact-finding investigation will end. The matter would then be referred to the Decision-Making Panel to decide the appropriate disciplinary action against the Respondent. Once the Respondent accepts responsibility, such acceptance cannot be withdrawn.

A written decision will be issued by the Decision-Making Panel. These documents will become part of the Respondent's student records in accordance with that individual

school's policies and procedures and the outcome of the SMAP will be shared with the Complainant consistent with the Family and Educational Rights and Privacy Act (FERPA).

- **Respondent May Withdraw From the University**

At any time up until three (3) university business days after the Pre-Decision Conference, the Respondent has the right to withdraw as a student from the University. In such a case, the Respondent will leave the University with the permanent notation "Student Withdrew with Disciplinary Charges Pending" on their student transcript and will not be eligible to return to HTU at any time in the future. The Respondent's withdrawal from the University will end the Sexual Misconduct Adjudication Process (SMAP) for that complaint.

- **Complainant May Withdraw the Complaint**

Prior to the Decision-Making Panel's decision, the complainant may withdraw the disciplinary complaint by notifying the Director of Student Services of their desire to do so. Once a complaint has been withdrawn, it cannot be filed again by the complainant within this process.

The University reserves the right to move forward with the disciplinary complaint, even after the complainant decides to withdraw it, at the request of the respondent or in order to protect the interests and safety of the University. If the University does not choose to move forward, the withdrawal of the complaint will, under most circumstances, end the process for that complaint. Even if a complainant chooses to withdraw their complaint, they will still be given the opportunity to participate in a pre-decision conference and will be informed of the outcome in writing consistent with the Family and Educational Rights and Privacy Act (FERPA).

The Panel's Decision

Upon determining that all of the issues regarding the disciplinary complaint have been fully investigated and adequately addressed, the Decision-Making Panel will issue its decision. The Panel's decision will be reached by a majority and the written decision will be submitted to the Director of Student Services. The Panel may issue the following decisions to a disciplinary complaint:

- A finding that a university policy was violated. The Decision-Making Panel will then impose the appropriate disciplinary action.
- A finding that a university policy was not violated as there is insufficient information to substantiate the allegations of the disciplinary complaint. The Decision-Making Panel will

then dismiss the disciplinary complaint.

Appeals

Both the Complainant and Respondent are entitled to one appeal of the Decision-Making Panel's Decision. Appeals must be filed within seven business days and submitted to the Director of Student Services. The appeals process will usually be completed within thirty (30) days from the filing. The Decision-Making Panel's decision can be appealed on the following 3 grounds (more than one can be used):

- **Procedural Error**

The appellant alleges that there was a (i) deviation or change from the procedures and (ii) that deviation had an adverse impact on the outcome of the complaint against the appellant. If the Appellate Panel determines that there was a procedural error that could have altered the outcome of the case, the appeal will be submitted to the original Decision-Making Panel for a determination regarding the impact that the procedural error had on the outcome of the complaint.

- **New Information**

The appellant alleges that, subsequent to the issuance of the Decision-Making Panel's decision, new information became available which would have impacted the outcome of the disciplinary complaint. The appellant must: (i) present the new information; (ii) show why it was unavailable prior to the Decision-Making Panel's decision; and (iii) show that the new information could have altered the outcome of the complaint. If the Appellate Panel determines that there is information that meets these three requirements, the appeal will be submitted to the original Decision-Making Panel for review in light of the new information. At the Decision-Making Panel's discretion, additional investigation of the new information can be requested.

- **Severity of The Disciplinary Action**

The appellant alleges that the disciplinary action issued in the Decision-Making Panel's decision is inappropriate for the behavior alleged or is inconsistent with the type of discipline issued by the university to others who were found to be responsible for substantially similar violations or offenses. If the Appellate Panel determines that the disciplinary action was inappropriate for the behavior alleged or is inconsistent with discipline for similar violations, it will remove the discipline issued by the Decision-Making Panel and issue a new disciplinary action in its place. Disciplinary actions can be increased or decreased in severity at the discretion of the Appellate Panel.

The Informal Process

The list of informal options may differ case-by-case. The Director of Student Services works with the Complainant to help them feel safe. This may include assisting academic flexibility, a referral for therapy or other supports on/off campus, or support reporting to Suwanee PD. This is not an exhaustive list.

A Complainant may be satisfied stopping the informal process at this step. To receive these resources and supports, the Complainant does not need to tell the Director of Student Services who the Respondent is or the details of what happened.

Prevention Step/Coaching and Counseling Conversation

The Director of Student Services can have discussion with the Respondent about how to change their behavior so that they do not hurt others in the future. Complainants can choose to be anonymous in this discuss and work with Director of Student Services on how much to include or share with Respondent in the conversation.

Moving to a Formal Process

If the Respondent's name(s) is known to the Director of Student Services from another source or incident, the Director of Student Services may be required to move to a formal process. The Director of Student Services will always talk with both parties if an administrative complaint is necessary.

The Complainant can shift to a formal process at any step. The Director of Student Services reserves the right to move to a formal process at any time or recommend an administrative complaint. The Director of Student Services also reserves the right to make a finding in an informal case.

Further Information

Further information on policies and procedures for addressing issues of sexual harassment and sexual violence can be found in HTU's annual **Safety and Security Report**, which is posted along with other information under the Campus Security section of the HTU website:

<https://hudsontayloruniversity.org/campus-security>

XII. FACULTY POLICIES AND PROCEDURES

Recruitment

Hudson Taylor University duly exercises the principles of equal opportunity employment in recruiting full-time faculty.

1. At the recommendation of the faculty of relevant areas of study, the office of the Director of Academic Affairs identifies and approves faculty recruitment needs.
2. The Director of Academic Affairs will proceed with recruitment activities, including:
 - a. Advertising faculty openings through normal means of publications, e.g., the *Chronicle of Higher Education* and similar, but Christian, publications.
 - b. A Faculty Search Committee composed of the Director of Academic Affairs (Chair of the Search Committee) and the Chair of the Faculty Committee, will be seated. The Faculty Search Committee will compile applications, including, as necessary, cover letters, CVs, recommendation or reference letters, scholarly publication samples, and any required legal documents.
 - c. Completed application files will be reviewed by the Faculty Search Committee, which will make a recommendation to the President.
 - d. The Director of Academic Affairs will contact the recommended applicant and invite him/her to a personal interview with the Search Committee. Following a successful initial interview, the Director of Academic Affairs will recommend the candidate to the President.
 - e. The President and the Board reserve the right to conduct a final interview of the applicant.

HTU's President and Board may also participate in recruitment. In the event that a new employee is recruited via networking by the President or Board, rather than by advertising, the same process of recommendation and confirmation shall be followed, minus the Faculty Search Committee aspects.

Adjunct faculty and part-time instructors will be appointed in the manner described above for a full-time faculty appointment. The President has the right to streamline the interview process for these candidates by delegating the power of appointment to the Search Committee with the approval of the President. Under certain special circumstances, such as an emergency situation (if a faculty member leaves suddenly, for example) or if a particularly distinguished lecturer becomes available, the President may appoint a faculty member without following this process, but such appointments are subject to subsequent approval by the Board of Directors.

Retention

While there is no traditional tenure system at Hudson Taylor University, the Board of Directors will conduct periodic reviews and reappointments. The Office of the Director of Academic Affairs has developed a system of annual faculty performance review. All faculty appointments will be maintained based on annual review by the Board of Directors. Annual reviews will be the basis

for promotions and raises.

Promotion

Hudson Taylor University encourages its faculty members to demonstrate excellence in teaching and research, as well as development of relationships within the Hudson Taylor community and with the outside institutions. Faculty members demonstrating distinguished leadership and commitment to the Mission, Institutional Goals and Ethical Standards of HTU may be evaluated by the President and the Board of Directors for promotion to a higher position within the University.

Qualifications

Undergraduate faculty should have earned a minimum of a master's degree in their area of expertise. Graduate faculty should have earned terminal degrees in their primary teaching fields. Prospective faculty will be required to document their qualifications. Prospective faculty who do not meet the academic qualifications but who can present evidence of suitable professional experience may be considered for a position, at the discretion of the Director of Academic Affairs, who will convene a committee to review the applicant's experience and qualifications. Please note that such review in no way guarantees employment, and that in all cases, academic qualification is preferred. In addition, all faculty members must agree to abide by Hudson Taylor University's Mission Statement, Institutional Goals and Ethical Standards.

Authority

The faculty is delegated the authority to initiate recommendations that relate to academic and on-campus/off-campus life policies. The faculty is expected to conduct scholarly study in order to assure that their academic practice is executed in keeping with the best-recognized methods for teaching, research and professional achievement. Faculty members are also granted the authority, within the limits of HTU policies and procedures and the Code of Conduct, to exercise control over and to discipline students and classes. Faculty members also have the authority to control their own courses, instruction, and grading decisions without undue interference from HTU administration, provided all such control is within the bounds of HTU policy and the Code of Conduct.

Faculty Membership and Faculty Organization

All part- and full-time instructional employees are considered members of the faculty with the right to vote in Faculty Organization meetings. The Faculty Organization serves as a liaison between Hudson Taylor faculty and Hudson Taylor Administration. The Faculty Organization regularly meets before or during the first part of each semester; and may be called into session when and as deemed necessary by the Chair. All faculty members may attend Faculty Organization meetings, and at those meetings, any faculty member can raise any issue regarding

the operations of the faculty at HTU. Minutes should be recorded at all Faculty meetings by the Secretary and maintained in a binder by the Chair. The terms of the Chair and Secretary shall be one year, after which time a new Chair and Secretary shall be elected by popular vote of the Faculty Organization. The Organization Chair presents the Organization's reviews, findings, grievances, and opinions to the President, who can then make these known to the Board of Directors.

Evaluations

All faculty members are evaluated at several levels. Student course evaluations are performed at the end of each semester, while institutional evaluations of part- and full-time faculty are performed annually. Faculty perform self-evaluations, and are evaluated by their supervisors using the official HTU Faculty Job Description as a basis for assessment.

Compensation

- a. Full-time faculty will receive a monthly salary that has been approved by the Board.
- b. All out-of-pocket reimbursable expenditures must be approved by the President prior to payment.
- c. Full-time faculty will teach a maximum of 12 credit hours (4 courses) per academic semester (a maximum 4 – 4 annual teaching load).
- d. Full-time faculty may, within reason, be assigned administrative duties and other non-teaching work without additional compensation.
- e. Hudson Taylor University does not provide health insurance to its faculty at this time.
- f. Hudson Taylor University does not provide retirement plan/benefits to its faculty at this time.
- g. Paid vacation, sick leave and personal leave will be limited to 5 days per semester. At the President's discretion these paid days off may be increased depending upon the faculty member's extenuating circumstances.
- h. Hudson Taylor University grants one month's paid leave for the birth of a faculty member's child.
- i. Adjunct faculty will be compensated as per the terms of their individual employment agreements.

Professionalism

Faculty members shall possess and demonstrate the highest level of diligence, competence and respect for the students. Therefore, faculty members must always attend to their own lectures, seminars, office hours for students, faculty meetings and various committee meetings as set by the Director of Academic Affairs, President or the Board of Directors, unless excused by medical condition, family contingency or other such unforeseen circumstances.

While HTU does not require formal attire of its personnel, faculty should use common sense and good taste when dressing for work. HTU wants its faculty members to present a professional image, as befitting their positions as instructors of Christian higher education. Attire should always be clean, neat, and reasonably modest. Business or business casual attire is always acceptable. Women may wear dresses, pants or skirts. Jeans are acceptable, provided they are neat, with no holes or threadbare patches. Women should wear work-appropriate blouses or shirts. T-shirts should not be worn as outerwear. Halter tops, tube tops, tops with spaghetti straps, etc. should not be worn. Leggings are acceptable, provided they are worn with a top of appropriate length. Other than ears, piercings should not be visible, nor should tattoos. Men should wear khakis or dress slacks. Jeans are acceptable, provided they are neat, with no holes or threadbare patches. Men should wear work-appropriate shirts, such as Oxford or polo shirts, sweaters, etc. T-shirts should not be worn as outerwear. Men should have neatly-cut hair and no visible piercings or tattoos. Both men and women should wear work-appropriate footwear, with flat soles or low heels. Faculty members generally stand and move about for most of their teaching time, so comfortable and sensible footwear is a must.

Academic Freedom Standards

Hudson Taylor University encourages academic and scholarly exchange without institutional censorship or reprimand, so long as the scholarly expression does not disrespect others' points of view or create public disturbances. All such expressions, however, should be grounded in honest and ethical scholarship and sound biblical reference. All freedom, academic or otherwise, comes with obligations and responsibilities. Faculty members must be keenly aware that their utterances and publication of their ideas reflect their association with Hudson Taylor University. Unless specifically endorsed by the Board of Directors, all academic publications and speeches made by HTU faculty members should be prefaced by an explicit statement about the author's sole responsibility over the content, and exempting HTU from any connection with the event. Faculty members who feel that their academic freedom has been infringed may file a grievance with HTU administration, following the Faculty Grievance Policy outlined below.

Intellectual Property and Copyright

Traditional academic copyrightable works created using University resources, either as usually and customarily provided or over and above those resources usually provided are owned by the creators; however, Hudson Taylor University shall retain a perpetual, non-exclusive, royalty-free license to use these works in its internally-administered programs of teaching, research, outreach, and public service.

Works created by faculty outside Hudson Taylor University and without the use of Hudson Taylor University resources; or having been created by the faculty member previous to employment at Hudson Taylor remain entirely the property of the creator, unless the creator wishes to enter

into a written agreement with Hudson Taylor University to license such works. Consult “Intellectual Property and Copyright,” at the end of this Manual, for full details and information regarding this policy.

FACULTY & STAFF GRIEVANCE POLICY

Eligibility

All faculty and staff members of Hudson Taylor University, including full-time or part-time, are eligible as applicants for grievance proceedings. Complaints related to appointments, promotions, tenure decisions, salary, for-cause dismissals or sexual harassment are not eligible for the grievance procedure; nor are accusations of discrimination on the basis of race, color, religion, gender, national origin, age, disability, or sexual orientation. Allegations of infringement of academic freedom are subject to this grievance policy.

Definitions

A *grievance* is a work-related allegation of significant unfairness which has damaged or harmed the grievant. The *grievant* is the individual who is filing a complaint. The *Respondent* is the individual or group against whom the complaint is filed.

Grievance Committee

This committee will consist of one faculty member, one administrator, and one member of the Board of Directors selected by lot from the available names from each category with the Respondent’s name having been eliminated from the possible draw. The Committee will select its chairperson.

Efforts Prior to Grievance Filing

Prior to filing the grievance, faculty or staff member is encouraged to seek resolution by amicable mediation through a neutral faculty member or administrator. Since the procedure in place is not a legal tribunal, the legal evidence rules will not apply, and participation by his or her legal counsel will be prohibited. If the faculty or staff member seeks to rely on the courts or the assistance of a legal counsel as the advocate, he or she should proceed directly to seek redress in court of law.

Grievance Procedure

The following procedure should be followed:

1. The grievant will notify the Director of Academic Affairs of intent to submit a grievance. If the Director of Academic Affairs is the Respondent, the grievant may notify the President of said intent.
2. The grievant will submit a signed, written statement (the “grievance”) to the Grievance Committee within fourteen (14) days after the attempt at mediation. The

statement will include the following:

- a. The name of the Grievant
 - b. The Respondent's name
 - c. The specific policy/practice that has purportedly been violated
 - d. The date of the alleged violation
 - e. Description of the facts relevant to the alleged violation
 - f. The redress sought
3. The grievant will submit all relevant documents at the time of the grievance filing.
 4. The Director of Academic Affairs (or President) will initiate the selection of the Grievance Committee within no more than three (3) days after receipt of the intent.
 5. If the Committee determines either that a) the grievant has not made good-faith efforts to resolve the grievance before initiating the grievance procedure or b) that the grievant has failed to establish a reasonable case for a violation of a policy, it shall so notify the grievant and terminate the procedure. The grievant shall have a right of review by the Committee within a reasonable time; but if the Committee remains convinced of its original decision, it shall so notify the grievant in writing and that a right of appeal to the President is an option. The Committee will also report its determination to the President.
 6. The grievant may appeal the Committee's decision to the President. The President may sustain the Committee's determination or request that a new committee conduct a new hearing. If the Committee determines that the grievant has made good faith efforts toward resolving the grievance and that potential case for the grievance has been established, it shall proceed to a hearing.
 7. Upon receipt of the grievance, the chair of the Grievance Committee will notify the Respondent by U.S. mail of the contents of the grievance. The Respondent will be allowed to submit to the Committee signed, written responses and relevant documents relating to the grievance filing within fourteen (14) days of the mailing. The Committee will submit copies of these documents to the grievant in a timely manner by U.S. mail.
 8. Within no more than ten (10) days after the date any response has been timely mailed, the grievant will file a reply acknowledging receipt of the response and noting intent to proceed with the petition, as filed, or that one or more of the original charges is being dropped. No additional charges may be lodged within this grievance.
 9. The Committee will notify all parties of the date and time of the hearing, but in no case shall the date be more than thirty (30) days after receipt of the grievant's acknowledgement of receipt of the Respondent's information.
 10. In the hearing the grievant and the Respondent will be allowed to make opening and closing statements if they desire. The grievant and the Respondent shall not ask questions of each other.
 11. The Committee may choose to ask questions of either or both of the parties involved

in order to clarify the arguments contained in the grievance petition, the response to the grievance petition, and the grievant's reply.

12. The Committee may choose to deliberate in private after the grievant's and Respondent's comments. In so far as possible, these deliberations shall respect the privacy of all parties.
13. The Committee shall make a decision and deliver written recommendations to the President (or to the Board of Directors if the President is the Respondent) within seven (7) of the hearing. The grievance petition, the response to the grievance petition, and the grievant's reply and relevant documents shall be appended to the report to the President (or Board of Directors). If the President (or Board of Directors) concurs with the Committee's recommendations, the decision is considered finalized and the parties involved must be notified by U.S. mailing a timely manner. If there is no concurrence, the administrative officer may require the selection of a new committee and a new procedure.
14. After a decision is finalized, neither the grievant nor the Respondent has further rights of appeal within the institution. This does not preclude either of the parties from legal action against the other outside the policies and procedures of the institution.
15. The Committee's report to the President or Board of Directors and documentation of the closure (or lack thereof) of a grievance case shall be kept securely in the office of the President for an indefinite period, and shall be made available on request to all appropriate and interested parties (i.e., accrediting bodies or authorizing agencies such as GNPEC), and/or the participants in the grievance proceedings.

DUE PROCESS

The following procedures prescribe academic due process at Hudson Taylor University. The University will exercise its right to dismiss faculty or staff for just or sufficient cause prior to the expiration of the term of their appointment as stated in accordance with the academic due process procedures described herein.

A. Preliminary Review Procedure

1. Divisional Investigation

Action will be initiated at the divisional level to resolve the matter by agreement. A divisional evaluation will identify deficiencies cited as just or sufficient cause for termination. The Director of Academic Affairs will present to the faculty or staff member a written statement of the deficiencies and evidence to support the statement. The faculty or staff member will sign one copy of this statement to certify that the statement and the evidence have been presented to him/her. The faculty or staff member will be given the opportunity to rebut the evidence or to take appropriate action to correct any deficiencies.

2. Administrative Review

If a solution is not reached at the divisional level, the Director of Academic Affairs will charge the Faculty investigation committee to conduct a complete investigation of the school evaluation and the faculty or staff member's response.

3. Faculty Investigation Committee

The Faculty Committee will conduct an investigation and review the proceedings. It will recommend to the Director of Academic Affairs and the faculty member actions to be taken by the University and the faculty member to resolve the matter. If agreement is not reached among all three, formal dismissal proceedings will be instituted.

B. Formal Dismissal Proceedings

1. The Director of Academic Affairs will prepare a statement of charges including a citation of evidence justifying the charges.
2. The Director of Academic Affairs will initiate the election of a Faculty Hearing Committee consisting of five members of the faculty. The Hearing Committee will elect a chairperson from its membership. The Director of Academic Affairs will charge the Hearing Committee with determining the place and date of the hearing. The date established will allow the faculty or staff member at least twenty days after receipt of the statement of charge to prepare a defense. The Hearing Committee will further be charged with conducting the hearing in accordance with academic due process as established herein.
3. The Hearing committee will request the faculty or staff member to respond in writing to the statement of charges. The response should reach the Hearing Committee at least one week prior to the hearing.
4. The Hearing Committee will recommend to the Director of Academic Affairs whether suspension of the faculty or staff member is advisable.

C. Conduct of the Hearing

1. The purpose of the hearing is to present a complete and thorough disclosure of the charges and evidence in defense of the faculty or staff member. This is to be an academic hearing, not a formal legal proceeding. It is more important that the hearing be conducted according to the tenets of fairness and common courtesy, than by academicians' imperfect interpretation of legal precedents.
2. All evidence will be duly recorded. A complete transcript of the hearing will be made and copies furnished to the Director of Academic Affairs and the faculty or staff

member within thirty days of the completion of the hearing.

- D. The Committee will reach a decision, in conference, based on the evidence and testimony of the hearing. An explicit finding relative to the charges is expected.
- E. The Director of Academic Affairs and the faculty or staff member will be notified of the decision in writing.
- F. The Director of Academic Affairs will inform the President of the decision. The President and chairperson of the Hearing Committee will brief the Board of Directors on the case and the decision. If the Board chooses to review the case, it will do so on the record of the committee hearing and present opportunity for argument—oral, written or both—by the principals or their representative(s) at the hearing. The Board will either sustain the decision or return the case to the Committee with the objections clearly stated. If it is returned to the Committee, one of two events will occur:
 - 1. The Committee will then reconsider, dealing with each objection and, if necessary, seeking new evidence. Its decision will be framed and communicated as before.
 - 2. The Board will stay the consideration.
- G. The decision of the Committee need not be made public until reviewed by the Board of Directors. Until the proceedings have been completed, all parties should confine their public statements on the matter to announcements of time and place of the hearing. The President will announce decisions of both the Committee and the Board of Directors.

Faculty Rights

Faculty members have the rights and privileges as set forth below:

Academic Exercise

All faculty members are free to exercise the following rights in their classes:

- 1. To formulate a syllabus and select a text for each course with the approval of the Director of Academic Affairs.
- 2. To freely express personal convictions relative to material covered in their classes within the provisions and parameters contained in each section.
- 3. To give spiritual and academic direction to each class.
- 4. To penalize a student for late or sub-standard work, and to refuse to accept it.
- 5. To require a student to report for academic counseling.
- 6. To request teacher copies of primary and supplementary texts for use in their classes. In such cases, the texts remain the property of the school.

Disciplinary Actions

All faculty members are requested to do the following:

1. Establish and maintain an orderly classroom in which lecture, discussion and other interactions may occur in a manageable, scholarly and effective manner.
2. Determine the seriousness of classroom offenses and assign penalties or punishment in relation to the seriousness of the offense.
3. Ask a student to leave a class temporarily or permanently, with reinstatement conditional upon an interview with the Director of Academic Affairs and with said instructor's consent.
4. Assist in the enforcement of rules of the school, whether on or off campus.
5. Correct or reprove a student for violation of school policies.
6. Encourage student participation in the full range and mode of Christian living.

Faculty Classifications

There are four different categories of faculty members:

Instructor

1. Must demonstrate an aptitude for teaching ministry and exhibit a required level of academic proficiency in the field of instruction.
2. Must demonstrate acceptance of HTU's Biblical Foundations Statement, Biblical Mission Statement, Philosophy, and Ethics.
3. Must have an earned doctorate degree with teaching experience in an accredited college or university. Exceptions will be considered in specialized instructional areas such as English Second Language (ESL) or Christian Arts.

Assistant Professor

1. Must demonstrate an aptitude for teaching ministry and exhibit a required level of academic proficiency in the field of instruction.
2. Must demonstrate an acceptance of Hudson Taylor University's Biblical Foundations Statement, Biblical Mission Statement, Philosophy, and Ethics.
3. Must have an earned doctorate with fewer than five (5) years teaching experience in an accredited college or university.

Associate Professor

1. Must demonstrate an aptitude for teaching ministry and exhibit required level of academic proficiency in the field of instruction.
2. Must demonstrate an acceptance of Hudson Taylor University's Biblical Foundations Statement, Biblical Mission Statement, Philosophy, and Ethics.
3. Must have an earned doctorate degree with at least five to nine (5-9) years teaching

experience in an accredited college or university.

Professor

1. Must demonstrate an aptitude for teaching ministry and exhibit required level of academic proficiency in the field of instruction.
2. Must demonstrate an acceptance of Hudson Taylor University's Biblical Foundations Statement, Biblical Mission Statement, Philosophy, and Ethics.
3. Must have an earned doctorate degree with at least ten to nineteen (10-19) years teaching experience in an accredited college or university, plus highly significant scholarly achievement in the field.

Professional Development

Hudson Taylor University expects that faculty members will continue to enhance their personal growth and professional development during their employment. To assist faculty in this endeavor, Hudson Taylor University annually will budget funds to assist faculty toward this aim. Individual faculty members may request funds to attend professional educational conferences or seminars, or to facilitate membership in professional associations. Faculty must submit these requests to the Director of Academic Affairs for approval. Request forms are available in the DA's office.

XIII. INSTRUCTIONAL POLICIES AND PROCEDURES

The first responsibility of instructors at HTU is to provide quality instruction to their students in a manner that will ensure coverage of the instructional objectives and achievement of the learning objectives specified in the syllabus for the course being taught. While course objectives are prescribed, the style or manner in which an instructor chooses to present course material is not. Instructors are encouraged to teach in a way that will stimulate students' interest and foster an exchange of ideas about the material being covered.

COMMITTEES

Appropriate standing committees exist to address specific areas of the academic program and broader issues of the school. Faculty members are expected to serve on committees to which they are appointed by the President, Vice President, or Director of Academic Affairs. All committee actions shall conform to the established practice of the school. Committees are to report their activities regularly to the faculty. The chairperson of each committee shall see that the minutes are kept of each session. One copy is to be filed in the office of the Director of Academic Affairs.

Admissions Committee

The Admissions Committee is made up of the Director of Academic Affairs, the Registrar, a professor designated by the President. Its primary functions are to evaluate student applications and to furnish recommendations and decisions to the applicant.

Academics Committee

The Academics Committee consists of the Director of Academic Affairs (chair), Registrar, Director of Technology, and the Librarian. Its chief function is to annually review the classes being offered for each degree and for each emphasis. Duties also consist of assisting in catalog revisions, evaluating and recommending changes in degree programs and in registration procedures and policies.

Student Affairs Committee

The Student Affairs Committee consists of the Director of Student Affairs(chair) and department officials related to student affairs appointed by the President. The Committee shall have the following responsibilities:

1. Evaluate and provide input regarding all areas of student life.
2. Make recommendations regarding student activities, the campus calendar of student events, and Christian service functions
3. Contribute to the development and maintenance of a positive and developmental campus atmosphere by serving as a sounding board for problems resulting from campus and resident hall life.

4. Serve on a disciplinary board for the infractions of student regulations as outlined in the Student Handbook.

Graduate Assessment Committee

The Graduate Assessment Committee consists of the Director of Academic Affairs and on-campus full-time faculty members. Its primary functions are to evaluate the graduate requirements and to furnish recommendations and decisions to the students who are expecting to graduate.

FACULTY DUTIES AND RESPONSIBILITIES

Full-time Faculty are contracted to perform the following responsibilities:

1. Minimum fifteen (15) credit hours of teaching per semester (or its equivalent)
2. Academic Advising
3. Project, Thesis, and Dissertation Supervision
4. Distance Education responsibilities
5. Administrative Responsibilities

Teaching Responsibilities

1. Professional Expertise: Faculty members are required to have a broad and up-to-date knowledge and understanding of their fields. Courses should be organized in a clear, logical, and challenging manner. All aspects of a course syllabus should be revised on a regular basis, generally before a course is taught in a given semester. Relationships to concrete situations and to other disciplines should be made. High standards of scholarship should be evident in the instructor's presentations and in the required work of the student.
2. Course Syllabus Development and Procedures: A syllabus developed for each course must be formatted according to the template in the Faculty Handbook and the Office of Academics. These syllabi are to be kept up-to-date each semester revisions. At the beginning of the semester or class, two copies of the course syllabus must be submitted to the Director of Academic Affairs, who will file one copy with the Office of Academics. Faculty members are expected to give a written course syllabus to all students in their classes at the beginning of each course.
3. Textbooks: Faculty should select textbooks which incorporate the best thinking and content in the subject field. The information should be current according to the premier research available. Faculty should consult with the Director of Academic Affairs regarding textbook choices and orders. The instructor should request desk copies directly from the publishing company.
4. Field trips (off-campus learning experiences) may be arranged to supplement

- instruction in classes. The student must assume all responsibility for work possibly missed in other classes during the time away from Hudson Taylor University.
5. **Class Attendance/Cancellation:** Hudson Taylor University expects all students to be aware of and to take responsibility for abiding by the attendance policies and requirements indicated in each course syllabus. Attendance in courses for academic credit is mandatory. Each student should recognize that many vital educational experiences at the University cannot be fully realized when class attendance is irregular. As a general rule, students are expected to attend all class sessions of every course. While instructors are responsible for their own course attendance policies, students who are absent more than three times in a semester course must be recommended for possible disciplinary action, including a potential failing grade for the course. In the event of unavoidable absences, the student is responsible for contacting the instructor and for the completion of all missed course assignments.
 6. The instructor may give advanced written warning to a student for excessive absences. The instructor will consult with the Director of Academic Affairs regarding students who may become subject to academic penalties for incomplete or unacceptable make-up work or for excessive or unexcused absences. Through the Office of Academics, Hudson Taylor University reserves the right to involuntarily remove enrolled students from classes when course attendance policies are not followed.
 7. Faculty is responsible for all scheduled classes and should be prompt in meeting and dismissing classes. If not possible to conduct a class due to related professional commitments, the faculty member is to contact the Director of Academic Affairs to make appropriate arrangements. If a faculty member must cancel class on a short notice due to an emergency situation (such as personal or family illness), the faculty member must contact the Director of Academic Affairs and the Registrar's Office for a class cancellation notice to be posted.
 8. **Office Hours:** Faculty must post the times they are available for advising and discussion with students. Faculty should provide students with their university e-mail addresses and with their university telephone contact numbers. Faculty members should endeavor to remain available for student inquiries throughout the semester of instruction. Full-time faculty must post office hours of at least three hours of availability per week.
 9. **Examinations and Assignments:** Examinations, while encouraged, are given at the discretion of the instructor. Semester examinations in each course are optional. Generally, each faculty determines the value and importance of examinations in terms of the nature of the course and its objectives. In those instances where no examinations are given, faculty members must be certain that there is sufficient evidence

from other assignments (i.e., research, writing assignments, reading, reports, presentations, performances, etc.) to justify a student's grade. Students may not make up examinations and assignments missed because of absence or tardiness except at the discretion of the course instructor.

Academic Advising

Upon admission to Hudson Taylor, students will be assigned a faculty mentor as Academic Advisor. The relationship between the Academic Advisor and the student is ongoing and takes into account the student's educational goals and the meaningful plan for success in reaching those goals. It is important to maintain a close advisor/student connection to ensure that the proper scope and sequence of courses is achieved. Generally, the following steps will be important in the academic advising process:

1. A qualified advisor is assigned to the student.
2. The student registers for appropriate current courses with advisor's assistance.
3. The advisor maintains regular contact with the student throughout the term.
4. Student and advisor sign off for each course completed.
5. A copy of the sign-off is filed with the Office of Academics

Recording and Posting Final Grades

Grades are to be submitted according to established policies of Hudson Taylor University. Grades must be completed on the Student Final Grade Report Form and submitted to the Registrar's Office. Final grades for those students enrolled in traditional semester classes must be completed and submitted to the Office of the Registrar no later than seven (7) days after completion of the final examination or last day of classes. Grades are collected and submitted on HTU's Student Information System, Populi. Instruction in the use of Populi will be given at faculty orientation sessions each semester.

XIV. GENERAL EMPLOYEE AND STAFF POLICIES

Employment Classifications

Hudson Taylor University seeks to maintain a sound personnel structure and equitable salary administration. Each position may be analyzed and evaluated on the basis of job requirements (education, experience, skills, etc.) and work to be performed (quality, quantity, difficulty, responsibility, etc.). Hudson Taylor University offers no written, implied or verbal contracts for length of time, duties, or responsibilities for full-time staff. Employees are classified either as exempt or nonexempt in accordance with the Federal Wage and Hour Law. This classification criterion is clearly defined and is determined by the job description and actual function of the individual in their job.

Employees are also classified in one of the following categories: Regular full-time (exempt or nonexempt): An employee who works a minimum of 30 hours per week schedule on a continuous 12-month basis. To be classified as full-time, the position must have a job description which states that the position is for a minimum of 30 hours per week.

Temporary full-time: An employee who works a full work schedule, but who is engaged for a limited period, usually less than 12 months.

Regular part-time: An employee who works less than a full schedule, but works on a continuous 12-month basis.

Temporary part-time: An employee who works less than a full schedule and whose employment is for a limited or indefinite timeframe.

CONFLICT OF INTEREST

Hudson Taylor University has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.

The University as a nonprofit, tax-exempt educational institution depends on tuition and fees. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS, as well as state, corporate, and tax officials, views the operations of the University as in the nature of a public trust which is subject to scrutiny by an accountability to such governmental authorities as well as to members of the public. As between the University and its Board members, officers, and employees, there

exists a fiduciary duty which carries with it a broad and unbending duty of loyalty. The Board members, officers, and management employees have the responsibility of administering the affairs of the University honestly, prudently, and of exercising their best care, skill, and judgment in all transactions involved in their duties, and they shall not use their positions with the University or knowledge gained therefrom for their personal benefit. The interests of the University must have their first priority, and all purchases of goods and services must be affected on a basis that secures for the University full competitive advantages as to product, service, and price.

Persons Concerned

This statement is directed not only to Board members and officers, but to all employees who can influence the actions of or commit the University in any way. For example, this would include all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning the University.

Areas in Which Conflicts May Arise

Conflicts of interest may arise in the relations of Board members, officers, and management employees with any of the following third parties:

- a. Persons and firms supplying goods and services to the University.
- b. Persons and firms from whom the University leases property and equipment.
- c. Persons and firms with whom the University is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- d. Other Masters-level educational facilities
- e. Students and employees
- f. Agencies, organizations, and associations which affect the operations of the University.

Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in Section 3, who might affect, or might reasonably be thought by others to affect the judgment or conduct of a board member, officer, or management employee of the University. Such an interest might arise through:

- a. Owning stock or holding debt or other proprietary interests in any third party dealing with the organization.
- b. Holding office, serving on the Board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with the University.
- c. Receiving remuneration for services with respect to individual transactions involving the University.

- d. Using the University personnel, equipment, supplies or good will for other than University-approved activities, programs and purposes.
- e. Receiving personal gifts or loans from third parties dealing with the University, (Receipt or any gift is disapproved except gifts of nominal value which could not be refused without discourtesy. No personal gift or money should ever be accepted.)
- f. Obtaining an interest in real estate, securities or other property which the University might consider buying or leasing.
- g. For University employees, expending time during normal business hours for personal affairs or for other organizations, civic or otherwise, to the detriment of work performance for the University.

Indirect Interests

As noted above, conflicting interests may be indirect. A Board member, officer or management employee will be considered to have an indirect interest in a firm transaction if any of the following have an interest:

- a. A family member of a Board member, officer, or management employee (family member is defined for these purposes as all persons related by blood or marriage.)
- b. An estate or trust of which the Board member, officer, or management employee or member of his family is a beneficiary, personal representative, or trustee.
- c. A company of which a member of the family or the Board member, officer, or management employee is an officer, director, or employee, or in which he has ownership or other proprietary interests.

Interpretation of this Statement of Policy

The above list of areas of conflicting interest listed and the relations in those areas which may give rise to conflict, is not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the Board members, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in above exists does not mean *necessarily* that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances, that it is necessarily against the interests of the University. However, it is the policy of the Board of Directors that the existence of any of the interests described above shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of board members, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure should be made to the President, who shall bring these matters to the attention of the

Board. The Board shall then determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable as to the University. The decisions of the Board on these matters will rest in their sole discretion, and their first concern must be the welfare of the University and the advancement of its purposes.

CONTRACT WORK

All employees will be required to complete work records or time records unless they have signed a written contract for their services.

DRESS CODE

Professional casual attire is acceptable for all employees. Men's professional casual attire would include shirts with collars and sleeves, slacks (including khaki and Dockers-type casual wear) with appropriate shoes and socks. Jeans are acceptable, providing they are neat and clean, with no holes or tears, or extreme fading. Employees should not wear short pants, t-shirts, shirts emblazoned with printed messages, caps, athletic shoes or flip-flop sandals without socks. Women's professional casual attire would include blouses, shirts and/or sweaters with skirts or slacks and appropriate shoes with the ensemble you choose.

TRAVEL EXPENSE REIMBURSEMENT POLICY

Generally, Hudson Taylor University employees will not be required by their jobs to travel. When travel is required, it will generally be at the expense of the University. However, it is possible that situations may arise wherein University employees need to be reimbursed for certain travel expenses, subject to the conditions below. Hudson Taylor University will reimburse employees for such work-related travel expenses, so long as such expenses are approved beforehand. All invoices and expense reimbursement requests should be submitted to the University Administration. The policies provided apply to all organizations, faculty, staff, and individuals who travel at the expense of the University. Travel expenses should be only for business-related expenditures. Any other uses will be denied for reimbursement.

The University requires that: (1) travel be performed in the most economical manner consistent with mission requirements; (2) expenses be incurred while on travel status; (3) expenses be reasonable, necessary, and actual (except for meal per diem and incidental expenses); and (4) do not exceed any limitations imposed by the University. If the employee chooses to drive their personal vehicle rather than fly, reimbursement will be made based on the applicable coach airline ticket fare. Individuals are expected to exercise prudent judgment while on travel status.

The University will not reimburse personal, spouse, or companion travel and other travel related

expenses. The employee is responsible for allocating only his or her portion of expenses on the travel expense report and for identifying them on the hotel, restaurant, transportation, and other receipts. The University will pay only the single rate at hotels. When travel is approved for an individual who is not an employee of the University, reimbursement will be provided in accordance with the University's general travel policies. The department authorizing travel must approve all transportation and lodging cost prior to the time of travel.

Reimbursement will not be made for entertainment expenses unrelated to University business, such as, but not limited to, childcare, in-room movies, theater, tours, etc. When planning your itinerary, the following cost- saving measures should be considered:

- Staying over one Saturday at your destination: Most discounted airfares require a Saturday stay. If the savings in airfare exceeds the cost of Saturday hotel, meal and car rental expense, the employee is encouraged to stay over one Saturday.
- Make reservations in advance: Discounted fares have strict advance-purchase requirements of 30, 21, 14, or 7 days in addition to the Saturday-stay requirement. Other fares that do not require a Saturday still offer substantial discounts for booking seven days or more in advance. Most advance-purchase airfares also carry substantial penalties for change and/or cancellation.
- Be flexible in selection of airlines and times of travel: One airline may have a promotion fare not offered by competing carriers. One airline offering single-stop or change-of- plane service may offer substantially lower fares to compete with a carrier flying nonstop. Time of day and day of the week may also influence airfares.

Travel procedures are written to promote the safety and comfort of the employee while ensuring that the University receives maximum value for expenditures. Appropriate approval for travel must be obtained prior to making travel arrangements.

- Air Travel - When the most efficient means of transportation is air travel, reimbursement will be limited to coach fare. An employee may upgrade his or her travelclass at any time by personally paying the incremental cost.
- Personal Automobile Travel - Reimbursement for use of personal automobiles by employees traveling on University business will be at the current University- approved mileage rate. The employee is to keep a record of all mileage driven to justify mileage claimed. For automobile travel from the University, mileage at the current reimbursement rate and tolls will be reimbursed, but will be limited to the lowest airfare available. The employee is required to have insurance for a personal vehicle used in conjunction with University business. Uninsured vehicles are not to be used for University business. Gas, oil, insurance premiums, repairs, or other costs are included in the mileage rate and will not be reimbursed. Travel between an employee's place of employment and home is considered personal travel. Fines for automobile violations or personal misconduct will not be reimbursed.

- Inner-city Transportation - Whenever practical, the most economical mode of transportation should be used to and from hotels, terminals (air and rail), and appointments. These expenses (including gratuities) will be reimbursed. Many hotels provide complimentary shuttle service to and from airports. The employee should inquire about this service when making hotel reservations.
- Automobile Rentals - Automobile rentals might be limited to situations where other means of transportation are not practical, economical, or available. As a general rule, the most economical vehicle should be used.
- Lodging - Hotel reservations may be made by contacting hotels directly and arranging for the best rate available. The employee can stay at the hotel where a meeting, convention, or conference is being held, or at nearby, moderately priced hotels. Often the organizers of conferences, conventions, and seminars will announce discounted fares for transportation and lodging that may be obtained by arranging travel through their organizations. It is suggested that the employee first compare the conference rate information to the normal travel arrangement process to ensure that the least expensive arrangements are being provided. The original hotel bill is required for reimbursement. Hotels should be guaranteed for late arrival with the traveler's personal credit card or University-issued credit card.
- Meals - Reasonable expenses incurred for meals while on travel status will be reimbursed.
- Gratuities - The reasonable costs of gratuities to porters, bellhops, and other service personnel will be reimbursed.
- Dry Cleaning or Laundry Service - When travel extends longer than a week, the University will reimburse a traveler for the service of dry cleaning and/or laundry. Exceptions to the week rule will be allowed for international travel where the schedule requires minimal free time.
- Telephone Calls - Telephone calls related to University business will be reimbursed with appropriate documentation.
- Foreign Travel - Foreign travel requires full compliance with the University's travel policy. Any exceptions to policy must be approved in advance by Director of Financial Affairs. When renting a commercial vehicle, check to see if an international driver's license is needed. Vehicle insurance expenses are reimbursed to international travelers. Foreign expenses must be submitted in U.S. dollars using the exchange rate in effect during the dates of travel.
- Business Meals - Business meals attending to University business will be reimbursed. To be reimbursed, these meals must be essential to the University's mission and must be a business necessity. Receipts, topic of discussion, and identities of participants

(e.g., names) must be contained in the documentation supporting the reimbursement form.

Reimbursements for meals provided at regularly scheduled or routine meetings are not permitted. Reimbursements for meal expenses involving only other university, colleague or seminary employees will be allowed only if it is shown to be necessary and that it was impractical to conduct these meetings in a normal work setting. They must also involve substantive, bona fide business discussions. Reasonable expenses for staff appreciation lunches will be allowed.

EMPLOYEE EVALUATIONS

Employee evaluations take place according to the Assessment Schedule and Tools. Contact your supervisor to obtain a copy of this document.

EMPLOYMENT OF RELATIVES

The University may hire an employee who is directly or indirectly related to another employee as long as:

- a. related employees do not work in the same department or work area
- b. one relative is not in an authority position over another relative.

This policy applies to individuals employed as regular part-time or full-time employees.

EMPLOYMENT RECORDS

Personnel records for each employee are maintained in the Human Resource Office. Such records include employment application, performance reviews, salary increases, promotions and transfers, benefits, duties/responsibilities and other pertinent information. Access to these records is restricted to the employee, the immediate supervisor, and authorized employees of Human Resources, President, and Board of Directors. Once an employee terminates employment, his/her personnel record will be restricted to Human Resources and the President. All inquiries for employment references or other information concerning employees must be directed to University Administration. Personal references may be given on your own stationery and must be clearly designated as personal. All requests for information regarding employment, whether by telephone or in writing, must be directed to Human Resources. This includes inquiries on and off campus. Human Resources has the information the former employee has authorized the University to release.

All employees must report any change of address, marital status, or number of dependents immediately to Human Resources. If an employee has a change in the number of dependents or marital status, they should file a new W-4 with Human Resources.

RESIGNATIONS

Employees wishing to terminate employment at the University should give at least two weeks' written notice to their supervisor with a copy to University Administration. Failure to give two weeks' written notice may result in delayed processing of the employee's final paycheck.

EXIT INTERVIEWS

The exit interview is designed to help evaluate the total working environment at the University. The interview gives a terminating employee the opportunity to suggest areas where the University may improve benefits, the working environment, communication, and any other factor affecting the employee's performance. An exit interview may also help the University to reassign an employee to another department when conditions warrant, thus benefiting both the employee and the University. In addition, the exit interview assists Hudson Taylor University in the appropriate processing of final forms, recovering assigned keys, and the distribution of the employee's final paycheck.

NON-FACULTY EMPLOYEE GRIEVANCES

If a non-faculty employee feels that he or she has been treated unfairly, and the matter cannot be resolved informally by University Administration, the employee may make a formal appeal for review to the University President. The President will review the appeal and render a decision. Every effort will be made to resolve the issue in a fair and expeditious manner.

MERIT INCREASES

Merit increases are designed to achieve the following:

- Improve morale by providing the opportunity to increase earnings through performance improvement
- Provide positive financial incentives for outstanding performance and negative incentives for poor or mediocre performance
- Keep pace with the current inflationary job market
- Maintain internal equity and external competitiveness.
- Merit increases are given to reward one or all of the following:
 - Improved performance
 - Increased responsibility without a change in job classification
 - Creating new ideas and implementing into our system
- Promotional increases are given in recognition of movement from one job classification to a higher classification.
- Other increases may be given at the discretion of the President, based on recommendations from University Administration

Merit raise reviews are conducted at regular intervals to ensure that all employees are given consideration and that no one is overlooked. However, a review does not guarantee an increase. The amount of an increase will directly reflect the merit ratings on quality, quantity, initiative, and personality. For employees who have been employed for less than one year, any increases will be prorated according to the number of months employed.

STANDARDS OF EMPLOYEE CONDUCT

As representatives of Jesus Christ, the employees of the University should demonstrate a lifestyle which is consistent with His character. Although the standards of the world may fluctuate, Christians must covenant before God to remain true to the standards of Scripture. As a University family we have the privilege and responsibility of encouraging and exhorting each other toward Christ-like integrity in every area of lifestyle, conduct, and relationships. If an employee's conduct is believed to be in violation of University standards, or could compromise the University's reputation or its ministry, the University will conduct further investigation, the result of which may result in disciplinary action and/or discontinuation of employment. Such investigations are conducted on an *ad hoc* basis, directed by a committee convened for that purpose by the Office of the President

The conduct of the University faculty, staff and students is expected to be Christ-like in all social contacts on and off the University campus. The possession, use, and/or distribution of alcoholic beverages, tobacco, and nonprescription and illicit drugs, or involvement in other questionable practices are not considered suitable for the University faculty, staff and students, who are expected to abide by these standards.

Drug-Free Workplace

As required by federal regulations (Drug Free School and Community Act Amendments of 1989), the University maintains the following policies regarding a drug-free workplace:

- The unlawful possession, use, or distribution of a controlled substance is prohibited on University property or as part of any University activity.
- Employees or students found to be in violation of a drug-free workplace are subject to appropriate action, including dismissal.
- If you become aware of a violation of this policy, please report it immediately to the Director of Student Affairs, Director of Academic Affairs, or to Human Resources so the matter can be investigated promptly.
- Alcohol and drug consumption cause a number of changes in behavior, ranging from impaired judgment and coordination to inhibiting a person's ability to learn and use higher mental functions. Repeated use can lead to dependence and long-term use will cause permanent damage to the brain, liver and other vital organs.

SOLICITATION

Hudson Taylor University prohibits solicitation on campus, except by permission of the President, other than by those vendors that are asked to come on campus by the administration.

OUTSIDE EMPLOYMENT

On occasion outside organizations not related to the University will offer Hudson Taylor University staff members part-time job opportunities over and above an employee's regular Hudson Taylor University work assignment. In accepting any job opportunity employees should observe the following regulations:

- No such outside work should be done during one's working hours at the University.
- Clients should be informed that they should not call the University or conduct their business with employees during the normal workday.
- Such outside employment can be permitted only if the obligations do not interfere with the quality or quantity of the work being done for the University.
- Any variation in observing these regulations should be cleared with the President prior to establishing the arrangement.

POLITICAL CAMPAIGNING

Hudson Taylor University does not and will not endorse any particular political candidate or party. Any organizational participation in a political campaign is therefore not permitted. However, employees are not restricted from participating in political activities on an individual basis, although use of University property to promote a political issue or candidate could be viewed as representing the University and is not permitted. Due to the sensitivity of this issue, contact University Administration to ensure that political involvement does not directly or indirectly implicate the University in political activity.

REASONABLE ACCOMMODATION

Hudson Taylor University will provide reasonable accommodation to any qualified person in modification or adjustment to a job, an employment practice, or the work environment that makes it possible for an individual with a disability to enjoy an equal employment opportunity unless it would cause an undue hardship on the University. Hudson Taylor University will ensure equal opportunity in the application process and enable a qualified individual with a disability to perform the essential function of a job and enable an employee with a disability to equal benefits and privileges of employment.

REDUCTION-IN-FORCE POLICY

Employees may be subject to a reduction-in-force due to insufficient funds, program readjustment, lack of work, or other organizational changes within the University. The following

guidelines will be used when a reduction-in-force becomes necessary:

1. Every effort will be made to give employees thirty days' advance notice prior to release.
2. The selection of the individual employees to be terminated shall take the following items into consideration:
 - If a position or department is eliminated, the person holding that position will be terminated.
 - If a department is reduced in size, the selection of the individual employees to be retained or terminated will be based on work performance and ability to do the work rather than on seniority.
 - If two employees are in a similar position and one position needs to be eliminated and the employees are of equal skill and ability, then selection will be based on seniority.
2. Affected employees who express a desire to continue employment with the University may apply for other suitable vacant positions.
3. If an employee is qualified and wishes to transfer to a lower-level position, the person's salary will be adjusted to the entry-level salary for that position with some consideration given to length of employment.
4. University Administration will make every effort to help the terminated employee find suitable employment elsewhere, whether within the University or with another employer. This help may be in the form of:
 - assisting in resume preparation
 - referring applicants to other Christian organizations
 - the use of the computer for employment opportunities
 - allowing a reasonable amount of paid time off as it is needed for job interviews

EMPLOYEE RIGHT TO PRIVACY

The faculty, staff and students of Hudson Taylor University have a right and a high expectation of personal privacy and security. There are highly personal and sensitive materials on campus that need to be protected. Therefore, it is strictly forbidden for faculty, staff and students, without permission, to access another's computer, open a disc, desk, briefcase, book bag, purse, or similar item or to read or examine papers on a desk not their own. Employees found violating this policy are subject to termination.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that violates Title IX of the Civil Rights Act of 1972. Each student, staff, and faculty member should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age,

national origin, or disability. 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 under any of the following conditions:

1. Submission to the conduct is either explicitly or implicitly a condition of employment 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 student, staff, or faculty performance of duties, or of creating an intimidating hostile, or offensive work or learning environment.

Any employee experiencing or observing sexual harassment as described in any of the above categories should report the incident immediately to University Administration. The same processes for reporting and adjudicating harassment outlined above in the Sexual Harassment Policy (**Section XI**) apply to faculty as well.

ABSENTEEISM

Absenteeism may be defined as voluntary or involuntary absence from work or the failure to report on the job when the employer has no reason to expect that the employee will not be available at the specified time. When leaving the workstation for any length of time, make sure the office has sufficient coverage.

EMPLOYEE LEAVE

Hudson Taylor University desires to keep good working relationships with its employees, and therefore maintains only a semi-formal employee leave policy. Requests for vacations, sick time, maternity leaves, etc. will generally be granted, subject to certain conditions, such as those listed below. If an employee desires or requires additional time off, a request should be made to Hudson Taylor University Administration. Such requests will generally be granted unless they are deemed excessive or abusive of the system by the Administration.

This semi-formal system is in place as a benefit, to encourage a convivial atmosphere and open and friendly relations between faculty, staff, and administration; and as such is a privilege that is not to be abused. The policy is subject to change at any time should abuse become a problem. Individual employees may, at the discretion of University Administration, have this privilege revoked if they are deemed guilty of abusing or attempting to “game” the system.

Jury Duty

Hudson Taylor University recognizes that employees are called on to exercise their civic responsibility in serving jury duty. To help the employee fulfill this responsibility without difficulty while on jury duty, Hudson Taylor University will continue the regular full-time employee's normally scheduled pay. This is in addition to any amounts the employee may receive as jury pay. The employee is responsible for notifying his/her supervisor of the impending jury duty immediately after receiving notice to serve. Sufficient notice will allow the supervisor to reschedule work assignments where necessary.

Family and Medical Leave

Employees who have worked for Hudson Taylor University for at least 12 months during the prior year may take a leave of absence and be reinstated to the same or equivalent position upon their return. Such an employee may take up to 12 weeks of unpaid leave for the following reasons:

- Extended illness of the employee
- Placement of a child into the employee's family by adoption or by a foster care arrangement
- Care of the employee's spouse, child or parent who has a serious health condition
- Inability of the employee to perform the functions of the employee's position due to a serious health condition.
- Other such reasons that may be approved at the discretion of University Administration

The University may require an employee on family or medical leave to report periodically on their status and the intention of the employee to return to work, and also may require periodic recertification of the medical condition. An employee taking leave due to the employee's serious health condition is required to obtain certification that the employee is able to resume work prior to the return from any FMLA. Applications for family and medical leave of absence must be submitted in writing and signed by the employee's immediate supervisor. Applications should be submitted at least 30 days before the leave is to commence or as soon as possible. Appropriate forms must be submitted to University Administration to initiate a family leave and to return the employee to active status. When an employee returns to work after a medical leave of absence, University Administration must receive a doctor's release stating that the employee can fulfill the duties of his/her position.

Vacation

Generally, employees and staff who have been employed at Hudson Taylor University for a minimum of six months are entitled to two weeks (ten working days) of vacation time per year, subsequent to their 6-month anniversary. Should an employee require or desire extra time off, requests may be made to University Administration. While all employees are always entitled to

the minimum two-week-per-year vacation period, this extended vacation policy is subject to withdrawal at any time, and may be withheld on a case-by-case basis, if University Administration determines that an employee is abusing or attempting to “game” the system.

Sick Time

As with the vacation policy above, Hudson Taylor University tries to maintain an open sick time policy. Time off for illnesses will generally be given so long as the time requested is not excessive, in the determination of Hudson Taylor Administration.

Maternity Leave

Maternity leave for female employees is a minimum of one month’s paid leave. Those desiring longer maternity leave may make a request to the Administration of Hudson Taylor University. As with the vacation policy and sick time policy, such requests will generally be granted, as long as sufficient and appropriate reason is given, and the request is not deemed excessive. When the necessity of leave is foreseeable due to the expected birth of a child, employees must provide University Administration at least a 30-day notice of intent to take a leave. If the leave is not foreseeable, notice should be given as soon as is practical and possible. Any leave request based on a family member’s or employee’s own serious health condition must be supported by certification from a health care provider.

Military Leave

A military leave of absence will be granted for those individuals serving on active or reserve military duty. Request for a leave must be submitted in writing to the director of Human Resources giving the inclusive dates of leave. Benefits for military leave will be the same as other general leaves of absence, with the exception of summer drills for reservists. The University will pay salary for the differences, if any, between the individual’s regular salary and the rate paid by the military. During this leave of absence, the University will not provide other wage or salary compensation and sick leave or vacation time will not accumulate.

Personal Leave

If an individual chooses to take a leave of absence for reasons other than those listed above, they must contact University Administration for approval. Such leave may or may not be granted, at the discretion of University Administration. The University will not provide wage or salary compensation for personal time off.

Personal Days

Personal days are given to employees for those occasions when it is necessary to conduct personal business during office hours. Examples of personal business are doctor/dentist appointments, driver’s license renewal, emergency car repairs, parent/teacher conferences, and

other situations that cannot be handled after business hours. When personal business time must be taken, every attempt should be made to schedule appointments either first thing in the morning or late in the afternoon to avoid as much disruption to the work schedule as possible. This privilege should be used appropriately and not abused. When time is taken off, every effort should be made to shorten your lunch hour and/or breaks so that a heavy burden is not placed on your office.

Voting

University employees will be allowed time off for voting in elections. Employees are encouraged, however, to vote as early or as late in the day as possible, in order to minimize disruption of University business.

FACULTY AND STAFF LOUNGES

Faculty and Staff Lounges are available to all Hudson Taylor University employees from 9:00am to 6:00pm, Monday through Friday. Refrigerators are provided for temporary storage of lunches. Coffee and tea are available free of charge.

BREAKS

A 15-minute rest period is given for each four hours worked per day. Break periods should generally be scheduled between 10:00 and 11:00 A.M. and 2:00 and 3:30 P.M. Please be careful about not exceeding the time allowed. If you prefer you may use your break(s) to allow for a 45-minute or one-hour lunch, with your supervisor's approval. Any office having more than one employee, including the supervisor, should have at least one person on duty for all coffee breaks and lunch hours. The sole employee in an office should, when leaving, post a note on the office door indicating present location and anticipated time of return.

PARKING

Hudson Taylor University provides free parking facilities for all full-time staff and faculty.

HOLIDAYS

The following holidays are traditionally observed, but are subject to change based on the needs of the University:

- New Year's Day
- Labor Day
- Good Friday
- Thanksgiving Day
- Memorial Day
- Independence Day

- Christmas Week

Unless otherwise noted, when any of the above holidays falls on a Saturday, it will be celebrated the Friday before; if it falls on a Sunday, it will be celebrated the Monday after. The University will close at 12:00 (noon) the Wednesday before Thanksgiving and at 3:00 P.M. on New Year's Eve.

XV. ASSESSMENT POLICIES

Assessment Committee

Quality and continuous improvement are principles that all constituents of HTU, including Board members, faculty, administrative staff, students, and alumni, value and strive to achieve. Therefore, the assessment process is embraced by the HTU community. While the Chair of the Assessment Committee, along with the heads of each academic and educational support unit has the responsibility for coordinating the institutional assessment process at HTU, it is the Assessment Committee itself that finally reports the analysis and outcomes of the assessment to the President.

Educational Program Assessment

Assessment of educational programs is a necessary and ongoing process. Hudson Taylor University is well aware of the importance of ensuring student access to high quality educational offerings, and is committed to providing the best-quality educational experience possible. As measures of quality, Hudson Taylor has adopted a systematic institutional assessment plan for course offerings and programs, which closely examines the ways the curriculum is established, reviewed, evaluated, and modified. The curriculum is under constant evaluation by faculty, students, and graduates; and by outside experts with teaching experience in particular fields of education in order to determine if program modifications are needed and to ensure that such modifications are completed. The evaluation of educational quality and effectiveness requires an assessment process or model for evaluating learning development. It is important that the institution regularly assess the fulfillment of its purpose and objectives through systematic studies of the institution's impact on students and graduates. Such assessments cover curriculum, faculty, students, learning experiences, educational equipment, and materials. To ensure a high standard of quality for newly-adopted programs, Hudson Taylor implements comprehensive faculty training, curriculum development, and program assessment processes for its courses.

The results of assessments answer questions regarding curriculum quality, such as

- Is the curriculum content correctly sequential, so that students advance regularly into higher levels of complexity, building on skills learned in previous coursework?
- Is program curriculum designed to provide students the skills required to obtain professional or career placement?
- Are University resources adequate to support the curriculum effectively?
- Are University, degree program, and course objectives being met?
- Do the Student Learning Outcomes of the course align with institutional mission and outcomes?

To answer these questions, the University has developed a systematic process to ensure quality educational preparations for its programs. This process was designed with input from across the Hudson Taylor community, including faculty, administration, and students. Its five phases are outlined below.

Phase 1: Review of new courses prior to the first semester of implementation

In Phase 1, each course is examined to determine whether it meets minimum standards of good practice and to provide constructive feedback to faculty to assist in improving the course if necessary. This review follows the Hudson Taylor University Checklist for Proposed Courses.

Phase 1 review is performed by faculty members of the respective Department to which the course belongs.

Phase 1 review will be completed as part of the course development plan, and reported to the Office of Academics no later than two weeks prior to the beginning of the first semester in which the course is to be offered.

All copies of the review notes will be collected and given to pertinent faculty and are filed in the Office of Academics. If the review team has serious concerns about the viability of the course and the time needed to correct its deficiencies, the review team may recommend to the Director(s) of the degree program that starting the course be delayed for one semester, to provide time for further review and design that will ensure high academic and educational quality.

Phase 2: Review after two semesters

Phase 2 review ensures that an established course meets the standards of good practice, fosters active learning and provides quality feedback to students. This Phase is completed, by a Review Team comprised of relevant faculty members designated by the Program Director, after the course has been offered for at least two semesters but prior to the start of its fourth semester. The Team studies all aspects of the course and compares its outcomes with those demanded by the University and the Program. Part of the Team's review includes examination of Student Evaluations and Follow-up Studies, if available (see Phases 4 and 5, below).

All copies of the review notes will be collected and given to relevant faculty and are filed in the Office of Academics. The Review Team members assist in correcting any significant gaps or problems in the course as soon after the review as possible, and prior to the course being offered again. If the review team has serious concerns about the limitations of the course and the time needed to correct its deficiencies, they may recommend to the Program Director that the course be canceled until remediation is complete and approved by the Office of Academics.

Phase 3: Annual faculty evaluation

To ensure academic provisions remain an integral component of HTU’s instructional offerings, once a course has been reviewed in Phase 1 and Phase 2, faculty responsible for the course are annually reviewed by the University, as per established process, using the Faculty Performance Evaluation Form.

Phase 4: Student evaluations of courses

Phase 4 involves students of the course. A paper-based student evaluation form is administered once a semester, in the week prior to the final examination period. Students are provided the Student Course Evaluation Form and asked to rate the course. Completed Evaluation Forms are compiled by the Office of Institutional Effectiveness and a summary of the results for the course will be forwarded to the instructor and to the Program Director, who will take steps to correct any issues.

Phase 5: Follow-up studies of graduates and alumni

In addition to the assessment of learning outcomes, data on graduation rates, job placement, and further graduate education is collected and analyzed. This data shows how well the university is achieving its objectives. It is also important to obtain the views of graduates about the strengths and weaknesses of their educational preparation at Hudson Taylor. Paper-based interviews and surveys are sent to recent graduates and alumni, who are asked to rate their educational experiences at Hudson Taylor against their career or professional occupations. Graduate and alumni surveys are collected by the Office of Institutional Effectiveness and used by Review Team members in subsequent Phase 2 course reviews.

Once every three years, each academic program is required to undergo a comprehensive program review including program learning objectives, learning outcomes, and curriculums. The program’s learning objectives are reflected in the course objectives which are published in the syllabus and provided to the students each semester. At the end of each semester, the course objectives are evaluated by the students through a Course Evaluation. Each faculty member is provided with the results of these course evaluations and required to provide actions plans for improving achievement of course objectives.

Academic Program Review Cycle 2017–2022

Degree Program	2017–18	2018–19	2019–20	2020–21	2021–22
BABS	X			X	

Academic Program Review Cycle 2022–2027

Since HTU is discontinuing all graduate-level programs as of Fall 2021, we will no longer be reviewing the MATS, MDIV, or PHDIS programs on a triennial basis, only the BA in Biblical Studies.

Degree Program	2022–23	2023–24	2024–25	2025–26	2026–27
BABS		X			X

Academic programs are fully reviewed by HTU faculty. Review begins when a course is added or changed. To ensure a high standard of quality for newly adopted programs, the University implements comprehensive faculty training, curriculum development, and program assessment processes.

The curriculum is reviewed once every three years. This review is comprehensive and includes:

- a. Application rates
- b. Admission rates
- c. Retention rates
- d. Graduation rates
- e. Employment information
- f. Student surveys
- g. Graduating student surveys
- h. Alumni surveys
- i. Faculty and Staff surveys
- j. Course evaluation
- k. Faculty Performance evaluation
- l. Grade distribution
- m. Benchmarks with similar programs at other institutions
- n. Funding
- o. Faculty workload
- p. Faculty research and scholarship
- q. Classroom facilities
- r. Library resources and support

PUBLICATIONS, POLICIES, AND PROCEDURES ASSESSMENT

Each fiscal year the policies and procedures which are consolidated in the HTU Policies and procedures Manual are reviewed for clarity and updated as needed. The handbooks and publications of the institution are also reviewed and updated each fiscal year.

PUBLICATION REVIEW SCHEDULE

Publication	Review Dates	Responsibility	Publication Date
Assessment Plan	January – March	Chair of Assessment Committee	April
Board of Directors Handbook	May – June	Chair of Board of Directors, Director of Planning	July
Catalog	January – March	Director of Academic Affairs	May
Employee Handbook	May – June	CFO	July
Faculty Handbook	May – June	Director of Academic Affairs	July
Policies and Procedures Manual	Spring Semester	Director of Planning	July
Strategic Plan	Fall Semester	Chair of Strategic Planning Committee	December
Student Handbook	May – June	Director of Student Affairs	July
Library Handbook	May – June	Director of Library	July

ADMINISTRATIVE EFFECTIVENESS ASSESSMENT

Educational and support services include all areas of the institution that are not included in the academic program review, such as the Board of Directors, President’s Office, Business Office (Finances), Library, Student Services, Facilities and Equipment, etc. A comprehensive assessment of these areas is completed through a self-study with recommendations once every three years

and reviewed by the Vice President and President. The self-study includes statistical information including number of students, faculty, and staff served, satisfaction surveys, audits (in the cases of financial aid and financial areas), etc.

As assessment results become available, the results are reported to the area having responsibility and its supervising official for review and for the development of action plans in order to continue to improve the quality of the institutional and educational support programs.

A comprehensive assessment report is published in June of each year. This report is provided to each academic program director and educational support unit, the President, and the Board of Directors. The purpose of this report is to provide the results and recommended areas for improvement and provide data for the Strategic Planning Committee in recommending goals and objectives for the future. Specific data and schedules regarding assessment of institutional goals, program objectives, Copies of all relevant review and assessment forms may be found in the Hudson Taylor University *Faculty Handbook* and in the *Assessment Plan 2018- 2023*.

INSTITUTIONAL AND PERSONNEL ASSESSMENT SCHEDULE

Category	Tools	When	Responsibility
Institutional Assessment	Mission Statement, Goals, Biblical Foundations Statement, Philosophy of Education, Ethical Standards	May every year	Chair of Board of Directors
	Strategic Planning Assessment	March every year	Chair of Assessment Committee
Board, President	Board of Directors Self Evaluation	May every year	Chair of Board of Directors
	President Performance Evaluation	May every year	Chair of Board of Directors
Faculty/ Staff	Faculty Performance Evaluation (full-time)	May every year	Director of Institutional Effectiveness
	Faculty Self Evaluation (full- and part-time)	Final week of every semester	Director of Academic Affairs
	Administrative Personnel Assessment (full-time)	May every year	Director of Institutional Effectiveness
Program, Department	Program/Curriculum assessment	Following Academic Program Review Cycle	Director of Program Department
	Course Learning Outcomes/ Library Use	Final week of every semester	Director of Academic Affairs
	Library Collection Evaluation	March every year	Director of Library Services
Student Surveys	Student Course Evaluation	Final week of every semester	Director of Academic Affairs
	New Student Orientation Survey	December and July every year	Director of Academic Affairs

	Graduating Student Exit Survey	December and May every year	Director of Academic Affairs
	Student Satisfaction Survey	Final week of every Spring semester	Director of Student Affairs
	Chapel Attendance Evaluation	Final week of every semester	Chaplain
	Withdrawal Survey	When applicable	Director of Academic Affairs
Alumni Surveys	Alumni Survey	June every three years	Director of Institutional Effectiveness

XVI. ACCOUNTING POLICIES

I. GENERAL STATEMENT ON ACCOUNTING POLICIES AND PROCEDURES

Hudson Taylor University shall maintain its accounting records in conformity with generally accepted accounting principles.

1. Fund accounting

In order to ensure observance of limitations and restrictions placed on the use of resources available to Hudson Taylor University, the accounts of Hudson Taylor University are maintained in accordance with the principles of "fund accounting." Resources to be used for specific purposes are classified for accounting and reporting purposes into funds that are in accordance with activities specified. Fund balances restricted by outside sources are distinguished from unrestricted funds. Externally- restricted funds may only be utilized in accordance with the purposes established by the source of such funds. Unrestricted funds represent those funds over which the Board of Directors retains full control in achieving any of Hudson Taylor University's purposes.

2. Government grants

Government grants are recognized as revenue by Hudson Taylor University according to the guidelines of Financial Accounting Standards Statement Number 116.

3. The policies and procedures set forth in this manual will be followed by Hudson Taylor University in carrying out its daily operations. Variances will be allowed only when approved by the CFO. If a grant funding source requires more stringent policies and procedures, the funding sources' policies and procedures shall be followed.

Procedures

1. Accounting records will be maintained in accordance with Hudson Taylor University's fiscal year, i.e., July 1 – June 30.
2. The double-entry method of bookkeeping and the accrual method of accounting shall be used.
3. Hudson Taylor University's computer system will be utilized in maintaining and creating the general ledger, all related journals and financial reports.
4. When necessary, all revenues, support and expenses shall be segregated by Fund programs, grants, etc. to provide for a proper accounting of each program/grant by source of funds.
5. Hudson Taylor University's financial statements will be audited by an independent certified public accounting firm on an annual basis in accordance with generally accepted auditing standards.

II. INTERNAL CONTROL

Hudson Taylor University shall maintain an adequate system of internal accounting controls to provide management with reasonable assurance as to the safeguarding of assets against losses from unauthorized use or disposition and the reliability of financial records for preparing financial

statements and maintaining accountability of assets.

Procedures

1. The characteristics of an adequate system of internal control include the following:
 - a. Segregation of duties, when possible, within the organization based on functional responsibilities.
 - b. A system of authorization and record retention.
 - c. A degree of personnel competence commensurate with responsibilities.
2. To achieve these objectives, the following controls shall be in place:
 - a. No single person shall have complete control over all phases of any significant transaction.
 - b. Whenever possible, the flow of work will be from one employee to another so that the work of the second, without duplicating that of the first, provides a check upon it.
 - c. Recordkeeping will be separated from operations or the handling and custody of assets.
 - d. Responsibilities in the accounting department will be clearly established and followed as closely as possible

III. FINANCIAL STATEMENT AUDIT

Hudson Taylor University will have its financial statements audited by an independent Certified Public Accounting firm on an annual basis.

Procedures

1. Hudson Taylor University will have its financial statements audited annually in accordance with generally accepted auditing standards, and Government Auditing Standards, issued by the Comptroller General of the United States, 1988 Revision.
2. If applicable, Hudson Taylor University's audit shall also comply with the auditing requirements mandated by OMB Circular A-133.
3. In preparing for the audit, Hudson Taylor University will complete a self-check audit.
4. Copies of the audited financial statements shall be distributed to the President, CFO and other appropriate persons (at the discretion of the President). Additional copies will also be distributed to the Board of Directors.

IV. FINANCIAL REPORTS

1. All quarterly, internal financial reports shall be completed and distributed to the President and Board of Directors by the 30th day of the following month.
2. All financial reports required by accrediting agencies and/or grant funding sources will be properly prepared and filed in accordance with the applicable laws and regulations.

Procedures

1. The quarterly, internal financial reports consist of the following:
 - a. Balance Sheet

- b. Statement of Support, Revenues and Expenses
 - c. Budget Variance Reports, upon request
 - d. Aged Reports, if applicable
2. Hudson Taylor University's external reporting requirements as set forth in the terms and conditions of grants shall be adhered to.
 3. To satisfy these reporting requirements, the responsible party shall set up a reminder to identify the sources, type of report, due date and date filed.

V. BUDGET DEVELOPMENT, OVERVIEW AND RESPONSIBILITY

1. Hudson Taylor University will develop and utilize a budgeting process to monitor Hudson Taylor University's financial assets and resources.
2. Budgets will be prepared annually and submitted to the Board of Directors for approval following review and recommendation by the assigned Committee.
3. The President, in conjunction with the Chief Financial Officer, will be responsible for the oversight of the budget(s) throughout the year.
4. Semi-annual budget variance reports will be completed and distributed to the President, department heads and/or project directors, and the Board of Directors by the 20th day of the following that period.

Procedures

1. Annually, the department heads and the Budget Committee are responsible for developing a budget for the next fiscal year.
2. The Chief Financial Officer (CFO) will assist the department heads and/or project directors by providing cost factor information and information on past budget performance. The CFO will also review the budget requests for reasonableness, allowability and cohesiveness within Hudson Taylor University.
3. The CFO will submit the budget to the President and assigned Committee. They will review, adjust and otherwise confirm the budgets in consultation with each department head and/or project directors and the CFO.
4. The President presents the budget to the Board of Directors.
5. The Board reviews adjusts as appropriate and confirms Hudson Taylor University's budget for the next fiscal year.
6. Department heads and/or project directors must operate within the budget guidelines and dollar amounts approved for each fiscal year.
7. Department heads and/or project directors will receive a Budget vs. Actual (budget variance) report on a semi-annual basis.
8. Department heads and/or project directors are responsible for managing the funds allocated in their budgets and will be required to justify all budget overruns.
9. The CFO, in conjunction with the Business Manager/Vice President, will oversee actual costs and expense allocations throughout the year to ensure adherence to budget(s).
10. New initiatives, cost overruns, etc. identified during the year are to be brought to the

attention of the CFO. Review efforts should identify either proposed revenue (support) coverage for these costs or budget re-allocation opportunities.

11. The CFO will inform the Board of the proposed budget revisions and seek their approval. The Board may at any time adjust Hudson Taylor University's budget at its discretion to reflect Board initiatives or new conditions.
12. When applicable, budget revisions for Federally funded projects will be made in accordance with the applicable federal regulations and requirements.

VI. CASH & CHECKS MANAGEMENT

(See also "Cash and Funds Handling," page 115; and Procedure 11, below)

Hudson Taylor University will properly control and account for all cash.

1. All cash depository accounts shall have FDIC coverage.
2. All bank accounts shall be in Hudson Taylor University's name.
3. All checks will be pre-numbered and used in numerical order.
4. Checks will not be made payable to "Cash" or "Bearer".
5. Blank checks are to be kept in a secured location in the Business Manager's office.
6. All checks must be accounted for. Void checks are to be defaced and kept for subsequent inspection.
7. All small-amount donations in the form of cash or check will be handled by two or more persons to prevent accusation of wrongdoing.
8. All bank accounts will be reconciled by the business manager/accounting assistant and reviewed monthly by the CFO.
9. The CFO will compare the reconciled cash balances to the General Ledger balances and investigate and resolve all variances.
10. The authorized check signatures are as follows:
 - a. Business Manager
 - b. President
 - c. Any person designated and authorized by the President or Business Manager to sign checks
11. A mechanical check signer, if applicable, will be kept in a locked file cabinet separate from the blank checks.
12. This policy is in addition to the "Cash and Funds Handling" policy found on page 115 of this Policies and Procedures Manual; however, on any point of difference between the two, the policy contained in this Accounting Procedures Policies section supersedes that in the "Cash and Funds Handling" section.

VII. CONTINGENCY FUND

The Board of Directors shall maintain a contingency reserve fund of at least three months' operating expenses, plus enough extra to reimburse student tuition paid for the current

semester. The Board shall direct the Budgeting Committee to maintain a line item in the current Budget Guide for the reserve of a percentage of annual income to be added to the contingency fund yearly. The Board shall have oversight of these funds, and must approve any use of or addition to the contingency reserve. The contingency reserve account shall be maintained at a local bank as a savings account unless the Board votes to change the type of account. Any change of account type, use of the fund, or addition to the fund shall be voted upon by the Board and duly recorded in Board meeting minutes.

VIII. INVESTMENTS

All investments of Hudson Taylor University shall be in Hudson Taylor University's name and recorded in conformity with generally accepted accounting principles. Currently (2018), the University does not have investment funds.

IX. PETTY CASH

Currently (2018), the University does not maintain a Petty Cash account; however, if and when such an account is established, the policy in the "Cash Handling Policy" section of the Policy and Procedures Manual shall govern its use.

X. ACCOUNTS RECEIVABLE

The CFO shall be responsible for monitoring the timely collection of accounts receivable balances.

Procedures

1. An aged Accounts (Tuition fees) Receivable Report will be prepared and distributed to the Business Manager and appropriate Admissions personnel (when applicable).
2. The CFO and the Business Manager will review the report and determine those receivable balances which should be collected during the month.
3. The following procedures will be followed for accounts with delinquent balances of 60 days or more:
 - a. The Business Manager will send reminder letters to the delinquent accounts responsible party, as discussed with the CFO.
 - b. The responses to the notice of delinquency will be brought to the CFO's attention, including reasons for delinquency.
4. The CFO will report any major problems with receivable collections to the President, and then, if need be, to the Board of Directors.

XI. PROCUREMENT STANDARDS

All purchases whenever possible will be made on a "Purchase Request System". Procedures:

1. Faculty and Staff must submit a Purchase Request Form (PRF) for all requests to order items from vendors. Please be sure to include your department name on the PRF.
2. The Business Manager will review the purchase request and determine if there are enough funds in Hudson Taylor University's and/or applicable department's budget to

make the purchase.

3. If grant funds are involved, The Business Manager will also review the approved budget and applicable laws and regulations to determine if the purchase is an allowable cost.
4. After obtaining approval, the appropriate person will place the order with the vendor and make the necessary payment arrangement.
5. When the accounting department receives the receiving report (or evidence the item has been received) along with the vendor's invoice, the purchase is scheduled for payment.
6. The policy contained herein shall supersede any conflicting policy that may be detailed in the Policy and Procedures Manual.

XII. RECEIVING

All materials, supplies, and equipment will be received and signed for by an authorized employee.

Procedures

1. All materials, supplies and equipment received by Hudson Taylor University are to be inspected, counted and checked against the receiving report (packing list) and/or a copy of the purchase order. All receiving reports are to be signed by the employee receiving the goods provided the steps noted above did not disclose any discrepancies between the goods received and the receiving report (packing list).
2. If any discrepancies are noted, the employee receiving the goods should bring the discrepancy to the immediate attention of the Business Manager or Accounting Assistant.
3. The receiving report is to be forwarded to the accounting department where it will be matched with the Purchase Request and/or invoice and filed.

XIII. ACCOUNTS PAYABLE

1. All invoices, check requests, and travel vouchers/requests must be approved for payment by the Business Manager and department heads and/or project directors where appropriate. Day to Day Operations expenses such as utilities, need not be approved. However, it is recommended to check for significant changes in the bills from prior months.
2. To establish Hudson Taylor University's obligation for payment of invoices, all applicable invoices are matched with Purchase Requests and/or signed receiving slips.
3. Purchase Request Forms and invoices must be reviewed by the Accounting Assistant or Business Manager for accuracy before the posting to the general ledger.
4. When applicable, open invoices are to be filed by vendor name and payment due dates.

Procedures

1. Accounting Assistant opens mail, date stamps all invoices and delivers date stamped invoices to the Business Manager.
2. The Accounting Assistant matches all applicable invoices with Purchase Request Forms and submits invoices to the appropriate department heads for review. Once approved by the department head, all invoices and check requests are submitted to the Business Manager for

authorization to pay.

3. The Accounting Assistant will then perform the following tasks:
 - a. Review vendor files to ensure that invoice hasn't been paid.
 - b. Run calculator tape to check any extends, discounts, tax rates and addition.
 - c. Apply any discount for paying invoice early. For example, paying within 10 days for the terms 2/10, net 30, will warrant a 2% discount in payment.
4. The Accounting Assistant will then perform the following tasks:
 - a. Enter the invoice into the Accounts Payable module
 - b. File the entered invoices and supporting documentation in the "open" A/P file

XIV. CASH RECEIPTS

All cash receipts shall be properly recorded in Hudson Taylor University's accounting system and deposited in a timely manner.

Procedures

1. The Business Manager or authorized employee will open all incoming mail.
2. All remittances will be immediately stamped "For Deposit Only" by the Business Manager or other authorized employee.
3. The check amount, check date, check number and source will be recorded in the cash receipts log and all checks given to the CFO, Business Manager, or other authorized employee.
4. The Business Manager or other authorized employee will prepare deposit slips for deposit into the appropriate cash depository account, and will supply copies of deposit slips to the CFO.
5. The Business Manager will then make a deposit in local cash depository for all appropriate funds. A copy of the return receipt should be given to the CFO.
6. The Business Manager or other authorized employee manually records the total of daily deposits receipts into the computerized accounting system.
7. For all remittances received by delivery or other methods, procedures 2 through 6 are followed in the same manner.

XV. CASH DISBURSEMENTS

- a. All cash disbursements, except those from petty cash, will be made by check.
- b. Checks shall not be issued without bearing the payee and dollar amount.
- c. All cash disbursements must be approved by Business Manager or CFO.
- d. All payment packages shall be filed in vendor files after disbursement.

Procedures

1. At the beginning of the month, the Business Manager or other authorized employee will print a monthly aged Accounts Payable, if necessary.
2. The CFO and the Business Manager will review the aged Accounts Payable listing, open invoices, check requests and travel vouchers. A selection of items to be paid will be made based upon due dates and cash flow.

3. The computerized checks are printed and given to the Authorized signer to review supporting documentation and sign the check.
4. The Business Manager or other authorized employee will be responsible for the mailing of all checks.
5. The Business Manager or other authorized employee files the supporting documentation in the appropriate vendor files and retains for audit.

XVI. PAYROLL

- a. Employees are paid once a month, on the first day of the month. The payroll is processed using Hudson Taylor University's in-house computer system.
- b. Employee signed time sheets must be submitted to the Business Manager for approval prior to payment. In no instances, will an employee receive a paycheck if he/she has not submitted a properly signed detailed time sheet for the prior pay period.
- c. All employees who have access to any payroll information will be required to sign a Payroll Confidentiality Form (see Attachment 1, below).

Procedures

1. Employees are paid on the first day of each month.
2. Employees must submit signed time sheets to the Business Manager
3. The reports must be signed by the individual employee, or by a responsible supervisory official having first-hand knowledge of the activities performed by the employee.
4. The reports must be prepared at least monthly and must coincide with one or more pay periods.
5. The quarterly filing of the Form 941, GA DOL4, G7 will be completed by the CFO.
6. The annual filing of the Form 940 and G1003 will be completed by the CFO
7. The CFO will be responsible for making sure that Federal Forms W-2, W-3 and 1099-MISC are properly prepared, filed and distributed to the appropriate recipients and Federal and State tax authorities in a timely manner
8. All employees who have access to any payroll information will be required to sign a "Payroll Confidentiality Form" (See Attachment I).

XVII. PROPERTY MANAGEMENT

Hudson Taylor University will capitalize all fixed assets ("equipment") with an acquisition cost of \$1000.00 or more and a useful life of more than three years.

Procedures

- a. Property records shall be maintained
- b. A physical inventory of all fixed assets shall be taken annually.
- c. The results of the inventory will be reconciled to the general ledger and the "fixed asset" property records. Any discrepancies will be thoroughly investigated and explained.
- d. Depreciation on all fixed assets will be calculated using the straight-line method

over the expected useful lives of the assets.

* * * * *

45 CFR Part 74.140 (c) states:

A control system shall be in effect to ensure adequate safeguards to prevent loss, damage or theft of the equipment.

XVIII. TRAVEL AND ENTERTAINMENT EXPENSES

- a. Employees need to make the travel request in writing at least seven (5) days prior to the scheduled trip. Exceptions can be granted to this notice requirement.
- b. While traveling on official business, the employee is expected to exercise the same sound judgment in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.
- c. Entertainment costs are not allowable charges

See pg. 75, “Travel Expense Reimbursement Policy” for more details

Procedures

1. Travel requests must be in writing, approved by the Department Head or Business Manager and should state the following: a.) Purpose of Travel b.) Travel destination c.) Travel accommodations sought d.) Mode of Transportation sought e.) Travel dates and duration
2. Receipts are to be submitted for all expenses over \$25.00.
3. Travel Reimbursement - Upon the completion of the travel, the employee must submit all receipts and travel-related reports within 15 working days. These documents will be reviewed by the CFO for adherence to approved limits. Reimbursement of approved expenses will normally occur within the next 15 days.

XIX. EMPLOYEE EXPENSES AND ADVANCES

- a. Hudson Taylor University’s policy is to promptly reimburse employees for valid business expenses incurred on behalf of Hudson Taylor University.
- b. Willful falsification of employee expense information for the purposes of defrauding Hudson Taylor University will be subject to termination and possible prosecution.
- c. Receipts should accompany expense reporting.
- d. When appropriate, Hudson Taylor University will provide advances on travel expenses for employees as appropriate for length of stay and destination. The Accounting assistant will record these advances as a receivable account. An advance will not be disbursed to an employee until that employee submits expense reports accounting for all outstanding advances (the Business Manager, CFO, or President can authorize exceptions to this policy.)

Procedures

1. In order to obtain expense reimbursements, employees must complete and submit assigned

- employee expense report to the Business Manager.
2. Employees will be reimbursed for the following business expenses:
 - a. Lodging, transportation and food related expenses when on approved business travel.
 - b. Business expenses incurred in relation to conducting business meetings, seminars or presentations with or for the University.
 - c. Mileage expenses when an employee uses his/her personal vehicle for University business.
 - d. Other valid and approved business expenses incurred by employees for University business.
 3. Employees must attach all supporting invoices, receipts, etc. for expenses more than \$25.00 to receive a reimbursement for such costs. Expenses not properly documented will not be reimbursed.
 4. The Business Manager or other authorized employee will review all expense reports for compliance, completeness, and supporting documentation.
 5. Properly completed and supported reports will be approved by the Business Manager or CFO.
 6. Incomplete reports will be returned to the employee with instructions for revisions and/or completion.

XX. RECORD RETENTION

Hudson Taylor University shall retain all accounting records and related supporting documentation for a period of at least 5 years.

Procedure

- a. All prior years' accounting records shall be stored in storage boxes labeled with the following information:
 - i. Hudson Taylor University's name and address
 - ii. Time Period
 - iii. Contents of Box
- b. The following are the exceptions to the 5-year retention rules:
 - i. If any litigation, claim or audit is started before the expiration of the 5-year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.
 - ii. Records for fixed assets shall be retained for 5 years after the fixed asset is disposed of.
- c. The record retention period starts with the close of Hudson Taylor University's fiscal year.

* * * * *

45 CFR Part 74.61 (b) and (g) state:

(b) Accounting records. Records which identify adequately the source and application of funds for grant or subgrant-supported activities shall be maintained.

(g) Source documentation. Accounting records shall be supported by source documentation such as cancelled checks, paid bills, payrolls, contract and subgrant award documents, etc.

XXI. PERSONNEL FILES

Hudson Taylor University shall maintain individual personnel files for all employees.

Procedure

The personnel files shall be kept in a locked file cabinet.

XXII. CASH AND FUNDS HANDLING

The purpose of this policy is to establish and document the flow of cash and cash receipts, and provide guidelines for the proper management of monies for those employees responsible for receiving, handling, and safeguarding cash and cash equivalents. The custodian of every cash fund is responsible for the integrity of the cash fund. Employees should understand their accountability for all monies which are the property of the University. These policies and guidelines are for the protection of those employees charged with cash handling.

NOTE: The terms "money" and "monies," as used in this policy, refer to payment tendered in cash or cash equivalent, including currency (coins and bills) and checks.

Funds Handling General Policies

When handling funds for the University, the following rules should be observed:

- All incoming monies should be acknowledged by receipt when accepted.
- Monies should never be left unattended. If an employee leaves his or her workstation for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- Unauthorized persons should not be allowed in areas where cash is handled.
- Doors should be locked at all times in areas where cash is handled.
- Large sums of cash should be counted and handled out of sight of the general public.
- Individuals should keep working cash funds to a minimum at all times. Excess funds should be in a locked device or deposited in the secure location.
- Cash received must not be used for making change, petty cash purposes, etc. Expenditures or refunds cannot be made from cash receipts.
- For overnight storage and during other periods when cash is not being used, it should be kept in a secure device, either a safe or locked container.
- Under no circumstances should an individual keep University cash with their own personal funds, deposit University funds in a personal bank account or take University funds off campus for any reason, including safekeeping.

Deposits General Policy

When making deposits on behalf of the University or into University accounts, the following rules are to be observed:

- Employees must deposit monies within one business day after collection or receipt of such monies.
- The timely deposit of monies received provides for improved control of funds which reduces the risk of loss due to errors, carelessness, or theft.
- Monies held overnight must be secured in some form of locking device, such as a safe or locking file cabinet.
- All checks must be properly endorsed upon receipt.
- Expenditures or refunds cannot be made from cash receipts.

Responsibilities

It is the responsibility of employees receiving any monies to:

- Meet next-business-day deposit requirements.
- Provide appropriate and accurate information when presenting deposits.
- Safeguard deposits.

Currency Payments

All currency received from walk-in students is to be receipted immediately. The student should also be asked to sign the receipt. Currency should be counted in the presence of the person presenting it for payment. A copy of the receipt should be given to a walk-in student, and another copy placed in the student's file.

Check Payments

Checks of any type; received in-person or through the mail, should be restrictively endorsed immediately. Anyone presenting a check in person should be issued a receipt immediately. Documents enclosed with mail payments are to be date-stamped by employee opening the mail. All checks made out to HTU must be deposited to an authorized HTU account.

Every check must be reviewed for completeness as follows:

- a. Verify that the account holder's name, address, and phone number is included on the check. A daytime phone number is preferred.
- b. Verify that the check has a bank name listed, and that the routing number, customer's bank account number, and check number are encoded on the bottom edge of the check.
- c. Note the date. Do not accept a post-dated check (a check with a date in the future), or agree to hold the check for future deposit.
- d. Verify that amount written in numbers matches the amount written in words. If different, make special note on the receipt and the HTU copy, and have the payer sign the note. In

general, banks will honor the written amount over the numerical amount.

Conditions for Acceptance of Checks

- Cashier's Check: A check purchased at a bank for any amount; the bank completes all information on the face of the check with a bank officer signing as the maker.
- Certified Check: A personal check that is written by the account holder and then stamped and signed by a bank officer on the front of the check.
- Personal Check: A written order payable on demand, drawn on a bank by a depositor; a personal check is written against an individual's checking account as opposed to a cashier's check or certified check, which are written against bank funds.
- Starter Check: A non-personalized encoded check that a person receives from a bank when they establish a checking account. These are for the person's use prior to receiving encoded checks from the bank. However, they should only be accepted if the bank has encoded the routing. There are several different categories of checks. They should all be handled the same way.
- Number and account number on the bottom of the check.

Safeguarding Monies

Employees receiving any monies are responsible for safekeeping and timely deposit. Employees should do the following:

- Endorse checks with a restrictive endorsement immediately.
- All monies collected need to go in the deposit bag in the Admissions office. Those funds must be deposited within one business day.
- All monies held overnight should be kept in a secure area.
- If a deposit cannot be made due to unforeseen circumstances, the reason must be documented, and the deposit made as soon as possible.

Cash with Deposits

Guidelines for sending currency and coin to Cashier's Office for deposit:

- Bills should be "faced" (all facing front and right-side up). This allows for more accurate recounts.
- Bills should be sorted by denomination, and if the number of bills of a certain denomination is high enough, clipped or banded into the following bundle amounts: Ones = 25 or \$25 Fives = 20 or \$100 Tens = 20 or \$200 Twenties = 25 or \$500 Fifties = 20 or \$1,000
Hundreds = 10 or \$1,000
- Coins can be accepted if rolled in "shotgun" type coin rolls that ensure the exact count of the coins. Hand-pinched rolls have to be recounted.

XVII. FUNDRAISING POLICIES

FUNDRAISING POLICY

Hudson Taylor University generally does not engage in a large amount of fundraising. We do not usually solicit funds from Board members or alumni, and as a for-profit corporation, Hudson Taylor is not registered as a charity. However, on occasion, an alumnus or other interested individual may wish to make a gift to Hudson Taylor University.

Hudson Taylor University follows the ethical standards and fair business practices outlined elsewhere in this and other University publications as regards fundraising. HTU will only consider offers of funds, goods and/or services if such offers are “no strings attached,” i.e., no reciprocity is demanded, and no conditions are made as to the disbursement or use of such funds, goods, or services. Any offer of a donation that seeks to limit the use of the funds, goods, or services will not be considered. All donations should be accompanied by a Donation Form, dated and signed by both parties.

Upon the receipt of a gift offer or pledge of less than \$250, the President will make a decision as to whether to accept the donation. If it is accepted, the President will direct HTU Administration to send a thank-you letter to the donor. Upon the receipt of a gift offer or pledge of more than \$250, the President will take the offer to the Board of Directors, who will consider the source, the amount of the gift, and any other points they deem relevant. If the donation is accepted, the Board will direct the President to send a personal thank-you letter to the donor. Upon the receipt of a gift offer or pledge of more than \$1000, the President will take the offer to the Board of Directors, who will consider the source, the amount of the gift, and any other points they deem relevant. If the donation is accepted, the President will make a personal telephone call to the donor to thank them, and the Chair of the Board of Directors will send a personal thank-you letter to the donor.

Thank-You Letters

All donation acceptance letters will include language to the effect that, while Hudson Taylor University gratefully accepts the gift, the donation is not tax-deductible, and may not be claimed as a charitable donation.

Handling of Donated Monies

Monies accepted in this fashion will be deposited into a HTU account following the policies outlined in the *Policies and Procedures Manual*.

Donation of Goods or Services

Any offer of donation of goods or services, such as library books, will be taken by the President

to the Board of Directors, who will consider the offer. Only offers made freely and in good faith will be considered. Offers of a reciprocal nature will not be treated as offers of donation, but as business agreements, and will be considered separately from donations, on a case-by-case basis, by the President and the Board. Any offer of donation of goods or services will be treated as a monetary donation for purposes of Presidential and Board approval.

Refusal of a Donation

The President and the Board of Directors reserve the right to refuse any donation for any reason, particularly if such a donation might be seen to compromise the integrity of the institution or violate any of its ethical standards. If such a donation is not accepted, the President will direct HTU Administration to send a polite refusal letter to the donor, enclosing their check.

Fundraising Activities

From time to time, Hudson Taylor University may hold fundraising events, such as concerts, art exhibitions, and academic or theological conferences, which may be open to the public or may be invitation-only. Such events will be approved by the Board of Directors, and all marketing or advertising for such events will clearly indicate that they are fundraising events for Hudson Taylor University, and, if applicable, will indicate to what particular use the funds will be put, e.g., new construction.

XVIII. RECRUITMENT POLICES

Hudson Taylor University does not generally employ outside recruiters to bring students to the institution. All recruitment activities are conducted and supervised by the University itself, and are approved by the Board of Directors. Recruitment activities may include such events as college fairs at local high schools, participation in local festivals, etc. In no case will any employee, current student, alumni, or outside recruiter or recruitment agency promise successful application to Hudson Taylor University, make any promise regarding the transferability of credits, or make any other such promise to potential applicants.

Non-professional sources of recruitment

Persons or entities that recruit applicants by word of mouth or some other method (a local church recommending that its parishioners apply to HTU, for example) will not be compensated by Hudson Taylor University, but will be thanked by the University in a manner deemed suitable by the President.

Recruiting activities by employees of the University

Employees of Hudson Taylor University are forbidden from performing recruitment activities for a fee, stipend, honorarium, or any other sort of financial incentive or recompense (including bonuses, raises in salary or wages, or promotions), without the express permission of the University President. Any and all contact with the public regarding any sort of student recruitment, ranging from advertising to encouraging applicants at an event (public or private) must likewise be officially approved by the President.

Professional recruiters and agencies

If it becomes necessary or desirable in future to employ outside recruiters, agreements will be drawn up that will ensure that such recruiters follow HTU policies exactly, and do not make any promises to potential students. No agreement or contract with any professional recruiter or recruiting agency will be made if the professional recruiter or agency does not agree to follow Hudson Taylor's policies to the letter and to abide by all local, state, and federal laws regarding student recruitment. Potential professional recruiters, agencies, or other recruiting partners must demonstrate to the satisfaction of Hudson Taylor University administration that they follow all applicable laws and regulations governing student recruitment. Hudson Taylor University will not make recruitment agreements with any recruiter or agency that demands per-head recruitment compensation.

International student recruiters

Currently (2018) HTU does not admit international students; however, such a program may begin in the future. Overseas recruiters will not generally be sought out by the University, but in any

case, no such recruiter or agency shall be engaged to recruit for Hudson Taylor University without rigorous investigation into their business practices; along with their signing agreements that ensure complete adherence to Hudson Taylor University policies and all applicable laws and regulations, both of the US and of the country where the recruiter or agency is located.

XIX. INTELLECTUAL PROPERTY AND COPYRIGHT

INTELLECTUAL PROPERTY

Hudson Taylor University encourages faculty to contribute to the mission of the University through professional development. It is expected that such professional development will lead to the publication of original work by a faculty member. Pursuant to the Employment Agreement signed by each faculty member, Hudson Taylor has adopted the following policy on intellectual property.

Much of the information below is taken from *Circular 92: Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code June 2003*, available online at <http://www.copyright.gov/title17/circ92.pdf>.

DEFINITIONS

Intellectual property is defined as patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

Patentable materials are items other than software which reasonably may qualify for protection under the patent laws of the United States, or of other countries or protective statutes.

Copyrighted materials are

- a. books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals;
- b. lectures, musical or dramatic compositions, unpublished scripts;
- c. films, filmstrips, charts, transparencies, and other visual aids;
- d. video and audio tapes or cassettes;
- e. live video and audio broadcasts;
- f. programmed instructional materials;
- g. mask works; and
- h. other materials or works other than software which qualify for protection under the copyright laws of the United States (reference 17 U.S.C. 102 et seq.).

Software is one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright.

Computer program is a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

Trade secret is information including, but not limited to, technical or non-technical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which:

1. derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
2. is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

Trademarks include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University.

OWNERSHIP OF INTELLECTUAL PROPERTIES

Traditional academic copyrightable works created using University resources usually and customarily provided are owned by the creators. The University shall retain a non-exclusive, royalty-free license to use these works.

Traditional academic copyrightable works created with the use of University resources over and above those usually and customarily provided shall be owned by the creators but licensed to the University. The minimum terms of such license shall grant the University the right to use the original work in its internally administered programs of teaching, research, outreach, and public service on a perpetual, royalty-free, non-exclusive basis.

The University may retain more than the minimum license rights when justified by the circumstances of development. Intellectual properties created by students as part of the requirements for the University degree program belong to the student unless:

1. The original records (including software of an investigation for a graduate thesis or dissertation) are the property of the University but may be retained by the student at the discretion of the student's academic department;
2. The University shall have, as a condition of the degree award, the royalty-free right to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use.
3. Any other intellectual property not mentioned above, that is the result of academic work, or produced in service/support areas shall be governed shall be the property of the University unless a written agreement between the University and the creator is executed prior to the production of the final product.

REVENUE FROM INTELLECTUAL PROPERTY

Hudson Taylor University may pursue the generation of revenue from University-owned intellectual property as defined in this policy. Revenue sharing and distribution shall be governed by contract arrangements. The originator(s) of University-owned copyright is obligated to produce all information and submittals necessary for registrations and the defense of the copyright, and all examples of the work. The President shall be the final authority on the disposition of copyrights and revenue sharing from intellectual property.

COPYRIGHT POLICY

It is the policy of Hudson Taylor University that all faculty, staff, students, and other members of the University community adhere to all copyright laws concerning the reproduction of materials and will be responsible for any infringement(s).

Copyright is defined by the United States Copyright Office as:

a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- 1. To reproduce the work in copies or phonorecords;*
- 2. To prepare derivative works based upon the work;*
- 3. To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;*
- 4. To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;*
- 5. To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and*
- 6. In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.*

LIMITATIONS ON EXCLUSIVE RIGHTS: FAIR USE

The fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

1. the nature of the copyrighted work;
2. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
3. the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Note: Notwithstanding the above rules regarding Fair Use, Hudson Taylor University does not allow the mass copying of texts that are available at retail. Students must purchase their own copier of texts unless extenuating circumstances exist. Contact the Director of Academic Affairs if such circumstances arise.

LIMITATIONS ON EXCLUSIVE RIGHTS: REPRODUCTION BY LIBRARIES AND ARCHIVES

(A) Except as otherwise provided in this title and notwithstanding the provisions of section 106, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, except as provided in subsections (b) and (c), or to distribute such copy or phonorecord, under the conditions specified by this section, if —

1. the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;
2. the collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is apart, but also to other persons doing research in a specialized field; and
3. the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phonorecord that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by copyright if no such notice can be found on the copy or phonorecord that is reproduced under the provisions of this section.

(B) The rights of reproduction and distribution under this section apply to three copies or phonorecords of an unpublished work duplicated solely for purposes of preservation and security or for deposit for research use in another library or archives of the type described by clause (2) of subsection (a), if —

1. the copy or phonorecord reproduced is currently in the collections of the library or archives; and
2. any such copy or phonorecord that is reproduced in digital format is not otherwise distributed in that format and is not made available to the public in that format outside the premises of the library or archives.

(C) The right of reproduction under this section applies to three copies or phonorecords of a published work duplicated solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete, if —

1. the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price; and
2. any such copy or phonorecord that is reproduced in digital format is not made available to the public in that format outside the premises of the library or archives in lawful possession of such copy.

For purposes of this subsection, a format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.

(D) The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phonorecord of a small part of any other copyrighted work, if—

1. the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and
2. the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(E) The rights of reproduction and distribution under this section apply to the entire work, or to a substantial part of it, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, if the library or archives has first determined, on the basis of a reasonable investigation, that a copy or phonorecord of the copyrighted work cannot be obtained at a fair price, if —

1. the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and
2. the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(F) Nothing in this section —

1. shall be construed to impose liability for copyright infringement upon a library or

archiver or its employees for the unsupervised use of reproducing equipment located on its premises: Provided that such equipment displays a notice that the making of a copy may be subject to the copyright law;

2. excuses a person who uses such reproducing equipment or who requests a copy or phonorecord under subsection (d) from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by section 107;
3. shall be construed to limit the reproduction and distribution by lending of a limited number of copies and excerpts by a library or archives of an audiovisual news program, subject to clauses (1), (2), and (3) of subsection (a); or
4. in any way affects the right of fair use as provided by section 107, or any contractual obligations assumed at any time by the library or archives when it obtained a copy or phonorecord of a work in its collections.

(G) The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phonorecord of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee—

1. is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phonorecords of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or
2. engages in the systematic reproduction or distribution of single or multiple copies or phonorecords of material described in subsection (d): Provided, That nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

(H)

1. For purposes of this section, during the last 20 years of any term of copyright of a published work, a library or archives, including a nonprofit educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phonorecord of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of the conditions set forth in subparagraphs (A), (B), and (C) of paragraph (2) apply.
2. No reproduction, distribution, display, or performance is authorized under this

- subsection if
-
- a. the work is subject to normal commercial exploitation;
 - b. a copy or phonorecord of the work can be obtained at a reasonable price; or
 - c. the copyright owner or its agent provides notice pursuant to regulations promulgated by the Register of Copyrights that either of the conditions set forth in subparagraphs (A) and (B) applies.
3. The exemption provided in this subsection does not apply to any subsequent uses by users other than such library or archives.

(l) The rights of reproduction and distribution under this section do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news, except that no such limitation shall apply with respect to rights granted by subsections (b) and (c), or with respect to pictorial or graphic works published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced or distributed in accordance with subsections (d) and (e)

XX. CAMPUS EMERGENCY POLICIES

IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY

Hudson Taylor has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. Faculty members have this plan explained at Faculty Orientation. They should subsequently review the emergency information with all students at the beginning of each semester (emergency plan/handout discussed at orientation). The student should be made aware of the building layout chart of the classroom, residence hall, and other buildings. In the event of a medical emergency, the situation should be reported immediately to the University business office. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately leave the area and go to the nearest telephone; call 911 if necessary, and call the Hudson Taylor Office, 770-831-9500;
- Give the Hudson Taylor Office as much information as possible regarding the emergency.
- The Hudson Taylor office will:
 - Identify the nature and scope of the emergency;
 - Establish priorities and coordinate crisis response efforts;
 - Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency
 - Determine the times and means to report efforts and progress to the campus community.

Hudson Taylor University's emergency procedures are outlined below. These policies detail procedures to be followed in case of fire, weather, earthquake, lockdown, or other emergencies. Faculty will have this plan explained by the Director of Campus Security and Facilities. Faculty should review emergency information with students at the beginning of each semester (students will have the emergency plan explained to them at orientation). In the event of a medical emergency, the situation should be reported immediately to University administration. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

Gwinnett Medical Center, Lawrenceville	
24-Hour Emergency Room	678-312-4357
Gwinnett Extended Care Center	678-312-3000
Counseling & Psychiatry of Gwinnett	770-978-9393
Emory University Hospital	404-712-2000
	800-75-Emory
Emergency services	
Gwinnett County Police	404-712-7100
Non-emergency	770-513-5700
Suwanee City Police	
Non-emergency	770-945-8995
Other Important Numbers	
Georgia State Patrol	404-624-7700
Poison Information Center (Statewide)	800-222-1222
Road Conditions (Statewide)	877-694-2511

EMERGENCY PLAN AND CRISIS PROCEDURES

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. HTU Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, HTU Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which 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.

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 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?”
- Check breathing and give CPR if necessary and ONLY if you are properly 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

- Remain indoors.
- Go to the safest area in your building (see below).
- Stay away from windows.
- Close and vacate all offices with outside windows.
- Windows need not be opened.
- 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.

Safest Areas

- Stairwells
- 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 Campus Security and

Facilities 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. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten 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 cellphones 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 and 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 THEY 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 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, firstaid, 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 room has an evacuation map 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.