Huntingdon College 2011-2012
ACCREDITATION
Huntingdon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4501) to award the Bachelor of Arts Degree, the Bachelor of Science Degree, and the Associate of Arts Degree.

NONDiscriminatory Policy
Huntingdon College is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. Therefore, the College, in accordance with applicable federal and state law and stated College policy, prohibits discrimination on the basis of race, color, sex, age, religion, disability, sexual orientation, and national or ethnic origin.

SUBSTANCE ABUSE POLICY
To achieve its educational aims and to create an environment conducive to the full physical and personal development of students and employees, the College discourages the misuse or abuse of potentially harmful materials or substances. Huntingdon College disallows the possession of alcoholic beverages and illegal and unauthorized drugs within the bounds of the campus. Additionally, it echoes the warning of the Surgeon General on the dangers of tobacco usage.

Any employee who is found in possession of or using alcoholic beverages on the campus is subject to dismissal. Possession of narcotic or hallucinogenic drugs and other agents having potential for abuse, except on a physician’s prescription, is strictly prohibited. Any employee found to be possessing, using, manufacturing, dispensing, or distributing such drugs is also subject for dismissal.

Huntingdon College is in full compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). For full details on the Drug-Free Schools and Communities Act, see the Student Handbook.

Cover photograph by Dr. John R. Williams, Professor of History.

This Catalog presents information which, at the time of preparation for printing, most accurately described the courses, curricula, degrees, fees, policies, procedures, regulations, and requirements of the College which apply to students entering the College during the 2011-2012 academic year. The College reserves the right to delete, substitute or supplement any statement in this Catalog without prior notice.
ADULT DEGREE COMPLETION PROGRAM
2011-2012 ACADEMIC CALENDAR

2011 Fall Term

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
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<tr>
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<tr>
<td>October</td>
<td>31</td>
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</tr>
<tr>
<td>December</td>
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2012 Spring Term

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2012 Summer Term

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<tr>
<td>August</td>
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<td>Session III classes end</td>
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Notice: Despite a student's term of matriculation, all policies in the 2011-12 Adult Degree Completion Program (ADCP) catalog are applicable to all Adult Degree Completion Program (ADCP) students, unless specifically stated otherwise. Thus, this catalog should be reviewed with care by all Adult Degree Completion Program (ADCP) students.
HISTORY OF THE ADULT DEGREE COMPLETION PROGRAM (ADCP)

Huntingdon College began offering the degree of Bachelor of Arts to students in the Adult Degree Completion Program (ADCP) in the Fall semester of 2002. For the 2007-2008 catalog year, Huntingdon began offering the degree of Bachelor of Science. The Adult Degree Completion Program (ADCP) was implemented to serve adults with professional educational needs through effective, innovative, student-centered academic opportunities.

In its history, the program has been known by both the SBPS (School of Business and Professional Studies) name and the SPS (School for Professional Studies) name. Beginning Fall 2008, the formal name of the program became the Adult Degree Completion Program (ADCP), which exists as a program within the College’s Business Department.

The program currently exists in partnership with:

- Enterprise State Community College (established Fall 2002),
- James H. Faulkner State Community College - Bay Minette campus (established Fall 2006),
- Jefferson Davis Community College - Brewton campus (established Spring 2008),
- Jefferson State Community College - Centerpoint campus (established Summer 2004),
- Jefferson State Community College - Clanton campus (established Spring 2010),
- Jefferson State Community College - Pell City campus (established Spring 2007),
- Jefferson State Community College - Shelby campus (established Fall 2004).

The program also has sites in/at:

- Huntingdon College main campus in Montgomery, Alabama (established Summer 2003),
- Daphne, Alabama, (established Summer 2007),
- Gadsden, Alabama (established Fall 2011).

ADULT DEGREE COMPLETION PROGRAM (ADCP)

CORRESPONDENCE DIRECTORY

Academic Records and Transcripts
The Registrar…………………………………………………………………..334-833-4430

Admission (by location)
Bay Minette (Faulkner State CC Bay Minette campus)…………………..251-580-4908
Birmingham (Jefferson State CC Clanton campus)…………………..205-983-5983
Birmingham (Jefferson State CC Center Point campus)…………………..205-856-8545
Birmingham (Jefferson State CC Pell City campus)…………………..205-856-7726
Birmingham (Jefferson State CC Shelby campus)…………………..205-983-5983
Brewton (Jefferson Davis CC Brewton campus)…………………..251-809-1553
Daphne…………………………………………………………………….251-626-7877
Enterprise (Enterprise State CC)……………………………………334-347-2623 ext.2256
Gadsden ………………………………………………………………….256-438-1122
Montgomery (Huntingdon College)……………………………………334-833-4518

Bookstore
The Bookstore Manager………………………………………………334-833-4482

Financial Aid
The Director of Student Financial Aid…………………………………334-833-4519

Student Accounts, Tuition, Fee Payments
The Student Account Manager………………………………………..334-833-4404

Toll Free Number…………………………………………………………888-806-8715
ADMISSION

REGULAR ADMISSION
Huntingdon College’s Adult Degree Completion Program (ADCP) is open to working adults, whether full-time or part-time, who have:
- earned a minimum of a 2.00 or higher GPA on all work for which Huntingdon will or would award transfer credit at the post-secondary level,
- successfully completed at least one three semester hour course in English Composition, and
- accumulated at least 30-45 hours of transferable college credit from regionally accredited institutions which includes:
  - Students seeking admission through the Faulkner State Community College partnership or at sites in Daphne or Gadsden, Alabama must have a minimum of 45 hours of transferable credit or a completed Associate degree from a regionally accredited institution.
  - Students seeking admission through the Enterprise State Community College partnership must have a minimum of 30 hours of transferable credit or a completed Associate degree from a regionally accredited institution.
  - Students seeking admission through the Jefferson Davis Community College partnership must have a minimum of 30 hours of transferable credit or a completed Associate degree from a regionally accredited institution.
  - Students seeking admission through the Jefferson State Community College partnership must have a minimum of 30 hours of transferable credit or a completed Associate degree from a regionally accredited institution.
  - Students seeking admission to the Montgomery campus must have a minimum of 30 hours of transferable credit or a completed Associate degree from a regionally accredited institution.

The Adult Degree Completion Program (ADCP) at each of its sites, including any site(s) activated after the publication of this document and with the exception of the Enterprise State Community College, Jefferson State Community College (at Centerpoint and Shelby campuses), and the Huntingdon College main campus locations, is a 59 credit hour program; specifically, the maximum number of credit hours earned through the Adult Degree Completion Program (ADCP) for application toward the 120 hour graduation requirement from Huntingdon College is 59 hours.

For questions about admission qualifications, contact the Adult Degree Completion Program (ADCP) office toll-free at 1-888-462-5067.

CONDITIONAL ADMISSION
Students, who wish to enroll in the program but whose academic records are incomplete (such as when official transcripts from other institutions have not been received), may be admitted on a conditional basis and allowed to register for their first semester of attendance provided their academic status can be determined from unofficial records. In order to be allowed to register on a conditional basis, students should have at least a 2.00 grade point average (on a 4.0 scale) in their previous work for which Huntingdon would award transfer credit.

Enrollment in a subsequent semester is contingent upon the student’s academic record being complete. Specifically, a student admitted conditionally will not be permitted to register for courses after the initial semester of enrollment unless all official transcripts have been received from all previously attended post-secondary institutions. In addition, no financial aid is available to students admitted on this basis until the academic record is complete.

PROBATIONARY ADMISSION
Students, who wish to register for the program but do not meet the minimum grade point average requirement of at least a 2.00 from all work for which Huntingdon will or would award transfer credit at the post-secondary level, may be admitted on a probationary basis. In order to remain in the program for a subsequent semester, a student must achieve a grade of “C” or better in each course for the first 6 hours in which the student is enrolled.

INTERNATIONAL STUDENT ADMISSION
Huntingdon College is pleased to receive and review applications for admission from international students. Since correspondence for international admission can be extensive and time consuming, it is strongly recommended that students apply by May 15th for the Fall semester, by October 15th for the Spring semester, and by February 15th for the Summer semester.
BASIS OF SELECTION
Huntingdon is authorized under the United States Immigration and Nationality Act to enroll non-immigrant alien students. These students are required to follow the prescribed admission procedures below and to provide an official statement of financial resources sufficient to support educational costs.

ACADEMIC PREPARATION
An international transfer applicant must have a minimum of 2.00 grade point average (based on a 4.00 grading scale) on all credit transferred to Huntingdon from other postsecondary institutions. In addition, an international transfer student must be in good academic standing and eligible to return to the post-secondary institution last attended.

ENTRANCE EXAMINATIONS
Huntingdon does not offer English as a Second Language (ESL) courses and therefore requires evidence of English proficiency for consideration of admission. A review of previous college credit in English classes should provide evidence of this requirement. If not, other forms of documentation may be required.

FINANCIAL VERIFICATION AND AID
All international students must have sufficient funds to cover tuition, fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending college in the United States. This can be done through documentation of current income level (pay stubs and income tax forms may be required) and/or sufficient liquid assets (bank statements may be required). An applicant should be realistic in determining the extent of his or her personal financial resources relative to the total cost. Documentary evidence of means of financial support must be provided before admission decisions can be made. Federal and State financial aid is not available to international students.

INTERNATIONAL STUDENT APPLICATION PROCEDURES
Upon completion of the application sequence described below, a student’s credentials will be evaluated, and a decision will be communicated to the student as quickly as possible. An international student should submit the following items:

1. A completed Application form. Applications must be signed and dated by the student. All sections, including financial information, must be completed, certified, and signed.
2. Official academic transcripts from all postsecondary schools (colleges or universities). Transcript(s) in languages other than English must include official, certified English translations, authentic verifying statements, and signatures. Note: Huntingdon makes every effort to evaluate the transcripts of international students. However, in some cases, it may be necessary to obtain a certified evaluation of the transcript(s). If such an evaluation is required as part of the admission process, or transfer of credit evaluation, the student must bear the cost of this professional evaluation.
3. Information that ensures the I-20 is released from the prior postsecondary college or university of record (if applicable).

ENROLLMENT VERIFICATION PROCEDURES—INTERNATIONAL STUDENTS
An accepted international student must acknowledge his or her decision to enroll at Huntingdon College by submitting the following items:

• Payment of one semester’s full-time status tuition.
• Completion of registration for full-time enrollment status.

Upon receipt of the above items a Certificate of Eligibility—Non-Immigrant F-1 Student Status (Form I-20A) will be provided to the admitted student.

Before classes begin, international students must finalize their financial arrangements in regards to tuition.

SPECIAL STATUS (NON-DEGREE SEEKING) ADMISSION
The Huntingdon College Adult Degree Completion Program (ADCP) will admit students who do not wish to be degree seeking, but wish to enroll for one or more courses. Students who have been denied regular admission may not be admitted as a special student. All prospective special students must provide all previous college transcripts. Exceptions may be made by the Provost and Dean of the College.

Upon completion of the required admission procedures and acceptance, a special student may change to degree seeking status. If a special student chooses to become degree seeking, the student must reapply as a degree seeking prospective and complete the regular admission process. Courses completed as a special student may be used to complete degree requirements at Huntingdon College. Financial aid is not available to students classified under special non-degree seeking status.

After completing four courses as a special student, a person must have a cumulative grade point average of 2.0 or higher to continue as a special student.
READEMISSION TO THE ADULT DEGREE COMPLETION PROGRAM (ADCP)

Readmission is required for any former student who either missed enrollment in an entire semester (Fall, Spring or Summer) or who enrolled in a semester in which zero hours were attempted due to drops or withdrawals of all enrolled classes for a term.

Students who wish to return to Huntingdon must submit an Adult Degree Completion Program (ADCP) online application and signature page, which is available on the College’s website. If the student has attended another institution during the absence from Huntingdon, he or she must have an official transcript sent from each institution. If the student has not attended elsewhere, then a statement to that effect should be provided from the student to the Site Coordinator.

Students who are readmitted to the Adult Degree Completion Program (ADCP) must receive clearance from the Office of Student Financial Services before they may be officially readmitted, register and attend classes. If there is an enrollment break of four or more consecutive years, the student must use the catalog issued for the year in which the student is readmitted and matriculates.

ADMISSION TO THE ADULT DEGREE COMPLETION PROGRAM (ADCP) FROM THE TRADITIONAL HUNTINGDON COLLEGE PROGRAM

Students who have previously attended Huntingdon College in the traditional day program and who are interested in admittance to the Adult Degree Completion Program (ADCP) must have been absent from Huntingdon College for a period of one year and be at least 22 years of age before they will be eligible for application to the program.

ADMISSION EXPIRATION

Admission, regardless of status, is open for the period of one year. If no enrollment occurs within a full calendar year following a student’s admission to the program, the application/acceptance is withdrawn, and the student will need to reapply.

ACADEMIC CREDIT POLICIES - INCOMING STUDENTS

ADVANCED PLACEMENT (AP)

Huntingdon College participates in the Advanced Placement (AP) Program of the College Entrance Examination Board. The College reviews and evaluates AP courses on an individual basis in the context of a student’s proposed area of study. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. Three to eight (3 - 8) semester hours of credit are granted for each AP Examination passed with a score of three or higher in courses comparable to Huntingdon College courses. The number of hours granted is determined by the corresponding academic program. Students wishing to receive credit based on AP scores should request the College Entrance Examination Board to send an official score report directly to the Office of the Registrar (www.collegeboard.com). Information regarding specific AP credit granted is available on the College’s web site. A $25.00 recording fee per awarded credit hour is assessed.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Huntingdon College awards up to 30 semester hours of credit for satisfactory performance (50th percentile or higher) on the tests of the College Level Examination Program (CLEP) provided that the examination area is comparable to a course offered for credit at Huntingdon College. Although students who wish to receive credit granted on this basis are encouraged to take Subject Examinations, the 30 hours permitted may be in Subject Examinations, General Examinations, or both. However, no credit will be granted on the basis of General Examinations taken after the student has entered college.

Students wishing to receive credit based on CLEP scores should request the College Entrance Examination Board to send an official score report directly to the Office of the Registrar. Information regarding specific CLEP credit granted is available on the College’s web site. A $25.00 recording fee per awarded credit hour is assessed.

INTERNATIONAL BACCALAUREATE PROGRAM (IB)

Huntingdon College recognizes the successful achievement of students participating in the curriculum of the International Baccalaureate (IB) Program. Students are encouraged to submit their IB examination scores for review. Credit is only awarded for the IB Higher Level Examinations (not the IB Subsidiary Examinations) provided that the examination area is comparable to a course offered for credit at Huntingdon College and that a minimum score of five is earned on the examination. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. An official IB transcript should be sent to the Office of the Registrar for evaluation. A $25.00 recording fee per awarded credit hour is assessed.
DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

Huntingdon College recognizes the successful achievement of students participating in the curriculum of DANTES. Students are encouraged to have their official DANTES transcript submitted to the Office of the Registrar for review. Credit is awarded for courses in which the content is comparable to a course offered for credit at Huntingdon College. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. A $25.00 recording fee per awarded credit hour is assessed.

TRANSFER OR CREDIT FROM OTHER INSTITUTIONS

Transfer credit is granted for any non-major course taken at a regionally accredited college or university in which the student has earned a grade of “D” or better, or in the case of a course taken on a “Pass/Fail” basis, a grade of “P,” provided that the course is deemed comparable to a course offered for academic credit at Huntingdon College or is of such a nature that it would carry academic credit if it were offered by the College. Courses that do not have an equivalent at Huntingdon College and are of such a nature that they would carry academic credit if it were offered by the College will receive an appropriate prefix and be numbered “000.” Such courses granted as elective transfer credit will count toward the total number of academic credits required for the degree, but are normally not applicable toward the core curriculum, major or minor requirements. A grade of “C” or higher is required for courses fulfilling a major or minor requirement.

Transfer credit will not be granted for courses which belong in one or more of the following categories: (a) courses in professional, technical, vocational, or sectarian religious study, or (b) courses below the level of introductory courses at Huntingdon College. The College does not grant credit for attendance in service schools or training programs in the Armed Forces unless it can be demonstrated that such attendance is the equivalent of a course or courses offered at Huntingdon College. Academic courses taken while on military service at regionally accredited colleges, universities, or language institutes may be transferred in the normal manner. Based on a review of an official transcript, credit may be awarded for general military training. Academic credit will not be granted for work done while a student was placed on academic suspension or the equivalent at a previous institution.

Official evaluations of credits earned from other institutions are made after a student has been selected for admission and has indicated an intention to enroll. No student may assume that credit will be given for work at other institutions until a written statement of credit accepted is received from the Office of the Registrar. Grades and credits from other institutions are not included in the student’s grade point average at Huntingdon. The only grade average recorded on the student’s permanent record is that which he or she earns at Huntingdon College.

A maximum of 64 semester hours earned at two-year institutions may be credited toward the 120 hour degree requirement.

A maximum of 90 semester hours of transfer work may be credited toward the 120 hour degree requirement.

Note should be taken that an official transcript is one that is mailed directly from the corresponding institution to the Office of the Registrar at Huntingdon College; no “student issued” or hand-carried transcripts will be accepted.

Initial transcript evaluations are subject to change for students who do not matriculate within the academic year of admission to the College.
FINANCING A HUNTINGDON EDUCATION

ADULT DEGREE COMPLETION PROGRAM (ADCP) EXPENSES

TUITION AND FEES: 2011-2012

TUITION
Per credit hour ................................................................................................................ $235

SPECIAL FEES
AP, CLEP, IB, and DANTES Recording Fee (per awarded credit hour) ............ $25
Returned Check Fee........................................................................................................ $50
Graduation Fee................................................................................................................ $50
Purchasing Cap, Gown, Hood, and Invitations......................................................... cost of item(s)
Transcript of Academic Credit (per request after first complimentary copy) ........... $5

BOOKS AND RELATED SUPPLIES
The cost of books and related supplies is variable and based on the course selections of the student. A student with a financial aid credit with the College may be permitted to charge books by obtaining a book voucher from the Office of Student Financial Services. Students are expected to purchase all “required” textbooks.

FINANCIAL TERMS

BILLING PROCEDURES
All charges are assessed on the first day of each semester based upon registration. It is the student’s responsibility to become familiar with the book voucher process on the College website. The process can take up to five days to complete.

PAYMENT POLICY
Tuition and fees are payable prior to the first day of classes. Payments should be sent directly to the Student Account Manager at the following address: Huntingdon College, 1500 East Fairview Avenue, Montgomery, AL 36106-2148. The receipt of a financial aid award does not alter the responsibility for payment of tuition and fees. Financial aid grants will not be considered as payment unless all requirements have been met, an award letter has been issued, and a student has registered for a term. Financial aid loans will not be considered as payment until the loan has been guaranteed.

Students are not permitted to register or attend classes until their financial affairs are satisfactorily arranged. If a student’s account becomes delinquent, the College reserves the right to preclude the student from attending classes. In the event that a student’s account is not paid in full by the end of the semester, the student may not be permitted to attend classes the next semester until satisfactory financial arrangements have been made.

CORPORATE TUITION REIMBURSEMENT PROGRAMS
Many corporate or educational institutions participate in tuition reimbursement programs for their employees. The student should determine if his or her employer will provide financial assistance (tuition reimbursement) for tuition, fees, and books. This information is usually available from the employer’s Human Resources Office. A student participating in one of these programs is first and foremost responsible for all tuition and fees. Students must then follow their company’s procedures for applying for tuition reimbursement.

STATEMENT OF LIABILITY
Should a student leave Huntingdon College owing on his or her account, he or she will be liable for all attorney’s fees and other reasonable collection costs and charges necessary for collection. Students will not be permitted to receive reports or transcripts of their work until all College bills are paid, including, but not limited to library fines, traffic fines, and disciplinary fines.

REFUND OF TUITION CHARGES
If a student terminates his or her enrollment:
1. prior to the first class meeting, students will not be billed tuition for that class.
2. after attending at least one class meeting, a student will be assessed tuition at the rate of 100%.

The student initiates the change of enrollment through the drop processes described in this catalog. The Office of the Registrar reviews the completed submissions and forwards information to Student Financial Services regarding the official date of the enrollment change(s). The amount of any refund due to the student and Title IV programs, if applicable, will be resolved within 14 days of the official notification from the Office of the Registrar.

Students receiving financial aid should refer to the ADCP Financial Aid section of the catalog in order to determine how dropping or withdrawing from a class will affect the receipt of Title IV Aid (Federal Aid).
**FINANCIAL AID**

All students, dependent, as well as independent, who seek financial assistance in order to attend Huntingdon College, must annually file the Free Application to Federal Student Aid (FAFSA) to be considered for all types of federal aid. From this, a Student Aid Report (SAR) will be produced by the Government’s Federal Student Aid Programs and sent to the student and the Office of Student Financial Services. Upon receipt of a valid SAR and enrollment information from the Office of the Registrar, a financial aid award will be prepared and mailed to the student. The student has at least 14 days to accept or reject the financial assistance offered.

**ELIGIBILITY AND OPTIONS**

To receive consideration for financial aid, a student must be:

1. A United States citizen or eligible non-citizen,
2. Accepted as a degree candidate in the Adult Degree Completion Program (ADCP), and
3. Enrolled in at least six hours during any single semester (see PELL Grant exception below).

If all the above criteria are met, the student may be eligible for the following Federal Title IV programs:

- **PELL Grants** (may be able to receive this grant with as few as three hours of enrollment),
- **Federal Direct Loans**, and
- **Federal Direct PLUS Loans** (parent) for dependent students.

All program awards are based on “demonstrated need” and calculated using federal guidelines.

**THE FINANCIAL AID PROCESS**

**APPLICATION FOR FINANCIAL AID**

Students needing financial aid in order to attend Huntingdon College must annually file the Free Application for Federal Student Aid (FAFSA). Completing the following three steps will ensure a student is considered for all federal and state aid which he/she is eligible:

1. Complete the Free Application for Federal Student Aid (FAFSA), online at www.fafsa.ed.gov. In addition, the student should go to www.pin.ed.gov to request a Personal Identification Number (PIN) so that the student or the student’s parent (if applicable) can electronically sign the FAFSA. Use Huntingdon College’s code (001019) on the FAFSA in order for the Office of Student Financial Services to receive the student’s information.

2. Once the FAFSA is completed and processed by the government, the student and the Office of Student Financial Services will receive a Student Aid Report (SAR). The SAR will explain potential eligibility for federal loan and grant programs.

3. Students may also be eligible for the Alabama Student Grant Program. Applications are available from Huntingdon College’s Office of Student Financial Services by request, and will be available from the Huntingdon College website through the Student Financial Services page. Enrollment in six hours (minimum) is required. State deadlines apply to this grant.

**PROCESS NOTES**

The entire federal aid process can take up to four weeks, so the student must apply early. The federal government sometimes asks for “verification” of FAFSA information. When this is done, the financial aid award is delayed until all supporting documentation (signed copies of federal tax returns, etc.) is provided to and reviewed by the Office of Student Financial Services.

The receipt of a financial aid award does not alter the student’s responsibility for payment of tuition and fees. All related program costs are due prior to attending the first class. Financial aid grants will not be considered as payment unless an award letter has been issued by Huntingdon College. Financial aid loans (Federal Direct and Direct PLUS) will not be considered as payment until the loan has been guaranteed and the student has completed Federal Direct Loan Entrance Counseling, as required by the federal government.

A student who is presently attending and receiving financial aid from another institution and who desires to transfer to Huntingdon College must call the Central Processing System (CPS) at 1-800-433-3243 and request that a SAR (Student Aid Report) be sent to Huntingdon College or add Huntingdon’s school code (001019) to their online FAFSA application. **A student may not receive aid from more than one institution.**

**FINANCIAL AID VERIFICATION**

Verification of financial aid data is performed in accordance with guidelines provided in the United States Department of Education (DOE) Verification Guide. The DOE requires that all accounts selected for verification be verified. The verification process is superseded only by the requirement to resolve conflicting data that is made available to the office and which may affect financial aid awarding. The Director of Student Financial Services reserves the right to select a Student Aid Report (SAR) for verification if conflicting data exists.
Student Aid Reports (SARs) are downloaded on a regular basis throughout the year. If a SAR is selected for verification and that student has been accepted to Huntingdon College, a verification packet is sent. SARs received for students in the applied or inquired status are placed on hold until the Office of Student Financial Services is notified of acceptance. Verification packets are sent after notification of acceptance.

Verification packets include a letter of documentation request with a clear explanation of the required tax returns and W-2s for the student (if applicable) and his or her parents (if applicable), as well as the Verification Worksheets offered by the U.S. Department of Education. This packet provides all applicable deadlines for completing the verification process as well as the results if the student fails to complete the process. These documents are checked for adjusted gross income, number of exemptions claimed, federal tax paid, untaxed income (including earned income credit, etc.), number of family members, number in college, and child support received. Conflicting information including, but not limited to, head of household discrepancies and duplication of exemptions claimed are also noted.

If verification is accurate, federal financial aid can be awarded. If corrections are necessary, changes are made by the Office of Student Financial Services (with appropriate signed documentation). Students are not required to make changes themselves. Financial aid is then packaged based upon the new EFC generated through a corrected SAR. Students are notified by the Central Processing System (CPS) online system of a corrected SAR, which will identify changes made and the new calculated EFC. Changes in award status (if applicable) due to verification are sent via an updated award letter to the student. If further documentation is required to verify necessary items or to correct conflicting documentation, the student is notified by phone or mail of what is needed. Packaging of all federal aid is in a “hold” status until requested information is received. The student has until the last day of classes in a semester that they attend to complete verification if he or she wants to be considered for any federal aid that is still available. However, this does not include Direct and Direct PLUS loans which have a processing time outside that of the College’s jurisdiction. The College’s deadline for submission of an eligible application for these loans is 30 days prior to the last day of class of the academic year. Failure to complete verification within the above time frame may result in no federal aid being awarded.

If an overpayment in the federal programs is determined to have occurred, efforts will be made to adjust the appropriate award program during the course of the academic year. If this is not possible, the student will be requested to make immediate repayment of the overage (provided it is the student’s error). Any warranted collection efforts will be made by the U.S. Department of Education after referring such matters to them. If the overpayment is caused by school error, Huntingdon College will return the funds, and the student will be allowed to repay the institution in a given time period.

**STANDARD OF SATISFACTORY ACADEMIC PROGRESS**

In order for a student to receive awards from the Federal PELL Grant Program, the Federal Direct Loan Program, the Federal Direct PLUS Loan Program, and the Alabama Student Grant Program, a student must be determined to be making satisfactory academic progress as defined by the Standards of Satisfactory Academic Progress (SAP) section of the Academic Policies and Procedures of this catalog. A student who fails to meet the Standards of Satisfactory Academic Progress is placed on Financial Aid Warning. After the second consecutive semester of not making SAP, the student is ineligible for Federal Title IV Aid and is placed on Financial Aid Suspension.

Huntingdon College permits appeals of Financial Aid Suspension based upon mitigating circumstances. These mitigating circumstances include events that have occurred which the College deems beyond the student’s control, including but not limited to, the impact of natural disasters, medical illnesses and emergencies, family tragedies. Documentation of these events will be required. The appeal must address why the student failed to make SAP, and what has changed in the student’s situation to enable the student to regain SAP. Students must petition and submit all necessary documentation to the Director of Student Financial Services in writing within one month from the date of the letter sent to the student if he or she wishes to have reinstatement of his or her eligibility for federal Title IV funds considered. In order to approve an appeal, the College must determine that the student should be able to make SAP by the end of the next payment period or develop an academic plan, that if followed, will ensure the student is able to meet overall SAP by a specified point in time, with interim progress points. If an appeal is granted, the student will be placed on Financial Aid Probation for the next payment period or by the dates specified in the academic plan. The Director of Student Financial Services will respond to the appeal within a period of 15 days once the appeal and all applicable documentation are received.

During this conditional Financial Aid Probation period of time, the student may continue to receive Federal Title IV and state funds, provided the student is allowed to continue enrollment by the College’s Standards of Satisfactory Academic Progress. At the end of that conditional Financial Aid Probation period, the student must meet SAP, or he or she will be ruled ineligible to receive Title IV and state funds for any future semesters of attendance. A student who is deemed ineligible for a Federal PELL Grant Program, the Federal Direct Loan Program, the Federal Direct PLUS Loan Program, or the Alabama Student Grant Program because of failure to meet the College’s Standards of Satisfactory Academic Progress, may reestablish his or her eligibility under these programs by subsequently...
meeting the College’s Standards of Satisfactory Academic Progress, provided the student is allowed to continue enrollment. Students must attend classes at Huntingdon College to regain Satisfactory Academic Progress.

The time frame for full-time student completion of an undergraduate program cannot exceed 150% of the published length of that program. All students who exceed the 150% maximum time frame are considered to be ineligible for Title IV financial aid. This may not be appealed.

**Consortium Agreement**

Students attending Huntingdon College while also attending Faulkner State Community College are responsible for completing the financial aid consortium agreement (if applicable). For additional information students should contact their site coordinator.

**Return of Title IV Funds and Other Types of Financial Aid**

**Return of Federal Aid Due to Drops/Withdrawals**

If a student drops or withdraws from a course in a semester, Huntingdon College is required to obtain written confirmation from the student at the time of withdrawal to ascertain that the student will attend another module or course later in the same semester. If this confirmation is not provided or if it is provided but the student does not enroll as he or she specified he or she would, the student is considered to have withdrawn from the program and Federal Title IV Return to Title IV Funds (R2T4) requirements will apply. The student’s attendance must be scheduled to resume within 45 calendar days after the end of the module or course the student ceased (or failed) to attend in order for the student not to be considered to have withdrawn. If the student does later return during the same period to attend another module or course, the student will not be considered to have withdrawn (subject to the same 45-day requirement for resumption of attendance). The R2T4 process then will be reversed in such a case.

**Return of Non-Federal Aid Due to Drops/Withdrawals**

If a student drops or withdraws from a course in a semester and has received funds from the state or any other private entity, Huntingdon College will follow guidelines set forth by that body in determining how to handle any return of those funds based on a drop or withdrawal from a course.

The student initiates the change of enrollment through the drop processes described in this catalog. The Office of the Registrar reviews the completed submissions and forwards information to Student Financial Services regarding the official date of the enrollment change(s). The amount of any refund due to the student and Title IV programs, if applicable, will be resolved within 14 days of the official notification from the Office of the Registrar.
ACADEMIC POLICIES AND PROCEDURES

It is the responsibility of the student to be familiar with and to complete the requirements for the degree being sought. The faculty and staff of Huntingdon College will assist each student, but it is the student who must ensure that all general degree, core, major, and minor requirements have been completed in the manner outlined in his or her catalog of matriculation.

The College reserves the right to change its academic policies and requirements. Such changes will be publicized to minimize inconvenience to students. Huntingdon College also reserves the right to modify or discontinue any academic offerings or degree programs when necessary. In such cases, the College will make reasonable efforts to allow current students to complete the program or will assist in their transfer to other acceptable programs.

ACADEMIC SCHEDULE

Within the Adult Degree Completion Program, the academic year is divided into three semesters: the first beginning in late August and ending in December (Fall semester), the second beginning in early January and ending in late April or early May (Spring semester), and a third beginning in May and ending in early August (Summer semester).

Each semester is composed of three five-week sessions. The normal three-credit hour class schedule calls for each class to meet for four hours one night per week for the duration of the session.

The Adult Degree Completion Program (ADCP) schedule of classes is published on the College’s website for information and planning purposes. The College reserves the right to cancel, postpone, combine or change the time of any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution.

CATALOG OF CHOICE

Each catalog presents the requirements for students entering Huntingdon during that particular academic year and is the catalog the student’s academic advisor(s) and Registrar will use in verifying degree requirements for graduation. Any request to change catalogs must be submitted using the appropriate form and approved by the student’s academic advisor(s), and the Registrar. A change of catalog will apply to all requirements: core, major, as well as graduation. The catalog of choice must be a catalog dated a year in which the student is or was enrolled at Huntingdon.

If there is an enrollment break of four or more consecutive years, the student must use the catalog issued for the year in which the student is readmitted and matriculates.

A student may not submit a petition for a catalog change during his or her terminal semester.

CLASS ATTENDANCE

All students are required to attend, at a minimum, 75% of the meetings of every class in which they are enrolled, and specifically the first class meeting. Any student who misses the first night of class will be administratively dropped from the course. Failure to meet minimum attendance requirements will result in a failing grade.

Students are expected to arrive for class on time. Failure to be punctual may, at the discretion of the instructor, be recorded as an absence. Individual faculty may set more stringent policies regarding prompt and complete class attendance. Leaving class prior to dismissal may be recorded as an absence. Students should be aware that missing any class meeting may have a negative impact on their learning and course performance. Instructors are expected to take roll at every class meeting and report absences as required on all rolls and grade sheets. Students not officially enrolled should not attend class.

COURSE LOAD

Because adult students juggle the demands of work, family and community responsibilities, the Adult Degree Completion Program (ADCP) courses are designed for students to enroll in one course at a time, normally totaling nine (9) semester credit hours for each semester. Students are limited to this course load during their first semester of matriculation. The accelerated courses allow students to make quick progress towards earning their degree, while ensuring that they focus on the specific content of each course.

COURSE OVERLOAD

A course overload is defined as more than nine (9) semester credit hours enrollment in a semester, and/or more than three (3) semester credit hours enrollment in any one session. Students seeking a course overload must have a minimum 3.0 cumulative GPA as calculated at the end of the semester prior to overload. The maximum number of hours permitted per semester is eighteen (18) semester credit hours, with a maximum of six (6) semester credit hours per session.

REGISTRATION PROCEDURES

Registration for an upcoming term begins on specific dates prior to the beginning of each term. Students who do not complete registration properly, have not satisfied the requirements of their admission (e.g. conditional and/or probationary), or who fail to clear all financial obligations to the College will be
prohibited from officially enrolling for the term until such obligations are met, and then enrollment is permitted only for courses which have not yet begun. **A student may not register and enter classes after the first meeting of a class during a session.** A student may not attend a class for which he or she is not registered.

**Prerequisites**

A prerequisite is a course or other preparation that must be completed before enrolling in an advanced course. **The student is responsible for determining, prior to registration, if all prerequisite requirements have been met for individual classes in which the student intends to enroll.** Prerequisite information is contained in the course description section of this catalog. Prerequisites for courses apply to students based upon the catalog year in which the course is offered and the student is enrolled in said course. Prerequisites are subject to change per academic year with any change in course content, as documented by syllabi/modules. **Students will be administratively removed by the Office of the Registrar from courses for which they have not completed all prerequisites.**

**Student Initiated Changes in Registration/Enrollment**

**Unless course changes are made in the following manner, they have no official standing and will not be recognized by the College. Students should also be aware that changes in enrollment might affect areas of financial aid, Veteran's Affairs and timing for degree completion.**

**Adding**

To add a course, a student must complete the Change of Enrollment submission process, which is available online via the students’ academic account access (or in exceptional cases, the Change of Enrollment form). A student may not enter a class after it has met the first time.

**Dropping**

To drop a course, a student must complete the Change of Enrollment submission process, which is available online via the students’ academic account access (or in exceptional cases, the Change of Enrollment form) by 5:00 p.m. on the day of the first class meeting. Once the semester has begun, a grade of “X” will be indicated on the student’s transcript for any course in which a drop is processed, regardless of the start date of the session affected. A grade of “X” does not affect a student’s grade point average.

Students who drop all courses during a semester, either at once or course by course, must be readmitted to the College before being permitted to enroll in subsequent semesters.

**Administrative Drops**

All students are required to attend the first class meeting of each course for which they are enrolled. Any student who misses the first class meeting will be administratively dropped from the course.

**Withdrawal From A Course**

A student may withdraw from a course by 5:00 p.m. on the day of the last class meeting. To withdraw from a course, a student must complete the Change of Enrollment submission process, which is available online via the students’ academic account access (or in exceptional cases, the Change of Enrollment form). A grade of “W” will be indicated on the student’s transcript for any course in which a withdrawal is processed. The grade of “W” does not affect a student’s grade point average. (Refer to the Refund Policy section within the ADCP Financing a Huntingdon Education portion of this catalog with regard to how tuition is affected by a withdrawal.)

Students who do not officially withdraw from classes will be assigned a grade of “F” by their instructors if more than one absence is received (per the Class Attendance Policy).

**Withdrawal From the College**

Students wishing to withdraw entirely from a term that is in progress must complete the Application for Student Withdrawal process, which is available online via the students’ academic account access. The Application for Student Withdrawal must be completed and on file with the Office of the Registrar before the student’s official withdrawal will be processed. A notation of “Withdrawal from the College” will be indicated on the student’s transcript following the applicable term. If a student wishes to return to Huntingdon they must complete the readmission process.

**Repeating Courses**

Although Huntingdon does not remove the original grade from the permanent record (transcript), the College will permit a student to repeat a course under the conditions listed below.

A student:

- may have only **one** lower course grade of any given course removed in the computation of the cumulative GPA;
- may not repeat for a higher grade at another college or university a course initially taken at Huntingdon College (courses in which a grade of “X” or “W” was assigned do not apply);
- must notify the Office of the Registrar of the repeat at the time of registration (by online registration option.)

**Additional credit may not be earned when repeating a course for a higher grade. The College does not guarantee the availability of any course for repetition.**
ACADEMIC CREDIT POLICIES - CURRENT STUDENTS

TRANSFER CREDIT (CREDIT ELSEWHERE)

A currently enrolled student who wishes to take course work at another college or university and apply that work toward the requirements for a Huntingdon College degree must secure approval of the student’s advisor and the Registrar prior to taking any courses elsewhere. Approval to take courses at another institution for transfer to Huntingdon College may be requested by completing the “Application for Approval to Earn Credit Elsewhere for Transfer to Huntingdon” form, which is available online. Completed forms, including the presence of advisor’s signature, should be submitted directly to the Office of the Registrar.

The advisor will determine suitability of the course in relation to the student’s plan of study, and the Registrar must certify the student’s academic standing and course equivalency. Credit may not be granted at Huntingdon for any course not specifically approved in advance.

A student:

• may not repeat at another college or university a course initially taken at Huntingdon College;
• must complete any major courses above the Business core (ACT201, ACT202, ECO201, ECO202) at Huntingdon College after his or her matriculation into the program;
• who has accumulated as many as sixty-four (64) semester credit hours from a two-year institution, may only take work at a four-year college or university, or forfeit previously awarded credit;
• may not receive more than ninety (90) semester credit hours of transfer credit;
• may not exceed the normal load permitted in the Adult Degree Completion Program (ADCP) during the same period;
• may not take courses at another college or university in the area that are equivalent to any course or courses being offered at the Adult Degree Completion Program (ADCP) in the same semester or term;
• may not take more than one course in the last thirty (30) semester credit hours outside of Huntingdon College;
• who is a candidate for graduation, must have all official final transcripts on file in the Office of the Registrar prior to the end of the third week of classes of the anticipated final semester. This deadline will likely prevent a candidate for graduation from taking courses off-campus, including consortium courses, during the anticipated final semester;

In order for credit to be granted, an official transcript from the institution awarding credit showing completion of coursework must be mailed to the Office of the Registrar at Huntingdon College. Credit will be granted for any approved course completed with a grade of “D” or better, or in the case of a course taken on a Pass/No Credit basis (or the equivalent), a grade of “P” provided it does not fulfill a major or minor requirement. The credit granted is indicated on the student’s transcript; however, transferred coursework does not affect a student’s Huntingdon College GPA.

Refer to the Application for Graduation and General Degree Requirement sections for further restrictions on transfer credit that apply to candidates for graduation. If not received in a timely manner, the receipt of official transcripts containing courses taken elsewhere can adversely affect a student’s term of completion.

Students in the Adult Degree Completion Program (ADCP) who wish to take courses at Huntingdon College (traditional day program) must complete a request to earn credit elsewhere as outlined above. Additionally, students who choose this route are responsible for tuition and fees applicable to those in the traditional day program.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit will not be granted for General Examinations taken after the student has begun his or her post secondary studies. Credit will not be granted for a lower sequence course if a more advanced course has been completed. In any one discipline a maximum of 12 semester hours may be earned. Huntingdon awards up to 30 semester hours of credit for satisfactory scores (50th percentile or higher) on the College Level Examination Program tests provided that the examination area is comparable to a course offered for credit at Huntingdon College.

Current students who wish to take examinations under this policy must secure the approval of their academic advisor(s), the Teacher Certification Officer (if the student is seeking teacher certification) and the Registrar. Students should contact the Office of the Registrar if they have questions concerning CLEP. A $25.00 recording fee per awarded credit hour is assessed.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

Huntingdon College recognizes the successful achievement of students participating in the curriculum of DANTES. Students are encouraged to have their official DANTES transcript submitted for review. Credit is awarded for courses in which the content is comparable to a course offered for credit at Huntingdon College. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. A DANTES transcript should be sent to the Office of the Registrar for evaluation. A $25.00 recording fee per awarded credit hour is assessed.
GRADING POLICIES
COURSE GRADES AND POINTS
The quality of achievement in a course is measured as follows:
A Excellent; earns four grade points per semester credit hour.
B Good; earns three grade points per semester credit hour.
C Average; earns two grade points per semester credit hour.
D Poor; earns one grade point per semester credit hour.
F Unsatisfactory; earns no grade point per semester credit hour.
S Satisfactory; used for required classes in which credit cannot be earned. This does not count in the grade point average.
U Unsatisfactory; used for required classes in which credit cannot be earned. This does not count in the grade point average.
W Withdrawal; indicates that the student withdrew from the course. This does not count in the grade point average.
X Drop; indicates that the student either dropped a course prior to its first class meeting, or was administratively dropped due to nonattendance in the first class meeting. This does not count in the grade point average.

At the end of each session, instructors must report grades to the Office of the Registrar within 48 hours after the completion of the last class meeting. A grade of Incomplete is not assigned in the Adult Degree Completion Program (ADCP).

GRADE REPORTS AND GRADE POINT AVERAGE
All grades are entered into the student’s permanent record (transcript) at the end of each session. Adult Degree Completion Program (ADCP) grades are posted to each student’s online account. The grade report will indicate the final grades for all courses taken during the semester. The grade point average is computed by multiplying the quality points earned by the credit hours of each course and by dividing the total quality points earned by the total credit hours attempted as indicated by the following example:

\[
\begin{align*}
\text{3 semester hours of } & A \times 4 = 12 \text{ quality points} \\
\text{3 semester hours of } & B \times 3 = 9 \text{ quality points} \\
\text{3 semester hours of } & C \times 2 = 6 \text{ quality points} \\
\text{3 semester hours of } & D \times 1 = 3 \text{ quality points} \\
\text{3 semester hours of } & F \times 0 = 0 \text{ quality points} \\
\text{15 semester hours total} & = 30 \text{ quality points} \\
30 \text{ quality points} ÷ 15 \text{ hours attempted} & = 2.00 \text{ GPA}
\end{align*}
\]

Transfer grades and credits from other institutions are not included in the student’s grade point average at Huntingdon. The only grade average recorded on the student’s permanent record is that which he or she earns at Huntingdon College.

CHANGE IN GRADE
A course grade, which has been reported by an instructor to the Office of the Registrar, cannot be changed without a properly executed Adjustment of Student’s Academic Record card signed by the instructor and the Provost and Dean of the College. Students who believe that an incorrect grade was awarded by the instructor should first contact the instructor. If a student perceives that other problems may exist for which a grade appeal is warranted, he or she should refer to the section titled Grade Appeals, which is also available from the Office of Academic Affairs.

GRADE APPEALS
In the event that a student feels that he or she has been graded unfairly, the student should first seek to resolve the issue using an informal appeal that involves two steps.

INFORMAL GRADE APPEAL
The first step in the grade appeal process is to seek to resolve the disagreement with the faculty member. Students must initiate informal appeals of course grades by the end of the first week of the following semester. In those cases in which the faculty member agrees to a change of grade, the faculty member must submit an “Adjustment of Student’s Academic Record” form to the Office of Academic Affairs for approval or denial. “Adjustment of Student’s Academic Record” forms are due no later than the first day of final exams of the semester in which the informal appeal was lodged. (If the basis for the grade appeal is harassment, the student need not discuss the grade appeal with the faculty member. In such cases the student should notify the Office of Academic Affairs and follow the harassment policies outlined in the Student Handbook.)

If no resolution is reached with the faculty member, the student shall contact the chairperson of the department in order for the chairperson to seek resolution of the disagreement. If no resolution is reached by the chairperson, the student may initiate a formal grade appeal. In cases in which the faculty member involved in the disagreement is the department chair, the student may initiate a formal grade appeal.
FORMAL GRADE APPEAL

Grounds for Formal Grade Appeal
Formal grade appeals for course grades are reserved for specific types of cases listed below. Simply disagreeing with a faculty member’s assessment of coursework is not grounds for a formal grade appeal. Grade appeals must be based on capricious, arbitrary or prejudiced grading. The following are recognized grounds for formal grade appeal:

- Numerical miscalculation of student grade.
- Improper academic procedures that unfairly affected the student’s grade.
- Failure to follow grading criteria as outlined in the course syllabus (unless previously agreed upon by faculty member and student).
- Sexual harassment as determined by institutional sexual harassment policy.
- Application of criteria that are unrelated to academic performance, such as gender, political perspectives, race, sexual orientation, nationality, or religious views, among others.

Procedures for Formal Grade Appeal
1. Students who wish to file a formal grade appeal based on one or more of the above criteria must file a grade appeal form with the Office of Academic Affairs no later than the final day of the 5th week of the following semester.
2. The Office of Academic Affairs will submit the form to the Grade Appeals Committee within 10 working days. The Grade Appeals Committee shall consist of the following members:
   a. Faculty Chair of the Academic Policy and Honors Committee;
   b. Faculty Chair of the Tenure, Promotion and Development Committee;
   c. Faculty Chair of the Student Life and Athletics Committee.
   The most senior faculty member (in terms of years of service) shall serve as the chairperson of the Grade Appeals Committee. If any of those members are involved in the grade dispute, the Provost and Dean of the College shall name an alternate faculty member.
3. The Grade Appeals Committee shall review the student Grade Appeal Form to determine if there is preliminary justification for further investigation.
   a. In those cases in which no justification is found, the student shall be notified by the chairperson of the Grade Appeals Committee that his or her appeal has been rejected. The student may then appeal to the Provost and Dean of the College (see below “Final Appeal of Grade”).
   b. In those cases in which there is justification for further investigation, then the chairperson shall notify the faculty member of the appeal and provide him or her with the Grade Appeal Form submitted by the student. The faculty member shall have 10 working days to respond in writing to the student grade appeal. Responses should be sent to the chairperson of the Grade Appeals Committee.
      i. The Grade Appeals Committee shall then consider all the evidence. The Grade Appeals Committee reserves the right to seek additional evidence.
      ii. The Committee shall notify both the faculty member and student of its decision no later than the first day of exams of the semester in which the appeal was initiated.
      iii. If the appeal is upheld, the committee shall recommend a change of grade to the Provost and Dean of the College. The recommendation shall be in writing and provide a brief rationale for the decision.

Final Appeal of Grade
A student or faculty member may appeal the decision of the Grade Appeals Committee to the Provost and Dean of the College. In such cases, the Provost and Dean of the College will review all documents and minutes related to the case and may seek additional information or evidence. The decision of the Provost and Dean of the College shall be relayed to the student and faculty member. The decision of the Provost and Dean of the College is final.

ACADEMIC HONORS

DEAN’S LIST
At the end of each semester, the Provost and Dean of the College issues a list of students who have achieved academic distinction. To be eligible for the Dean’s List a student must have received letter grade evaluations on at least nine (9) semester credit hours during the term and must have completed all course work for the term. The Dean’s List of Honors recognizes those who achieve semester grade point averages of 3.80 - 4.00.

HONORS AT GRADUATION
Honors at graduation are conferred upon students who complete work for the Bachelor’s degree with high distinction: Cum Laude and Magna Cum Laude. These honors are recorded on the student’s transcript and diploma. Honors determinations for all degree completion dates are made by the Academic Policy and Honors Committee just prior to the annual commencement ceremony.
To be eligible for Cum Laude and Magna Cum Laude status, a student must complete a minimum of 45 semester credit hours at Huntingdon College evaluated on a graded basis. The minimum cumulative GPA to have the honor of Cum Laude or Magna Cum Laude conferred is based on the number of semester credit hours graded at Huntingdon College and is calculated using a linear scale. Examples of the linear scale are given in the table below. Details of the calculation process are available from the Office of the Registrar.

<table>
<thead>
<tr>
<th>Hours Graded</th>
<th>Required Cumulative GPA for Cum Laude Status</th>
<th>Required Cumulative GPA for Magna Cum Laude Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>3.500</td>
<td>3.750</td>
</tr>
<tr>
<td>90</td>
<td>3.600</td>
<td>3.825</td>
</tr>
<tr>
<td>60</td>
<td>3.700</td>
<td>3.900</td>
</tr>
<tr>
<td>45</td>
<td>3.750</td>
<td>3.938</td>
</tr>
</tbody>
</table>

### ACADEMIC STANDING

#### CLASSIFICATION OF STUDENTS

Class designation is based on the number of hours the degree seeking student has earned in courses offered at Huntingdon College, transferred from other accredited institutions, or awarded through AP, CLEP, IB, or DANTES credit. The following is an explanation of class designation:

**Freshman:** A degree-seeking student who has earned 0 - 23 semester hours of credit.

**Sophomore:** A degree-seeking student who has earned 24 - 56 semester hours of credit.

**Junior:** A degree-seeking student who has earned 57 - 89 semester hours of credit.

**Senior:** A degree-seeking student who has earned 90 or more semester hours of credit.

Class designation does not necessarily reflect the student’s readiness to graduate, progress in the chosen program of study, or the number of semesters of attendance.

#### STANDARDS OF SATISFACTORY PROGRESS

Each student is expected to maintain satisfactory academic standing and progress toward the baccalaureate degree. Continuation at the College, various privileges, and opportunities for leadership activities are governed by the student’s academic standing and classification. Students who do not maintain a grade point average or completion rate of sufficient quality to ensure meeting graduation requirements are subject to academic disciplinary sanctions.

Huntingdon College reviews the academic record of each student at the end of each semester under the conditions described below. Following each academic review, the student is either determined to be in good standing, or the student is assigned one of the following academic sanction levels: Academic Probation or Academic Suspension.

The following paragraphs define the levels of academic sanctions listed above and outline the process and timing of the periodic reviews. The conditions or restrictions of these sanctions are in effect for the next semester of enrollment for students who receive any of the academic sanctions. For example, if a student is placed on Academic Probation at the end of the Fall semester, then the requirements of Academic Probation are in effect for the Spring semester (assuming the student is enrolled).

**ACADEMIC SANCTIONS**

All academic sanctions are noted on the student’s official transcript following the applicable term of enrollment.

**ACADEMIC PROBATION**

Academic Probation is a serious warning to a student whose academic progression places the student at risk of not making satisfactory progress toward graduation. Students placed on Academic Probation who do not successfully meet the academic standards for satisfactory progress in the subsequent term of enrollment will be placed on Academic Suspension.

**ACADEMIC SUSPENSION**

A student placed on Academic Suspension will not be permitted to enroll until after the next academic semester (Fall, Spring or Summer). The length of the first suspension is normally one semester, and the second suspension is normally for a full academic year.

To be readmitted after being placed on Academic Suspension, a student must submit a petition to the Provost and Dean of the College. A student readmitted after Academic Suspension is automatically placed on Academic Probation for the readmission semester.

**FREQUENCY OF EVALUATIONS OF SATISFACTORY ACADEMIC PROGRESS**

At the end of each semester, the academic record of each enrolled student is reviewed. The standards apply to all students, regardless of full-time or part-time enrollment status. Huntingdon College’s
satisfactory academic progress policy is comprised of two standards: qualitative and quantitative. The qualitative standard measures the cumulative Huntingdon College grade point average. The quantitative standard measures the percentage of courses successfully completed (completion rate).

**Qualitative Standards**

A student must be in “good academic standing” based on the cumulative grade point average of all courses taken at Huntingdon College to meet the qualitative standard. Good academic standing is as follows: a student with less than 24 earned hours must maintain a minimum of a 1.75 cumulative GPA; a student with at least 25, but less than 40 earned hours must maintain a 1.90 cumulative GPA; a student with 40 or more earned hours must maintain a minimum cumulative GPA of 2.0. The Provost and Dean of the College monitors the grade point average component of the SAP policy each semester. Any student whose grade point average is below the established minimum standard will be placed on some level of academic sanction.

A student whose grade point average is below the established minimum standard will be placed on Academic Probation if previously in good standing or Academic Suspension if previously on Academic Probation.

It should be noted that these minimum GPA requirements do not apply to the renewal of academic scholarships, and other grant programs that have specific GPA renewal criteria.

**Quantitative Standards**

**Completion Rate**

A student must demonstrate measurable progress toward the completion of the degree program by maintaining a cumulative completion rate at Huntingdon College of 67 percent for all classes leading toward the intended degree. Attempted hours are those credit hours for which the student is registered on or after the conclusion of late registration (drop/add). Earned hours are successfully completed courses in which grades of A, B, C, D, or P are awarded, as long as credit is earned. Grades of F, I, N, W, WF, or WP, do not count as successful completion of a course. The formula for calculating a completion rate is: Earned hours divided by attempted hours. For example, the completion rate for a student who attempts 30 hours and successfully passed 24 credit hours is 80 percent—24 earned hours divided by 30 attempted hours.

The following are considered when evaluating the completion rate standard:

- Failed courses (F), Incompletes (I), No Credit (N), and Withdrawals (W, WF, WP) are considered attempted hours, but not earned hours. Frequent failed courses, incompletes, no-credit, or withdrawals from courses could jeopardize SAP.
- Audited (Y) or Non-credit (Z) courses are not considered attempted or earned credit hours.
- Transfer credits, including courses taken as a transient student, do not count in the calculation of the Huntingdon College GPA.
- Repeated courses, for which a passing grade was awarded, are included in attempted hours but not earned hours.

Any student whose overall completion rate at Huntingdon College is less than 67 percent will be placed on Academic Probation if previously in good standing or Academic Suspension if previously on Academic Probation.

**Satisfactory Academic Progress Evaluation Process**

The academic history from all periods of enrollment, regardless of full-time or part-time enrollment status, will be reviewed at the end of the Fall and Spring semesters to determine if the student is maintaining the standards established in the Satisfactory Academic Progress Policy.

- Transfer or Transient grade point averages are not considered in either of these standards; however, accepted transfer credit hours will be considered for financial aid calculation of the maximum time frame for completion of the degree program.
- Students who fail to meet the satisfactory academic progress standards, either qualitative or quantitative, will be placed on the appropriate academic sanction.
- A student, who is on Academic Probation and subsequently satisfies the Criteria of Satisfactory Progress at the end of that semester, will be placed on Academic Alert or in good standing for the next semester of attendance.
- If the student does not meet the satisfactory academic progress standards by the next SAP evaluation, the student will be placed on Academic Suspension.

After a student’s first completed term of attendance, evaluations for SAP are no longer processed on an individual term basis with respect to academic sanctions. However, as it is in the best interest of the student’s success, the College will review students on an individual term basis to ensure that they are meeting a completion rate of 67 percent on a term basis as well. Students who fail to meet the 67 percent completion rate on a term basis will be placed on Academic Alert. Academic Alert is an internal watch to assist students in reducing the likelihood of receiving academic sanctions in subsequent terms.

Students seeking an appeal for the academic sanction of Academic Suspension should do so by following the readmission process, which includes a petition to the Provost and Dean of the College.
TRANSCRIPTS
A transcript may only be issued by the Office of the Registrar upon written request of the student or former student. One should allow five to seven working days after clearance from the Office of Student Financial Services for processing. During the busiest periods (processing of final grades, registration, graduation), transcript processing may be delayed.

Official copies of Huntingdon College transcripts bear the College seal and the College Registrar’s or Associate Registrar’s signature and are sent directly to the schools, organizations, or individuals (excluding the student or former student) as indicated on the signed written request of the student or former student. Upon signed written request, an individual may also receive official copies of his or her transcript, which are stamped “Issued to Student.”

The initial transcript issued is provided free of charge as a service to students. There is a $5.00 per transcript processing fee for all subsequent requests. All transcripts are sent first-class mail. Other methods of delivery (e.g. overnight, etc.) are available upon request and for an additional charge. If the transcript request does not contain the correct information required for payment, transcripts will not be issued until the appropriate fee is received.

Requests for transcripts received by FAX will be processed provided the request contains the required information and a valid debit/credit card number with expiration date for payment. (Detailed instructions are available by calling 334-833-4430 or on the College’s web site.) Copies of transcripts will not be sent as a FAX unless so stipulated in the written request. There is a $5.00 processing fee for each FAXed transcript. Huntingdon assumes no responsibility for confidentiality of records sent in this manner.

Transcripts will not be provided for students, current or former, or alumni with overdue accounts or other financial obligations to the College. Once a student’s financial obligations to the College have been met, it is the requestor’s responsibility to submit an additional transcript request with processing fee to the Office of the Registrar. The Registrar will not duplicate the transcript request if it was initially denied by Student Financial Services.

CORRESPONDENCE
Huntingdon College Adult Degree Completion Program (ADCP) students are individually assigned a College e-mail address for the purposes of correspondence with College faculty, staff and other students. It is the responsibility of the students to check their Huntingdon College e-mail account regularly. The HC e-mail account will be an official means of communication between the student and the College. To better serve each student and to protect student information, only student requests that are sent from the HC e-mail account will be considered official, as there is no level of security or verification of identity with other e-mail accounts (e.g. Yahoo, Gmail). The student’s e-mail login and password, as provided to them by the Huntingdon College Office of Technology and Support Services, will also be used with the student’s online student account, which is where final grades for each class are posted and where students register and make enrollment changes for each semester.

All other correspondence between the student and the College will be limited to the permanent address on file with the Office of the Registrar, unless otherwise requested with specific authorization.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Adult Degree Completion Program (ADCP) complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. This federal law provides that an institution will maintain the confidentiality of student records, and it provides students and parents of dependent students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

At its discretion, in response to individual inquiry or by publication, the College will provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, classification, study load, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and participation in officially recognized activities. Students may withhold Directory Information by notifying the Registrar in writing.

A detailed statement of policies and procedures pertinent to Huntingdon’s implementation of the Act is available on the College’s web site.

VETERANS’ AFFAIRS
Huntingdon College is approved for the education of veterans eligible for benefits under programs of the Veterans Administration. Approval is granted by the State Approving Agency of the State Department of Education under authority of Title 38, United States Code, Chapter 36, Section 3675. The Department of Veterans Affairs (VA) regulations (Title 38, Code of Federal Regulations) determines the eligibility of veterans, service personnel, and other eligible individuals, and approves the payment of benefits.
The programs under which students may be eligible for VA educational benefits are listed below. To determine specific eligibility requirements students should direct their questions to the VA Regional Office at 1-800-827-1000.

A partial listing of entitlement programs includes:
- Montgomery GI Bill Active Duty Educational Assistance Program (Chapter 30)
- Post Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Post 9/11 GI Bill (Chapter 33)
- Survivors’ and Dependents’ Educational Assistance Program (Chapter 35)
- Montgomery GI Bill Selected Reserve (Chapter 1606)
- Reserve Education Assistance Program (REAP) (Chapter 1607)

Additional information can be found at: www.gibill.gov. Students expecting to receive benefits must complete the Veteran Certification Information Sheet and submit it to the Office of the Registrar. Certification cannot be made until the application is on file. Students receiving benefits must adhere to the rules and regulations established by the Department of Veterans Affairs. Specific guidelines have been established in regard to admission to the College; evaluation of prior credit; matriculation and satisfactory progress; proper degree pursuit and change of program; changes in enrollment, repeated or excessive courses, and overpayment; and attendance policy. Questions concerning these areas may be addressed to the Office of the Registrar.
REQUIREMENTS FOR GRADUATION

Applicable Only For Those Students Whose Initial Semester Of Matriculation Begins In The 2011-12 Academic Year (Fall 2011 - Summer 2012).

OVERVIEW
Huntingdon College awards the degree of Bachelor of Science (B.S.) in its Adult Degree Completion Program (ADCP). All degrees are approved by the faculty and are conferred at the annual Commencement ceremony by the President through the power vested in that office by the Board of Trustees of Huntingdon College. The College requires each undergraduate to plan, with the help of an academic advisor and within the framework of these general degree requirements, a program of liberal education suited to his or her particular needs and interests. Specifically, the undergraduate must fulfill the general degree requirements, complete the Core Curriculum, and complete a major as described below.

GENERAL DEGREE REQUIREMENTS
Students matriculating under this academic catalog will be awarded the degree of Bachelor of Science (B.S.).

A student should carefully study all courses and other requirements needed for the degree. Each student is responsible for all requirements as stated and careful attention to these will result in completion of the requirements for graduation in the minimum time.

• The minimum requirement for a Huntingdon bachelor’s degree is the successful completion of 120 semester credit hours.
  - At least 25% of the semester credit hours required for graduation (30 hours) must be completed at Huntingdon College.
  - Students must comply with the College’s Terminal Residency policy (“30 Hours Rule”), which states that not more than one course in the last 30 semester credit hours may be taken outside of Huntingdon College.
  - All official final transcripts are expected to be on file in the Office of the Registrar prior to the end of the third week of classes of the student’s anticipated final semester. This deadline will likely prevent a candidate for graduation from taking courses off-campus during the anticipated final semester.
  - A maximum of ten percent (12 semester credit hours) of the courses used to meet the 120 hour graduation requirement may be seminars, which are listed under the various disciplines.
  - A cumulative grade point average of 2.00 is required on all graded courses taken at Huntingdon. In addition, a minimum cumulative grade point average of 2.00 must be maintained on all hours graded after junior standing is attained.
  - A maximum of twelve (12) semester credit hours in 300 and 400 level ROTC courses (AERO and MILS) may be applied toward the minimum of 120 hours for a Bachelor’s degree.
  - Completion of the requirements of the Core Curriculum as described on subsequent pages.
  - Completion of the requirements of a major as described in general below and in detail in the section titled Courses of Study.
  - Any major courses above the Business core (ACT201, ACT202, ECO201, ECO202) must be completed at Huntingdon College after a student’s matriculation into the program.
  - A grade of “C” or higher is required in each course presented to fulfill the requirements for the major or minor.
  - A maximum of 42 semester credit hours in a discipline may be credited toward the 120 hour degree requirement (“42 Hours Rule”).
  - A minimum of nine (9) semester credit hours in the student’s major is required to be completed at Huntingdon College. Of these hours at least three (3) semester credit hours must be numbered 300 or above.
  - Participation in local and or national program testing in the major field is also required of all students.
  - A completed graduation application is required upon the request of the Office of the Registrar, typically the semester before completion.
**CORE CURRICULUM**

As a liberal arts, Methodist-related institution, Huntingdon College provides a core curriculum that supports the mission of the College. To this end the College’s faculty has prescribed a curriculum which each student must complete. This curriculum consists of a combination of specifically required courses and of academic areas from which a student selects a predetermined number of courses. Furthermore, because some of these courses are so fundamental to the mission of the core curriculum or to the mission of the College, enrollment in these courses is required, meaning the student may not drop or withdraw during the student’s first year of attendance whether that be consecutive semesters of attendance or not.

The description of the core curriculum is divided into two parts: Core Overview and Core Courses. The Core Overview is a list of the seven categories in which the requirements have been sorted. In this overview, a brief statement of the academic intent of the courses is given, as well as notations regarding which courses are required during the first academic year of enrollment. The second part of the description, Core Courses, is a listing of the specific courses which fulfill the requirement in each of these seven areas of the core curriculum.

**CORE OVERVIEW**

I. **Transition to the ADCP Program (0 hour)** - A seminar designed to aid the student in adjusting to the accelerated pace of ADCP and introduce the program’s expectations. This course is required during the first semester of enrollment for each student.

II. **Written and Oral Communication (9 hours)** - Composition and public speaking courses designed to enhance the student’s ability to communicate.

III. **Judeo-Christian Tradition (6-12 hours)** - Biblically based courses which broaden a student’s understanding of the Judeo-Christian tradition. **All incoming students are required to take two courses in religion during the first academic year of enrollment.**

   - A student admitted with less than 57 hours is required to complete four courses (12 hours) of religion at Huntingdon.
   - A student admitted with 57 or more hours is required to complete two courses (6 hours) of religion at Huntingdon.

IV. **Historical Foundation (6 hours)** - Two courses designed to enhance the student’s knowledge of the history of civilization.

V. **Aesthetic Expression (9 hours)** - Designed to expand the student’s understanding and appreciation of aesthetic expression; consists of a two course requirement in literature and a one course requirement in fine art.

VI. **Science and Mathematics (9 hours)** - The science and mathematics courses, two in science and one in mathematics, are intended to expand the student’s understanding of scientific knowledge and procedures and the logical thought processes related to mathematics.

VII. **Social Awareness (3 hours)** - One course designed to increase the student’s understanding of one of the academic areas stated below.

**GENERAL CORE REQUIREMENTS (42-48 hours)**

I. **TRANITION TO THE ADCP PROGRAM**

   **Introduction to the Adult Degree Completion Program**

   **ADCP 301 Introduction to the Adult Degree Completion Program**

   (0 HOURS)

II. **WRITTEN AND ORAL COMMUNICATION**

   **English Composition (6 hours*)**
   
   (Only basic college composition courses are applicable.)

   **Communication Studies (3 hours*)**
   
   (Only courses equivalent to Huntingdon College’s CMST 201 Introduction to Communication or CMST 233 Effective Public Communication will be accepted toward this requirement.)

   (9 HOURS*)

III. **JUDEO-CHRISTIAN TRADITION**

   **Religion (6 - 12 hours)**

   Requirement must be completed through Huntingdon College.

   Specifically:
   - All incoming students are required to complete two courses in religion within their first academic year of enrollment in the program. Subsequent religion course requirements may be completed in the time-frame set by the student.
   - A student admitted with less than 57 initial transfer hours is required to complete four courses (12 hours) in religion at Huntingdon College.
   - A student admitted with 57 or more initial transfer hours is required to complete two courses (6 hours) of religion within the first academic year of enrollment at Huntingdon College.

   (6 - 12 HOURS)

IV. **HISTORICAL FOUNDATION**

   **History**
   
   (e.g. Western Civilization, American History)

   (6 HOURS)
V. AESTHETIC EXPRESSION  
Fine Arts (3 hours)  
(e.g. Art, Music, Theater)  
Literature (6 hours)  

VI. SCIENCE AND MATHEMATICS  
Mathematics (3 hours)  
(Only college level mathematics courses comparable to courses offered at Huntingdon College are applicable.)  
Sciences (6 hours)  
(e.g. Biology, Chemistry, Physics, Physical Science)  

VII. SOCIAL AWARENESS  
Social Sciences  
(e.g. Economics, Geography, Political Science, Psychology, Sociology)  

* Courses not offered through every site of the Adult Degree Completion Program (ADCP); should be completed at another institution, ideally at the partner community college, or at the Huntingdon College main campus, for which prior approval may be required.

UNDUPlicated LIBERAL ARTS (9 HOURS)  
Any unused courses from the areas of core, with the exception of composition, can apply to this requirement.

THE MAJOR  
Each student is expected to acquire considerable mastery of a particular discipline and achieve a breadth of intellectual experience by way of completing a major. Students are responsible for meeting the requirements of a major as stated in the catalog for the year in which they initially matriculate (unless there has been a change of catalog due to petition or readmission based on the length of absence from the College). Students must earn a minimum of nine semester hours within the major at Huntingdon College. Of these nine hours, at least three hours must be numbered 300 or above. A student who selects a major with a concentration should identify the area of concentration upon declaring the major. The area of concentration will also be recorded on the official transcript.

The courses for a disciplinary major may include introductory or basic prerequisite courses in addition to higher level courses in the major and related departmental areas. A minimum of 30 semester credit hours and a maximum of 42 semester credit hours in a discipline may be credited toward the 120 hour degree requirement (“42 Hours Rule”). As a liberal arts college dedicated to ensuring that students have a broad general education in addition to a specific major, students who exceed the 42 semester credit hour limit in a discipline are required to increase the total number of academic hours required for graduation respectively (the number of hours in excess determines the additional hours required).

MINOR  
An academic minor is available to students who wish to supplement their major field of study with another academic concentration. The minimum requirement for a minor is 18 semester credit hours.

A SECOND DEGREE  
A student who has an undergraduate degree from another institution and comes to Huntingdon College must:

1. Meet the current core requirements.
2. Fulfill the requirements of the major sought.
3. Earn at least 30 semester credit hours of academic work at Huntingdon College. If more than 30 semester credit hours are required, the final 30 semester credit hours must be at Huntingdon College.

APPLICATION FOR GRADUATION  
All students must file with the Registrar an application to graduate. The form is provided to students by email from the Office of the Registrar upon confirmation of a student’s feasibility of completion. The form is used for major verification and to determine eligibility for graduation. Failure to submit the form may cause a delay in graduation due to unfulfilled requirements and/or faculty approval to graduate.

A candidate for graduation must have all official final transcripts on file in the Office of the Registrar on or prior to the end of the third week of classes of Session I in his or her anticipated final semester. This deadline will prevent a candidate for graduation from taking courses off-campus during his or her anticipated final semester.

Note should be taken that an official transcript is one that is mailed directly from the corresponding institution to the Office of the Registrar at Huntingdon College. No “student issued” or hand-carried transcripts will be accepted.
Degrees are conferred and diplomas distributed only once a year at the annual Commencement ceremony. However, there are three distinct degree awarding dates (semester ending date for the applicable semester in which the student’s final coursework is completed). The respective date is posted on the student’s transcript following the term of completion, and is used on the diploma. The term of completion is based upon the receipt of all documentation of all requirements for verification of degree completion. If all such documentation is not officially received in the Office of the Registrar prior to the deadlines indicated above, the student’s graduation date may be postponed. Students should note that the student transcript is the official documentation of degree completion; the diploma is a ceremonial document.

All financial obligations to the College must be satisfied before a final transcript indicating graduation will be issued. The conferral of the degree is officially certified by the student’s transcript of record.
COURSES OF STUDY

The Adult Degree Completion Program encompasses the disciplines of Accounting, Business Administration, Economics and Management. The program offers a major in Business Management, Business Management-Health Management Concentration and International Business Management. The program also offers an Endorsement in Foreign Languages with the International Business Management major.

Disciplinary Courses:
- Accounting (ACT)
- Business (BUS)
- Economics (ECO)
- Management (MGMT)

The Adult Degree Completion Program majors include business core courses that introduce students to accounting and economics. These courses are not offered through the Adult Degree Completion Program (ADCP), with the exception Hunterdon College main campus; it should be completed at another institution, ideally at the partner community college, or at the Hunterdon College main campus, for which prior approval may be required.

BUSINESS CORE COURSES - 12 hours

<table>
<thead>
<tr>
<th>Accounting (ACT)</th>
<th>6 hours</th>
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<tbody>
<tr>
<td>201</td>
<td>Foundations of Accounting I .................................................. 3</td>
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<tr>
<td>202</td>
<td>Foundations of Accounting II .................................................. 3</td>
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<tr>
<th>Economics (ECO)</th>
<th>6 hours</th>
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<tr>
<td>201+</td>
<td>Foundations of Microeconomics .................................................. 3</td>
</tr>
<tr>
<td>202+</td>
<td>Foundations of Macroeconomics .................................................. 3</td>
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</tbody>
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+ May be used to satisfy core requirements in the Social Science area; however, hours are not duplicated.

MAJOR IN BUSINESS MANAGEMENT (45 hours)

STUDENT LEARNING OUTCOMES FOR MAJOR IN BUSINESS MANAGEMENT:

Students graduating with a major in Business Management will:

1. be able to understand and apply the principles of accounting, economics, finance, management, and marketing.
2. be able to understand and apply quantitative business analysis and information systems.
3. demonstrate an understanding of the ethical challenges and legal environment surrounding business.
4. demonstrate critical and analytical skills through an understanding and analysis of advanced economic concepts.
5. demonstrate an understanding and analysis of organizations.
6. demonstrate an exposure to at least one foreign culture.
7. demonstrate the ability to synthesize their learning from the different disciplines.
8. be prepared for graduate studies or employment.

I. BUSINESS DEPARTMENT CORE (12 hours)

II. REQUIRED MANAGEMENT CORE COURSES (12 hours)

<table>
<thead>
<tr>
<th>Business (BUS)</th>
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<tbody>
<tr>
<td>303</td>
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<td>311</td>
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<td>322</td>
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<tr>
<th>Management (MGMT)</th>
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<td>312</td>
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III. REQUIRED UPPER LEVEL MANAGEMENT COURSES (21 hours)

<table>
<thead>
<tr>
<th>Business (BUS)</th>
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<tbody>
<tr>
<td>329</td>
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<tr>
<th>Management (MGMT)</th>
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<tbody>
<tr>
<td>315</td>
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<td>330</td>
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<td>331</td>
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<td>333</td>
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<tr>
<td>406</td>
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<tr>
<td>499</td>
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</tbody>
</table>

All majors must take the Major Field Test (MFT) and/or other selected assessment tests, as required for selected courses.
MAJOR IN BUSINESS MANAGEMENT - HEALTH MANAGEMENT CONCENTRATION (54 hours)

The Health Management concentration availability is limited to two sites (the JSCC Pell City campus and the Daphne site).

STUDENT LEARNING OUTCOMES FOR MAJOR IN

BUSINESS MANAGEMENT - HEALTH MANAGEMENT CONCENTRATION:
Students graduating with a major in Business Management with a concentration in Health Management will:
1. be able to understand and apply the principles of accounting, economics, finance, management, and marketing.
2. be able to understand and apply quantitative business analysis and information systems.
3. demonstrate an understanding of the ethical challenges and legal environment surrounding business.
4. demonstrate critical and analytical skills through an understanding and analysis of advanced economic concepts.
5. demonstrate an understanding and analysis of health care related issues.
6. demonstrate an exposure to at least one foreign culture.
7. demonstrate the ability to synthesize their learning from the different disciplines.
8. be prepared for graduate studies or employment.

I. BUSINESS CORE COURSES (12 hours)

II. REQUIRED MANAGEMENT CORE COURSES (15 hours)

Business (BUS)
303 Foundations of Marketing ................................................................. 3
311 Foundations of Finance ................................................................. 3

Management (MGMT)
211 Introduction to Health Care ................................................................. 3
312 Foundations of Management ............................................................. 3
319 Legal Issues in Health Care ................................................................. 3

III. REQUIRED UPPER LEVEL MANAGEMENT COURSES (27 hours)

Business (BUS)
329 Foundations of Quantitative Methods ..................................................... 3

Management (MGMT)
315 Organizational Theory and Behavior ..................................................... 3
318 Management of Health Care ................................................................. 3
330 Project Management ................................................................. 3
331 Management Information Systems ......................................................... 3
406 Human Resource Management ............................................................ 3
408 Ethics in Management ................................................................. 3
497 Research and Application in Health Care ................................................ 3
499 Business Policy and Decision Making .................................................... 3

All majors must take the Major Field Test (MFT) and/or other selected assessment tests, as required for selected courses.

MAJOR IN INTERNATIONAL BUSINESS MANAGEMENT (45 hours)

The International Business Management major availability is limited to one site (the Gadsden site).

STUDENT LEARNING OUTCOMES FOR MAJOR IN INTERNATIONAL BUSINESS MANAGEMENT:
Students graduating with a major in International Business Management will:
1. be able to understand and apply the principles of accounting, economics, finance, management, and marketing in a global context.
2. demonstrate an understanding of the ethical challenges and legal environments surrounding businesses in a domestic and global environment.
3. demonstrate critical and analytical skills through an understanding of the unique environment of global business.
4. demonstrate an understanding of at least one foreign business culture.
5. demonstrate the ability to synthesize learning from different disciplines.
6. demonstrate preparedness for graduate studies or employment.

I. BUSINESS CORE COURSES (12 hours)
II. REQUIRED MANAGEMENT CORE COURSES (15 hours)

Business (BUS)
201 Cultural Issues in International Business .................................................. 3
303 Foundations of Marketing ........................................................................... 3
311 Foundations of Finance ............................................................................... 3
322 Legal Environment of Business ................................................................. 3
Management (MGMT)
312 Foundations of Management ..................................................................... 3

III. REQUIRED UPPER LEVEL MANAGEMENT COURSES (18 hours)

Business (BUS)
329 Foundations of Quantitative Methods ....................................................... 3
Management (MGMT)
304 International Marketing ............................................................................ 3
306 International Business ................................................................................ 3
410 International Management .......................................................................... 3
496 Research and Application in International Business ............................... 3
499G Global Business Policy and Decision Making ......................................... 3

All majors must take the Major Field Test (MFT) and/or other selected assessment tests, as required for selected courses.

MAJOR IN INTERNATIONAL BUSINESS MANAGEMENT WITH AN ENDORSEMENT IN FOREIGN LANGUAGES (REQUIRES AN ADDITIONAL 6-15 HOURS)

The Endorsement in Foreign Languages availability is limited to one site (the Gadsden site).

I. BUSINESS CORE COURSES (12 hours)

II. REQUIRED MANAGEMENT CORE COURSES (15 hours)

III. REQUIRED UPPER LEVEL MANAGEMENT COURSES (18 hours)

III. FOREIGN LANGUAGE COMPONENT (0-15 hours)

Primary Foreign Language (waived with native fluency upon the approval of the Provost and Dean of the College in conjunction with the Dean of ADCP) ......................... 9
Secondary Foreign Language ............................................................................. 6

MINOR IN RELIGIOUS STUDIES

The minor requires completion of 18 hours.

Religion (REL) 18 hours
101* Survey of Hebrew Scriptures ................................................................. 3
102* Survey of New Testament Scriptures ..................................................... 3
One course chosen from .................................................................................. 3
221* History of Christianity I ........................................................................... 3
222* History of Christianity II ......................................................................... 3
233* World Religions ....................................................................................... 3
234* Religion in America .................................................................................. 3
One course chosen from .................................................................................. 3
301* Christian Theology .................................................................................. 3
350* Christian Ethics ....................................................................................... 3
One course chosen from .................................................................................. 3
308* Torah (Hebrew Scriptures) ....................................................................... 3
309* The Prophets (Hebrew Scriptures) .......................................................... 3
312* Jesus and the Gospels (New Testament Scriptures) ............................... 3
323* Paul and His Letters (New Testament Scriptures) ................................. 3
Elective in Religion .......................................................................................... 3

* Course satisfies a requirement in the college’s core
Courses of Instruction

Definitions

This section of the catalog describes all the courses currently offered by Huntingdon College’s Adult Degree Completion Program (ADCP). These are listed alphabetically by the corresponding discipline.

Academic Planning

Students planning their course of study should review the requirements listed in the previous section and the course descriptions listed here, noting particularly those courses which interest them and determining which Core Curriculum components or distribution requirements these courses may fulfill.

A listing of courses offered in the Fall, Spring and Summer semesters together with time and location is published in a Schedule of Classes, which is made available on-line before each registration period.

The Adult Degree Completion Program’s Schedule of Classes is published on the College’s web site for information purposes. The College reserves the right to cancel, postpone, combine or change the time of any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution.

Course Numbering

All courses are assigned semester credit hours, the basic unit of measurement for time spent in class per week.

Courses are numbered on the following basis:

100-199 — Introductory courses or course sequences typically taken by freshmen or sophomores.
200-299 — Introductory and intermediate courses or course sequences with or without prerequisites taken by freshman or sophomores.
300-499 — Advanced courses or course sequences with specific prerequisites (courses, class standing, or special permission) ordinarily taken by juniors or seniors.

Additional Courses

On occasion, courses in the traditional day section titled Courses of Instruction may be taught in the Adult Degree Completion Program. Reference can be made to that section with regard to applicable course descriptions.

Accounting (ACT)

ACT201. Foundations of Accounting I. Cr. 3.
The fundamental principles of financial accounting. An introduction to the process of accumulating, classifying, and presenting financial information.

ACT202. Foundations of Accounting II. Cr. 3.
Prerequisite: ACT201 with a grade of C or better.
The preparation and utilization of financial information for internal management purposes. Special emphasis is given to cost determination, cost control, and the development of information for decision making.

Adult Degree Completion Program (ADCP)

ADCP301. Introduction to the Adult Degree Completion Program. Cr. 0.
Designed to familiarize new students with the policies and procedures that govern the ADCP program. Students are given a copy of their current catalog and topics are highlighted to ensure proper orientation to the program.

Art (ART)

ART303. History of Art I. Cr. 3.
An historical survey of the visual arts from prehistoric times through the medieval, Gothic, Renaissance, and Baroque periods. Emphasis is on European art, but many cultures are included.

ART304. History of Art II. Cr. 3.
A survey of major art movements and styles from Romanticism, Realism and Impressionism, through the twentieth century.

ART404. Art in Religion. Cr. 3.
BIOLOGY (BIOL)

BIOL101. Principles of Biology. Cr. 3.
Survey course providing an introduction to all major concerns of modern biological science.

BIOL161. Environmental Science. Cr. 3.
Deals with man-made and man-related environmental problems such as pollution, overpopulation, depletion of resources, forest management, endangered species, energy and food shortages.

BUSINESS ADMINISTRATION (BUS)

BUS201. Cultural Issues in International Business. Cr. 3.
An introductory course with emphasis on meaning and impact of culture and its elements (religion, politics, language, education, social institutions, and technology) on business activities.

BUS303. Foundations of Marketing. Cr. 3.
Prerequisite: ECO201 recommended, but not required.
An institutional and functional study of the distribution of goods and services; consumer motivation and behavior.

BUS311. Foundations of Finance. Cr. 3.
Prerequisite: ACT201 and either ECO201 or ECO202.
Financing business. Special attention to internal financial structure.

BUS322. Legal Environment of Business. Cr. 3.
The philosophy and evolution of law is examined. The first part of the course focuses on the legal rights and responsibilities of individuals under and before the law: torts, property, contracts, and agency. The second part of the course focuses on the legal rights and responsibilities of the businessman and the firm: negotiable instruments, partnership and corporation law, equity, and related subjects.

BUS328. Essentials of Quantitative Methods. Cr. 3.
Presentation of quantitative methods essential to topics covered in Business 329 and Management 330. Topics include: linear equations and inequalities; systems of linear equations and inequalities; graphical and algebraic techniques for solving systems of linear equations; foundations of probability theory; and foundations for descriptive statistics.

BUS329. Foundations of Quantitative Methods. Cr. 3.
Prerequisite: BUS328 recommended but not required.
Descriptive statistics; probability and probability distributions; statistical inferences and hypothesis testing; simple regression analysis. Also, the course will cover various statistical applications in quality control, marketing, finance, economics and other areas of business.

COMMUNICATION STUDIES (CMST)

CMST201. Introduction to Communication. Cr. 3.
Introduces students to communication as a process and its applications in interpersonal, group, public, and mass communication situations. Focuses on the relationship between the practice of human communication and theoretical explanations offered in the field of communication studies. Asks students to explore, question, and understand the world.

CMST220. Media in Society. Cr. 3.
This course focuses on the impact of the mass media on society, including television, radio, print journalism, and the Internet. Emphasis on the development of television, radio, and print journalism in society, the way society uses them, and how the Internet has emerged as a powerful medium. Students will focus on elements such as news, entertainment, and other functions of the media.

CMST233. Effective Public Communication. Cr. 3.
An interpersonal approach to the study of verbal persuasive communication. Traditional study of rhetoric and public speaking with regard to organization, evidence, and delivery.
CMST242. Interpersonal Communication. Cr. 3.
Studies the aspects of interpersonal communication in personal and professional dyadic and group contexts. Specially designed to impart a general understanding of the dynamics involved in interpersonal relations in both structured and unstructured situations, and to improve communication skills in negotiating within those contexts. The course considers such topics as conflict management and resolution, nonverbal communication, conversational analysis, stages and phases of interpersonal relations, and responsive listening.

CMST305. Theories of Communication and Persuasion. Cr. 3.
An exploration of the evolution of persuasion theories including learning, consistency, information processing, and cognitive theories as well as structural, attitudinal, interpretive, cultural, and critical approaches to communication studies. Sites for investigation include interpersonal, mediated, campaign, and movement messages.

CMST332. Business and Professional Communication. Cr. 3.
Prerequisite: CMST233 or CMST242 recommended, but not required.
A focus on acquiring the communicative competencies necessary in business and professional careers. Focuses on communicative situations and skills in the workplace, such as team building, interacting in meetings, interviewing, written communications, superior-subordinate interactions, and effective listening.

CMST342. Leadership Principles. Cr. 3.
This course looks at the evolution of leadership from a theoretical perspective with a focus on contemporary leadership. Topics of discussion include management versus leadership, gender differences, power and social influences, ethics and values, culture and the key communication competencies of leadership. Students will evaluate and enhance personal leadership skills. In addition, students will develop a personal model of leadership.

CMST343. Decision Making/Problem Solving. Cr. 3.
One of the primary functions of members of an organization or for managers of projects is to make decisions and solve problems using constructive organizational processes. When obstacles arise that may prevent the organization from achieving its goals, project managers must engage in effective problem solving to overcome these barriers. This course examines involvement of stakeholders in decision processes, models for decision-making, decision trees, risk analysis, and issues associated with implementation of decisions.

CMST344. Persuasion, Influence and Motivation. Cr. 3.
Students will examine the general theories that explain persuasion and one’s ability to influence others. Discussion will identify communication skills, attitudes, and competencies associated with persuasion, influence and motivation. In-class activities will enable students to learn and practice powerful persuasion communication skills that will enhance both personal and professional success.

CMST375. Public Relations. Cr. 3.
Prerequisite: 201 recommended, but not required.
Introduces students to the principles, techniques, and types of public relations. Concentrates on exploring the role of public relations in our society, analyzing the public relations audience, and examining the mass media as public relations vehicles.

CMST420. Organizational Communication. Cr. 3.
A survey of communication in various types of organizations. Selected micro- and macro-level theories of organizational behavior. Includes such topics as information flow, climate and culture, leadership and motivation, groups, conflict, and contemporary issues of workplace diversity and ethics.

ECONOMICS (ECO)

ECO201. Foundations of Microeconomics. Cr. 3.
The understanding of the economic way of thinking and decision-making related to individuals and business units. The knowledge of the theories, concepts, and tools of economic analysis such as demand and supply, elasticity, production, costs, profits, returns to scale, and their application in competitive markets. An introduction to imperfect markets.
Prerequisite: ECO201 recommended, but not required.
The understanding of the theories, concepts, and tools of economic analysis related to
achieving macroeconomic goals such as economic growth, price stability and full employ-
ment. The analysis of Classical and Keynesian theories as well as fiscal and monetary
policies in today’s global environment.

ENGLISH (ENGL)
ENGL103. English Composition I.  Cr. 3.
The principles of expository writing with weekly assignments in composition.
ENGL104. English Composition II.  Cr. 3.
Prerequisite: ENGL103.
Critical compositions on fiction, poetry, drama, and film. This course will also include
research methods and a research paper.
ENGL312. 18th and 19th Century British Literature.  Cr. 3.
Prerequisite: ENGL104 recommended.
A study of poets, novelists, essayists and/or playwrights. Writers may include Swift, Pope,
Doctor Johnson, Austen, Wordsworth, Coleridge, Keats, Tennyson, Dickens, the Brontes,
the Brownings, Arnold, and Hardy.
ENGL313. Literature by Women.  Cr. 3.
Prerequisite: at least one 200-level ENGL course recommended.
An examination of works by women writers. Selections vary with each offering of the
course.
ENGL324. Literature of the American South.  Cr. 3.
Prerequisite: at least one 200-level ENGL course recommended.
Representative writers, artistic and cultural characteristics, and developmental trends
from a regional literary tradition.
ENGL331. Contemporary Literature.  Cr. 3.
Prerequisite: at least one 200-level ENGL course recommended.
An examination and analysis of literature since World War II. In addition to European
and American literature, students will interpret contemporary developments in literature
and culture such as post-Colonial studies, ethnic literatures from around the world, post-
modernism, and debates about “literature” itself.

HISTORY (HIST)
HIST302. Europe, 1914 to the Present.  Cr. 3.
The political, social, and economic developments in Europe, from World War I to the
present, with emphasis on the diplomatic backgrounds of the two world wars, the postwar
recovery, and the Cold War.
HIST314. Contemporary World History.  Cr. 3.
The important events and movements of recent decades which have shaped today’s world,
with emphasis on the years since World War II.
HIST315. Alabama History.  Cr. 3.
The political, social, and economic development of Alabama, with concern, as well, for
the interaction between Alabama and the remainder of the United States.
HIST341. Social Justice in the Workplace.  Cr. 3.
Examines the sociological aspects of work from the personal viewpoint of the individual
in the workplace, as well as the greater impact and implications of societal norms and
expectations within the workplace.
HIST342. History of the American Worker.  Cr. 3.
Explores the history of working people in the United States from cultural, political and
social justice perspectives.
HIST402. The United States Since 1900. Cr. 3.
The political and cultural relations with Europe since 1900; participation in World War I; economic and political reactions to the war, culminating in depression and change of political administration; the Roosevelt Administration and the extension of social control; impact of world politics on the United States; factors working for and against solidarity of the Americas; rise and decline of isolationism; World War II; Cold War and the period since its end.

HIST405. History of the South. Cr. 3.
A survey of the social, economic, and political development of the South. Special attention given to the plantation society of the antebellum period and its political and social consequences, and to the “New South” changes which continue into modern times.

HIST407. The Civil War and Reconstruction. Cr. 3.
Two crucial eras of American development: the war which sought to divide the Union and the postwar attempts to reconstruct both the South and the United States as a whole, in economic, social, political, and ideological terms.

HIST411. Social and Intellectual History of the United States I. Cr. 3.
An exploration of the important social and intellectual concerns and movements in American history from the Colonial period to 1877.

HIST412. Social and Intellectual History of the United States II. Cr. 3.
An exploration of the important social and intellectual concerns and movements in American history from 1877 to the present.

MANAGEMENT (MGMT)

MGMT211. Introduction to Health Care. Cr. 3.
Survey of various health care professions, both from an academic and from a practical perspective. This course is designed to introduce students to the various academic disciplines in health care, and to acquaint students with the different organizations that deliver health care services.

MGMT304. International Marketing. Cr. 3.
Prerequisite: BUS303 with a grade of “C” or better.
The economic environment of international marketing, economic development, and world markets; organization and planning in international marketing; and international marketing management.

MGMT306. International Business. Cr. 3.
Prerequisite: BUS201, ECO201, and ECO202, all with a grade of “C” or better.
A study of the international business environment with emphasis on the growing commercial and economic interdependence among nations. Examines the complexities of conducting business across international boundaries.

MGMT312. Foundations of Management. Cr. 3.
Prerequisite: ECO201 recommended, but not required.
The fundamentals of management, such as the processes of planning, organizing, coordinating, and controlling in light of distinct schools and bodies of management thought.

MGMT315. Organizational Theory and Behavior. Cr. 3.
Prerequisite: MGMT312.
Focuses on the behavior and interaction of individuals, groups, and organizations in the production of goods and services. The course uses the scientific method, is interdisciplinary, draws heavily on behavioral sciences theories, models, and concepts, is contingency oriented, and emphasizes applications in the world of work.

MGMT318. Management of Health Care. Cr. 3.
Prerequisite: MGMT211.
Review of managerial activities related to the management of human resources in the health care industry (recruiting, interviewing, firing, compensation, etc.). This course will also focus on the use of scheduling techniques. Finally, various operational functions such as work design and quality improvement techniques will be covered.
MGMT319. Legal Issues in Health Care. Cr. 3.
Prerequisite: MGMT211.
Overview of major laws related to the health care industry with a focus on patients rights, confidentiality, informed consent, and other human resource issues. This course will also cover various ethical theories and decision-making models.

MGMT330. Project Management. Cr. 3.
Prerequisite: BUS329 with a grade of “C” or better.
The first part of the course will focus on scheduling techniques. CPM and Pert will be covered, including the various floats. The second part of the course will focus on linear programming. The Simplex Method in linear programming will be covered and followed by linear programming applications in Marketing, Finance and Production Management. The emphasis will be on the formulation of linear programming problems. The last part of the course will cover inventory methods and their use in business.

MGMT331. Management Information Systems. Cr. 3.
Prerequisite: MGMT312.
This course provides an executive perspective on management information systems, their general design, hardware/software issues, and will develop a strategic understanding of their application in business to achieve competitive advantage.

MGMT333. Entrepreneurship. Cr. 3.
Prerequisite: MGMT312.
This course introduces the concept of entrepreneurship as a component of contemporary business practice. Pathways from concept to operation and beyond are explored, including the fundamentals and management of creativity, innovation, and risk. Tools such as market and feasibility analysis are examined. Viability analysis, including development of a business model and plan are explored and practiced. Management and leveraging of funding and staffing resources, and the effective management of growth as elements of success are pursued, specifically through case analyses and completion of a team project. Financial, legal, and governmental issues of particular concern to the entrepreneurial firm are discussed. Upon completion of the course, the student will be able to understand the strategies and fundamental elements of building a viable entrepreneurial business.

Prerequisite: MGMT312.
The nature of personnel administration, such as the activities of work analysis, staffing, training and development, appraisals, compensation, health and safety, and unionism.

MGMT408. Ethics in Management. Cr. 3.
Prerequisite: MGMT312 required and PHIL250 or REL350 recommended, but not required.
Ethical questions such as managerial dilemmas, what is good and bad, right and wrong; moral duty and obligation in areas such as foreign bribery, truth in advertising, environmental impact of business enterprises, working conditions, and pricing levels.

MGMT410. International Management. Cr. 3.
Prerequisite: MGMT312 with a grade of “C” or better.
Managerial concepts and methods pertaining to the multinational corporation and other international management activities. Emphasis will be given to the special demands made on managers of international corporations.

MGMT496. Research and Application in International Business. Cr. 3.
Prerequisite: MGMT306 with a grade of “C” or better and student must be in his or her terminal semester.
Supervised internship with an international business organization or investigation of an approved research topic.

MGMT497. Research and Application in Health Care. Cr. 3.
Prerequisite: Completion of MGMT318 and MGMT319, with a grade of “C” or better in each course, and student must be in his or her terminal semester.
Supervised internship with a health care organization or investigation of an approved research topic.
Prerequisite: Student must be in his or her terminal semester, and successful completion of BUS303, 311, 322, and MGMT312, with a grade of “C” or better in each course. For students seeking the Health Management concentration, MGMT319 with a grade of C or better substitutes for the BUS322 prerequisite.
The course focuses on corporate strategy. Using the case method, students are required to apply the concepts of accounting, finance, marketing and management to the development of a strategic plan.

MGMT499G. Global Business Policy and Decision Making. Cr. 3.
Prerequisite: Student must be in his or her terminal semester, and successful completion of BUS303, 311, 322, and MGMT312, with a grade of “C” or better in each course.
The course focuses on global corporate strategy. Using the case method, students are required to apply the concepts of accounting, finance, marketing and management to the development of a strategic plan.

MATHEMATICS (MATH)

MATH175. Mathematical Concepts for the Natural and Social Sciences. Cr. 3.
An exploration of the nature and structure of mathematical thought from an historical and intuitive perspective using elementary mathematical models. Topics include: basic management science models such as planning and scheduling, and linear programming; basic probability and statistics; basic growth and decay models.

MUSIC (MUS)

MUS209. Introduction to Jazz History. Cr. 3.
An introduction to jazz history, studying of the evolution of jazz from its origins to the present. The course emphasizes how each period developed both musically and historically, as well as an analysis of its major performers, arrangers and composers. An emphasis is also placed on developing listening skills. Previous study of music not required.

MUS223. Music in Worship. Cr. 3.
This course is a survey of the history of church music from chant to contemporary worship music. The role of music in both liturgical and non-liturical services is studied. Previous study of music not required.

The relationships between musical art and the Christian faith. The music of the church, past and present. Christian folk music of the twentieth century in relation to the Christian musical tradition and to biblical expressions of faith. Previous study of music not required.

MUS312. Music of World Cultures. Cr. 3.
This course is an overview of several representative cultures, including regions such as Africa, India, Asia, and cultures in the Americas. Previous study of music not required.

MUS340. History and Literature of Music of the Middle Ages to 1775. Cr. 3.
A survey of the principal composers and their works, as well as the various historical styles of the music of western Europe from approximately 600 AD through the Rococo period. Previous study of music not required.

MUS341. History and Literature of Music from 1775 to the Present. Cr. 3.
A survey of the principal composers and their works, as well as the various historical styles of the music of western and eastern Europe and of the United States of America from the Classical period to the present. Previous study of music not required.

PHYSICAL SCIENCE (PHSC)

PHSC301. Natural Science. Cr. 3.
Introduces physical geology, earth materials, history of the earth, geophysics, and geochemistry. Examines the topography and structural features of the earth soils, and soil formation and the geological processes involved in their development.
POLITICAL SCIENCE (PSC)

PSC201. American Government. Cr. 3.
Principles of American government, framing of the United States Constitution; basic structure and functions of the federal legislature, executive and judiciary; the articulation of public opinion via interest groups and parties to political leaders and legislation.

PSC212. American Policy System. Cr. 3.
Prerequisite: PSC201 recommended, but not required.
The system of making and implementing public policy with case studies of public policy such as foreign policy, economic policy and civil rights. State and local government with Alabama as a particular example.

PSC303. International Relations. Cr. 3.
Prerequisite: one 200-level political science course recommended, but not required.
The factors and motives underlying the political and economic relationships among nations; the basic principles guiding the foreign policies of the major nations; the instruments of power and their effect upon international relations; the United Nations and regional organizations.

PSC305. Presidency and Congress. Cr. 3.
Prerequisite: one 200-level political science course recommended, but not required.
Analysis of the two dominant federal institutions and their processes; contrasting methods of election, constituencies served, goals, staff, and time horizon. Characteristics and operation of government in foreign and domestic policy making, budgeting, and the instruments of conflict and cooperation.

PSC311. Voters, Parties & Elections. Cr. 3.
Prerequisite: one 200-level political science course recommended, but not required.
Influence, structure and operation of the American party system; evaluation of major parties in historical context, and factors weakening parties today. Voter behavior, electoral processes, interest groups and the mass media.

PSYCHOLOGY (PSYC)

PSYC307. Theories of Personality. Cr. 3.
Prerequisite: PSYC201 recommended, but not required.
Theories and constructs relating to the development of personality. Classical and neo-psychoanalytic, interpersonal, humanistic, cognitive, and behavioristic perspectives.

PSYC308. Human Relations in Organizations. Cr. 3.
Prerequisite: PSYC201 recommended, but not required.
Focuses on the behavior and interaction of individuals, groups, and organizations in the production of goods and services. The course uses the scientific method, is interdisciplinary, draws heavily on behavioral sciences’ theories, models, and concepts, is contingency oriented, and emphasizes applications in the world of work.

PSYC311. Psychology of Women. Cr. 3.
Prerequisite: PSYC201 recommended, but not required.
This course will focus on areas of psychological and social functioning most relevant to women. The following topics will be discussed: child development, sexuality, work, development of self, gender and psychological disorders, relationships and friendships, violence, motherhood, and images of women in culture. Important works from psychodynamic, social learning, developmental, and cognitive perspectives will form the foundation of the course.

PSYC325. Psychology of Change. Cr. 3.
Prerequisite: PSYC201 recommended, but not required.
Examines change from personal and organizational perspectives. Explores principles of change, sources of resistance and strategies for overcoming resistance.

PSYC327. Lifespan Development. Cr. 3.
Prerequisite: PSYC201 recommended, but not required.
Lifespan development includes physiological, perceptual, cognitive, social, and affective change from conception to death, with an emphasis on transitions and developmental challenges throughout the lifespan.
RELIGION (REL)

REL101. Survey of Hebrew Scriptures. Cr. 3.
An overview of the biblical heritage found in the Hebrew Scriptures/Old Testament, outlined in eight periods: primal history, patriarchal history, exodus, conquest, kingdom, exile, restoration and struggle for independence. Historical, cultural, ethical and theological concerns. Relevance of Old Testament to later Jewish history and to the New Testament world. Concepts and concerns, such as creation, covenant, righteousness, holiness, wisdom, salvation, history and messianic hope.

An overview of the biblical heritage found in the Christian Scriptures growing out of the Old Testament and intertestamental periods. Three basic types of literature: Gospels, Pauline letters and post-Pauline works. Centers on the person and work of Jesus of Nazareth, and the interpretation of him as the Christ by the early Christian community. Theological, philosophical and ethical concerns. Concepts such as discipleship, redemptive community, self-sacrificial love, evangelism, service and mission.

REL221. History of Christianity I. Cr. 3.
A survey examination of the history of Christianity from its start to the Reformation. The course will pay particular attention to the challenges and issues that shaped religious thought and expression in the early centuries of the Christian era.

REL222. History of Christianity II. Cr. 3.
A survey examination of the history of Christianity from the Reformation to the present. The course will pay particular attention to the variety of Christian expressions that are found in America and the background to many of the current Christian debates.

REL233. World Religions. Cr. 3.
An introduction to the history, traditions and beliefs of the world’s major religions and to how these traditions interact with the forces of modernity and post-modernity. Christianity, Judaism, Islam, Hinduism, Buddhism, and Chinese and Japanese religions.

REL234. Religion in America. Cr. 3.
An inquiry into how religion has shaped and affected the American experience. Christianity and Judaism in America will be the main focus of the course, especially how the values of the Judeo-Christian tradition found expression in the panorama of the American experience. The course will examine the influence of religious faith and world-views in literature, film, and politics. Topics may include, but are not limited to, the rise of American denominations, the influence of Judeo-Christian values on the American frontier (especially the encounter with Native American traditions), and the impact of postmodernism on traditional religions, and the rise of fundamentalism in American culture.

REL301. Christian Theology. Cr. 3.
Prerequisite: one 200-level religion course recommended, but not required.
An examination of the basic doctrines of the Christian Church as they find expression in contemporary theological dialogue. Topics will include the doctrine of God (Trinity), Christology, soteriology, eschatology and ecclesiology.

REL308. Torah (Hebrew Scriptures). Cr. 3.
Prerequisite: one 200-level religion course recommended, but not required.
A study of the Torah with focus on its meaning and relevance today in the Judeo-Christian tradition.

REL309. The Prophets (Hebrew Scriptures). Cr. 3.
Prerequisite: one 200-level religion course recommended, but not required.
A study of the Israelite prophetic movement with special emphasis on the classic prophets and the religious, social, political and economic background of their message and its implications for today.

Prerequisite: one 200-level religion course recommended, but not required.
The Christ of faith/Jesus of history question. Jesus and his message are examined in relation to Jewish/Israelite backgrounds. Special attention is given to the various portrayals of Jesus and his significance – in the Gospels, Christian theology, literature, art and film.

Prerequisite: one 200-level religion course recommended, but not required.
An evaluation of Paul’s letters, including their distinctive theological positions and interpretation of the Christ. Emphasis on the position of Paul in the history of the church and theology.
Prerequisite: one 200-level religion course recommended, but not required.
An introduction to contemporary Christian ethics and to the various methodologies employed by contemporary Christian ethicists to derive their distinctive ethical standpoint.

STUDENT RESOURCES

LIBRARY RESOURCES
The resources and services of the Houghton Memorial Library of Huntingdon College that support the Adult Degree Completion Program (ADCP) are primarily available in electronic format. However, the Library’s online catalog (called Countess) will allow students and faculty to peruse its print, non-print and electronic holdings. The Library currently provides access to numerous electronic databases, all of which are available through the Huntingdon College computer network and through the Internet.

Students enrolled in ADCP will be authorized to access the Huntingdon College Library’s electronic resources and the Alabama Virtual Library (AVL). The first step to gain authorization is to establish an account with the Library. An account allows a student to borrow (“check out”) physical items from the Huntingdon Library and will provide the student with the password and log-in name needed to access many of the Library’s electronic resources. Upon establishing an account, the Library will send to ADCP faculty and students a welcome letter and printed user guide that explains library policies and procedures, including instructions for accessing the collections and contacting library personnel for assistance. For those ADCP faculty and students who are unable to physically visit the Huntingdon Library, materials may be borrowed using the Library’s document delivery service. For items such as books, the Library uses United Parcel Service (UPS) or U.S. mail. For photocopies of journal articles, the Library uses fax services.

LIBRARY COOPERATIVE AGREEMENTS
Students and faculty of Huntingdon College also have circulation privileges at the following libraries in Montgomery: Auburn University at Montgomery, Alabama State University, Faulkner University, Troy State University Montgomery, and the Alabama Public Library Service. To take advantage of this cooperative agreement, Adult Degree Completion Program (ADCP) faculty and students must acquire a consortium sticker from the Huntingdon Library, which must then be placed on the faculty or student’s Huntingdon Identification (ID) card. (Note that the Alabama Public Library Service is not the same as the Montgomery Public Library system. Anyone wishing to borrow materials from a library in the Montgomery City/County system must be a resident of the area and personally make arrangements for a Montgomery city/county library card.) Faculty and students hosted from a partner location (e.g. Enterprise) also have library privileges at that partner location. The Huntingdon Library is an affiliate of the Network of Alabama Academic Libraries, through which it has been able to license many of its electronic databases.

BOOKSTORE POLICIES
Students are responsible for obtaining the correct book (e.g. edition) for classes in which they officially enroll. The e-Follett bookstore maintains the book list with this information; however, students are not required to purchase books from this location.

All Adult Degree Completion Program (ADCP) students can order books online with home delivery and a buyback option. Generally, courses require that students read chapters of the required text before the first class. There are several convenient ways for students to obtain textbooks. To order books...
through e-Follett, simply go to the web site (www.efollett.com). On the drop down bar, select Alabama, then select Huntingdon College from the next drop down bar. Then, choose Adult Degree Completion Program (ADCP) and select the appropriate courses. Complete the order with credit card information and address. e-Follett will ship books within 2 business days. e-Follett will make every effort to provide a used or rental copy of the requested book(s) to help save students money.

Students may also call the Huntingdon College (HC) Bookstore at (334) 833-4482 if they have any questions. The HC Bookstore will be glad to ship the books to the student’s home address.

The HC Bookstore will ship the order via UPS Ground for free regardless of how many textbooks are purchased. After the course has been completed, The HC Bookstore will buy the textbooks back (provided the textbook is a current edition). If the student chooses to do so, he/she may come to the Montgomery campus HC Bookstore or mail the textbooks to the HC Bookstore. The HC Bookstore can pay up to 50% of the purchase price provided that same text will be required in the upcoming session and that the HC Bookstore has a book order at the time the book is being sold back. The HC Bookstore will provide the students with current wholesale pricing on any books. The HC Bookstore will send the buy back amount in the form of a money order directly to the student’s home.

Regardless of where the textbook was purchased, the e-Follett Bookstore will buy them back. The e-Follett Bookstore will offer buyback services every business day (during business hours) throughout the year.

Please feel free to call the Huntingdon College main campus book store (334-833-4482) with any questions. Hours of operation are 8:30 to 4:30 Monday - Friday. At ESCC student may be able to purchase textbooks for their classes from the ESCC campus book store.

**STUDENTS WITH DISABILITIES / LEARNING ASSISTANCE**

Huntingdon College is committed to providing equal access to all facilities, programs, and services of the College. The College’s goal is to foster an environment free of discrimination and bias in which all qualified students have access to educational opportunities.

**SECTION 504/ADA COORDINATOR**

Dr. Lisa Dorman is the official Section 504/ADA compliance officer for the College. The Senior Vice President for Planning and Administration, Treasurer is the contact for all matters concerning the physical plant facilities for Huntingdon and for matters relating to staff personnel at the College. Dr. Dorman is the contact person for faculty for matters relating to specific academic requests. The Dean of Students is the contact person for students with specific non-academic requests. The persons in these positions are responsible for assisting with the coordination of efforts to comply with federal regulations, which require equal access to all programs and services of the College to individuals with disabilities with respect to his or her assigned area(s). Any student, faculty or staff member may contact any one of the persons in the named positions for clarification, appeal or resolution of a disability-related issue.

The Director of Health Services is the Intake Coordinator for students with disabilities who request services and/or accommodations to minimize the effects of their disabilities. Students must voluntarily identify themselves and provide current, official documentation of disability in order to become eligible for reasonable accommodations. If documentation is inadequate, the student may be asked to provide additional information/evaluation.

**STUDENT BEHAVIORAL EXPECTATION**

**STUDENT RESPONSIBILITIES**

As with any community, it is necessary to have guidelines and directions which will enable each person to achieve their optimal potential. Students are responsible for acquainting themselves with the College policies and requirements in this catalog.

**EXPECTATIONS OF STUDENTS**

All Huntingdon College students are expected to conduct themselves according to the values of the Honor Code.

Huntingdon College is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. Therefore, the College, in accordance with applicable federal and state law and stated College policy, prohibits discrimination on the basis of race, color, sex, age, religion, disability, sexual orientation, and national or ethnic origin.

All members of the Huntingdon College community have an obligation for the intellectual, social and spiritual development of their fellow students. Their ultimate responsibility is to prepare themselves to work now and in the years ahead, regardless of the personal sacrifice involved, for their own good and for the good of their fellow humans.

It is expected that students coming to the College will actively participate in the endeavors of the College community to reach beyond itself in the care and concern for others through education for service. Students are expected to design, to create, and to participate in educational opportunities outside of the classrooms with and for other members of the College and the civic community. It is to be clearly understood that the educational process at the Adult Degree Completion Program (ADCP) is not limited
to, or confined by, classroom activity. The commitment to and the involvement in the educational process at the College means that all aspects of human living are to be viewed as opportunities to teach, to learn, and to grow. It is expected that students clearly understand that while they are enrolled at Huntingdon College, they bear the College’s name. All behavior, therefore, must reflect this reality in the social, civic, educational, and living environments in which they find themselves.

**STUDENT HONOR CODE**

The Honor Code is founded on the principle that the ultimate responsibility for abiding by the behavioral expectations of the College lies with the student.

“As a student of Huntingdon College, I hereby dedicate myself to the principles of Honesty, Integrity, Responsibility, and Stewardship in all aspects of my life. I will be accountable for all that I say, write, and do. I resolve to keep myself above reproach, realizing that my words and actions impact others’ perceptions of this institution. I will participate actively in the efforts of Huntingdon College to fulfill its mission of Faith, Wisdom, and Service.” (Adopted 2010)

**STUDENT GRIEVANCE POLICY**

**SCOPE AND PURPOSE**

The purpose of this procedure is to provide currently enrolled Huntingdon College students with an opportunity to resolve complaints alleging sexual harassment, discrimination, and other forms of harassment. This procedure is also available for the resolution of complaints alleging inappropriate application to a student of any other rules or policies of the Huntingdon College campus, except as noted below.

This policy does not apply to academic grade appeals, except those appeals arising from claims of sexual harassment, harassment, or discrimination, in which case the claims of harassment and/or discrimination will be vetted through the provisions of this policy prior to implementation of the Student Grade Appeal process.

**STUDENT GRIEVANCE COMMITTEE**

The ADCP Student Grievance Committee consists of the Dean of Students, or his designee, who shall also serve as the Complaint Resolution Officer unless as otherwise noted, the Provost and Dean of the College, two faculty members appointed by the Provost and Dean of the College, and two students appointed by the Dean of Students, or his designee.

**INFORMAL MEDIATION**

Informal mediation is an option for the complainant to pursue before deciding whether or not to file a formal complaint under the Student Grievance Policy.

In the event that informal mediation is desired, the complainant must contact the Student Grievance Committee Complaint Resolution Officer to act as mediator between both parties. In the event that the Student Grievance Committee Complaint Resolution Officer is the focus of the student complaint, then the complainant may contact the Senior Vice President for Planning and Administration to act as mediator between both parties.

Attempts to resolve complaints through the Informal Mediation process should be completed within thirty (30) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved.

**FORMAL STUDENT GRIEVANCE PROCESS**

If a student is not satisfied with the outcome of the Informal Mediation process, the student may file a formal student grievance within thirty (30) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved, regardless of the progress of the Informal Mediation process.

Student Grievances must be in writing and signed by the student. Grievances must contain the student’s address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, the specific law, policy, or rule alleged to have been violated (if known), a description of the evidence supporting the grievance, whether Informal Mediation was available and completed, and the remedy or relief requested. It is the responsibility of the complainant to update the Complaint Resolution Officer (CRO) as to the appropriate address to use throughout the grievance process.

The student complainant may be assisted by a parent, legal guardian, or attorney during the grievance process. If the student is to be assisted by an advisor, the student must submit the name of the designated advisor, and indicate whether the advisor is a parent, legal guardian, or attorney. The student also must submit a signed statement authorizing the advisor to receive copies of relevant student records and correspondence regarding the grievance and to accompany the student to any meetings.

Upon receipt of a formal student grievance, the Complaint Resolution Officer shall review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts which, if true, would constitute a
violation of law or College policy. The CRO shall complete initial review of the grievance and notify the complainant of the determination in writing within twenty (20) days of the receipt of the complaint.

If the CRO determines that the grievance is incomplete, the student will have ten (10) days from the date of the written notice to make the grievance complete. If the student fails to make the grievance complete, the grievance will be dismissed. If the CRO determines that the grievance is untimely, outside the jurisdiction, or factually insufficient, the grievance will be dismissed. If the grievance raises multiple issues, the CRO will make a determination described above with regard to each issue. The CRO may investigate some issues and dismiss others pursuant to this review process.

If a complaint is dismissed, the CRO will provide the student with a written explanation of the basis for the dismissal. The student will have ten (10) days from the date of the written notice to request an appeal of the dismissal from the Senior Vice President for Planning and Administration. The request for appeal must be a signed, written document articulating why the decision by the CRO to dismiss the case was in error. The Senior Vice President for Planning and Administration will respond in writing within twenty (20) days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision to dismiss is overturned on appeal, the case shall be sent back to the CRO for investigation in accordance with the procedures outlined below.

If the CRO determines that a complaint is complete, timely, and has potential merit, copies of the complaint, along with any relevant documentation, will be provided to the members of the Student Grievance Committee, and will arrange for the date and time for a hearing. Hearings will be scheduled no later than forty-five (45) days following the submission of the complaint. The refusal of any party to attend the scheduled hearing date shall not result in a delay of the hearing.

The Student Grievance Committee shall interview all parties together so that there is an opportunity to discuss all allegations. The hearing will be recorded. The Student Grievance Committee shall decide, call for, and study what further evidence or witnesses may be necessary before reaching a final determination. All parties shall have an opportunity to hear all witnesses and review all further evidence received and considered by the Committee.

Subsequent to the hearing process, the Student Grievance Committee shall retire to an executive session (unrecorded) to reach its determination as to the responsibility of the person, persons, or entity against whom the complaint is lodged. For a finding of defendant(s) responsibility, four of the six voting members of the Student Grievance must agree.

The Grievance Committee will present its findings in writing within ten (10) days of the conclusion of the hearing process to each of the parties involved, and to the Senior Vice President for Planning and Administration, along with a recommended remedy, sanction, or range of remedies and/or sanctions. The Senior Vice President for Planning and Administration will determine the appropriate remedy(s) and/or sanction(s), and inform the complainant, and the accused in writing.

Decisions, remedies and/or sanctions may be appealed by the complainant or the accused to the President of the College within ten (10) days of written notification of final grievance procedure outcome from the Senior Vice President for Planning and Administration. The request for appeal must be a signed, written document articulating why the decision of the Committee was in error, or why the remedies and/or sanctions levied by the Senior Vice President for Planning and Administration were not appropriate. The President will respond in writing within twenty (20) days of receipt of the written appeal. All decisions of the President are final.

**EXTRACURRICULAR ACTIVITIES**

As the primary purpose of the Adult Degree Completion Program is for students to focus on completing their degrees in a non-traditional format designed primarily for working adults, students enrolled in this program are not eligible for the typical extracurricular activities available through Huntingdon College, such as but not limited to, NCAA intercollegiate athletics, Greek organizations, membership in honorary societies, and other clubs and organizations.
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CORRESPONDENCE DIRECTORY

For additional information concerning the following aspects of Huntingdon College please write or call the office indicated below:

Academic Records, Course Offerings, Registration, and Transcripts
Registrar ........................................................................................................... 334-833-4430

Admission
Office of Admission ....................................................................................... 334-833-4497 or 800-763-0313

Campus Ministry
Chaplain .......................................................................................................... 334-833-4575

Campus Security
Officer on Duty ............................................................................................... 334-833-4463

Financial Aid, Scholarships
Director of Student Financial Services ......................................................... 334-833-4402

Intercollegiate Athletics
Director of Athletics ....................................................................................... 334-833-4581

Library, Houghton Memorial
Circulation Desk .............................................................................................. 334-833-4421

Residence Halls, Student Housing
Director of Residence Life ............................................................................... 334-833-4062

Student Accounts, Tuition, Fee Payments
Student Account Manager ................................................................................ 334-833-4404

Student Health Services
Director of Student Health Services and Wellness ...................................... 334-833-4577

Student Life
Dean of Students .............................................................................................. 334-833-4401

The Administrative Offices of the College are open Monday through Friday from 8:00 AM to 5:00 PM during the academic year and 7:30 AM to 4:00 PM during the summer months. The Official address is:
Huntingdon College
1500 East Fairview Avenue
Montgomery, Alabama 36106-2148

The number for Directory information is 334-833-4222 and the FAX is 334-833-4502. The College’s Worldwide Web home page is located at: http://www.huntingdon.edu