

# Huston-Tillotson University



## University Bulletin

### Errata

#### **ADMISSION**

##### **Transfer Students p19**

- Complete an Admission Application
- Completed 30 or more semester credit hours (under 30 hours is considered first year status and the student will be required to take the placement test and submit high school transcript)
- Earned an average of 2.3 G.P.A. and a minimum of 24 semester hours from the last college/university attended
- Must be in good standing with the last University attended
- Submit official transcripts of all previous college/universities attended
- Pay non-refundable admission application fee

#### **FINANCIAL AID**

##### **Independent Students**

The definition for an “Independent Student” may change; however, currently students will be considered independent for financial aid purposes if they meet one of the following criteria:

- Twenty-four (24) years of age prior to January 1<sup>st</sup> of each year;
- Currently serving on active duty in the U.S. Armed Forces for purposes other than training;
- A veteran of the U.S. Armed Forces, based on the following:
  - Will be a veteran by June 30<sup>th</sup> of each year;

- Served as a cadet or midshipman at one of the service academies (Army, Navy, Air Force, National Guard);
- Released under conditions other than dishonorable.
- Students are not considered veterans if they:
  - Never served in the U.S. Armed Forces;
  - Were only a ROTC student
  - Are currently a cadet or midshipman at a service academy;
  - Served only as a National Guard or Reserves enlistee;
- Are a graduate or professional student;
- Are married by the date of applying for financial aid;
- At any time since turning age 13, were applicant's parent's deceased, or was the applicant a ward of the court, or in foster care;
- An emancipated minor as determined by a court in the applicant's state of residence;
- Have legal dependents that fall within the following descriptions:
  - Children are dependent on them for more than one-half of financial support
  - Other people who reside with them who receive more than one-half financial support, and will continue to receive more than one-half financial support during the academic year;
  - In legal guardianship as determined by a court in the applicant's state of legal residence;
- At any time on or after July 1, 2008, did the applicant's high school or school district homeless liaison determine that the applicant was an Unaccompanied youth who was homeless; and
- At any time on or after July 1, 2008, did a director of a runaway or homeless youth basic center or transitional living program determine that the applicant was an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?

### **Work Study Program**

Federal and State Work Study programs are subsidized financial aid programs that help students defray expenses through part-time employment. All earnings are payable to students, and it is the student's responsibility to use earnings to pay for any charges that are not covered by other financial aid. Work study students normally:

- Work 15-20 hours per week
- Schedule work hours around class and study schedules

Wages for actual hours worked are paid at least once per month. A limited number of part-time jobs are available on and off campus.

### **Repayment of Federal Funds**

Repayment is defined as the amount a student must repay of student financial aid that is given directly to them as a cash disbursement to cover non-institutional costs. A student who withdraws and receives a cash disbursement of student financial aid for non-institutional costs may be required to repay all or a portion of the financial aid received. Federal regulations require federal funds be repaid in the following order:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
- Perkins Loan
- FFEL/Direct PLUS (Graduate Student)
- FFEL/Direct PLUS (Parent)
- Pell Grant
- Academic Competiveness Grant
- National SMART Grant
- FSEOG
- Teach Grant

## **ACADEMIC AFFAIRS**

Huston-Tillotson University offers two degrees: a Bachelor of Arts and a Bachelor of Science. The University's academic units consist of the College of Arts and Sciences and the School of Business and Technology.

Information on additional program options (specializations, concentrations, and minors) is included in the sections for each academic unit/department.

A minimum of 120 semester hours is required for graduation. Individual courses of study may require additional hours as specified by a given department. Certain majors may take more than four academic years to complete.

### **College of Arts and Sciences**

The College of Arts and Sciences consists of the following Departments with 12 majors:

- Humanities and Fine Arts
- Social and Behavioral Sciences
- Natural Sciences and Mathematics
- Teacher Education and Kinesiology

## **School of Business and Technology**

The School of Business and Technology consists of the following Departments with three majors:

- Business Administration
- Computer Science
- Computer Information Systems

## **MAJORS AND MINOR REQUIREMENTS**

### **Major**

Each student pursuing a degree at Huston-Tillotson University must complete the core curriculum requirements (53 credit hours) and an in-depth study in a major field. A major consists of a set of prescribed courses in a field, administered primarily by one area, which, when combined with general education/core courses, departmental requirements, content requirements, and electives, leads to a bachelor's degree. The courses in the major may come from more than one area, but must include a minimum of 30 credit hours, as specified by the department, including at least 21 hours of upper-division credit. Each student must declare a major upon completion of 30 credit hours. No more than eight hours of core curriculum courses may be counted toward the requirements for the major or minor. Combined students must have minimally earned 120 credit hours.

## **THE BACHELOR OF ARTS DEGREE IN MUSIC (MUS)**

The Music Program plays a vital role in the life of the University and the community. The training environment it provides continues to produce musicians of distinction for careers in a variety of professional fields including performance and music education. The faculty is comprised of dedicated professional musicians who are active in both performance and teaching.

### **Admission Requirements to the Music Program**

All students are required to apply for admission and readmission to the University through the Director of Admission.

In addition to the general admission requirements of the University, a student must pass an audition conducted by the music faculty.

New students and transfer students must complete a written diagnostic examination in music theory and piano or other keyboard proficiency examination. Students who show deficiencies must enroll in a piano class.

### Degree Offered

The Music Program offers the following degree:

*Bachelor of Arts in Music Performance* (with a concentration in Voice or an Instrument). This degree is designed to help prepare students for admission to advanced degree programs. Students seeking performance careers, college teaching, or independent studio teaching should also follow the Bachelor of Arts in Music Performance degree plan.

This degree program requires the student to begin the program in the freshman year.

### Requirements for a Music Education Certificate

- I. 16 credit hours of Music Performance:
  - a. 8 credit hours of applied principle including Senior Recital
  - b. Piano Proficiency Requirement: 8 credit hours of Class Piano (MUS 112p, 122p, 212p, 222p)
  - c. Additionally, Music Seminar must be taken each semester the student is enrolled in a music degree program;
2. 24 credit hours in Music Theory and Music Literature (MUS 113, 123, 213, 223, 363, 383, 393, 413);
3. 7 credit hours of Music Ensemble;
4. 19 credit hours of Music Education (MUS 242, 252, 283, 333, 343, 372, 373, or 323, 481); and
5. 20 credit hours of professional development courses as determined by the Department of Teacher Education and Kinesiology.

## **COURSES IN PSYCHOLOGY (PSY)**

### **UNIV 102: The HT Experience**

**2 credit hours**

This is an interdisciplinary, team-taught course that is the foundation for a successful University experience. This course is a comprehensive introduction to the world of work, careers, community service, and the University curriculum.

***This course does not count towards psychology major requirements.***

**Prerequisite: None**

## Addition to University

### **INTELLECTUAL PROPERTY RIGHTS**

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

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

This policy on Intellectual Property enumerates the rights of Huston-Tillotson University regarding research under the auspices of the University. Intellectual Property is herein defined as all inventions, scientific or other discoveries, and technological advancements developed during the course of a research project that are patentable under applicable law, and/or such works of authorship that are subject to copyright law.

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

#### ***Inventions***

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

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

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

- I. A title that is brief, technically accurate, and descriptive;

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

The inventor shall periodically report in writing to the President the current status of progress, results of research, and development work done with respect to the invention.

The inventor, when requested by the University, will do each thing necessary, including execute legal documents and review patent prosecution papers, to assist the University in patenting and administering the invention.

The President shall review each proposed research grant or program agreement to which the University is party and which may produce a patentable invention to determine its consistency with this policy, and where major differences are found, either approve them in writing as an exception to this policy or recommend amendments to the agreement.

The President shall, at the President's discretion, apply for patents for the invention; or release the University's interest in the invention to the inventor; or dispose or retain ownership of the invention in another manner.

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

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

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

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

### **Works or Authorship**

The copyright of a work authored by a faculty member or student is the property of the faculty member or student unless the University has entered into a written agreement with the faculty member or student in which the faculty member or student has agreed to author the work for hire.

If the University enters into an agreement with a faculty member or student in which the faculty member or student agrees to author a work, the work is “a work for hire” under federal copyright law.

A work authored by an administrative employee of the University as part of that employee’s assigned duties is “a work for hire” under federal copyright law.

The copyright to “a work for hire” is the sole property of the University.

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

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

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

### **Dispute Resolution**

Should a disagreement arise between a researcher and the University regarding the application of this policy or the ownership of an invention or work, a committee consisting of one person selected by the

inventor or author, one member selected by the President of the University, and a third member agreed upon by the first two committee members selected will resolve the disagreement and report the resolution to the President who will have the final word.

The University may not bring, prosecute, or defend court litigation involving a University invention or work without the prior written approval of the President.