



**HARVEST UNIVERSITY**

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**ACADEMIC CATALOG**

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**2025-2026**

# Academic Catalog

2025 - 2026

*Sept. 1, 2025 through August 31, 2026*



Harvest University

[www.harvestuniversity.edu](http://www.harvestuniversity.edu)

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## Welcome From the President



“Salvation is found in no one else, for there is no other name under heaven given to mankind by which we must be saved.” – Acts 4:12

Welcome to Harvest University, a Christian institution of higher education that serve the Global Chinese churches and Christians worldwide.

Harvest University is committed to the absolute authority of Scripture in all areas of life, we believe at the center of Christian education is the Word of God. Our primary goal is to develop Christ-centered men and women with the values, knowledge and skills essential to impact the world.

HU seeks to foster spiritual growth among our students, faculty and staff, with a focus on living out the Great Commission and Great Commandment. We endeavor to provide leadership

training for pastors, missionaries, educators, youth ministers and Christians in various professions, especially those who will minister among the Chinese diaspora and beyond.

The dream of Harvest University is to collaborate with evangelicals who share in the vision of advancing the Kingdom of God, equipping believers to take the Gospel of Jesus Christ to the ends of the earth to proclaim that salvation is only by God's grace through faith alone in Christ alone.

We thank the Lord for entrusting us with this calling, we believe God is doing something special here at HU, please visit our campus to get to know us. May the Lord be with you and fulfill His purpose in your life through Harvest University!

I hope to see you in the future on the Fort Morgan campus.

In Christ,

A handwritten signature in cursive script that reads "Joanna Shih".

**Joanna Shih**

University President

## **Disclaimer**

This handbook and the policies and procedures contained herein are in effect from September 1, 2025, through August 31, 2026. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Harvest University makes every reasonable effort to provide accurate information in the contents of this handbook but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees, and all other aspects of University operations by the official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any question a student may have regarding this handbook that has not been satisfactorily answered by the University may be directed to the Colorado Department of Higher Education at 1600 Broadway, Ste 2200 Denver, CO 80202, [cdhe.colorado.gov](http://cdhe.colorado.gov), telephone number (303) 862-3011 or by fax (303) 996-1329.



# CHAPTER 1: GENERAL INFORMATION

## Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email [info@harvestuniversity.edu](mailto:info@harvestuniversity.edu) or by phone (970) 370 1541, or send a written request to the address below:

Harvest University

Attn: Admissions  
300 Deuel St,  
Fort Morgan, CO 80701

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [www.harvestuniversity.edu](http://www.harvestuniversity.edu)

*\*Prices are subject to change*

## Statement of Student Responsibility

This Catalog has been made available to all students of Harvest University in digital format via the school's website. Prospective students must review this Catalog prior to signing an enrollment agreement.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this university with the Colorado Department of Higher Education by calling (303) 862-3001 or by completing a complaint form, which can be obtained on the CDHE's website, <https://cdhe.colorado.gov/filing-student-complaint>. Students may also mail their complaint to 1600 Broadway, Ste 2200, Denver, CO 80202.

## Statement of Non-Discrimination

Harvest University admits qualified applicants who are personally committed to faith in Jesus Christ regardless of sex, race, color, national origin, or disability.

## Academic Calendar 2025-2026

Please visit <https://www.harvestuniversity.edu/academics/academic-calendar/> to see our latest academic calendar.

## Administrative Holidays 2025-2026

To reach Harvest University, please call +1 970 370 1541, Monday to Friday between 9:00 am – 5:00 pm MST. Harvest University offices will be closed on the following holidays.

Administrative Holidays	
<b>Fall Term:</b> Veterans Day Thanksgiving Break Christmas Holiday New Year’s Eve Holiday	Nov 11, 2025 Nov 27-28, 2025 Dec 24-25, 2025 Dec 31, 2025
<b>Winter Term:</b> New Year’s Day Martin Luther King Day Presidents' Day	Jan 1, 2026 Jan 19, 2026 Feb 16, 2026
<b>Spring Term:</b>  Good Friday Memorial Day	  April 3, 2026 May 25, 2026
<b>Summer Term:</b>  Independence Day Labor Day	  July 4, 2026 Sep 1, 2026

## Vision, Mission, Goals, Values

### Mission Statement

As a Bible-believing and Jesus-centered institution of higher education, Harvest University empowers and sends out ministers with the skills and passion to take the Gospel to the Chinese diaspora and beyond.

### Vision

Harvest University has been established to uphold the spirit of evangelical faith in equipping godly servants to be sent out as the Lord’s workers for the Kingdom of God. As Jesus Christ said in Luke 10:2, “The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.”

### Core Values

Christ-Centered

We seek to honor and imitate our Lord Jesus Christ in all thought, word, and deed, leading to a firm commitment to Christ and His Kingdom.

#### Biblical Foundation

We seek to cultivate a deep and enduring faith that affirms the authority of Scripture and applies Biblical values and traits to everyday life.

#### Spiritual Formation

Believing that all truth is from God, we provide students with the opportunity to study the Bible and to integrate their faith within their course of study and life.

#### Servant Leadership

Dedicated to a life of service, we strive to prepare leaders to serve and transform the world based on one's gifts, passions, and calling.

#### Academic Excellence

Exploring all truth with scholarly excellence, we build a Biblical worldview to prepare students to carry out God's global mission.

#### Integrity

We hold to sound moral character, as defined by Biblical principles of upholding honesty, truthfulness, faithfulness, and exercising humility.

#### Student Focused

We seek to provide a spiritual and comfortable learning environment that fosters critical and creative thinking, academic excellence, and professional competence.

#### Ministry Motivated

Our emphasis on ministry and missions extends beyond the classroom into real-world experiences that prepare students for a lifetime of service in ministry.

## **Institutional Goals of Harvest University**

Harvest University students are empowered with:

1. A commitment to spiritual disciplines that deepen their personal relationship with God.
2. A deeper understanding of Biblical truth.
3. The skills and passion to engage in a lifetime of serving the Lord.
4. A commitment to share the gospel and make disciples.
5. A commitment to advancing the Kingdom of God to all peoples, nations, and languages.

## **Statement of Faith**

Harvest University affirms the statement of faith of the World Olivet Assembly (WOA):

#### **We believe in:**

The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One **God**, eternally existent in three persons, Father, Son, and Holy Spirit.

Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ. The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## Harvest University Commitment to Students

As a Christ-centered institution, Harvest is committed to emphasizing a biblically sound, integrated, faith-based education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

### Harvest is committed to:

#### Spiritual Wellness

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

#### Intellectual Wellness

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

#### Emotional Wellness

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

#### Physical Wellness

- Providing a clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

#### Social Wellness

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.
- Seeking and fulfilling Christ-like leadership roles that contribute positively to communities and the larger society.

## Accreditation



Harvest University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on October 22, 2024. This status is effective as of July 1, 2024, and is valid through June 30, 2029. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).



Harvest University participates in the State Authorization Reciprocity Agreements (SARA) by the National Council as of March 25, 2025. Through this approval, the University is authorized to provide distance education programs to students in 49 U.S. states, with the exception of California.

## Student Achievement

Currently, all of Harvest's students are full-time missionaries and ministers working in the ministry field. As a result, the University only has part-time students. Retention data for first-time, full-time students is not available.

In accordance with the University's enrollment policy, the following guidelines outline the expected timeframes for degree completion.

**Full-Time Students:** Full-time students are expected to complete their degree programs within four (4) years.

**Part-Time Students:** Part-time students have an extended timeframe of six (6) to eight (8) years to complete their degrees, offering greater flexibility for those managing academic work alongside other responsibilities.

### Expected Graduation Timeline

Harvest University commenced its first course in the summer of 2021, the first cohort of part-time students is expected to graduate by the end of Spring 2027. This milestone will represent the initial completion cycle under the current part-time enrollment model.

The University remains dedicated to supporting all students through personalized academic services and guidance to ensure successful program completion within their designated timeframes under enrollment policy.

## CHAPTER 2: APPLYING TO HU

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Harvest University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Harvest University to determine if your credits, degree, or certificate will transfer.

Harvest University recognises academic work completed at other institutions that is equivalent in content, level, and quality to its own coursework. In accordance with the Transnational Association of Christian Colleges and Schools (TRACS) Accreditation Manual (June 2025 Edition, Standard 8.12), students must earn at least 25 percent of the total credit hours required for a degree through Harvest University. Consequently, a maximum of 75 percent of programme credits may be accepted as transfer or exemption credit.

To maintain academic rigor and program integrity, the University adopts a stricter institutional limit of 50 percent for transfer and exemption credits effective 2025 – 2026.

- Credits earned from accredited institutions may be accepted upon official transcript review and Academic Dean approval.
- Credits earned from non-accredited institutions will only be considered if validated through a recognised third-party credential evaluation agency (e.g., WES, ECE, ACEI).
- Prior learning experiences, employment, or informal study are not accepted for credit evaluation at this time.

This policy ensures that each graduate completes a substantial portion of their studies directly through Harvest University, preserving the academic integrity and distinctiveness of all awarded degrees.

Prospective students interested in applying to Harvest University should complete an application, available upon request from Harvest University's Office of Admissions or on the Internet at <https://www.harvestuniversity.edu/apply/>.

All applicants to Harvest University should evince strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

Admissions personnel will review applicants' information and inform them whether or not they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions ([admissions@harvestuniversity.edu](mailto:admissions@harvestuniversity.edu)) during this application process.

### Admissions Policy

Harvest University welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and Goals of the school. Harvest University does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship,

and loan programs.

Applicants will be officially notified by email of their admission acceptance or denial, including the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a consistent testimony and character.

The privilege of attending Harvest University is contingent upon a student's full cooperation and agreement with the policies and principles of the school. The school reserves the right to request the withdrawal of any student who does not fit in with the spirit of the institution regardless of whether or not he or she conforms to all specific rules and regulations of the school. Any student who willfully violates the principles of the school or whose attitude and conduct is found not to be in the best interest of the community will be asked to withdraw.

## Undergraduate

1. Application Form - Prospective students interested in applying to Harvest University must submit the application form through <https://www.harvestuniversity.edu/apply/>.
2. Admission Essay. Applicants must submit a written admission essay. Admission essay Part I should be approximately 700-1000 words in length describing their personal faith in Jesus Christ. Admission essay Part II should be no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Harvest University should evince a strong Christian character, the potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.
3. High School Transcripts – Applicants to Harvest University's undergraduate degree programs must submit an official high school transcript from a public, private, or home school, or official transcripts from all colleges or universities attended. Applicants who have not graduated from high school must obtain a General Educational Development (GED) certificate prior to admission. It is the applicant's responsibility to ensure that transcripts are sent directly from the issuing educational institution to the Admissions Office via email at **admissions@harvestuniversity.edu** or mailed to the following address:

Harvest University

Attn: Admissions  
300 Deuel St, Fort Morgan  
CO 80701

4. Submission of SAT or ACT scores is optional for applicants to Harvest University. If multiple score reports are submitted, the highest score from each individual subsection of the exam will be considered.

### 5. Program Language Proficiency

- A. Harvest University requires the submission of evidence for proficiency in the language of instruction. Instructions offered are only in the language(s) of the specific degree program enrolled/applied for. See the section on "Program Language Proficiency Requirements" below. Harvest University offers the following types of programs.
  - i. Degree programs in English. This is the regular type of degree program offered at Harvest University and as long as not noted otherwise in the enrollment agreement, all instructions at Harvest University are offered in English.
  - ii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficiency. All instructions at these programs are offered in Chinese only.
  - iii. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to the original languages required for research and are separately listed in those program descriptions.

Note: Students enrolled in any of the programs described may demonstrate proficiency in additional languages of instruction throughout the course of study. Even though this allows registration of additional courses as they are available, more than half (50%) of the program must be completed in the original program language, or a change of program must be applied for.

- B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript.

In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

6. Recommendations. Applicants must submit at least three recommendation letters. One letter must be a reference from a World Olivet Assembly (WOA) church pastor who is familiar with the applicant's current church involvement. The other two recommendations should come from church members who can comment on your personal faith in Jesus Christ. This could be two committed members of your church. Recommendations may not be from a member of your immediate



family or your spouse.

Additional recommendation - If applicants serve in another ministry besides their church, they can submit a reference from one of its leadership team members.

7. Statement of Faith – Applicants must sign Harvest University's Statement of Faith.

8. Application Fee – Applicants must submit a \$75.00 non-refundable application fee.

## Graduate

1. Application Form - Prospective students interested in applying to Harvest University must submit the application form through <https://www.harvestuniversity.edu/apply/>.

2. Admission Essay. Applicants must submit a written admission essay. Admission essay Part I should be approximately 700-1000 words in length describing their personal faith in Jesus Christ. Admission essay Part II should be no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Harvest University should evince a strong Christian character, the potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

3. A bachelor's degree from a CHEA or USDE-accredited U.S. institution. Note: Applicants with a baccalaureate degree from a non-accredited institution are encouraged to apply and ask for a transcript evaluation to determine whether conditional admission is possible.\*

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Harvest University:

Harvest University

Attn: Admissions  
300 Deuel St, Fort Morgan  
CO 80701

4. A minimum 3.0 grade point average on a 4.0 scale, or the equivalent according to the institution's grading norms, for all course work during the last two years of undergraduate study. Applicants with an undergraduate GPA of less than 3.0 may be admitted on probation under the following provisions:

- The applicant must complete sixteen hours of graduate courses with a cumulative graduate GPA of 3.0 or higher.
- Successful completion of these requirements will lift the student's probationary status and allow him or her to continue in the degree program.
- An undergraduate background supported by undergraduate achievement, which would indicate the ability to engage successfully in graduate theological studies.

5. Program Language Proficiency

A. Harvest University requires the submission of evidence for proficiency in the language of instruction. Instructions offered are only in the language(s) of the specific degree program enrolled/applied for. See the section on "Program Language Proficiency Requirements" below. Harvest University offers the following types of programs.

- i. Degree programs in English. This is the regular type of degree program offered at Harvest University and as long as not noted otherwise in the enrollment agreement, all instructions at Harvest University are offered in English.
- ii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficiency. All instructions at these programs are offered in Chinese only.
- iii. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to the original languages required for research and are separately listed in those program descriptions.

Note: Students enrolled in any of the programs described may demonstrate proficiency in additional languages of instruction throughout the course of study. Even though this allows registration of additional courses as they are available, more than half (50%) of the program must be completed in the original program language, or a change of program must be applied for.

B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript.

In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

6. Recommendations. Applicants must submit at least three recommendation letters. One letter must be a reference from a World Olivet Assembly (WOA) church pastor who is familiar with the applicant's current church involvement. The other two recommendations should come from church members who can comment on your personal faith in Jesus Christ. This could be two committed members of your church. Recommendations may not be from a member of your immediate family or your spouse.

Additional recommendation - If applicants serve in another ministry besides their church, they can submit a reference from one of its leadership team members.

7. Statement of Faith – Applicants must sign Harvest University's Statement of Faith.

8. Application Fee – Applicants must submit a \$75.00 non-refundable application fee.

#### **Conditional Admission for Applicants holding baccalaureate degree from a Non-Accredited Institution**

Applicants holding a baccalaureate degree from a non-accredited institution are regarded as following a non-standard entry route. Such applicants do not automatically meet the standard graduate admission requirements of Harvest University. They may, however, be considered for conditional admission only after a third-party credential evaluation verifies that their prior degree is equivalent in level and rigor to a U.S. bachelor's degree.

Harvest University may grant conditional admission to applicants who demonstrate potential for graduate study but who have completed prior education at a non-accredited institution. The purpose of this policy is to uphold academic integrity while allowing qualified applicants from diverse educational backgrounds to demonstrate competency under institutional supervision.

Conditions for Admission:

- a. The applicant must submit a third-party transcript evaluation agency, such as World Education Services (WES), Educational Credential Evaluators (ECE), or Academic Credentials Evaluation Institute (ACEI), verifying the equivalency of the previous degree to a U.S. baccalaureate.
- b. The application will be reviewed by the Admissions Committee and approved by the Academic Dean before conditional admission is granted.
- c. Once admitted, the student must:
  - i. Successfully complete the first 12 credit hours of graduate coursework with a minimum GPA of 3.0; and
  - ii. Submit all official and evaluated transcripts within the first academic term.
- d. Upon meeting these conditions, the student's status will be changed to fully admitted. Failure to meet the stated conditions within the designated timeframe will result in suspension or dismissal.

## English Language Proficiency Requirements for undergraduate Program and Courses

All instructions at Harvest University's English programs are offered in English. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-based Test (iBT), or 173 on the computer-based test (CBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report, or 95 on the Duolingo English Test. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
2. A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
3. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
5. A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.

Any program-specific English language requirements exceeding these noted here are listed in the degree program description, if applicable.

## Chinese Language Proficiency Requirements for Undergraduate Program and Courses

All instructions at Harvest University's Chinese program are offered in Chinese. Prospective students whose native language is not Chinese and who have not earned a degree from an appropriately accredited institution where Chinese is the principal language of instruction must demonstrate college-level proficiency in Chinese through one of the following for admission:

1. A high school diploma completed at an accredited/recognized high school where the medium of instruction is Chinese.
2. A grade of C as the minimum grade in Chinese language in high school graduation examination (a.k.a. Zhongkao examination).
3. Minimum grade of E on GCE AL/AS, grade of C/ Grade 4 on GCSE/ IGCSE, grade of C on GCE OL, level 4 on IB, level 3 on AP, level 3 on HKDSE.
4. A minimum grade of level 5 or above and with each subject scored over 60 points on Chinese Proficiency Test (HSK), an international standardized test of Chinese language proficiency.
5. A transcript indicating completion of coursework instructed in Chinese language of at least 30 semester credit hours with an average grade of "C" or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Chinese language requirements exceeding those noted here are listed in the degree program description, if applicable.

## English Language Proficiency Requirements for Graduate Program and Courses

All instructions at Harvest University's English programs are offered in English. The majority of instructions at Harvest University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet-Based Test (iBT), a 6.5 on the International English Language Test (IELTS), 50 on the Pearson Test of English Academic Score Report, or 105 on the Duolingo English Test.

2. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report, or 110 on the Duolingo English Test.

3. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;

4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;

5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;

6. A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.

7. A high school diploma completed at an accredited/recognized high school where the medium of instruction is English. Any program-specific English language requirements exceeding these noted here are listed in the degree program description, if applicable.

Any program-specific English language requirements exceeding these noted here are listed in the degree program description, if applicable.

### **Chinese Language Proficiency Requirements for Graduate Program and Courses**

All instructions at Harvest University's Chinese programs are offered in Chinese. The majority of instructions at Harvest University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not Chinese and who have not earned a degree from an appropriately accredited institution where Chinese is the principal language of instruction must demonstrate college-level proficiency in Chinese through one of the following for admission:

1. A college diploma completed at an accredited/recognized high school where the medium of instruction is Chinese.
2. A grade of C as the minimum grade in Chinese language in high school graduation examination (a.k.a. Zhongkao examination).
3. Minimum grade of E on GCE AL/AS, grade of C/ Grade 4 on GCSE/ IGCSE, grade of C on GCE OL, level 4 on IB, level 3 on AP, level 3 on HKDSE.
4. A minimum grade of level 5 or above and with each subject scored over 60 points on Chinese Proficiency Test (HSK), an international standardized test of Chinese language proficiency.
5. A transcript indicating completion of coursework instructed in Chinese language of at least 30 semester credit hours with an average grade of "C" or higher at an institution of higher education recognized and accredited by the department of education.

Any program specific Chinese language requirements exceeding those noted here are listed in the degree program description, if applicable.

### **Student Identity Verification**

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

### **Policy for Student Identity Verification in Distance Learning**

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Harvest University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Harvest University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

## **Implemented Practices for Compliance**

### **a. Secured Electronic Identification System**

Harvest University verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the Harvest University's online learning management system Populi. Populi integrates with Harvest University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expenses and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

### **b. Proctoring**

All for-credit distance education courses at Harvest University require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Harvest University allows two forms of proctoring:

#### ***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University's approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Harvest University reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should identify the student based on a photo ID, sign for the student to have undergone a proper exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

## ii) Online Proctoring

Instructors/faculty may require online students to utilize ProctorU, an online proctoring service that uses a webcam and microphone. The examination would be set up in the ProctorU system by the instructor/faculty accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel
- Valid foreign passport
- Valid state-issued Driver License or photo ID

The Information Technology Support Center at Harvest University consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

## Costs of Attendance, Tuition and Fee

### Undergraduate Tuition\*

General Undergraduate Degree Programs	\$278 per unit
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### Other Fees (Non-Refundable)\*

<b>Admissions Fees</b>	
Application for Admission	\$75
Application for Re-Admission	\$75
<b>General Fees</b>	
Library & Learning Platform Fee	\$50/month (\$2400 for 4 years)*
Transcript Issuance	\$15 per copy
Diploma Replacement Fee	\$35 per copy
<b>Registration Fees</b>	
Late Registration Fee	\$100
<b>Payment Fees</b>	
Late Payment Fee	\$100
Graduation Fee*	\$150

### Graduate Tuition\*

General Graduate Degree Programs	\$300 per unit
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## Other Fees (Non-Refundable)\*

<b>Admissions Fees</b>	
Application for Admission	\$75
Application for Re-Admission	\$75
<b>General Fees</b>	
Transcript Issuance	\$15 per copy
Library & Learning Platform Fee	\$50/month (\$2400 for 4 years)*
Transcript Issuance	\$15 per copy
<b>Registration Fees</b>	
Late Registration Fee	\$100
<b>Payment Fees</b>	
Late Payment Fee	\$100
Graduation Fee	\$150
Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

*\*Students pay \$50 per month, non-refundable, for up to 4 years (maximum \$2,400 total).*

*This monthly fee stops once the \$2,400 cap is reached, and students will not pay more than \$2,400 for the entire program, regardless of how many quarters they take to graduate.*

*\* Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.*

*\*Harvest University reserves the right to change tuition and fees at any time.*

## Tuition Payment Policy

### Payment Options

Payment may be made using cash, checks, debit or credit cards. Cash is accepted at the cashier on the first floor of the campus. Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Harvest University, 300 Deuel St, Fort Morgan, CO 80701.

All checks need to be in US currency and should be made payable to **Harvest University**. Please include the student's name and ID on the check. Debit/Credit card payment can be made online at the student account on Populi (convenience fee applies). The payment for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

### Installment Payment Plan

Students pay tuition at the beginning of each quarter. Tuition is due one week before the start of the term unless a payment plan has been approved.

Payment plans available are:

- Three-installment plan (for Fall, Winter, and Spring quarter)
- Two-installment plan (for Summer quarter)

A \$25 non-refundable fee will be charged during sign-up for any installment plan.

## **Delinquent Accounts**

All financial obligations are to be paid on or before the due date and an account is considered delinquent the day after the financial obligation is due. It is the student's responsibility to keep his/her account current. If accounts are delinquent, the following fees or restrictions will be applied:

- A late payment fee of \$100 charged.
- Restricted from registering for the subsequent quarter.
- Grade will not be released.
- Transcript and other official school documents will not be issued
- Degree will not be awarded.

## **Student Account Disputes**

All disputes concerning student accounts should be directed to the Business Office. Contact staff by calling 970-370-1541 or email [studentservices@harvestuniversity.edu](mailto:studentservices@harvestuniversity.edu)

## **Cancellation and Refund Policy**

### **Student's Right to Cancel**

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student shall receive 100 percent of the amount paid for institutional charges, less the application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. All requests for cancellation by the Student must be in writing, verified email, or hand-delivered to the Registrar, Harvest University, 300 Deuel St, Fort Morgan, CO 80701. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Refund Policy:**

All application, registration, and installment plan setup fees are non-refundable. A \$15 drop fee per course will be charged when a student withdraws from a course after registration. The official date of withdrawal is the date the student submits written notice of withdrawal to the Registrar's Office. Students dismissed or expelled for disciplinary or academic reasons are not eligible for refunds. Every time a student withdraws, a Refund Request Form must be completed and filed in the student's record, even if no refund is issued.

All fees paid, less the application fee, will be refunded if a course is withdrawn by the student or not offered by the University.

In the event of premature cessation of a course, all fees and charges collected for any portion of the course not conducted on or after the date of cessation will be refunded within one month of the cessation date.

### **Tuition Refund Schedule**



Withdrawal Period for Fall, Winter and Spring quarters	Refund Percentage
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Before the quarter begins	100% (minus non-refundable fees)
During 1st week of classes	75% refund
During 2nd week of classes	50% refund
During 3rd week of classes	25% refund
After 3rd week of classes	No refund

Withdrawal Period for Summer Quarter	Refund Percentage
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Before the quarter begins	100% (minus non-refundable fees)
During 1st week of classes	75% refund
During 2nd week of classes	50% refund
After 2nd week of classes	No refund

If tuition or fees were paid by financial aid or scholarship, any eligible refund will be returned to the original payer in accordance with federal or institutional regulations.

### Special Circumstances

Students who must withdraw due to medical emergencies, military deployment, or other verified extenuating circumstances may submit a written request for consideration of a partial refund or tuition credit. Approval of such requests is at the discretion of the University Administration.

### Bankruptcy

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Harvest University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## General Transfer Student Admissions Policy

A **transfer student** is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the graduate level.

Students applying for transfer to Harvest University must follow the admission procedures. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

Harvest University  
Attn: Admissions  
300 Deuel St,  
Fort Morgan, CO 80701

Coursework transferred or accepted for credit toward any HU degree must be relevant to the degree program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, HU personnel consult official institutional catalogs and employ recognized guides which aid in the evaluation for credit.

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES).

HU accepts transfer credit from other accredited educational institutions subject to the following general criteria:

## GRADUATE

- A minimum grade of "C" (or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "C" (2.0) or above.
- Credit is applicable to the HU program of study in which the student intends to enroll.

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar's Office.

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

### Transfer Grades

- A student's grade point average at Harvest University is based only on courses completed at this institution. The Harvest University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned. Grades of "F" are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Harvest University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Harvest University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

### Credit Hour Equivalencies

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Harvest University, the student will be given transfer credit for the equivalent course at Harvest University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.
- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

## **Transfer of Credit Procedures for Conditionally Admitted Students**

Transfer of credit for conditionally admitted students is not automatic and will only be formally processed after the student has achieved full admission status.

All prior academic work must be verified through a recognized credential evaluation agency, such as World Education Services (WES), Educational Credential Evaluators (ECE), or the Academic Credentials Evaluation Institute (ACEI), and approved by the Academic Dean to confirm equivalency to collegiate-level study.

This policy should be read in conjunction with the Policy of Conditional Admission for Applicants holding baccalaureate degree from a Non-Accredited Institution, which outlines the criteria, procedures, and approval process governing conditional admission to Harvest University.

Harvest University retains full responsibility for the quality and integrity of all credits recorded on its official transcript.

## **Instances of Fraud**

Anyone found to have been admitted to Harvest University on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

# **CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE**

Financial aid at Harvest University begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for financial assistance. The University Financial Aid serves as a tool to meet the enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of the financial aid is to remove financial barriers in order to maintain access for qualified students.

The University does not offer Federal or State Financial Aid Programs including Title IV at this time. However, various assistance programs are offered by the University and its affiliated ministries. All aid granted is based on the availability of funds.

## **Application Process and Forms**

The scholarship application forms are available on Populi. Updated financial aid information and application forms are made available at least 60 days prior to the deadline. Specific instructions and eligibility information are included on the page of the financial aid program on Populi. Please contact any application questions to the Financial Aid Office by calling at 970 370 1541 or [finaid@harvestuniversity.edu](mailto:finaid@harvestuniversity.edu). Please contact the Financial Aid Office immediately upon any decision to cancel an application after it has been submitted.

Financial aid recipients are notified by email regarding award status at least 21 days prior to the payment deadline. All aid recipients are required to draft a personal "Thank You" letter addressed to the affiliated ministries or fund donors. Students and donors alike have greatly benefited from the fellowship and joy generated through this unique element of the Financial Aid

Program.

## Deadlines

Students seeking to apply for the scholarship must submit the Financial Aid Application form by the specified deadlines. For initial applications, the form should be submitted by September 1, 2025, for the fall quarter; by January 1, 2026, for the winter quarter; and by April 1, 2026, for the spring quarter. Renewal applications for the scholarship must be submitted by September 1, 2026.

## Student Scholarship

Student scholarship is available to students upon application. This scholarship is awarded on a yearly basis.

### Award

Financial aid for international students is distributed in the form of tuition scholarships. Award does not cover fees. It is renewable each academic year for the duration of the program.

### Conditions for Eligibility

- Students must be accepted into a Harvest's degree program according to admissions requirements.
- Students must be active members of a WOA church ministry
- Students must demonstrate financial need.

### Conditions for Renewal

- Recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term. Recipients must abide by all the rules and policies set by the University
- Scholarship recipients must maintain a satisfactory reputation on campus.
- Students must be active members of a WOA church ministry
- Students must demonstrate financial need.

### State or Federal Aid

HU does not participate in any State-funded financial assistance programs.

HU does not participate in any Federally-funded financial assistance programs.

## Contact Information

All inquiries regarding financial assistance should be made through the Financial Aid Office.

Office hours : 9:00am - 5:00pm, Mon-Fri

Phone: 970-370-1541

Email: [finaid@harvestuniversity.edu](mailto:finaid@harvestuniversity.edu)

## CHAPTER 4: ACADEMIC REGULATIONS

### Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.”

This definition, which defines the credit hour numerically, is to be used as a baseline for decisions about various types of programs by faculty, who remain responsible for setting course requirements that are compliant in this area.

## CHAPTER 5: DEGREE PROGRAMS

Harvest University currently offers three academic programs: the Bachelor of Arts in Theology (BATH), the Bachelor of Arts in Ministry (BAMP), and the Master of Divinity (M.Div.). These programs are designed to equip students with a strong foundation in theological studies, ministry practice, and advanced leadership training for service in diverse contexts.

Programs will be opened when enrollment reaches a minimum of six (6) students. If the minimum enrollment is not met, the program may be postponed or cancelled until sufficient enrollment is achieved.

### CHAPTER 5.1: BACHELOR PROGRAM

#### Bachelor of Arts in Theology Program (BATH Program)

The Bachelor of Arts in Theology equips students with a strong foundation in Scripture, Christian doctrine, and ministry leadership within the evangelical tradition. This program integrates theological study with hands-on ministry experience, preparing students for pastoral, missionary, and discipleship roles.

A key component of the program is the internship in church or fellowship ministry, where students gain practical experience in preaching, teaching, pastoral care, and church administration. Through active participation in disciple-making, students engage in mentoring, evangelism, and spiritual formation, applying biblical principles in real-world ministry settings.

Alongside academic coursework in biblical studies, theology, and leadership, students develop spiritual disciplines, ethical integrity, and critical thinking skills for lifelong Christian service. This holistic approach ensures graduates are well-prepared to lead, teach, and discipline others in churches, mission fields, and Christian communities.

#### Program Goals (BATH Program)

In the context of Harvest's mission, completion of the Bachelor of Arts in Theology program will enable students to:

1. Cultivate Christlike character, spiritual disciplines, and ethical integrity.
2. Develop a strong understanding of Scripture, theology, and Christian doctrine.
3. Equip students for preaching, discipleship, pastoral care, and church leadership.
4. Prepare for gospel proclamation, missions, and biblical engagement with culture.
5. Develop theological research, writing, and critical thinking skills.

#### Graduation Requirements

To graduate with a Bachelor of Arts in Theology degree from Harvest, the student must:

1. Pass a total of 180 quarter credits: 47 quarter credits in general education, 46 quarter credits in Bible & theology Core, 48 quarter credits ministry major, 39 quarter credits in the chosen emphasis or electives.
2. Maintain a GPA of 2.0 (B average) or above in course work applicable to degree.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Complete all degree requirements within the time limit, unless extenuating circumstances exist.
5. Satisfy all financial responsibilities of the university.
6. Earn a minimum of 50% of their credit hours directly from Harvest University.

Students are subject to the Bachelor of Arts in Theology degree requirements of the catalog of the year in which they entered unless a change to a more recent catalog year has been approved.

#### Time Limit

The Bachelor of Arts in Theology degree at Harvest University requires different completion timeframes based on enrollment

status. Full-time students are expected to complete their degree within 4 years. For part-time students, the completion timeframe extends to 6-8 years. In exceptional cases, students may apply for yearly extensions through the Registrar's Office if they cannot meet these requirements. Each extension is granted for up to one year at a time, contingent upon a review of academic progress and other relevant factors, with approval required from the academic dean. The maximum total time allowed for degree completion, including any extensions, must not exceed 10 years from the date of initial enrollment. If an extension beyond this limit is denied, the student will face dismissal.

## Bachelor of Arts Program Overview

The Bachelor of Arts degree requires the completion of 180 units, which are distributed across four primary categories:

- **General Education** (47 units) – Foundational coursework designed to cultivate critical thinking, communication skills, and a well-rounded academic perspective.
- **Bible & Theology Core** (46 units) – A comprehensive study of biblical texts, theological doctrines, and Christian history, providing students with a solid framework for theological reflection and ministry practice.
- **Theology Major** (48 units) – Specialized training in various areas of church or ministry leadership, equipping students with practical skills for service in church, community, and global contexts.
- **Electives** (39 units) – Courses that allow students to tailor their studies to specific areas of interest, further enhancing their academic and professional development.

This well-rounded curriculum equips students with academic knowledge and practical skills for pastoral ministry, disciple-making, and church administration.

## Core Requirements and Objectives

### General Education Core

#### Objectives

Through General Education, Harvest University encourages the acquisition of foundational knowledge, skills, and values essential for Lifelong Learning and preparation for in-depth study within chosen majors. Students will experience courses in five areas of study: Spiritual Formation, Communications, Humanities/fine arts, Natural Science/Maths, Behavioral/social sciences.

Completion of the General Education core should enable students to:

- Cultivate spiritual growth and demonstrate Christ-like character through service.
- Communicate the gospel effectively with clarity and integrity.
- Apply the scientific method and mathematical principles to solve problems in life and ministry.
- Analyze views on gender, race, and ethnicity from a Biblical perspective.
- Develop cross-cultural understanding as a foundation for global evangelism and Christian outreach.

### General Education Courses

ORIE100 Freshmen Orientation (2 units)  
SPRI100 Spiritual Formation (4 units)  
SPRI200 Christian Worldview (4 units)  
SPRI300 Christian Life & Ministry (4 units)

#### Communications

RESH100 Research & Writing I (4 units)  
RESH101 Research & Writing II (4 units)  
COMM130 Speech & Communication (4 units)  
COMM140 Public Speaking (4 units)

#### Humanities / Fine Arts

ARTH200 Introduction to Arts (4 units)  
ENGL100 Appreciation of Classical Literature I-II (4 units each)  
EDUC100 Philosophy of Christian Education (4 units)  
EDUC230 Exploring Special Topics in Educational Principles and Methods (4 units)  
ENGL120 English Literature & Composition (4 units)  
GREK100 Greek I (2 units)  
GREK101 Greek Practice I (2 units)  
GREK102 Greek II (2 units)  
GREK103 Greek Practice II (2 units)  
HEBR100 Hebrew I (2 units)  
HEBR101 Hebrew Practice I (2 units)  
HEBR102 Hebrew I (2 units)  
HEBR103 Hebrew Practice I (2 units)  
HIST100 World History (4 units)  
HIST220 US History & Government (4 units)  
HIST350 World Christian Movement (4 units)  
MINS206 Life and Theology of Influential Christian Missionaries (4 units)  
MUSC200 Introduction to Music (4 units)  
THEO300 Introduction to Christian Thought I (4 units)  
THEO310 Introduction to Christian Thought II (4 units)

### **Natural Science / Mathematics**

BIOS100 Creation Science (4 units)  
BIOS120 Biological Science (4 units)  
BIOS200 Principles of Biology (4 units)  
BIOS270 Botany of Vascular Plants (4 units)  
BIOS300 Genetics (4 units)  
CHEM210 General Chemistry I (4 units)  
CHEM220 General Chemistry II (4 units)  
CHEM230 Fundamentals of Organic Chemistry (4 units)  
ITEC100 Introduction to Information Technology (4 units)  
ITEC110 Introduction to Programming Concepts (4 units)  
MATH100 Calculus (5 units)  
MATH120 Differential Equations (4 units)  
MATH230 Probability & Statistics (4 units)  
MATH240 Applied Statistics for Data Analysis (4 units)  
MATH300 Linear Algebra (4 units)  
PHYS130 Calculus-Based Physics I (4 units)  
PHYS140 Calculus-Based Physics II (4 units)

### **Behavioral / Social Sciences**

ANTH200 Cultural Anthropology (4 units)  
COMM250 Interpersonal Communication (4 units)  
ECON200 Principles of Microeconomics (4 units)  
ECON300 Principles of Macroeconomics (4 units)  
ECON320 Behavioral Economics (4 units)  
PSYC200 Introduction to Psychology (4 units)  
PSYC350 Human Development Across the Lifespan (4 units)  
PSYC300 Social Psychology (4 units)  
SOCI200 Social Problems (4 units)



MGMT320 Leadership and Group Behavior (4 units)  
PHIL200 Western Philosophy: An Introduction (4 units)  
SOCI100 Foundations of Sociology (4 units)

## Bible and Theology Core

### Objectives

Completion of the Bible and Theology core should enable students to:

- Deepen understanding of the Old and New Testaments.
- Apply sound hermeneutical methods to interpret the Bible.
- Explain foundational Christian doctrines.
- Address contemporary issues using biblical principles.
- Establish a firm Christian worldview through scriptural and theological study.

### Bible and Theology Core Courses (46 units)

BIBL100 Old Testament Survey (5 units)  
BIBL110 New Testament Survey (5 units)  
BIBL300 Basic Biblical Hermeneutics (4 units)  
BIBL200 Pentateuch (4 units)  
BIBL250 The Life and Teaching of Jesus (4 units)

HIST110 History of Christianity (4 units)  
THEO100 Introduction to Theology (4 units)  
THEO200 Biblical Doctrine I (4 units)  
THEO210 Biblical Doctrine II (4 units)

THEO220 Introduction to Christian Ethics (4 units)  
THEO310 Biblical Apologetics (4 units)

### Theology Major Courses (48 units)

BIBL201 Genesis I: Primeval History (2 units)  
BIBL203 Exodus: The Exodus from Egypt (2 units)  
BIBL204 Joshua: Conquest of Canan (2 units)

BIBL251 Acts (4 units)  
BIBL252 Romans (6 units)

THEO 201 Reformed Theology (4 units)  
THEO 301 Key Christian Thinkers in History (4 units)  
THEO 302 History of Christian Thought (4 units)

HIST 301 History of Christian Missions (4 units)

MINS200 Introduction to Missions (4 units)  
MINS350 Cross-Cultural Mission and Contextualization (4 units)  
MINS300 Christian Witness and Discipleship (4 units)  
MINS330 Introduction to Teaching and Preaching (4 units)

### Theological Studies Electives (30 Credits)

Students can select 30 credits from specialized courses in Bible, History, Theology, and Missiology to deepen their understanding of key theological areas. These electives allow students to explore biblical exegesis, historical developments, doctrinal studies, and mission strategies, equipping them with a well-rounded theological foundation. By tailoring their coursework to specific interests, students gain a broader perspective on Scripture, Christian thought, and global ministry.

BIBL202 Genesis II: History of the Patriarchs of Faith (2 units)

BIBL253 Church Epistles I: Galatians (2 units)

BIBL254 Church Epistles II: 1 & 2 Corinthians (4 units)

BIBL255 Church Epistles III: 1 & 2 Thessalonians (2 units)

MINS331 Preaching and Teaching Practicum I (2 units)

MINS332 Preaching and Teaching Practicum II (2 units)

MINS201 Introduction to Business as Mission (4 units)

MINS340 Ministry and Church Operations (4 units)

MINS360 Mission Strategies and Global Trends (4 units)

MINS370 Practical Engagement in Cross-Cultural Missions (4 units)

### **Ministry Practice in Church or Fellowship (9 Credits)**

Ministry Practice provides students with hands-on experience in disciple-making, evangelism, and shepherding under the guidance of a mentor in a church or fellowship setting. Each quarter, students engage in direct disciple-making, learning to mentor others in faith, lead small groups, and participate in outreach efforts.

By following an experienced mentor, students develop practical ministry skills, including preaching, pastoral care, and church leadership. This immersive training bridges theological study with real-world ministry, ensuring students gain both knowledge and experience essential for effective Christian service.

Each Ministry Practice carries 1 credit per quarter for 9 quarters, equipping students for a lifetime of discipleship and leadership in the church.

## **Bachelor of Arts in Ministry Program**

The Bachelor of Arts in Ministry program is designed to equip students with the knowledge, character, and practical skills necessary for effective Christian ministry in diverse contexts. Rooted in a commitment to fostering Christlike character and spiritual maturity, this program emphasizes the development of essential ministry competencies alongside a deep understanding of biblical and theological foundations.

Students will gain the ability to articulate the core doctrines and essential teachings of the Christian faith while employing sound methods and resources for interpreting Scripture with clarity and integrity. Through an integration of a Christian worldview, students will engage critically and thoughtfully with contemporary issues, preparing them to lead with wisdom, compassion, and conviction in modern ministry settings.

This program provides comprehensive training in ministry leadership, pastoral care, preaching and teaching, equipping graduates to serve effectively in churches, parachurch organizations, and other ministry-focused vocations.

### **Program Goals (BAMP)**

In the context of Harvest's mission, completion of the Bachelor of Arts in Ministry program will enable students to:

1. Demonstrate a Christlike character and spiritual maturity.
2. Articulate the core doctrines and essential teachings of the Christian faith.
3. Employ effective methods and reliable resources for interpreting Scripture with clarity and theological integrity.
4. Integrate a Christian worldview into addressing contemporary critical issues.
5. Demonstrate essential skills in ministries.

## Graduation Requirements (BAMP)

To graduate with a Bachelor of Arts in Ministry degree from Harvest, the student must:

1. Pass a total of 180 quarter credits: 47 quarter credits in general education, 46 quarter credits in Bible & theology Core, 48 quarter credits ministry major, 39 quarter credits in the chosen emphasis or electives.
2. Maintain a GPA of 2.0 (B average) or above in course work applicable to degree.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Complete all degree requirements within the time limit, unless extenuating circumstances exist.
5. Satisfy all financial responsibilities of the university.
6. Earn a minimum of 50% of their credit hours directly from Harvest University.

Students are subject to the Bachelor of Arts in Ministry degree requirements of the catalog of the year in which they entered unless a change to a more recent catalog year has been approved.

## Time Limit (BAMP)

The Bachelor of Arts in Ministry degree at Harvest University requires different completion timeframes based on enrollment status. Full-time students are expected to complete their degree within 4 years. For part-time students, the completion timeframe extends to 6-8 years. In exceptional cases, students may apply for yearly extensions through the Registrar's Office if they cannot meet these requirements. Each extension is granted for up to one year at a time, contingent upon a review of academic progress and other relevant factors, with approval required from the academic dean. The maximum total time allowed for degree completion, including any extensions, must not exceed 10 years from the date of initial enrollment. If an extension beyond this limit is denied, the student will face dismissal.

## Bachelor of Arts Program Overview

The Bachelor of Arts degree requires the completion of 180 units, which are distributed across four primary categories:

- **General Education** (47 units) – Foundational coursework designed to cultivate critical thinking, communication skills, and a well-rounded academic perspective.
- **Bible & Theology Core** (46 units) – A comprehensive study of biblical texts, theological doctrines, and Christian history, providing students with a solid framework for theological reflection and ministry practice.
- **Ministry Major** (48 units) – Specialized training in various areas of ministry leadership, equipping students with practical skills for service in church, community, and global contexts.
- **Emphasis or Electives** (39 units) – Courses that allow students to tailor their studies to specific areas of interest, further enhancing their academic and professional development.

This balanced curriculum is designed to provide students with both academic knowledge and practical tools necessary for effective ministry and leadership in diverse contexts.

## Areas of Emphasis

The Bachelor of Arts program offers five areas of emphasis, each comprising 39 units, designed to equip students with practical skills and hands-on experience in ministry practices. These undergraduate emphases focus on foundational training in specific ministry areas, providing practical knowledge and skills for immediate application in church and mission settings. Unlike the advanced

competencies offered in graduate-level programs, these emphases are tailored for students preparing for entry-level ministry roles.

1. **Christian Education** – This emphasis prepares students to serve as teachers and leaders in faith-based educational settings, specifically focusing on ministry to children and youth. It provides training for roles such as Sunday School teachers, youth leaders, and directors of Christian education programs. The curriculum emphasizes instructional strategies, classroom management, and effective communication of biblical truths to younger audiences. This undergraduate emphasis focuses on practical teaching skills for immediate use in local church or school settings.
2. **Christian Worship Music** – This emphasis provides comprehensive training in worship leadership, music theory, and performance. Students gain practical experience in leading worship services, organizing music ministries, and collaborating with church leadership. The program prepares students for roles such as worship leaders, church musicians, and worship team leaders. This undergraduate emphasis is designed for those seeking foundational worship leadership roles within their local churches.
3. **Business as Mission** – This emphasis equips students to integrate biblical values of work, money, and service with ministry in the business field. This emphasis prepares students to become business ministers who embody and promote kingdom values in the workplace. The curriculum covers ethical business practices, social responsibility, and cross-cultural engagement, helping students serve as witnesses of Christ in various professional environments.
4. **Christian Visual Arts** – This emphasis trains students to use visual art as a tool for ministry and communication of the Gospel. The program includes courses in graphic design, painting, digital media, and visual storytelling. Students are prepared to create impactful visual content for churches, ministries, and mission organizations, helping to convey biblical messages in creative and culturally relevant ways. This undergraduate emphasis provides practical artistic skills for ministry use, differing from potential graduate-level studies that may explore theological aesthetics or advanced artistic techniques.
5. **Christian Communication & Media** - This emphasis within the Bachelor of Arts program is crafted to provide students with the knowledge and skills essential for effective communication within Christian contexts. Covering 39 credits, this emphasis integrates theoretical frameworks with practical applications, preparing students for specialized roles in Christian media, public relations, and digital communication. Students will engage with a variety of media platforms, develop strategic communication plans, and gain hands-on experience through projects and internships, making them adept at conveying Christian messages across diverse audiences.

The program emphases are designed to provide enriching, specialized learning experiences that align with students' ministry and vocational goals. Each emphasis will be offered when six (6) or more students enroll, ensuring a collaborative and engaging learning environment. Students are encouraged to consult with their academic advisor to plan their course of study and explore emphasis options that best support their calling and academic progress.

Students who do not wish to pursue a specific emphasis may choose courses from across the Bachelor of Arts program as electives to fulfill the 39-unit requirement. This option allows students to customize their academic journey to align with their personal interests and ministry goals.

## Core Requirements and Objectives

### General Education Core

#### Objectives

Through General Education, Harvest University encourages the acquisition of foundational knowledge, skills, and values essential for Lifelong Learning and preparation for in-depth study within chosen majors. Students will experience courses in five areas of study: Spiritual Formation, Communications, Humanities/fine arts, Natural Science/Maths, Behavioral/social sciences.

Completion of the General Education core should enable students to:

- Cultivate spiritual growth and demonstrate Christ-like character through service.
- Communicate the gospel effectively with clarity and integrity.
- Apply the scientific method and mathematical principles to solve problems in life and ministry.

- Analyze views on gender, race, and ethnicity from a Biblical perspective.
- Develop cross-cultural understanding as a foundation for global evangelism and Christian outreach.

## **General Education Courses**

ORIE100 Freshmen Orientation (2 units)  
 SPRI100 Spiritual Formation (4 units)  
 SPRI200 Christian Worldview (4 units)  
 SPRI300 Christian Life & Ministry (4 units)

## **Communications**

RESH100 Research & Writing I (4 units)  
 RESH101 Research & Writing II (4 units)  
 COMM130 Speech & Communication (4 units)  
 COMM140 Public Speaking (4 units)

## **Humanities / Fine Arts**

ARTH200 Introduction to Arts (4 units)  
 ENGL100 Appreciation of Classical Literature I-II (4 units each)  
 EDUC100 Philosophy of Christian Education (4 units)  
 EDUC230 Exploring Special Topics in Educational Principles and Methods (4 units)  
 ENGL120 English Literature & Composition (4 units)  
 GREK100 Greek I (2 units)  
 GREK101 Greek Practice I (2 units)  
 GREK102 Greek II (2 units)  
 GREK103 Greek Practice II (2 units)  
 HEBR100 Hebrew I (2 units)  
 HEBR101 Hebrew Practice I (2 units)  
 HEBR102 Hebrew I (2 units)  
 HEBR103 Hebrew Practice I (2 units)  
 HIST100 World History (4 units)  
 HIST220 US History & Government (4 units)  
 HIST350 World Christian Movement (4 units)  
 MINS206 Life and Theology of Influential Christian Missionaries (4 units)  
 MUSC200 Introduction to Music (4 units)  
 THEO300 Introduction to Christian Thought I (4 units)  
 THEO310 Introduction to Christian Thought II (4 units)

## **Natural Science / Mathematics**

BIOS100 Creation Science (4 units)  
 BIOS120 Biological Science (4 units)  
 BIOS200 Principles of Biology (4 units)  
 BIOS270 Botany of Vascular Plants (4 units)  
 BIOS300 Genetics (4 units)  
 CHEM210 General Chemistry I (4 units)  
 CHEM220 General Chemistry II (4 units)  
 CHEM230 Fundamentals of Organic Chemistry (4 units)  
 ITEC100 Introduction to Information Technology (4 units)  
 ITEC110 Introduction to Programming Concepts (4 units)  
 MATH100 Calculus (5 units)  
 MATH120 Differential Equations (4 units)  
 MATH230 Probability & Statistics (4 units)  
 MATH240 Applied Statistics for Data Analysis (4 units)

MATH300 Linear Algebra (4 units)  
PHYS130 Calculus-Based Physics I (4 units)  
PHYS140 Calculus-Based Physics II (4 units)

### **Behavioral / Social Sciences**

ANTH200 Cultural Anthropology (4 units)  
COMM250 Interpersonal Communication (4 units)  
ECON200 Principles of Microeconomics (4 units)  
ECON300 Principles of Macroeconomics (4 units)  
ECON320 Behavioral Economics (4 units)  
PSYC200 Introduction to Psychology (4 units)  
PSYC350 Human Development Across the Lifespan (4 units)  
PSYC300 Social Psychology (4 units)  
SOCI200 Social Problems (4 units)  
MGMT320 Leadership and Group Behavior (4 units)  
PHIL200 Western Philosophy: An Introduction (4 units)  
SOCI100 Foundations of Sociology (4 units)

### **Bible and Theology Core**

#### **Objectives**

Completion of the Bible and Theology core should enable students to:

- Deepen understanding of the Old and New Testaments.
- Apply sound hermeneutical methods to interpret the Bible.
- Explain foundational Christian doctrines.
- Address contemporary issues using biblical principles.
- Establish a firm Christian worldview through scriptural and theological study.

#### **Bible and Theology Core Courses (46 units)**

BIBL100 Old Testament Survey (5 units)  
BIBL110 New Testament Survey (5 units)  
BIBL300 Basic Biblical Hermeneutics (4 units)  
BIBL200 Pentateuch (4 units)  
BIBL250 The Life and Teaching of Jesus (4 units)

HIST110 History of Christianity (4 units)  
THEO100 Introduction to Theology (4 units)  
THEO200 Biblical Doctrine I (4 units)  
THEO210 Biblical Doctrine II (4 units)

THEO220 Introduction to Christian Ethics (4 units)  
THEO310 Biblical Apologetics (4 units)

#### **Ministry Major Courses (48 units)**

BIBL201 Genesis I: Primeval History (2 units)  
BIBL202 Genesis II: History of the Patriarchs of Faith (2 units)  
BIBL203 Exodus: The Exodus from Egypt (2 units)  
BIBL204 Joshua: Conquest of Canan (2 units)  
  
BIBL251 Acts (4 units)

BIBL252 Romans (6 units)  
BIBL253 Church Epistles I: Galatians (2 units)  
BIBL254 Church Epistles II: 1 & 2 Corinthians (4 units)  
BIBL255 Church Epistles III: 1 & 2 Thessalonians (2 units)

MINS331 Preaching and Teaching Practicum (2 units)

MINS200 Introduction to Missions (4 units)  
MINS201 Introduction to Business as Mission (4 units)  
MINS300 Christian Witness and Discipleship (4 units)  
MINS330 Introduction to Teaching and Preaching (4 units)

MINS340 Ministry and Church Operations (4 units)

## Emphases

### Christian Education Emphasis

This emphasis prepares students to serve as teachers and leaders in faith-based educational settings, specifically focusing on ministry to children and youth. It provides training for roles such as Sunday School teachers, youth leaders, and directors of Christian education programs. The curriculum emphasizes instructional strategies, classroom management, and effective communication of biblical truths to younger audiences. This undergraduate emphasis focuses on practical teaching skills for immediate use in local church or school settings.

#### Learning Objectives of Christian Education

1. Develop effective teaching strategies and classroom management skills tailored for faith-based educational settings.
2. Master the communication of biblical truths to children and youth, preparing for roles such as Sunday School teachers and youth leaders.
3. Apply practical teaching skills in church or school environments, emphasizing immediate application in local settings.

**To fulfill the 39-unit requirement for the Christian Education emphasis, students should choose courses totaling 30 units from the following list, along with completing 9 units of ministry practice:**

EDUC150 Philosophy of Christian Education (5 units)  
EDUC120 Curriculum Development and Learning Atmosphere (4 units)  
EDUC330 Behavior Management and Guidance of School Age Children (4 units)  
EDUC100 Child Growth and Development (4 units)  
EDUC130 Health, Safety and Nutrition (4 units)  
EDUC140 Children's Literacy Development (4 units)  
EDUC110-111 Living Books Seminar I-II (8 units total, 4 units each)  
EDUC200 Infant and Toddler Development (4 units)  
EDUC240 Exploring Disciplinary Subjects (4 units)  
EDUC310 Youth Leadership and Development (4 units)  
EDUC320 Strategies for Engaging Youth (4 units)  
EDUC340 Adolescent Development and Psychology (4 units)  
EDUC350 Advanced Strategies for Youth Engagement (4 units)

Additionally, throughout their bachelor's studies, students are required to complete a total of 9 units of internship. This entails engaging in a 1-unit internship course each quarter, starting from the second year, to provide practical experience and reinforce learning in real-world Christian education settings.

## Christian Worship Music Emphasis

This emphasis provides comprehensive training in worship leadership, music theory, and performance. Students gain practical experience in leading worship services, organizing music ministries, and collaborating with church leadership. The program prepares students for roles such as worship leaders, church musicians, and worship team leaders. This undergraduate emphasis is designed for those seeking foundational worship leadership roles within their local churches.

Learning Objectives of Christian Worship Music:

1. Acquire comprehensive skills in worship leadership, music theory, and performance to effectively lead worship services.
2. Gain hands-on experience in organizing music ministries and collaborating with church leadership.
3. Prepare for foundational roles in worship music within local churches, focusing on practical aspects of worship leadership.

To fulfill the 39-unit requirement for the Christian Worship Music emphasis, students should choose courses totaling 30 units from the following list, along with completing 9 units of ministry practice:

MUSC100 Musicianship & Theory I (2 units)  
MUSC110 Musicianship & Theory II (2 units)  
MUSC200 Harmony (4 units)  
MUSC200 Conducting (2 units)  
MUSC300 Music History (4 units)  
MUSC310 Worship Leadership (4 units)  
MUSC320 Worship Technology (4 units)  
MUSC310 Introduction to Worship (4 units)  
MUSC330 The Hymn in Christian Worship (2 units)  
ENSB300 – 420 Choral Ensemble I – VI (1 unit each)  
MUSC111 – 313 Applied Music: Piano I – IX (2 units each)  
MUSC121 – 323 Applied Music: Voice I – IX (2 units each)  
MUSC131 – 333 Applied Music: Guitar I – IX (2 units each)

Additionally, throughout their bachelor's studies, students are required to complete a total of 9 units of internship. This entails engaging in a 1-unit internship course each quarter, starting from the second year, to provide practical experience and reinforce learning in real-world Christian education settings.

## Business as Mission Emphasis

This emphasis equips students to integrate biblical values of work, money, and service with ministry in the business field. This emphasis prepares students to become business ministers who embody and promote kingdom values in the workplace. The curriculum covers ethical business practices, social responsibility, and cross-cultural engagement, helping students serve as witnesses of Christ in various professional environments.

Learning Objectives of Business as Mission:

1. Integrate biblical principles with business practices to promote ethical decision-making and social responsibility in professional settings.
2. Prepare to serve as a business minister who exemplifies Christian values in the workplace.
3. Develop skills for effective cross-cultural engagement, enhancing the ability to witness Christ in diverse business environments.



**To fulfill the 39-unit requirement for the Business as Mission emphasis, students should choose courses totaling 30 units from the following list, along with completing 9 units of ministry practice:**

COMM100 Christian Principles in Business Communication (4 units)  
ECON400 Global Business from a Christian Worldview (4 units)  
FINC110 Accounting I (4 units)  
FINC210 Accounting II (4 units)  
FINC310 Stewardship and Managerial Accounting (4 units)  
LEAD400 Christian Leadership in Organizations (4 units)  
MGMT200 Introduction to E-business with Christian Ethics (4 units)  
MGMT300 Business Policy & Strategy through a Christian Lens (4 units)  
MGMT400 Christ-Centered Management Principles (4 units)  
MGMT420 Christian Perspectives on Human Resources Management (4 units)  
MGMT450 Christian Ethics and Legal Issues in Business (4 units)  
MKTG200 Christian Organizational Behavior (4 units)  
MKTG300 Marketing with Christian Integrity (4 units)

Additionally, throughout their bachelor's studies, students are required to complete a total of 9 units of internship. This entails engaging in a 1-unit internship course each quarter, starting from the second year, to provide practical experience and reinforce learning in real-world Christian education settings.

### Christian Visual Arts Emphasis

This emphasis trains students to use visual art as a tool for ministry and communication of the Gospel. The program includes courses in graphic design, painting, digital media, and visual storytelling. Students are prepared to create impactful visual content for churches, ministries, and mission organizations, helping to convey biblical messages in creative and culturally relevant ways. This undergraduate emphasis provides practical artistic skills for ministry use, differing from potential graduate-level studies that may explore theological aesthetics or advanced artistic techniques.

Learning Objectives of Christian Visual Arts:

1. Learn to use visual arts as a ministry tool to communicate the Gospel through various mediums like graphic design and digital media.
2. Prepare for creating impactful visual content for churches and ministries, focusing on practical artistic skills for immediate ministry use.
3. Explore visual storytelling techniques to convey biblical messages in culturally relevant ways.

**To fulfill the 39-unit requirement for the Christian Virtual Arts emphasis, students should choose courses totaling 30 units from the following list, along with completing 9 units of ministry practice:**

CHVS100 Christian Foundations in Graphic Design (4 units)  
CHVS200 Typography I: Scriptural Text Design (2 units)  
CHVS240 Christian Principles in Visual Layout (4 units)  
CHVS250 Creation and 3D Modeling (4 units)  
CHVS300 Web Design for Christian Ministries (2 units)  
CHVS320 Packaging Design with Christian Stewardship (4 units)  
CHVS410 Publication Design for Christian Audiences (4 units)  
CHVS420 Information Design through a Christian Lens (4 units)  
CHVS450 Senior Portfolio: Christian Artistic Expression (4 units)  
CHVS201 Design Practical Training I: Christian Contexts (1 unit)  
CHVS202 Design Practical Training II: Ministry Applications (1 unit)

CHVS203 Design Practical Training III: Spiritual Themes (1 unit)  
CHVS301 Design Practical Training IV: Ethical Practices in Design (1 unit)  
CHVS200 Digital Imaging for Christian Communicators (2 units)  
CHVS101 Fundamental Drawing: Exploring Creation (4 units)  
CHVS102 Intermediate Drawing: Visualizing Faith (4 units)  
CNVS110 Color Theory and Design: The Creator's Palette (2 units)

Additionally, throughout their bachelor's studies, students are required to complete a total of 9 units of internship. This entails engaging in a 1-unit internship course each quarter, starting from the second year, to provide practical experience and reinforce learning in real-world Christian education settings.

## Christian Communication & Media Emphasis

This emphasis within the Bachelor of Arts program is crafted to provide students with the knowledge and skills essential for effective communication within Christian contexts. Covering 39 credits, this emphasis integrates theoretical frameworks with practical applications, preparing students for specialized roles in Christian media, public relations, and digital communication. Students will engage with a variety of media platforms, develop strategic communication plans, and gain hands-on experience through projects and internships, making them adept at conveying Christian messages across diverse audiences.

Learning Objectives of Christian Communication & Media:

1. **Master Communication Skills:** Students will develop skills in effectively conveying Christian teachings across various media to diverse audiences.
2. **Utilize Digital Strategies:** Learners will implement tailored digital strategies for Christian outreach, mastering tools for social media, digital marketing, and content creation.
3. **Integrate Theory with Practice:** Students will apply communication theories in real-world settings, demonstrating their skills through practical media projects and an internship.

COMM 101: Introduction to Christian Communications (4 credits)  
COMM 201: Christian Writing and Rhetoric (4 credits)  
COMM 301: Video Production for Christian Media (4 credits)  
COMM 401: Digital Marketing for Christian Organizations (4 credits)  
COMM 501: Social Media and Public Relations for Christian Ministries (4 credits)  
COMM 601: Basic Design and Website Development for Christian Communicators (4 credits)  
COMM 701: Capstone Project in Christian Communications (6 credits)

Additionally, throughout their bachelor's studies, students are required to complete a total of 9 units of internship. This entails engaging in a 1-unit internship course each quarter, starting from the second year, to provide practical experience and reinforce learning in real-world Christian education settings.

## First Professional Degree

A first professional degree is an advanced academic credential designed to prepare individuals for a specific profession or occupation. Unlike traditional academic degrees that focus on a broad range of subjects, a first professional degree is tailored to provide in-depth education and training in a particular field, often leading to a specific career path.

The Master of Divinity (M. Div.) program stands as the first professional degree for individuals pursuing a vocation in ministry. Rooted in a comprehensive and multifaceted curriculum, the M. Div. program extends over a four-year period, offering an immersive educational experience that combines theological study, practical training, and spiritual formation.

Harvest's Master of Divinity is a 4-year degree program with various concentration tracks preparing its graduates for ministry in a wide range of contexts while qualifying them for pastoral ordination examination.

# CHAPTER 5.1: FIRST PROFESSIONAL DEGREE PROGRAM

## Master of Divinity

Harvest’s Master of Divinity Program is designed to cultivate missionaries, evangelists, ministers, and pastors, equipping them to make a profound impact on the mission field and in various ministries. This rigorous four-year graduate program is deeply rooted in the comprehensive study of Scripture and provides a solid foundation in theological training, enabling students to navigate the challenges of the postmodern era.

Our approach seamlessly integrates academic rigor with hands-on practical experience through ministry internships, ensuring that students are well-prepared to be effective ‘fishers of men’ in a global context.

The Master of Divinity Program consists of 136 units, strategically distributed across key disciplines: 32 units for Biblical and Biblical Languages Studies, 40 units for Historical and Systematic Theology Studies, and 16 units for General Ministry Studies. Additionally, students have the flexibility to select 12 elective units from the full range of courses offered within the M.Div. program.

In addition to foundational units in biblical, historical, and systematic theology, the M.Div. program incorporates 36 units dedicated to concentration tracks that emphasize ministry-focused practical training. Students can define their concentration track by enrolling in the ‘Introduction to Concentration Tracks’ course, which provides an overview of the four distinct tracks and the associated ministry internship opportunities.

Customized concentration tracks, aligned with individual interests and career goals, provide a dynamic and comprehensive educational experience within the Master of Divinity program. This framework ensures that graduates possess not only a deep understanding of theological principles but also practical skills to excel in diverse ministry settings.

*The Master of Divinity degree is a requirement for pastoral ordination in Olivet Assembly churches.*

## Program Goals

In the context of Harvest's mission, completion of the Master of Divinity program will enable students to:

1. Cultivate a close relationship with God, manifested through sincere Christian service.
2. Critically analyze biblical worldviews in comparison with other perspectives.
3. Evaluate contemporary issues based on scriptural and theological principles.
4. Demonstrate pastoral competence through the creation and delivery of biblically and theologically sound sermons, effective discipleship, provision of pastoral counseling, and proficient church administration.
5. Exhibit proficiency in various ministries through a solid foundation in fields of missiology, theology, historical context and cultural awareness.

## Articulation Agreements

Harvest University has articulation agreements with the following schools. Harvest’s Master of Divinity students can transfer credits and be admitted to their Doctorate program at:

- 1. Epic Bible College
- 2. Omega Graduate School
- 3. Veritas Baptist College

## Graduation Requirements

To graduate with a Master of Divinity degree from Harvest, the student must:

1. Pass a total of 136 quarter credits: 88 quarter credits Bible & Theology Core, 12 quarter credits Open Electives, 36 quarter credits in the chosen concentration track.
2. Maintain a GPA of 3.0 (B average) or above in course work applicable to degree.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Complete all degree requirements within the time limit, unless extenuating circumstances exist.
5. Satisfy all financial responsibilities of the university.
6. Earn a minimum of 50% of their credit hours directly from Harvest University.

Students are subject to the Master of Divinity degree requirements of the catalog of the year in which they entered unless a change to a more recent catalog year has been approved.

## Time Limit

The Master of Divinity degree at Harvest University requires different completion timeframes based on enrollment status. Full-time students are expected to complete their degree within 4 years. For part-time students, the completion timeframe extends to 6-8 years. In exceptional cases, students may apply for yearly extensions through the Registrar's Office if they cannot meet these requirements. Each extension is granted for up to one year at a time, contingent upon a review of academic progress and other relevant factors, with approval required from the academic dean. The maximum total time allowed for degree completion, including any extensions, must not exceed 10 years from the date of initial enrollment. If an extension beyond this limit is denied, the student will face dismissal.

## Curriculum

The Master of Divinity Program encompasses 136 units, distributed across crucial disciplines: 32 units for Biblical & Biblical Languages Studies, 40 units for Historical and Historical Studies, 16 units for General Ministry Studies, and an additional 12 units of electives. Following the foundational course MINS510, students can customize their academic path by selecting concentration tracks, consisting of 36 units each, aligned with their interests and career goals.

### 1. Biblical & Biblical Languages Studies Requirement (32 units)

Students are required to take the following six Biblical studies courses and four biblical language courses:

1. BIBL501 Pentateuch (4 units)
2. BIBL502 Historical Books & Canonical Prophets (Isaiah-Malachi) (4 units)
3. BIBL503 Psalms and Wisdom Books (4 units)
4. BIBL511 The Gospels (4 units)
5. BIBL512 Acts & Pauline Epistles (4 units)
6. BIBL513 Hebrews to Revelations (4 units)
7. BIBL550 Biblical Hebrew I\* (2 units)
8. BIBL551 Biblical Hebrew II\* (2 units)
9. BIBL560 Biblical Greek I\* (2 units)
10. BIBL561 Biblical Greek II\* (2 units)

\*Note: These courses may be waived if the student takes proficiency exams and demonstrates competency in the Biblical Hebrew or Biblical Greek.

### 2. Theological & Historical Studies Requirement (40 Units)

Students are required to take the following four historical studies courses and six theological studies courses:

1. HIST501 Church History I (4 units)
2. HIST502 Church History II (4 units)
3. HIST510 History of Doctrine I (4 units)
4. HIST511 History of Doctrine II (4 units)
5. THEO501 Systematic Theology I (4 units)
6. THEO502 Systematic Theology II (4 units)
7. THEO503 Systematic Theology III (4 units)
8. THEO600 Biblical Hermeneutics (4 units)
9. THEO610 Christian Ethics (4 units)

10. THEO630 Christian Apologetics (4 units)

### **3. General Ministry Studies Requirement (16 Units)**

All students are required to take the following five ministry studies courses:

1. MINS502 Spiritual Formation (2 units)
2. MINS510 Introduction to the Concentration Tracks (2 units)
3. MINS620 Homiletics (4 units)
4. MINS630 Pastoral Counseling (4 units)
5. MINS650 Evangelism & Discipleship (4 units)

### **4. Open Electives (12 Units)**

Students can choose 12 units of open electives within the M.Div. program, allowing them to explore diverse fields that align with their individual interests and passions.

### **5. Concentration Track Requirement (36 Units)**

Concentration Tracks are intended for students desiring more flexibility in completing their required coursework and related internships.

Students are required to take an introductory course in the first year of M.Div. studies, MINS510 Introduction to the Concentration Tracks (2 units), to learn the scope and contents of each of the four tracks to prepare themselves for the internship area.

Students can declare their concentration track by the start of the 2nd year of studies. The curriculum of each concentration consists of 16 units of required courses, 12 units of electives within the designated concentration and 8 one-quarter unit internships. The internship courses are taken each quarter of part time to full time enrollment and require internship for 6-20 hours per week as part-time, and 20-40 hours per week as full-time in a professional service role in the field.

Detailed information about these concentration courses is provided below:

- Missionary Track (36 Units)
- Prayer & Spirituality Track (36 Units)
- Pastoral & Christian Education Track (36 Units)
- Business as Mission Track (36 Units)

### **6. Chapel & Christian Service (0 Unit)**

All M. Div. students are required to pass four quarters of PRAC020 Graduate Christian Service. Students should enroll in PRAC021 Chapel for 12 quarters. Refer to the Christian Service Program Handbook for more detailed information.

## **Concentration Tracks**

### **Missionary Track**

The Harvest University Master of Divinity Missionary track trains future missionaries who are equipped spiritually and academically to enter the mission field in a global context. On the foundation of missiology, students will be equipped and mentored under ministers of sound mission experiences. We believed that life affects life, the invaluable mission experiences can be inherited both from the textbooks, as well as from the people of God, for the students to overcome the struggles and challenges as a missionary in the place God called him or her to.

### **Concentration Track Goals**

In the context of Harvest's mission and the Master of Divinity degree program goals, completion of the missionary track will enable students to:

- Apply church planting and growth principles in diverse and cross-cultural situations for the purpose of planting a new church / fellowship chapter or reviving a struggling one.
- Support an intended church plant with visible evidence of ministry, evangelism, and discipleship that would enhance

- the proposed plant.
- Gain practical experience through various opportunities supporting a church-planting project.

## **Curriculum**

The Master of Divinity Missionary Track consists of 16 units of required core courses, 12 units of electives in the field of the ministry, and 8 internship courses of 1 unit per quarter. The internship requires an internship for at least 20-40 hours per week in a related ministry.

### **1. Required Courses (16 units)**

- MISS510 Introduction to Missiology (4 units)
- MISS600 The History of Christian Mission (4 units)
- MISS650 Mission & Culture (4 units)
- MISS700 Strategies for the Mission and Church Movements (4 units)

### **2. Concentration Track Electives (12 units)**

Students can choose any 12 credits of courses in this concentration track from the academic catalog.

### **3. Internship Requirement (8 Units)**

Students are required to enroll in the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements:

- PRAC501-508 Internship 1-8\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 8 quarters of internship by the time of graduation.

## **Prayer & Spirituality Track**

Preparing ministers and pastors for ministry with an emphasis on prayer, spirituality and counseling is the goal of this concentration in the Master of Divinity program. A firm understanding of biblical and historical roots of prayer, spirituality and counseling in Christianity is the goal of the course in this concentration. It is complemented by an extensive practical ministry internship program which provides experience essential to prayer ministry.

## **Concentration Track Goals**

In the context of Harvest's mission and the Master of Divinity degree program goals, completion of the Prayer and Counseling track will enable students to:

- Demonstrate a historical redemptive interpretation of his or her ministry within the context of the history of spirituality.
- Lead individual and small to large group prayer meetings.
- Provide biblical counseling to individuals.
- Embody the role of the Biblical prophet individually and within the church community.

## **Curriculum**

The Master of Divinity Prayer & Spirituality Track consists of 16 units of required core courses, 12 units of electives in the field of the track, and 8 internship courses of 1 unit per quarter. The internship requires an internship for at least 20-40 hours per week in a related ministry.

### **1. Required Courses (16 units)**

- MINS503 Spirituality and Prayer (4 units)
- MINS706 Revival Movement (4 units)
- MINS604 Counseling & Prayer (4 units)
- MINS712 Advanced Counseling (4 units)

### **2. Concentration track Electives (12 units)**

Students can choose any 12 credits of courses in this Concentration track from the academic catalog.

### **3. Internship Requirement (8 Units)**

Students are required to enroll in the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements:

- PRAC501-508 Internship 1-8\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 8 quarters of internship by the time of graduation.

## **Pastoral & Christian Education Track**

The Harvest University Master of Divinity Pastoral & Christian Education Track trains future ministers in advanced competencies in preaching, contextualization and administration in mission equipping them for the changing landscape of 21st century ministry. Christian education from children to adults will be covered for the advancement of pastoral ministry. Graduates will have gained valuable practical experience in the field of front-line missions to apply learned knowledge immediately and feedback questions and challenges arising in the field to the classrooms.

### **Concentration track Goals**

In the context of Harvest's pastoral & Christian Education Track the Master of Divinity degree program goals, completion of the track will enable students to:

- Develop competency of pastoring a small to medium-sized church.
- Be able to provide basic Christian education to congregations from children to adults in a church setting.
- Gain practical experience through various internship opportunities in a local church under mentors.

### **Curriculum**

The Master of Divinity Pastoral & Christian Education Track consists of 16 units of required core courses, 12 units of electives in the field of the track, and 8 internship courses of 1 unit per quarter. The internship requires an internship for at least 20- 40 hours per week in a related ministry.

### **1. Required Courses (16 units)**

- MINS530 Introduction to Christian Education (4 units)
- MINS705 Christian Leadership (4 units)
- MINS730 Church Administration (4 units)
- MINS750 Pastoral Ministry (4 units)

### **2. Concentration track Electives (12 units)**

Students can choose any 12 credits of courses in this Concentration track from the academic catalog.

### **3. Internship Requirement (8 Units)**

Students are required to enroll in the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements:

- PRAC501-508 Internship 1-8\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 8 quarters of internship by the time of graduation.

## Business as Mission Track

The Harvest University Master of Divinity Business as Mission Track trains future ministers in foundational competencies necessary to engage in founding small to medium scale support businesses for mission works. Additionally, graduates will have gained valuable practical experience in the business field to minister to working professionals much more effectively than would be possible in a traditional seminary degree.

### Concentration Track Goals

In the context of Harvest's Business as Mission Concentration the Master of Divinity degree program goals, completion of the concentration will enable students to:

- Understand the core concepts of business including financial, legal, management, and be able to apply these concepts in a business context.
- Develop the ability to create new business ventures utilizing various available resources within the context of a “Business as Mission” mindset.
- Articulate and defend the relationship between business skills and techniques with the Christian faith.

### Curriculum

The Master of Divinity Business as Mission Track consists of 16 units of required core courses, 12 units of electives in the field of the track, and 8 internship courses of 1 unit per quarter. The internship requires an internship for at least 20-40 hours per week in a related ministry.

#### 1. Required Courses (16 units)

- MINS640 Business as Mission (4 units)
- ECON500 Introduction to Economics (4 units)
- BUSN600 Electronic Commerce I (4 units)
- BUSN601 Electronic Commerce II (4 units)

#### 2. Concentration Track Electives (12 units)

Students can choose any 12 credits of courses in this Concentration track from the academic catalog.

#### 3. Internship Requirement (8 Units)

Students are required to enroll in the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting

Requirements: PRAC501-508 Internship 1-8\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 8 quarters of internship by the time of graduation.



## Faculty

### **Zeng, Meixian Jeremiah**

D.Min., Olivet University, San Francisco, CA (2019)

M. Div., Olivet University, San Francisco (2009)

B.A. (Electrical Engineering), Jiangsu University, China (2004)

### **Jung, Dayoun Esther**

Ph.D. in Theology, Yonsei University (2014)

Th.M., Yonsei University, Korea (2008)

B.A. in Theology, Yonsei University, Korea (2004)

### **Li, Zhonghao**

D.Min., Olivet University, San Francisco, CA (2014)

M.Div., Olivet University, San Francisco, CA (2011)

B.A., Finance, University of Science and Technology of China, Hebei (2005)

### **Yang, Feitong Faith**

D.Min., Olivet University, San Francisco, CA (2018)

M.Div., Olivet University, San Francisco, CA (2012)

M.Education, University of Technology Sydney, Sydney, Australia (2010)

B.Business & IT, University of Technology Sydney, Sydney, Australia (2009)

### **Cheung, Nga Wai Rachael**

D.Min., Olivet University, San Francisco, CA (2014)

M.Div., Olivet University, San Francisco, CA (2010)

B.A., Theology, Olivet University, San Francisco, CA (2004)

B.Soc.Sc., The Chinese University of Hong Kong, HK (2002)

### **Li, Grace**

D.Min., Olivet University (2021)

M.Div., Olivet University (2012)

Bachelor of Science, Material Science and Engineering, Xi' An Jiaotong University, China (2007)

### **Han, Nehemiah**

D.Min., Olivet University, San Francisco, CA (2017)

Th.M., Olivet University, San Francisco, CA (2010)

M.Div., Olivet University, San Francisco, CA (2009)

B.Chem., Dalian University, China (2005)

**Fu, Hong Anna**

D.Min., Olivet University, San Francisco, CA (2015)

M.Div., Olivet University, San Francisco, CA (2012)

B.Ed., Shanxi University, China (2006)

**Guo, Huanju**

D.Min., Olivet University, San Francisco, CA (2021)

M.Div., Olivet University, San Francisco, CA (2009)

B.A., Zhengzhou University of Light Industry, China (2006)

**Jiang, Haijiang**

D.Min., Olivet University, San Francisco, CA (2020)

M.Div., Olivet University, San Francisco, CA (2017)

B.A., Theology, Olivet University, San Francisco, CA (2008)

**Park, Oisuk**

D.Min., Olivet University, San Francisco, CA (2018)

M.Div., Olivet University, San Francisco, CA (2011)

B.A. (Early Childhood Education), Kyungnam University, Korea (2002)

**Quan, Wei Jonathan**

D.Min., Olivet University (2022)

M.Div., Olivet University (2007)

B.S., Yanbian University, China (2002)

**Shu, Thomas**

D.Min., Olivet University, San Francisco, CA (2020)

Th.M., Olivet University (2008)

M.Div., Olivet University, San Francisco, CA (2014)

M.Maths, Theology, Zhejiang University, China (2011)

B.Maths, Zhejiang University, China (2009)

**Zhang, Apollos**

D.Min. Olivet University, San Francisco, CA (2020)

M.Div., Olivet University, San Francisco, CA (2011)

B.Eng, Dailian University of Technology, China (2004)

**Chen, Timothy**

D.Min., Olivet University, San Francisco, CA (2024)

M.Div., Olivet University, Anza, CA (2019)

M.A. (Electronics & Communication Engineering) Beihang University China (2013)

B.A. (Electronic & Information Engineering), Northeastern University China (2010)

**Chen, Liu Janet**

M.Div., Olivet University, San Francisco, CA (2019)

M.A.T., Olivet University, San Francisco, CA (2020)

Certificate of TESOL, Olivet University, Riverside, CA (2018)

B.Ph.Ed., Yanbian University, China(2010)

**Gao, Joseph**

D.Min., Olivet University, San Francisco, CA (2025)

M.B.A., Olivet University, San Francisco, CA (2024)

M.Div., Olivet University, San Francisco, CA (2021)

M.A. (Mechanical and Power Engineering), Shanghai Jiao Tong University, China, 2006

## Course Descriptions

### Bachelor of Arts Programs

#### **ORIE100: Freshmen Orientation (2 units)**

This course is designed to help incoming freshmen acclimate to university life. It covers essential skills for academic success, an introduction to university resources, and strategies for effective time management and study. Students will also learn about the university's mission, values, and expectations, fostering a sense of community and belonging.

#### **SPRI100: Spiritual Formation (4 units)**

This course provides students with a foundational understanding of spiritual disciplines and practices that promote spiritual growth. Topics include prayer, meditation, scripture study, and communal worship. Through readings, reflections, and practical exercises, students will explore various aspects of spiritual life and develop a personalized spiritual routine.

#### **SPRI200: Christian Worldview (4 units)**

In this course, students will examine the Christian worldview in comparison to other major worldviews. The course focuses on the implications of a Christian perspective on reality, knowledge, morality, and human destiny. Students will engage with key theological concepts and contemporary issues, enabling them to articulate their beliefs and understand their faith in a broader cultural context.

#### **SPRI300: Christian Life & Ministry (4 units)**

This course delves into the principles and practices of Christian living and ministry. Students will explore biblical teachings on ethical living, personal integrity, and community service. The course includes practical modules on leadership in ministry settings, pastoral care, and the role of the church in society. Through case studies and service-learning projects, students will apply their knowledge in real-world contexts.

#### **ARTH200: Introduction to Arts (4 units)**

This course offers students a broad overview of the visual arts, exploring various media, techniques, and historical periods. Students will study significant works of art and the cultural, political, and social contexts that shaped them. The curriculum includes an analysis of painting, sculpture, architecture, and contemporary forms of visual expression. Field trips to museums and galleries will complement classroom discussions, providing firsthand experience with artworks.

#### **ENGL100: Appreciation of Classical Literature I (4 units)**

This course introduces students to the rich world of classical literature, focusing on significant texts from ancient times through the Renaissance. Students will explore themes, literary styles, and historical significance of works by authors such as Homer, Shakespeare, and Dante. Class discussions, literary analysis, and critical essays will deepen students' appreciation of these foundational texts.

#### **ENGL101: Appreciation of Classical Literature II (4 units)**

Continuing from Appreciation of Classical Literature I, this course covers the period from the Enlightenment to the early 20th century. Students will engage with literature from various movements such as Romanticism, Realism, and Modernism, studying authors like Jane Austen, Charles Dickens, and Virginia Woolf. The course emphasizes critical thinking and interpretive skills through written assignments and discussions.

#### **EDUC100: Philosophy of Christian Education (4 units)**

This course examines the philosophical foundations of Christian education. Students will explore various educational philosophies and their alignment with Christian values and principles. Topics include the role of the teacher, the aims of Christian education, and the integration of faith and learning in curriculum development. Through readings, reflections, and discussions, students will develop their own philosophy of education grounded in Christian beliefs.

#### **EDUC230: Exploring Special Topics in Educational Principles and Methods (4 units)**

This course allows students to investigate specific areas of interest within education, such as innovative teaching

methods, technology integration, or multicultural education. Through a seminar format, students will participate in research projects, case studies, and presentations, exploring contemporary challenges and opportunities in education. The course aims to enhance practical understanding and application of educational principles in diverse learning environments.

### **ENGL120: English Literature & Composition (4 units)**

This course develops students' reading and writing skills through an in-depth study of English literature. It covers a range of genres including poetry, drama, fiction, and essays from various historical periods. Students will learn literary analysis, critical thinking, and academic writing techniques. Emphasis is placed on constructing well-argued analyses and research papers based on literary texts.

### **GREK100: Greek I (2 units)**

This introductory course to Biblical Greek covers the alphabet, basic vocabulary, and essential grammatical structures. Students will learn to read and translate simple biblical passages, gaining an understanding of the language used in early Christian texts. The course emphasizes the practical application of Greek in a biblical context, preparing students for further linguistic and theological studies.

### **GREK101: Greek Practice I (2 units)**

This practical course complements Greek I by providing extensive exercises focused on reading and translating Biblical Greek. Students will apply their knowledge of grammar and vocabulary through translation exercises that increase their fluency and comprehension of New Testament texts.

### **GREK102: Greek II (2 units)**

Advancing from Greek I, this course deepens students' understanding of Biblical Greek. It covers intermediate grammatical structures and introduces more complex vocabulary. Students will translate increasingly challenging passages from the New Testament and related texts, enhancing their linguistic skills and theological understanding.

### **GREK103: Greek Practice II (2 units)**

In Greek Practice II, students continue to hone their translation skills by engaging with a variety of biblical texts. This course focuses on improving accuracy and fluency in reading and understanding Biblical Greek, preparing students for advanced studies or scholarly research.

### **HEBR100: Hebrew I (2 units)**

Hebrew I introduces students to the fundamentals of Biblical Hebrew, focusing on the alphabet, basic vocabulary, and essential grammatical structures. The course is tailored to those beginning their study of the Hebrew Bible (Old Testament), providing the tools needed to start reading and understanding biblical texts.

### **HEBR101: Hebrew Practice I (2 units)**

Complementing Hebrew I, this course offers practical training in Biblical Hebrew. Students will engage in extensive reading and translation exercises that apply grammatical and lexical knowledge to increase their understanding of the Hebrew Bible.

### **HEBR102: Hebrew II (2 units)**

Hebrew II builds on the foundation established in Hebrew I, introducing more complex grammatical structures and a broader lexical range. Students will engage with more sophisticated biblical texts, enhancing their skills in translating and interpreting the Hebrew Bible.

### **HEBR103: Hebrew Practice II (2 units)**

This course is designed to solidify the skills developed in Hebrew II through focused practice. Students will translate and analyze a range of biblical passages, improving their proficiency in Biblical Hebrew and preparing them for advanced theological studies or academic research.

### **HIST100: World History (4 units)**

This course provides a comprehensive overview of global history from a Christian perspective, emphasizing how divine providence has shaped civilizations from ancient times to the modern era. Students will explore key historical

events, cultures, and figures, and their impact on the development of global societies, all while reflecting on God's influence throughout history.

**HIST220: US History & Government (4 units)**

This course examines the history of the United States and its government, considering the Christian principles that influenced its founding and development. Topics include major political, social, and economic changes from the colonial period to the present. Students will analyze significant documents, speeches, and movements that have shaped American identity and governance.

**HIST350: World Christian Movement (4 units)**

Focusing on the history and impact of Christianity across the globe, this course explores the spread of the gospel from the apostolic age to modern times. Students will study key figures, missionary movements, and the role of the church in shaping societies. The course highlights how the Christian faith has influenced cultural, social, and political developments worldwide.

**MINS206: Life and Theology of Influential Christian Missionaries (4 units)**

This course delves into the lives, ministries, and theological contributions of significant Christian missionaries throughout history. Students will learn about figures such as Paul, St. Francis Xavier, William Carey, and others, analyzing how their faith motivated their missions and the impact of their work on global Christianity.

**MUSC200: Introduction to Music (4 units)**

This introductory course explores the fundamentals of music theory, history, and practice, with a focus on the role of music in worship and Christian life. Students will study various musical genres, composers, and their works, understanding music as a divine gift and a means of expression and service in the Christian community.

**THEO300: Introduction to Christian Thought I (4 units)**

This course provides an in-depth exploration of Christian doctrines and their historical development. Topics include the nature of God, Christology, soteriology, and ecclesiology. Students will engage with biblical texts, theological writings, and contemporary discussions, developing a robust understanding of Christian beliefs.

**THEO310: Introduction to Christian Thought II (4 units)**

Continuing from Introduction to Christian Thought I, this course covers additional theological topics such as eschatology, Christian ethics, and the role of the Holy Spirit. Students will examine theological responses to modern challenges, integrating their faith with a deeper theological framework and practical applications in contemporary contexts.

**BIOS100: Creation Science (4 units)**

This course examines the natural world through the lens of Biblical creationism. Students will explore various scientific concepts and theories such as the origin of life, geological formations, and biodiversity, comparing them with the Biblical account of creation. The course encourages critical thinking and discussion about the intersection of science and faith, fostering a holistic understanding of God's creation.

**BIOS120: Biological Science (4 units)**

Biological Science provides an overview of the fundamental processes and systems that govern living organisms. From a Christian perspective, the course discusses how the complexity and intricacy of biological systems testify to a divine design. Students will study cell biology, ecology, physiology, and evolution, integrating faith with scientific inquiry.

**BIOS200: Principles of Biology (4 units)**

This course delves deeper into the mechanisms and structures that define living organisms. Students will explore topics such as genetics, microbiology, and animal physiology, considering how these areas reveal God's handiwork in creation. Practical lab sessions and field trips will complement theoretical studies, allowing students to observe and study biological phenomena firsthand.

**BIOS270: Botany of Vascular Plants (4 units)**

Focusing on the structure, function, and diversity of vascular plants, this course examines the complexity of plant

systems from a creationist perspective. Students will study plant anatomy, growth, and reproduction, along with ecological relationships in natural and managed environments. The course emphasizes stewardship of God's creation through sustainable practices and conservation efforts.

#### **BIOS300: Genetics (4 units)**

Genetics explores the principles of heredity and variation in organisms from a perspective that acknowledges God's sovereign design. The course covers molecular genetics, Mendelian genetics, and genetic technologies. Ethical discussions on topics such as genetic engineering and cloning are integrated, considering Christian ethical perspectives.

#### **CHEM210: General Chemistry I (4 units)**

This course introduces the fundamental concepts of chemistry including atomic structure, chemical reactions, and thermodynamics, viewed through a Christian lens as students explore the order and predictability that point to a designed universe. Lab work and problem-solving sessions help reinforce the connection between theory and God's created order.

#### **CHEM220: General Chemistry II (4 units)**

Continuing from General Chemistry I, this course covers additional topics such as kinetics, equilibria, and electrochemistry. Students will explore how these concepts apply to biological systems and the environment, appreciating the complexity and sustainability of God's creation. Advanced lab experiments will provide hands-on learning opportunities.

#### **CHEM230: Fundamentals of Organic Chemistry (4 units)**

This course offers an introduction to organic chemistry from the standpoint of understanding chemical reactions that occur in living organisms. Students will study the structure, properties, and reactions of organic molecules, appreciating their role in life processes as a reflection of divine complexity.

#### **ITEC100: Introduction to Information Technology (4 units)**

This course introduces the concepts and practices of information technology within a Christian framework, emphasizing how technology can be used to glorify God and serve others. Topics include computer systems, network fundamentals, and the ethical use of technology. Students will consider the implications of technological advancements in light of Christian values and the responsibility to use technology wisely and compassionately.

#### **ITEC110: Introduction to Programming Concepts (4 units)**

This course introduces the fundamental concepts of programming using a high-level programming language. Students will learn about data types, control structures, functions, arrays, and the basics of object-oriented programming. Through hands-on projects, students will develop problem-solving skills and gain an understanding of how programming can be applied to various fields and industries.

#### **MATH100: Calculus (5 units)**

Calculus covers differential and integral calculus comprehensively. Topics include limits, derivatives, integrals, and the Fundamental Theorem of Calculus. Students will apply these concepts to solve problems in physics, engineering, and economics, providing a strong mathematical foundation for further studies in STEM fields.

#### **MATH120: Differential Equations (4 units)**

This course introduces ordinary differential equations and their applications. Students will learn methods for solving linear and nonlinear differential equations and will explore their use in modeling real-world phenomena in science, engineering, and other disciplines. Topics include first-order equations, second-order linear equations, and systems of linear differential equations.

#### **MATH230: Probability & Statistics (4 units)**

This course provides an introduction to the theory of probability and statistics. Students will study probability distributions, expectations, variances, and hypothesis testing. The course emphasizes applications of statistical methods in decision-making, risk assessment, and analysis across various sectors.

#### **MATH240: Applied Statistics for Data Analysis (4 units)**

Focusing on practical applications, this course teaches students to analyze real data sets using statistical software. Topics include descriptive statistics, inferential statistics, regression analysis, and ANOVA. Students will learn to interpret statistical results critically and to communicate findings effectively, skills essential for data-driven professions.

**MATH300: Linear Algebra (4 units)**

Linear Algebra explores vector spaces, matrices, linear transformations, and systems of linear equations. The course also covers eigenvalues and eigenvectors, diagonalization, and their applications to differential equations and optimization. This mathematical framework is crucial for studies in physics, computer science, and advanced engineering.

**PHYS130: Calculus-Based Physics I (4 units)**

This first course in calculus-based physics covers mechanics, including dynamics, kinematics, energy, momentum, and the conservation principles. Emphasizing a problem-solving approach, it provides students with a thorough understanding of the fundamental concepts in physics as applied to real-world situations.

**PHYS140: Calculus-Based Physics II (4 units)**

Continuing from Physics I, this course focuses on electricity and magnetism, including electric fields, magnetic fields, circuits, and electromagnetism. Students will learn through lectures and hands-on lab experiences, applying calculus to deepen their understanding of these critical physical phenomena.

**ANTH200: Cultural Anthropology (4 units)**

This course examines the diverse cultural patterns and practices across the world's societies. Students will explore topics such as kinship, religion, language, and economic systems from an anthropological perspective. The course aims to enhance understanding of and appreciation for cultural diversity and the social forces that shape human behavior and social institutions.

**COMM250: Interpersonal Communication (4 units)**

Interpersonal Communication focuses on the processes and techniques that enhance effective communication between individuals in various settings. Topics include verbal and non-verbal communication, listening skills, conflict resolution, and the role of personal relationships in social and professional interactions.

**ECON200: Principles of Microeconomics (4 units)**

This course introduces the fundamental concepts of microeconomics, including supply and demand, market structures, consumer behavior, and the theory of the firm. Students will learn how markets function and how they affect individual decision-making, resource allocation, and outcomes.

**ECON300: Principles of Macroeconomics (4 units)**

Principles of Macroeconomics provides a broad overview of macroeconomic issues, including national income accounting, economic growth, inflation, unemployment, and fiscal and monetary policy. Students will understand how these macroeconomic variables interact and impact the global economy.

**ECON320: Behavioral Economics (4 units)**

Behavioral Economics blends psychological insights with economic theory to provide a deeper understanding of human decision-making. Students will explore how biases, heuristics, and framing can influence economic decisions and market outcomes. Topics include risk assessment, consumer choice, and nudging techniques.

**PSYC200: Introduction to Psychology (4 units)**

This introductory course covers a wide range of psychological concepts, theories, and practices. Topics include learning, memory, emotion, perception, and mental health. Students will gain insights into human behavior and the psychological mechanisms that underlie everyday activities.

**PSYC350: Human Development Across the Lifespan (4 units)**

This course examines the developmental processes from infancy through old age. Areas of focus include cognitive, emotional, social, and physical development. Students will study how individuals change and grow throughout their lives and how these changes impact behavior and experiences.



**PSYC300: Social Psychology (4 units)**

Social Psychology explores how individuals' thoughts, feelings, and behaviors are influenced by the actual, imagined, or implied presence of others. Topics include attitudes, group dynamics, social influence, interpersonal relationships, and the role of social context in shaping personality and social interactions.

**SOCI200: Social Problems (4 units)**

This course addresses major social problems in contemporary society, such as poverty, crime, and inequality. Students will analyze these issues through various sociological theories and methodologies, considering historical and cultural contexts to understand their origins and impact.

**MGMT320: Leadership and Group Behavior (4 units)**

This course explores leadership theories and practices with a focus on group dynamics and organizational behavior. Topics include motivation, team building, leadership styles, and conflict management. Students will learn to develop effective leadership skills and strategies for managing groups in diverse settings.

**PHIL200: Western Philosophy: An Introduction (4 units)**

An introduction to Western philosophy, this course covers key philosophical concepts and figures from the ancient to the modern era. Students will explore major branches of philosophy such as metaphysics, ethics, epistemology, and political philosophy, analyzing how these ideas have shaped Western thought and culture.

**SOCI100: Foundations of Sociology (4 units)**

Foundations of Sociology introduces the basic concepts, theories, and research methods used in the study of human society. Students will examine the structure of social groups, institutions, and societies, and how they interconnect. Topics include socialization, social stratification, and the role of cultural norms in shaping social behavior.

**BIBL100: Old Testament Survey (5 units)**

This course provides an expansive overview of the Old Testament, exploring its historical background, literary composition, and theological themes. Students will examine the major sections of the Pentateuch, Historical Books, Wisdom Literature, and the Prophets, understanding their significance within the biblical narrative and their implications for Christian faith and practice.

**BIBL110: New Testament Survey (5 units)**

New Testament Survey covers the entire New Testament from the Gospels to Revelation. The course focuses on the historical context of Jesus Christ's life, the ministry of the Apostles, and the development of the early Church. Students will explore themes of redemption, community, and eschatology, applying New Testament teachings to modern Christian life.

**BIBL300: Basic Biblical Hermeneutics (4 units)**

This course introduces the principles and methods of biblical interpretation. Students will learn various hermeneutical approaches to understand and apply the Scriptures accurately. Topics include historical-cultural analysis, literary contexts, and theological synthesis. The course emphasizes the role of the Holy Spirit in biblical interpretation.

**BIBL200: Pentateuch (4 units)**

Focusing on the first five books of the Bible, this course explores the foundational narratives and laws that shape the identity and beliefs of the Israelite community. Students will study the creation accounts, patriarchal histories, the Exodus, Sinai covenant, and the instructions for worship and communal life, discussing their theological and ethical implications.

**BIBL250: The Life and Teaching of Jesus (4 units)**

This course examines the life, ministry, and teachings of Jesus Christ as recorded in the Gospels. Topics include the historical and cultural context of Jesus' ministry, his parables, miracles, discourses, and the Passion narrative. Students will explore the significance of Jesus' teachings and their application in contemporary Christian life.

**HIST110: History of Christianity (4 units)**

History of Christianity traces the development of the Christian Church from its beginnings to the modern era. The course covers key events, figures, and movements, including the early Church, the Reformation, and global expansion.

of Christianity. Students will explore how historical contexts have shaped Christian doctrine and practice.

**THEO100: Introduction to Theology (4 units)**

This introductory course covers the basic tenets of Christian theology, exploring topics such as the nature of God, Christology, salvation, and the Church. Students will engage with biblical texts and theological writings to develop a foundational understanding of Christian beliefs and their relevance today.

**THEO200: Biblical Doctrine I (4 units)**

Biblical Doctrine I delves deeper into systematic theology, focusing on the doctrines of God, Christ, and the Holy Spirit. Students will examine scriptural foundations for these doctrines, historical developments, and their implications for Christian faith and practice.

**THEO210: Biblical Doctrine II (4 units)**

Continuing from Biblical Doctrine I, this course covers the doctrines of humanity, sin, salvation, the Church, and last things. Students will explore theological controversies, ecumenical councils, and modern interpretations, enhancing their understanding and application of Christian doctrine.

**THEO220: Introduction to Christian Ethics (4 units)**

This course examines the principles of Christian ethics derived from biblical teachings. Topics include personal morality, social justice, bioethics, and the moral responsibilities of Christians in society. Students will discuss contemporary ethical issues through a biblical lens, developing a framework for ethical decision-making.

**THEO310: Biblical Apologetics (4 units)**

Biblical Apologetics equips students to defend their faith intellectually and biblically. The course covers arguments for the existence of God, the reliability of Scripture, and the historical evidence for Jesus Christ's resurrection. Students will engage with critiques of Christianity and learn to articulate reasoned responses that affirm their faith.

**BIBL201: Genesis I: Primeval History (2 units)**

This course focuses on the first eleven chapters of Genesis, examining the creation narrative, the fall of man, the flood, and the Tower of Babel. Students will explore themes of creation, sin, judgment, and grace, analyzing how these foundational events set the stage for God's redemptive plan for humanity.

**BIBL202: Genesis II: History of the Patriarchs of Faith (2 units)**

Genesis II delves into the lives of the patriarchs—Abraham, Isaac, Jacob, and Joseph—focusing on their journeys, trials, and the covenants God made with them. Students will study the narratives to understand the theological implications of faith, promise, and obedience in the context of God's unfolding plan.

**BIBL203: Exodus: The Exodus from Egypt (2 units)**

This course examines the book of Exodus, focusing on the Israelites' liberation from Egypt, the giving of the Law at Sinai, and their wilderness journey. Students will explore themes of deliverance, covenant, and worship, considering how these events shape the identity and faith of the Israelite community and the Christian life today.

**BIBL204: Joshua: Conquest of Canaan (2 units)**

Joshua covers the Israelites' conquest and settlement of the Promised Land under Joshua's leadership. The course examines military campaigns, the allocation of tribal lands, and the renewal of the covenant, discussing the challenges and successes of obeying and serving God in a complex and often hostile environment.

**BIBL251: Acts (4 units)**

This course explores the Acts of the Apostles, detailing the spread of the Gospel from Jerusalem to the Roman Empire. Students will study key events such as Pentecost, the conversion of Paul, and the Council of Jerusalem, analyzing how the early Church grew in faith and numbers amidst persecution and cultural diversity.

**BIBL252: Romans (6 units)**

Romans provides an in-depth study of Paul's epistle, considered foundational for Christian theology. The course covers topics of sin, salvation, grace, and Christian ethics. Students will deeply engage with Paul's arguments to understand the doctrine of justification by faith and its implications for Christian life and ministry.

**BIBL253: Church Epistles I: Galatians (2 units)**

This course examines Paul's letter to the Galatians, focusing on themes of freedom from the law, the role of faith, and living by the Spirit. Students will explore the historical context of the letter and its application to issues of legalism, freedom, and community in the church.

**BIBL254: Church Epistles II: 1 & 2 Corinthians (4 units)**

This course covers Paul's letters to the Corinthian church, addressing issues related to church unity, morality, spiritual gifts, and resurrection. Students will analyze the letters' teachings on Christian conduct, ecclesiastical health, and theological depth, applying these insights to modern church contexts.

**BIBL255: Church Epistles III: 1 & 2 Thessalonians (2 units)**

Focusing on Paul's letters to the Thessalonians, this course explores themes of perseverance, eschatological hope, and ethical living. Students will discuss the relevance of Paul's teachings to contemporary Christian practice, particularly in anticipation of Christ's return.

**MINS331: Preaching and Teaching Practicum (2 units)**

This practicum offers hands-on experience in preaching and teaching within a ministry setting. Students will develop and deliver sermons and lessons, receiving feedback on their biblical interpretation, delivery, and ability to engage and educate an audience.

**MINS200: Introduction to Missions (4 units)**

This course provides an overview of Christian missions, exploring historical movements, key figures, and contemporary strategies for evangelism and church planting globally. Students will examine theological foundations and practical approaches to missions, considering cultural, social, and linguistic factors.

**MINS201: Introduction to Business as Mission (4 units)**

This course explores how business practices can be integrated with mission work to promote economic development and gospel outreach. Students will study models of sustainable business, ethical considerations, and strategies for witnessing through professional conduct and relationships.

**MINS300: Christian Witness and Discipleship (4 units)**

This course focuses on the principles and practices of evangelism and discipleship within various cultural contexts. Students will learn effective methods for sharing the Gospel and nurturing new believers, emphasizing relational evangelism and the role of the local church in growth and mentoring.

**MINS330: Introduction to Teaching and Preaching (4 units)**

Students will learn foundational skills for effective biblical teaching and preaching. The course covers hermeneutics, homiletics, and communication skills, equipping students to faithfully and effectively communicate Scripture in diverse settings.

**MINS340: Ministry and Church Operations (4 units)**

This course examines the practical aspects of church leadership and management. Topics include church governance, financial stewardship, legal issues, and ministry program development. Students will gain skills necessary for effective administration and leadership in church and ministry settings.

**MINS350 Cross-Cultural Mission and Contextualization (4 units)**

This course explores **theological, cultural, and anthropological perspectives** in missions, emphasizing **contextualization** of the gospel in diverse cultural settings. Students will study **mission strategies**, cultural adaptation, and challenges faced in cross-cultural evangelism.

**MINS360 Mission Strategies and Global Trends (4 units)**

Students will examine **historical and contemporary mission strategies**, including church planting, urban missions, and diaspora ministry. The course also analyzes **global trends in missions**, such as persecution, globalization, and

digital evangelism.

## **MINS370 Practical Engagement in Cross-Cultural Missions (4 units)**

A **field-based course** where students participate in cross-cultural mission experiences, learning practical skills in **evangelism, discipleship, and church planting**. Emphasis is placed on **intercultural communication, teamwork, and adapting to different worldviews**.

### **Christian Education Emphasis**

#### **EDUC150: Philosophy of Christian Education (5 units)**

This course explores the philosophical underpinnings of Christian education, emphasizing how biblical principles shape teaching and learning. Students will examine various educational philosophies and their compatibility with Christian values, aiming to develop a coherent philosophy of education that integrates faith and learning.

#### **EDUC120: Curriculum Development and Learning Atmosphere (4 units)**

Students will learn to design and evaluate curricula that foster an engaging and supportive learning environment. This course covers the principles of curriculum development, instructional strategies, and the creation of conducive atmospheres for diverse learners. Emphasis is placed on aligning educational objectives with Christian mission and values.

#### **EDUC330: Behavior Management and Guidance of School Age Children (4 units)**

This course provides strategies for managing classroom behavior and guiding children towards constructive social interactions. Students will explore methods that encourage positive behavior, resolve conflicts, and promote a nurturing learning environment, all grounded in Christian principles of respect, forgiveness, and love.

#### **EDUC100: Child Growth and Development (4 units)**

Focusing on the physical, cognitive, social, and emotional development of children from birth through adolescence, this course examines how children grow and learn in different stages of their lives. Students will apply developmental theories to understand and support children's needs, viewed through a lens of Christian compassion and care.

#### **EDUC130: Health, Safety and Nutrition (4 units)**

Students will learn the essentials of promoting health and safety in educational settings, along with understanding the nutritional needs of children. This course emphasizes the importance of creating a safe and healthy learning environment as a reflection of stewardship and care for God's creation—children.

#### **EDUC140: Children's Literacy Development (4 units)**

This course examines methods and strategies for promoting literacy among young children. Topics include language acquisition, reading readiness, and the integration of literature into various content areas. Students will explore how literacy development can be nurtured in a Christian education setting, fostering a love for reading and learning.

#### **EDUC110-111: Living Books Seminar I-II (8 units total, 4 units each)**

These seminars focus on the use of rich, character-building literature in education. Students will learn to select and use 'living books'—texts that engage and stimulate the mind and spirit—to promote deep learning and moral character, aligned with Christian educational goals.

#### **EDUC200: Infant and Toddler Development (4 units)**

This course covers developmental milestones for infants and toddlers, focusing on optimal environments for their growth and learning. Students will study physical, cognitive, and emotional development, learning to provide care and educational experiences that reflect Christian values of nurturing and protection.

#### **EDUC240: Exploring Disciplinary Subjects (4 units)**

Students will learn to integrate Christian perspectives into teaching various disciplinary subjects, such as science, mathematics, and humanities. The course discusses how to weave faith into the curriculum, making learning a holistic experience that connects knowledge with Christian belief and practice.

**EDUC310: Youth Leadership and Development (4 units)**

This course focuses on developing leadership qualities in youth, emphasizing the role of Christian values in shaping effective, ethical leaders. Students will explore theories and practices of leadership training, community service, and personal development.

**EDUC320: Strategies for Engaging Youth (4 units)**

Students will acquire skills and methods for actively engaging youth in educational and community settings. This course covers motivational strategies, interactive learning, and mentorship, all designed to foster a supportive environment that encourages youth to grow spiritually, academically, and personally.

**EDUC340: Adolescent Development and Psychology (4 units)**

This course examines the unique developmental challenges and opportunities during adolescence. Students will explore psychological theories and practical approaches to support adolescents in their journey towards maturity, including how to address issues from a Christian perspective.

**EDUC350: Advanced Strategies for Youth Engagement (4 units)**

Building on foundational engagement strategies, this advanced course delves deeper into techniques for sustaining interest and participation among youth. Topics include project-based learning, digital media integration, and community involvement, all enriched with Christian principles of engagement and discipleship.

**Christian Worship Music****MUSC100: Musicianship & Theory I (2 units)**

This foundational course introduces the basics of music theory, including notation, rhythm, scales, keys, and intervals. Students will develop aural skills through sight-singing and ear training, building a strong theoretical and practical understanding of music essential for further study.

**MUSC110: Musicianship & Theory II (2 units)**

Continuing from Musicianship & Theory I, this course delves deeper into music theory, exploring more complex harmonies, chord progressions, and compositional techniques. Aural skills are further developed, preparing students for advanced studies in music composition and performance.

**MUSC200: Harmony (4 units)**

This course examines the principles of harmonic composition in Western music. Students will study chord structures, voice leading, and harmonic progression, applying these concepts through composition and analysis of both classical and contemporary music.

**MUSC200: Conducting (2 units)**

This course introduces the basics of conducting technique, including beat patterns, score reading, and rehearsal methods. Students will learn to lead ensembles effectively, focusing on communication skills and musical interpretation.

**MUSC300: Music History (4 units)**

Music History covers the development of Western music from the Medieval period to the present day. Students will explore major composers, styles, and musical forms, understanding their historical and cultural contexts. The course emphasizes listening and analysis, connecting musical innovations to broader artistic movements.

**MUSC310: Worship Leadership (4 units)**

This course prepares students to lead worship in a church setting, focusing on the role of music and liturgy in worship. Topics include planning and conducting worship services, spiritual leadership, and integrating music with other elements of worship.

**MUSC320: Worship Technology (4 units)**

Worship Technology explores the use of technology in worship services, including sound systems, multimedia, and

lighting. Students will learn practical skills for managing and operating technology effectively in a worship context.

**MUSC310: Introduction to Worship (4 units)**

Introduction to Worship provides a broad overview of Christian worship practices, exploring theological foundations and historical developments. Students will study various worship traditions and their significance in fostering community and spiritual growth.

**MUSC330: The Hymn in Christian Worship (2 units)**

This course examines the role and evolution of hymns in Christian worship. Students will explore the historical, theological, and musical aspects of hymnody, analyzing significant hymns from various traditions and their impact on worship.

**ENSB300 – 420: Choral Ensemble I – VI (1 unit each)**

These ensemble courses provide students with practical experience in choral singing, focusing on vocal technique, ensemble skills, and performance. Each level builds upon the previous, introducing more challenging repertoire and performance opportunities.

**MUSC111 – 313: Applied Music: Piano I – IX (2 units each)**

Applied Music: Piano offers progressive training in piano performance, covering technique, repertoire, and interpretative skills. Each course level advances students' abilities through individual lessons, recitals, and juries.

**MUSC121 – 323: Applied Music: Voice I – IX (2 units each)**

Applied Music: Voice focuses on vocal technique, diction, and repertoire from classical to contemporary styles. Students will receive individual instruction and performance experience, enhancing their technical and expressive skills.

**MUSC131 – 333: Applied Music: Guitar I – IX (2 units each)**

Applied Music: Guitar provides comprehensive training in guitar performance, covering classical, folk, and popular styles. Students will learn technique, notation, and improvisation, progressing through levels with increasing complexity and performance expectations.

**Business as Mission Emphasis**

**COMM100: Christian Principles in Business Communication (4 units)**

This course integrates Christian values with professional communication practices. Students will explore ethical considerations in various forms of business communication, including written, verbal, and digital. Emphasis is placed on honesty, respect, and stewardship as foundational elements in building effective and ethical communication strategies in the workplace.

**ECON400: Global Business from a Christian Worldview (4 units)**

Global Business from a Christian Worldview examines international business practices through the lens of Christian ethics. Students will explore issues such as economic development, trade policies, and global market dynamics, considering how Christian principles of justice, fairness, and stewardship can inform business decisions on a global scale.

**FINC110: Accounting I (4 units)**

Accounting I introduces the principles of financial accounting, focusing on the preparation and interpretation of financial statements. Students will learn about the accounting cycle, asset management, and revenue recognition, emphasizing the importance of transparency and accountability in financial reporting from a Christian perspective.

**FINC210: Accounting II (4 units)**

Building on Accounting I, this course delves deeper into financial accounting topics, including long-term liabilities, stockholders' equity, and financial statement analysis. Students will examine case studies and apply ethical decision-making skills to complex accounting issues, reinforcing Christian values of honesty and integrity.

**FINC310: Stewardship and Managerial Accounting (4 units)**

This course focuses on the use of accounting information for internal decision-making. Topics include budgeting, cost analysis, and performance evaluation. Students will learn to manage resources effectively, emphasizing the Christian duty of stewardship in managing God's gifts for the benefit of communities and organizations.

**LEAD400: Christian Leadership in Organizations (4 units)**

Christian Leadership in Organizations explores leadership theories and practices from a biblical perspective. Students will study the qualities of effective Christian leaders and the application of these principles in organizational settings, promoting a leadership style that reflects servant leadership and moral integrity.

**MGMT200: Introduction to E-business with Christian Ethics (4 units)**

This course examines the strategies and operations of electronic business, with a focus on ethical challenges in the digital marketplace. Students will explore topics such as e-commerce, digital marketing, and online consumer behavior, learning to apply Christian ethical principles to business practices on the internet.

**MGMT300: Business Policy & Strategy through a Christian Lens (4 units)**

Students will learn to formulate, implement, and evaluate business strategies within the framework of Christian ethics. This course emphasizes the integration of faith and leadership in strategic decision-making, ensuring that business practices promote social responsibility and ethical integrity.

**MGMT400: Christ-Centered Management Principles (4 units)**

This course provides an in-depth exploration of management principles guided by Christian teachings. Topics include organizational behavior, decision-making, and change management, with a focus on developing management practices that uphold Christian values such as compassion, fairness, and stewardship.

**MGMT420: Christian Perspectives on Human Resources Management (4 units)**

Examining human resources management from a Christian viewpoint, this course covers recruitment, training, compensation, and employee relations. Students will explore how Christian principles can inform HR practices, promoting a workplace culture that values every individual as a creation of God.

**MGMT450: Christian Ethics and Legal Issues in Business (4 units)**

This course addresses the ethical and legal aspects of business operations, focusing on how Christian ethics intersect with business law. Students will discuss topics such as contracts, liabilities, and intellectual property, learning to navigate legal challenges with integrity and ethical discernment.

**MKTG200: Christian Organizational Behavior (4 units)**

Christian Organizational Behavior explores how individual and group behavior is influenced by Christian values within organizational settings. Topics include motivation, team dynamics, and organizational culture, emphasizing how a Christ-centered approach can enhance workplace relationships and effectiveness.

**MKTG300: Marketing with Christian Integrity (4 units)**

This course focuses on marketing strategies and practices, ensuring they align with Christian ethical standards. Students will learn about market research, product development, pricing, and promotion, applying principles of honesty, transparency, and fairness to create and sustain ethical marketing campaigns.

**Christian Visual Arts Emphasis**

**CHVS100: Christian Foundations in Graphic Design (4 units)**

This course introduces the basic principles of graphic design from a Christian perspective. Students will explore how design can be used to communicate Christian values and messages effectively, focusing on the ethical use of visual elements and media.

**CHVS200: Typography I: Scriptural Text Design (2 units)**

Students will learn typography with a focus on designing textual content that is both spiritually inspiring and visually compelling. The course emphasizes the artistic representation of scriptural texts, exploring various fonts, layouts, and styles to enhance readability and impact.

**CHVS240: Christian Principles in Visual Layout (4 units)**

This course explores the principles of visual layout design, integrating Christian ethics to create harmonious and effective compositions. Students will work on projects that require thoughtful integration of text, images, and space, promoting messages aligned with Christian teachings.

**CHVS250: Creation and 3D Modeling (4 units)**

Focusing on 3D modeling techniques, students will learn to create digital representations of objects, environments, and characters. Projects will emphasize themes of creation and innovation, reflecting on how these skills can be used to glorify God through artistic expression.

**CHVS300: Web Design for Christian Ministries (2 units)**

Students will develop websites for Christian ministries, learning about user interface design, user experience, and accessibility. The course includes practical assignments that require creating functional, aesthetically pleasing, and spiritually uplifting web presences.

**CHVS320: Packaging Design with Christian Stewardship (4 units)**

This course teaches packaging design principles with an emphasis on sustainability and ethical material use, reflecting Christian stewardship of the Earth's resources. Students will create packaging solutions that are not only functional and attractive but also environmentally friendly.

**CHVS410: Publication Design for Christian Audiences (4 units)**

Students will learn to design various types of publications, such as newsletters, magazines, and brochures, specifically tailored to Christian audiences. The course focuses on effective communication of Christian content through professional design practices.

**CHVS420: Information Design through a Christian Lens (4 units)**

This course covers the design of information systems and infographics that present complex data clearly and effectively. Projects will incorporate Christian perspectives, aiming to communicate truths and principles in ways that are both informative and visually engaging.

**CHVS450: Senior Portfolio: Christian Artistic Expression (4 units)**

In this capstone course, students will compile a professional portfolio showcasing their design work, reflecting their ability to integrate Christian faith with high-level design skills. The portfolio will serve as a tool for career advancement in fields where faith and design intersect.

**CHVS201 - CHVS301: Design Practical Training I-IV (1 unit each)**

These courses provide practical training in various aspects of design within Christian contexts. Each part focuses on different applications:

- I: Christian Contexts
- II: Ministry Applications
- III: Spiritual Themes
- IV: Ethical Practices in Design

Students will engage in hands-on projects and real-world assignments that emphasize ethical design practices and spiritual themes.

**CHVS200: Digital Imaging for Christian Communicators (2 units)**

This course teaches digital imaging techniques suitable for Christian communicators, focusing on creating and manipulating images in a manner that upholds Christian values of integrity and truthfulness.

**CHVS101: Fundamental Drawing: Exploring Creation (4 units)**

Students will learn fundamental drawing techniques with a focus on exploring and representing the natural world. This course encourages reflection on the beauty of creation as a source of inspiration for artistic expression.

**CHVS102: Intermediate Drawing: Visualizing Faith (4 units)**

Building on basic skills, this course dives into more advanced drawing techniques to help students visualize themes of



faith and spirituality. Projects will encourage expressive and meaningful artwork that communicates Christian beliefs.

### **CNVS110: Color Theory and Design: The Creator's Palette (2 units)**

Students will study color theory, learning how to use color effectively in their designs to evoke emotion and convey messages. The course emphasizes the symbolic and psychological aspects of color from a Christian viewpoint, exploring how colors can reflect divine attributes and biblical truths.

## **Christian Communication & Media Emphasis**

### **COMM 101: Introduction to Christian Communications (4 credits)**

This foundational course explores the principles and practices of communication within a Christian framework, focusing on the theoretical foundations and their practical applications in various ministry contexts. Students will learn to identify and utilize appropriate communication strategies to effectively convey theological concepts and foster engagement within church and community settings. The course will cover oral, written, and digital communication, emphasizing the role of ethics and cultural sensitivity in Christian discourse.

### **COMM 201: Christian Writing and Rhetoric (4 credits)**

This course is designed to enhance students' writing skills, focusing on creating compelling and persuasive content tailored for both Christian and secular audiences. Through a detailed study of rhetorical strategies and their application in religious writing, students will learn to craft messages that resonate emotionally and intellectually. The curriculum includes workshops and peer reviews to refine students' abilities to argue effectively, advocate for Christian values, and engage critically with various textual mediums.

### **COMM 301: Video Production for Christian Media (4 credits)**

In this practical course, students are introduced to the technical and creative aspects of video production, including scriptwriting, shooting, editing, and post-production. Emphasizing storytelling within Christian contexts, the course aims to equip students with the skills to produce impactful video content that can serve evangelical, educational, and inspirational purposes. Students will work on individual and group projects, creating short films, documentaries, and promotional videos for real or simulated ministry initiatives.

### **COMM 401: Digital Marketing for Christian Organizations (4 credits)**

This course provides a comprehensive look at digital marketing techniques and how they can be specifically adapted for Christian organizations. Students will learn about online advertising, content marketing, email campaigns, and social media engagement strategies that align with Christian ethics and objectives. The course includes case studies of successful Christian marketing campaigns and hands-on projects that allow students to develop their own outreach strategies, analyzing data to refine and optimize their approaches.

### **COMM 501: Social Media and Public Relations for Christian Ministries (4 credits)**

Students in this course will explore the intersection of social media management and public relations in the context of Christian ministries. The curriculum covers strategic planning, brand management, crisis communication, and community engagement through platforms like Facebook, Twitter, and Instagram. Practical assignments will challenge students to create social media campaigns and public relations plans that effectively communicate their ministry's mission and mobilize community support.

### **COMM 601: Basic Design and Website Development for Christian Communicators (4 credits)**

Offering an introduction to graphic design and web development, this course teaches the fundamentals of creating visually appealing and functional digital and print media. Students will learn about layout design, color theory, typography, and user experience, focusing on how these elements can be used to create effective communication tools for Christian organizations. The course includes practical exercises in designing websites, flyers, and other promotional materials using industry-standard software and tools.

### **COMM 701: Capstone Project in Christian Communications (6 credits)**

The capstone project is an opportunity for students to synthesize and apply their learning in a comprehensive communication project. This extended assignment will involve the development of a significant media production or campaign that addresses a real-world issue or need within a Christian context. Students will conduct research, develop strategic plans, and produce deliverables that demonstrate their ability to integrate communication skills with deep

theological understanding.

### **COMM 801: Internship in Christian Media (9 credits)**

This course provides students with hands-on experience in a professional Christian media setting. Under the guidance of industry professionals, students will apply their academic knowledge in practical environments, working on real projects that contribute to the host organization's goals. The internship experience is designed to refine students' skills in communication, teamwork, and project management, preparing them for entry-level positions or further study in the field of Christian media.

## **Master of Divinity Program**

### **1. Biblical & Biblical Languages Studies Requirement (32 units)**

#### ***BIBL501 Pentateuch (4 units)***

This course offers a comprehensive exploration of the Pentateuch, comprising the foundational books of Moses in the Old Testament: Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. Through a thorough evaluation of each book's historical context, organizational structure, central themes, and historical significance, students engage in critical analysis. The course places a strong emphasis on synthesizing a profound understanding of the background, core content, and historical teachings encapsulated within the Pentateuch.

Students will be challenged to evaluate the intricate literary and theological subtleties present in each book, conducting thorough analyses of the historical and cultural contexts that shaped their composition. The overarching goal is to equip graduate students not only to discern the complexities of the Pentateuch but also to apply their evaluative and analytical skills effectively within the realms of personal faith and ministry service.

#### ***BIBL502 Historical Books and Canonical Prophets (Isaiah-Malachi) (4 units)***

This graduate-level course provides an in-depth exploration of the Historical Books and Canonical Prophets of the Old Testament. Students will engage with the theological and historical development of Israel through four major eras: The Era of Judges, The Era of the United Kingdom, The Era of the Divided Kingdom, and The Era of Exile and Return. Each era offers a distinct context for understanding the complex interplay between historical events and prophetic literature.

The course is designed to equip students with advanced exegetical skills necessary for deep textual analysis and interpretation, applying a variety of scholarly methodologies. Students will gain proficiency in interpreting key biblical passages, employing historical-critical, literary, and theological perspectives to uncover meanings intended for both ancient and contemporary audiences.

#### ***BIBL503 Psalms and Wisdom Books (4 units)***

This course offers an in-depth exploration of the Psalms and Wisdom Books of the Old Testament, with a particular focus on Proverbs, Job, and Ecclesiastes. Students will explore these texts against the backdrop of ancient Near Eastern wisdom literature, acquiring the key skills needed for reading and interpreting poetic and wisdom literature through text analysis, language comprehension, and interpretative methods. This course aims to provide graduate-level insights, helping students to critically discuss significant issues within these texts and to deepen their understanding of the references to these books in the New Testament, including direct allusions and the organic development of theological themes.

#### ***BIBL511 The Gospels (4 units)***

Before exploring Jesus Christ's life, students gain deep insights into each gospel and study the historical, religious, social, and cultural background of ancient Israelite history. This foundational knowledge helps establish the context of Jesus's era. Students will delve into each of the four gospel books, examining the distinctive portrayals of Jesus Christ and their contextual foundations. The course comprises two segments: the first involves sequential analysis of each gospel, evaluating authorial choices and theological nuances, while the second employs parallel reading to creatively explore similarities and differences. The preaching of Jesus Christ on the Kingdom of God will be a focal point, emphasized from both historical and contemporary perspectives.

#### ***BIBL512 Acts & Pauline Epistles (4 units)***

This course delves into the formative years of Christianity and the formidable challenges it encountered. With a particular focus on the Pauline Epistles, the course places a special emphasis on analyzing Paul's affirmative theological messages within his letters and explores his strategic responses to alternative viewpoints and challenges. Through careful examination, students will gain an advanced understanding of the core Christian doctrines present in Paul's writings, enhancing their ability to critically engage with the complexities of early Christian thought and its responses to diverse theological challenges.

#### ***BIBL513 Hebrews to Revelations (4 units)***

This course explores the multifaceted landscape of early Christian theology by delving into the epistles of Hebrews, James, John, Peter, and Jude, revealing the richness and diversity of theological thought beyond the contributions of Paul. Additionally, a focused examination of the Revelation to John offers a uniquely valuable yet challenging perspective when approached with scholarly precision. Through rigorous analysis and critical engagement, students will gain a sophisticated understanding of the distinct theological voices within the New Testament, fostering an appreciation for the abundant early Christian thoughts and its diverse perspectives.

**BIBL550 Biblical Hebrew I (2 units)**

Biblical Hebrew Course is structured in part I and II, employing an inductive approach to engage with the Old Testament Hebrew text. Emphasis is placed on the proficient utilization of both digital and print scholarly tools to explore the text's intricacies beyond mere morphology. Students will develop advanced skills in textual analysis and interpretation, cultivating a deeper understanding of the Old Testament Hebrew text through comprehensive engagement with scholarly resources.

*\*Students are recommended to finish the Biblical Hebrew courses side by side with the study of Old Testament courses.*

**BIBL551 Biblical Hebrew II (2 units)**

This part II course continues to employ an inductive approach to engage with the Old Testament Hebrew text. Emphasis is placed on the proficient utilization of both digital and print scholarly tools to explore the text's intricacies beyond mere morphology. Students will develop advanced skills in textual analysis and interpretation, cultivating a deeper understanding of the Old Testament Hebrew text through comprehensive engagement with scholarly resources.

*\*Students are recommended to finish the Biblical Hebrew courses side by side with the study of Old Testament courses.*

*Prerequisite: BIBL550 Biblical Hebrew I*

**BIBL560 Biblical Greek I (2 units)**

Biblical Greek Course is structured in part I and II, employing an inductive methodology for an immersive exploration of the New Testament Greek text. The emphasis lies in equipping students with advanced skills in utilizing both digital and print scholarly tools, fostering an in-depth understanding of the text that transcends mere morphology. Through this comprehensive approach, students will develop a refined grasp of the New Testament Greek, enhancing their ability to engage with the text critically and interpret it within its broader scholarly context.

*\*Students are recommended to finish the Biblical Hebrew courses side by side with the study of New Testament courses.*

**BIBL561 Biblical Greek II (2 units)**

This part II course continues to employ an inductive methodology for an immersive exploration of the New Testament Greek text. The emphasis lies in equipping students with advanced skills in utilizing both digital and print scholarly tools, fostering an in-depth understanding of the text that transcends mere morphology. Through this comprehensive approach, students will develop a refined grasp of the New Testament Greek, enhancing their ability to engage with the text critically and interpret it within its broader scholarly context.

*\*Students are recommended to finish the Biblical Hebrew courses side by side with the study of New Testament courses.*

*Prerequisite: BIBL560 Biblical Greek I*

**2.Theological & Historical Studies Requirement (40 Units)****HIST501 Church History I (4 units)**

The Church History Course is structured in part I and II. It examines the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in the 21st century.

**HIST502 Church History II (4 units)**

This part II course continues to examine the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in the 21st century.

**HIST510 History of Doctrine I (4 units)**

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course will examine the historical developments of Christian thought from its beginnings, through the formation of Trinitarian Doctrine, Medieval Church, and finally the Protestant Reformation. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. History of doctrine studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

**HIST511 History of Doctrine II (4 units)**

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course will examine the historical developments of Christian thought continually from the Post-Reformation Period up to Present times. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. History of doctrine studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

**THEO501 Systematic Theology I (4 units)**

This course initiates an exploration of the requisite conditions for the systematic examination of fundamental doctrines within biblical Christianity. The curriculum encompasses the delineation of theology, an exploration of modernism and postmodernism, and an examination of universal and particular revelation. Establishing this foundational knowledge sets the stage for comprehensive analyses of advanced topics, including the doctrine of Bibliology, the doctrine of God, and theological anthropology, incorporating Hamartiology.

**THEO502 Systematic Theology II (4 units)**

This course delves into three pivotal Christian Doctrines: Christology, Pneumatology and Soteriology. In the Christology component, students undertake a comprehensive analysis of historical and contemporary expressions, critically evaluating them against scriptural revelation. Simultaneously, the study of Pneumatology explores the aspects of the Holy Spirit's involvement in the salvation process. The Soteriology segment extends beyond the foundational "justification by faith" doctrine, encompassing research on diverse theories of atonement. Through rigorous scholarly inquiry, students engage in critical assessments and contemporary applications, fostering a profound understanding of the multi-faceted Christian salvation of the focus on the importance of rebirth.

***THEO503 Systematic Theology III (4 units)***

The topics to be systematically examined in this course are the biblical teaching on the nature of the church, its structure, function and mission; and the nature of last things, including the biblical prophecies pertaining to the end of the age and the eternal state in the new heavens and earth. Through this dual focus on ecclesiology and eschatology, students will develop advanced skills in theological analysis and critical evaluation, fostering a comprehensive understanding of these profound biblical teachings.

***THEO600 Biblical Hermeneutics (4 units)***

An introduction to the art of hermeneutics. Surveys the major interpretive approaches to the Bible – both historical and contemporary. Attempts to establish both general and special principles of interpretation by examining parables, types, prophecies, poetry, and a great variety of figurative constructs. Elucidates the principles of various forms of interpretation, including cultural and historical interpretation.

***THEO610 Christian Ethics (4 units)***

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute, or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong. In addition, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc.

***THEO630 Christian Apologetics (4 units)***

This course deals with a most important subject: how we communicate the Christian faith to those who are opposed or uncommitted to it. Christian apologetics defends the faith against opponents but also reaches out to them in a positive way. Apologetics comes from the Greek, *Apologetics* which means presenting a subject in its best light.

**3. General Ministry Studies Requirement (16 Units)*****MINS502 Spiritual Formation (2 units)***

This two-unit course on Spiritual Formation focuses on the goals and processes of shaping the spiritual life of a Christian. Grounded in biblical and theological principles, the course explores the characteristics of spirituality in the Beatitudes, recognized as pivotal for the Kingdom of God. Students gain insights into this quintessential Christian spirituality through exegetical analysis. The course also equips students with classic spiritual disciplines, providing both theoretical understanding and practical application. This comprehensive approach aims to deepen spiritual insights, fostering personal growth and preparing students to guide others on their Christian spiritual journeys.

***MINS510 Introduction to the Concentration Tracks (2 units)***

‘Introduction to Concentration Tracks’ is a foundational course designed to acquaint M.Div. students with the diverse avenues of concentration in their program. The course introduces the four concentration tracks: "Missionary Track," "Prayer & Spirituality Track," "Pastoral & Christian Education Track," and "Business as Mission Track." Grounded in biblical foundations, the course elucidates the intention to equip M.Div. students according to their distinct callings as apostles, prophets, teachers, and deacons (Ephesians 4:11, Romans 11:6-8). Comprehensive information will be provided on track-specific learning outcomes, required and elective courses, as well as internship expectations and evaluations. This course serves as a crucial preparatory step, guiding students to make informed choices as they enter their concentration track at the onset of their sophomore year, earning more than 34 credits toward the completion of the 136-credit M.Div. program.

***MINS620 Homiletics (4 units)***

Biblical preaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is designed to expose students to understand homiletics and methods of it. This will be done by studying the writings of different authors and by listening to sermons preached by those who advocate a given perspective.

***MINS630 Pastoral Counseling (4 units)***

This course delves into an exploration of the foundational Biblical principles that underpin Christian counseling. Emphasis is placed on the practical application and implementation of a robust Biblical model of counseling. Students will not only examine theoretical aspects but will actively engage in understanding and incorporating these principles into real-world counseling scenarios.

***MINS650 Evangelism & Discipleship (4 units)***

This capstone course serves as a focal point for integrating critical elements of seminary education with practical Christian ministry, equipping graduating students for vocational service. Master of Divinity candidates adeptly consolidate and synthesize insights acquired from coursework, hands-on experiences, and assignments, showcasing proficiency in applying this knowledge to practical mission work. The course prioritizes reflection, self-assessment, collaborative idea-sharing, and critical analysis as essential components, thereby fulfilling the goals of academic, spiritual, and professional formation.

*Prerequisite: Successful completion of a minimum of 90 credits in the Master of Divinity program is required for enrollment in this capstone course, ensuring students have a well-rounded foundation before integrating and applying their knowledge in preparation for vocational ministry.*

**4. Open Electives*****MINS520 - Studies in Romans I (4 units)***

This course offers an advanced expository study of a foundational doctrinal and practical text within the New Testament. This course is designed to equip students with a comprehensive understanding of the theological insights and doctrinal passages within the gospel according to Paul. Covering chapters 1 to 8, this course facilitates an in-depth analysis of the text's theological significance and its practical applications within the Christian faith.

***MINS17 - Advanced Studies in the Epistle to the Ephesians (4 units)***

This course offers an in-depth exploration of the Epistle to the Ephesians, enabling students to analyze the theological perspectives conveyed by Apostle Paul. Through advanced studies, students will evaluate fundamental Christian doctrines, the mission of the church, and the practical application of these teachings in both personal and communal life. Through a combination of lectures, discussions, and presentations, students will learn to integrate the teachings of Ephesians into daily living, enhancing their spiritual growth and effectively living out their identity and commission in both family and ministry settings.

**5. Concentration Track Required Courses & Electives*****MISS600 - The History of Christian Mission (4 units)***

This course introduces representative missionary models from historical periods, along with significant figures and eras in the missionary movement. It aims to help students understand the strengths and weaknesses, as well as the impacts and significance, of different missionary approaches and strategies. The course concludes with an exploration of the history of the Gospel entering China and spreading from China, with a particular focus on the strategies and directions of missionary work in Chinese churches. Students will be encouraged to learn from historical failures to avoid repeating past mistakes while also drawing wisdom from the successes of missionary pioneers to carry forward their legacy.

***MINS601 - Intercultural Studies (4 units)***

This course provides students with knowledge in the subject of Biblical foundations for intercultural ministry. It advances the mission of Harvest University by equipping students as fruitful citizens of the Kingdom of God blessing peoples through diversity, acceptance and enrichment through service to mankind.

***MINS750 - Pastoral Ministry (4 units)***

Pastoral ministry combines biblical and theological study with practical exercises to provide students with both knowledge and experience, fostering Christian maturity. This course will focus on the ministry of the pastor and include the performance and practice of liturgical rites such as worship services, communion, baptism, weddings, baby dedications, and funerals, according to church tradition.

***MINS501 - Christian Spirituality (4 units)***

Christian Spirituality explores the goals and processes of spiritual formation in the life of a Christian. It provides biblical and theological understanding of spirituality and spiritual formation, and examines characteristics of spirituality of the Beatitudes, which is considered as the quintessence of Christian spirituality for the Kingdom of God, and equips students with the classic spiritual disciplines that can contribute to forming such spirituality.

***MINS601 Exploration of Spiritual Gifts (4 units)***

This course aims to provide students with learning on how to properly understand the spiritual gifts written in the Bible and apply them in ministry. Through this course, students will first explore the nature and properties of the gifts in the Bible and examine how the gifts have appeared and been understood throughout Christian history. This course seeks to help students grow into Christian leaders in today's church by providing a rich and deep understanding of spiritual gifts.

***MINS701 - Advanced Topics in Spiritual Integration within Counseling Practice (4 units)***

In general, pastoral counseling is where a 'pastor (or counselor) who has been called by God and delegated by the church' meets with people (clients) who need help in the midst of suffering and crisis, helping them discover the abundant life promised by Jesus and develop holistic health. It is a field of ministry that helps restore humanity (recovering the image of God). Through this class, students examine the various approaches of modern counseling that are developing in a wide variety of ways, explore the identity of Christian pastoral counseling, and explore in depth the techniques of counseling conversations and various counseling techniques necessary in counseling practice. And students will deeply reflect on how to understand, interpret, and apply these things from a spiritual perspective (relationship with God). Ultimately, this course helps students grow as future Christian leaders who restore relationships with believers and God and testify of His grace.

***MINS640 - Business as Mission***

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as missions; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and mission.

***BUSN600 - Electronic Commerce I (4 units)***

This course provides an in-depth analysis of the origins, development, and foundational technical architecture of e-commerce. By studying the first five chapters of *E-Commerce 2023*, students will gain a solid understanding of the key business models and technological foundations of e-commerce, laying a strong foundation for innovation and practice in the global digital market.

***BUSN601 - Electronic Commerce II (4 units)***

This advanced course provides an in-depth examination of the complexities within the field of e-commerce, integrating comprehensive analyses of business models, technological innovations, and the social and legal impacts. Through the lens of *E-Commerce 2023*, students will explore the development trajectory, foundational architecture, and strategic dynamics of e-commerce, preparing them to navigate and lead in the digital economy era.

*Note: All the descriptions of electives of the M.Div. program, as well as required and elective courses in concentration tracks will be updated accordingly.*

## CHAPTER 6: CAREER SERVICES

### Career Advisory

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Harvest University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

### Detailed Instructional and Occupation Classification for Graduate Programs

The following classification of instructional programs offered at Harvest University and its academic units is intended for general overview purposes. Completion of any educational program listed below or offered by the University does not guarantee employment in any of the occupational classes described, nor does it imply that the program does not prepare its graduates for any other occupations.

This list is a chosen standard by the University to measure its educational outcomes against. Employment rates will consider only employment in the fields listed under each degree program. This list is subject to change at sole discretion of the University and its understanding of the content and anticipated outcomes of its educational programs.

CIP (Classification of Instructional Programs) Codes follow the 2010 edition published by the National Center for Education Statistics (NCES) and are listed with each educational program name in bold type. CIP has been assigned by faculty and academic administration according to their overall understanding of the program.

SOC (Standard Occupational Classification) Codes follow the 2018 edition manual published by the Executive Office of the President, Office of Management and Budget and are listed below each educational program. SOC codes have been assigned using the "education crosswalk search" at [www.onetonline.org](http://www.onetonline.org) and with input from faculty and administration where deemed necessary.

#### **Master of Divinity Degree Core (CIP 39.0602 Divinity/Ministry, 39.0699 Theological and Ministerial Studies, Other)**

21-2000 Religious Workers (umbrella group) 21-2010 Clergy  
21-2020 Directors, Religious Activities and Education 21-2090 Miscellaneous Religious Workers  
25-1126 Philosophy and Religion Teachers, Postsecondary 25-1190 Miscellaneous Postsecondary Teachers

#### **Master of Divinity in Business as Mission Major (CIP 52.0799: Entrepreneurial and Small Business Operations, Other)**

Self-employment, start-up possible. 11-2011 Advertising and Promotions Managers 11-2020 Marketing and Sales Managers  
11-9199.01 Regulatory Affairs  
Managers 11-9199.02 Compliance Managers  
11-9199.03 Investment Fund Managers  
11-9199.04 Supply Chain Managers  
11-9199.07 Security Managers  
11-9199.08 Loss Prevention Managers

#### **Master of Divinity in Missionary Major (CIP 39.0301 Missions/Missionary Studies and Missiology) (CIP 39.0301 Missions/Missionary Studies and Missiology)**

21-2021.00 Directors, Religious Activities and Education  
25-1126.00 Philosophy and Religion Teachers, Postsecondary

**Master of Divinity in Prayer and Spirituality Major (CIP 39.0602 Divinity/Ministry)**

21-2010 Clergy

21-2020 Directors, Religious Activities and Education

21-2090 Miscellaneous Religious Workers

25-1126 Philosophy and Religion Teachers, Postsecondary

25-1190 Miscellaneous Postsecondary Teachers



## CHAPTER 7: COURSE SELECTION AND SCHEDULING

Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions.

### Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below full-time status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

### Dropping vs. Withdrawing

*Dropping:* Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs on-line. At the end of the quarter, no official record of the student having been in the class exists.

*Withdrawal (Class Withdrawal):* Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

### Withdrawal Policies

During the first week of the fall, winter, or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks 3 through 5 of the fall, winter, and spring quarter, students may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew.

For the summer quarter, students may withdraw from a course with no record of the class appearing on the transcript during the first week. In weeks 3 through 4 of the summer quarter, students may withdraw with the advisor's permission. The course will be recorded on the transcript with the notation of "W."

After week 5 of the fall, winter, or spring quarter, and after week 4 of the summer quarter, students may not withdraw from courses except in cases of documented medical circumstances, family emergencies (e.g., death of an immediate family member), military deployment (active duty orders), or other exceptional hardship (e.g., natural disaster, major accident). Reasons such as heavy workload or poor academic performance will not be considered. Appropriate proof must be submitted and approved according to University policy.

No student may withdraw from more than five courses during the duration of his or her studies to earn a degree. A student may not withdraw from the same course more than once.

Procedure: Withdrawal from a course is accomplished with an *Add/Drop Class* form, processed through the Registrar's Office.

There are two different types of withdrawal: "*College Withdrawal*," which is withdrawing from the college (all courses), and "*Class Withdrawal*" which is withdrawing from individual courses.

## **College Withdrawal Policy**

Students planning to withdraw from Harvest University must complete and submit the College Withdrawal Form to the Registrar's Office. Withdrawal differs from a Leave of Absence, which is intended for students temporarily pausing their studies with the intention of returning within one year. Withdrawal from the university indicates that students are permanently ending their studies at Harvest University or transferring to another institution.

Students who wish to re-enroll after withdrawing must restart the admission process and meet all current admission requirements.

## **Refunds for Withdrawals**

For Fall, Winter, and Spring quarters, students who withdraw before the quarter begins will receive a 100% refund (minus non-refundable fees). Refunds of 75%, 50%, and 25% are available during the first, second, and third weeks of classes respectively. No refund is granted after the third week. For the Summer quarter, a 100% refund (minus non-refundable fees) applies before the term begins; 75% and 50% refunds are available during the first and second weeks of classes, and no refund is issued after the second week.

## **Repeating Courses**

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

## **Quarter System**

Courses of study at Harvest University are offered, and credit for satisfactory completion is granted, on a quarter basis.

The school year at Harvest University is divided into three regular quarters –fall, winter, and spring. With the exception of the summer quarter, which has 42 days of instruction, each quarter includes 10 weeks of instruction (not including final exams).

The basic unit for credit earned is the quarter hour, representing one hour of class per week for 10 weeks.

## **Online/Hybrid Learning**

Harvest University offers both online and hybrid courses that can be taken by students to fulfill their degree requirements at our school. Online courses may be taken by either online or resident students. Hybrid courses may be taken by resident students only. Online and hybrid courses have the same course descriptions and student learning objectives as their resident-only equivalents. Both course types are explained further in detail below.

Curricular and learning resources are shared between both program types, residential, and distance education.

### **Online Classes**

Harvest University offers a number of online-only courses through the school's online classroom. Both online and resident

students are eligible to take online courses to fulfill their degree requirements. The vast majority of the class activity will take place online, including tools such as video conferencing, online lectures, forums, chat rooms, online tests and quizzes, and electronically submitted coursework. Course content can be accessed 24/7 at the student's convenience, but the student is responsible for keeping up with the curriculum throughout the quarter. Most course material will be available electronically, but students will typically still need to purchase a physical textbook for online courses.

### **Hybrid Courses**

For today's students at Harvest University having an online classroom containing learning resources, tracking the progress through coursework, recording grades, and enabling interaction with fellow students regardless of time and place and thus supporting effective learning is the standard for any course offered, on-site or online. Instead of using the existence of an online classroom to label a course "online" or "hybrid" Harvest University, therefore, uses the simultaneous existence of an on-campus component and an integral distance education component of any class as the decisive marker for being a hybrid course.

Harvest University distinguishes two general types of hybrid instruction: 1) remote teacher, 2) remote student or classroom. Regardless of type, an on-campus student enrolling in a hybrid course is sure to have a regular onsite component where attendance is tracked and face-to-face instruction/discussion is provided. An online student enrolling in a hybrid class, on the other hand, can be sure all activities and resources necessary for participation and for learning to happen in the course are available at a distance to him or her.

### **Class Schedules**

Schedules listing classes offered each quarter are available on the university's course management system Populi. After receiving their ID and password, students may access the platform at <https://harvest.populiweb.com>.

### **Class Attendance**

According to the U.S. Department of Education policies, attendance is generally defined as any submission of an assignment that can receive a grade within the enrollment dates of the course or initiating contact with a professor regarding a question related to the academic subject studied in the course.

According to these guidelines, if a student does not submit their assignments or contact their professor about an academic query within a week, it will be recorded as an "absence." To pass the attendance requirement, students must maintain a rate of at least 60%. This implies that failing to submit assignments or communicate with the course professor for more than four weeks will lead to an "F" grade in the course.

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Within this framework, each instructor may set his/her own class attendance policy and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

A student who is forced to miss classes for any extended period shall notify the Academic Office of his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F". If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Dean.

Accumulated absence of 40% or more of any given course whether spread out over the entire quarter or consecutive, will earn the

student a grade of “NF,” failure for non-attendance. Excused absence is not counted as present.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the faculty.

## **Full Time Enrollment**

Fall, Winter and Spring quarters only.

To be classified as full time, graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 12 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

## CHAPTER 8: GRADE NOTATION AND POLICIES

### Grading Policies

Grades shall be assigned to individual students based on the instructor's judgment of the student's scholastic achievement using the grading system below.

### Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D		1.0
62-60	D-		0.7
Below 60	F	Failure	0

#### Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

#### *Incomplete Grade (I)*

The “I” (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the term, it becomes a “F.”

Students are permitted to withdraw from courses and receive a “W” only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. “W” will not be calculated in the grade point average.

#### *In Progress Grade (IP)*

The grade of “IP” (In Progress) is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

#### *Withdrawal Grade (W)*

A grade of “W” (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline dates. “W” grades carry no credit and are not included when calculating the grade point average.

#### *Missing Grade (M)*

A grade of “M” (Missing Grade) is issued when no grade has been reported to the Enrollment Office. “M” grades carry no credit and are not included when calculating the grade point average. “M” grades will change to a grade of “NF”, one term after the initial term. Once converted to an “NF”, cannot be changed.

#### *Non-Attendance Failure Grade (NF)*

The grade of “NF” (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of “F.” “NF” grades cannot be changed after initial submission and other grades cannot be changed to a “NF.”

#### *Conditional Grade (E)*

A grade of “E” (Conditional) is earned only in continuing courses. This grade can be raised to a “D” by doing “C” grade work in the remainder of the course; otherwise, it becomes an “F”.

#### *Audit Grade (AU)*

A grade of “AU” (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

## **Grade Appeal**

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with the outcome of the faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Academic Dean.
3. Within 10 days of the faculty's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

## **Class Work & Exam Policy**

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor. The grading should be completed within 10 days after the submission.

**Missed Examinations:** If a student misses an examination due to serious illness, family emergencies, or official university activities, the student must promptly submit a formal request with supporting documentation. Upon approval, a make-up exam may be arranged; however, the format or content of the exam may be modified. Absence without valid justification will result in a grade of zero.

**Incomplete Grade:** If a student is unable to complete a portion of the course due to significant and ongoing exceptional circumstances, the professor may grant an Incomplete (I) grade upon approval. The student must sign a written agreement with the professor and complete the outstanding work within 4–8 weeks after the beginning of the following quarter. Failure to complete the work within the specified time will result in the Incomplete being automatically converted to a failing grade (F).

# CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS REVIEW

## Academic Good Standing

Graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

## Academic Disciplinary Status Overview

HU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

### Disciplinary Policy for Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from HU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

### 1. Academic Warning

If a graduate student's cumulative GPA falls below a 3.0 (graduate), the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at HU. These adjustments will vary based upon the individual circumstances of each student but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

#### ***Satisfactory Progress Policy:***

- Earn a minimum term GPA of 3.2 for graduate students.
- May not withdraw or request an incomplete from a class.
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term.
- Register for a maximum of 8 credit hours for graduate students.
- Maintain satisfactory progress towards graduation.

*If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.*

If at any time, a student's cumulative GPA meets the minimum requirements of 3.0 (graduate) overall the student will regain

Academic Good Standing. A student's cumulative GPA is only affected by HU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1. The Dean reserves the right to alter this requirement on a case-by-case basis.
2. The Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

## **2. Academic Probation**

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

## **3. Academic Suspension**

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

### ***Length of Academic Suspension***

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from HU without possible readmission.

## **4. Readmission**

A student placed on First Academic Suspension must petition to his or her Academic Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the Academic Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

A student placed on Second Academic Suspension shall be permanently dismissed from the University without possible readmission.

**Programs have the prerogative of recommending the termination of a student's admission at any time.**

The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the Academic Dean or designee on the appeal shall be final.



## Academic Progress of Students

### Midterm Monitoring

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student's academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress, but also assist them in their efforts to provide the appropriate support and resources to the student.

### Academic Review

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 3.0 for graduate students. The Committee will determine student standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

## Statement of Academic Rigor

Academic rigor helps to promote lifelong learning and is an integral aspect of Harvest University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

### Academic Rigor for Faculty

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

### Academic Rigor for Students

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;

2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

# CHAPTER 10: GRADUATION

## General Requirements

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in graduate programs of the university must maintain an average grade of “B” (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study. All students graduating or progressing through their academic programs must earn a minimum of 50% of their credit hours directly from Harvest University.

More specifically, the program requires that graduates obtain an academic audit from faculty based on program and university standards. Upon approval, students can then apply for graduation from the registrar.

After further confirmation from the registrar, assuring all responsibilities are done, that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at HU campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

Catalog years begin with the fall quarter. Students entering for the first time in a summer quarter will be subject to the Catalog for the fall quarter immediately following.

## Additional Requirements

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
3. The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program for any reason or reasons. The faculty decides the validity of such action, even if the student has met and is currently meeting the academic and other requirements for the degree program.

## Graduation process

1. Once students have successfully completed a minimum of 136 credits in the Master of Divinity degree, they may request a graduation audit to each division.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's

Office and requesting the graduation application form.

3. The Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, the Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out graduation application forms, submit the form and pay graduation fees.
5. The Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

# CHAPTER 11: HARVEST UNIVERSITY POLICIES

## Student Records

It is Harvest University's policy to maintain the confidentiality of all student education records. No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Harvest community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Harvest has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

## Confidentiality and Privacy Policies

Harvest University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

### The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.

To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

### **Privacy Policy as Stated in MLS (Populi)**

The privacy policy applicable to MLS (Populi) at Harvest University is delineated in section 3 of the ['Populi Privacy Policy'](#).

The remainder of this Privacy Policy applies to information that Populi may receive about any users of the Services, including both Account holders (including Customers & Authorized Users) and non-Account holders (each a "User").

#### **3.1 Personally Identifiable Information**

We may collect PII through our Site when you provide it to us in order to schedule a demo or request to receive our newsletter.

#### **3.2 Information Collected Using Cookies**

We collect certain information through the use of "cookies," which are small text files that are saved by your browser when you access the Services. We may use both session cookies and persistent cookies to identify that you've logged in to the Services and to tell us how and when you interact with the Services. We may also use cookies to monitor aggregate usage and web traffic routing on the Services and to customize and improve the Services. Unlike persistent cookies, session cookies are deleted when you log off from the Services and close your browser. Although most browsers automatically accept cookies, you can change your browser options to stop automatically accepting cookies or to prompt you before accepting cookies. Please note, however, that if you don't accept cookies, you may not be able to access all portions or features of the Services. Some third-party services providers that we engage may also place their own cookies on your browser, some of which may connect to third-party advertisers (we do not knowingly connect to any third-party advertisers). Note that this Privacy Policy covers only our use of cookies and does not include use of cookies by such third parties.

#### **3.3 Information Related to Use of the Services**

Our servers automatically record certain information about how a person uses the Services (we refer to this information as “Log Data”). Log Data may include information such as a User’s Internet Protocol (IP) address, browser type, operating system, the web page that a User was visiting before accessing the Services, the pages or features of the Services to which a User browsed and the time spent on those pages or features, search terms, the links on the Services that a User clicked on and other statistics. If you are an Account holder, Log Data about you is connected to and used in conjunction with your Account. We use this information to administer the Services and we analyze (and may engage third parties to analyze) this information to improve and enhance the Services by expanding their features and functionality and tailoring them to our Users’ needs and preferences. We may use a person’s IP address to fight spam, malware and identity theft. We also use the IP Address to generate aggregate, non-identifying information about how the Services are used.

#### 3.4 Communications from Populi

We may use your PII to contact you with Populi newsletters, marketing or promotional materials and other information that you have specifically requested from us. If you decide at any time that you no longer wish to receive such communications from us, please follow the unsubscribe instructions provided in any of the communications.

## Complaint and Grievance Policy

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member’s supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services,, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

### Grievance Procedures:

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

### To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University’s administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee’s decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

### **Complaint Log**

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. The Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: date of complaint, name of complainant, description of the complaint, date of response, responder, and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Director of Student Services (for student complaints), two faculty members, and two students or alternates, and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

Any complaint a student may have that has not been satisfactorily answered by the University may be directed to the Colorado Department of Higher Education at 1600 Broadway, Ste 2200, Denver, CO 80202. Students may file a complaint by calling (303) 862-3001 or by fax at (303) 996-1329, or by completing a complaint form available on the CDHE website at <https://cdhe.colorado.gov/file-a-student-complaint>.

Distance learning students located in New York, Maryland and Ohio may also contact their respective higher education departments for assistance. In New York, students may contact the New York State Higher Education Services Corporation, 99 Washington Avenue, Albany, NY 12255, telephone (888) 697-4372, website <https://www.hesc.ny.gov/about/contact-us>.

In Maryland, students may contact the Maryland Higher Education Commission, 217 E Redwood St, Baltimore, MD 21202, telephone (410) 767-3300, website [https://mhec.maryland.gov/institutions\\_training/documents/acadaff/mhecstudentcomplaintprocedures.pdf](https://mhec.maryland.gov/institutions_training/documents/acadaff/mhecstudentcomplaintprocedures.pdf).

In Ohio, students may contact the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215, telephone (877) 644-6338, website <https://highered.ohio.gov/students/current-college-students/student-complaints/submit-complaint>.

## **General Code of Conduct**

### **Sanctions**

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

#### **1. Primary Sanctions (in order of severity):**

1.1 *Expulsion:* Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal:* Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension:* Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such a period of time, but is guaranteed a review of the case and a decision regarding eligibility for



readmission. Suspension is noted on the transcript. If the student re-enrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension:* The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5 *Probation:* An official warning that a student’s conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 *Letter of Reprimand:* A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 *Warning:* Admonition of a student for actions unbecoming to the University community.

## **2. Secondary Sanctions (no order of severity is established for secondary actions):**

2.1 *Community/University Service:* A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2 *Educational Requirements:* A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

2.3 *Restrictions:* The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

2.4 *Restitution:* A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## **Harassment**

HU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, HU will not tolerate any unlawful harassment of its employees or students at

the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the HU community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Harvest University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

## Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

## Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:

1. Using another person's written or spoken words without complete and proper citation.
2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
3. Using statistics, graphs, charts and facts without acknowledging their source.
4. Submitting a paper purchased from a term-paper service.
5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
6. Using someone else's lab report as a source of data or results.
7. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
8. Submitting the results of a machine translation program as one's own work.

## **CHAPTER 12: STUDENT LIFE AND STUDENT SERVICES**

### **Enrollment Requirements & Procedures**

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

### **Digital “Orientation”**

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Harvest University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

### **Student ID Cards**

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

### **University-Wide Literary Style**

The most recent edition of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

### **Examinations**

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

### **Leave of Absence / Time Limit Policy**

Students who withdraw from or fail to enroll in any course for two consecutive quarters (excluding the summer quarter) will be automatically placed on a Leave of Absence. To initiate a Leave of Absence, students must complete and submit the "Leave of Absence Form." Those planning to re-enroll must consult with their academic advisor and the Registrar's Office to facilitate their return. Additionally, a Leave of Absence extending beyond one academic year will require students to apply for readmission to the program.

A Leave of Absence (LOA) allows students to temporarily pause their studies for personal, medical, or other compelling reasons without being considered withdrawn.

Students must submit a written LOA request to the Registrar or Academic Dean, stating the reason and expected return date. Documentation may be required (e.g., doctor's note). The LOA must be approved in writing by the University before it is effective.

During an approved LOA, the student's enrollment status is temporarily paused, and no tuition refund is issued for the current term after classes have begun.

Students must return by the approved date; failure to do so will result in withdrawal, and refunds will follow the standard schedule above.

LOA does not negatively affect GPA and allows students to resume studies at the next available term without penalty.

International students must comply with SEVIS requirements during any LOA.

### **Maximum Time Limit**

The maximum time limit to complete a master of divinity degree program at Harvest University is **10 years**.

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, his/her records will be deleted and reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

## **Academic Advising**

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Harvest values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Harvest careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

## **Academic Advising Center**

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.

- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.
- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

## Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request online at the Populi.

## Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

## Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see the fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.

## Counseling

Students are encouraged to communicate openly, but respectfully, with all HU staff members, and to seek spiritual guidance at any time, especially from the Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. HU also encourages students to maintain ties with WOA church leaders throughout their studies at HU.

HU also allows students to seek counseling services available in their local areas by requesting referrals from our office.

## Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring

sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

## Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

## General Guidelines

**When communicating online, you should always:**

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential student information via email

## Email Netiquette

**When you send an email to your instructor, teaching assistant, or classmates, you should:**

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return email address
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

## Message Board Netiquette and Guidelines

**When posting on the Discussion Board in your online class, you should:**

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

# CHAPTER 13: LIBRARY SERVICES



## Library Cards

University ID cards and ID numbers serve as library cards for Harvest University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as HU students with appropriate ID/PIN information.

## Library Hours

Mon-Fri: 9:00 am – 3:00 pm

Sat: Closed

Sun: Closed

## Circulation Policy

### Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

### Other Materials

Requests for digital and audio-visual materials shelved in Harvest’s Media library follow the procedures used for books.

### Number of Items Borrowed

Patron	Number of Items	Length of Loan
Graduate Student	20	2 Weeks
Faculty/Staff	30	1 Month
Alumni	5	2 Weeks

## Renewing Library Materials

*In Person: At the Circulation/Check Out Desk.*

*Online: Renew by logging in My Account: <https://www.harvestuniversity.edu/library/>*

Joseph R. Tallman Library materials can be renewed if the borrower's account is in good standing. Account problems that may prevent renewal include:

- Reaching the maximum number of renewals - twice
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem The following items CANNOT be renewed:
- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks/ 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks/ 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks/ 1 Month

## Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

## Returning Library Materials

Borrowers may return Joseph R. Tallman library materials to the Check-Out Desk on the University's main campus.

## Reference Services

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

## **Copying/Photocopy Services**

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

## **Computers and Internet**

The Library Computers consist of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Harvest University students may use the computers. There are 5 computers in the Library, 4 for patron research and 1 for librarian and library staff.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

# CHAPTER 14: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

## University Offices

Financial Aid Office: [finaid@harvestuniversity.edu](mailto:finaid@harvestuniversity.edu)

Library Services: [library@harvestuniversity.edu](mailto:library@harvestuniversity.edu)

Registrar Office: [registrar@harvestuniversity.edu](mailto:registrar@harvestuniversity.edu)

Admissions Office: [admissions@harvestuniversity.edu](mailto:admissions@harvestuniversity.edu)

Student Services Office: [studentservices@harvestuniversity.edu](mailto:studentservices@harvestuniversity.edu)

## Technology Requirements

### Broadband Internet

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

### A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

#### PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

#### Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

### Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for custom [page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is

version 6.

## **EQUIPMENT USED IN COURSES**

Students are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

- \* Type: PC or Mac
- \* Processor: Intel Core i5 or i7 or AMD equivalent
- \* Display: 13" or larger
- \* Memory: 8GB or higher for PC / 16GB or higher for MAC
- \* Hard Drive: 256GB SSD or higher
- \* I/O ports: Two USB 3.0 ports
- \* Video out: HDMI or DisplayPort
- \* Wireless: AC preferred, N minimum
- \* OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)