



HARVEST UNIVERSITY
DOCTORAL DEGREES

A C A D E M I C C A T A L O G

2021 - 2022

Doctoral Studies Academic Catalog

2021-2022

September 1, 2021 through August 31, 2022



Harvest University

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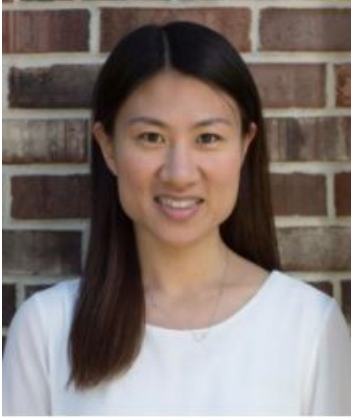
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President's Greeting



“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 black ink, appearing to read 'Joanna Shih'.

Joanna Shih
University President

Disclaimer

This handbook and the policies and procedures contained herein are in effect from September 1, 2021, through August 31, 2022. 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 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.

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email admin@harvestuniv.org, 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.

**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 2021-2022

Please visit <http://www.harvestuniv.org/academics/calendar.html> to see our latest academic calendar.

Administrative Holidays 2021-2022

To reach Harvest University's Main Campus, 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	
Fall Term: Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Nov 11, 2021 Nov 25-26, 2021 Dec 24-25, 2021 Jan 1, 2022
Winter Term: Martin Luther King Day Presidents' Day	Jan 17, 2022 Feb 21, 2022
Spring Term: Good Friday Memorial Day	April 15, 2022 May 30, 2022
Summer Term: Independence Day (observed) Labor Day	July 4, 2022 Sep 5, 2022

Vision, Mission, Goals, Values

Mission Statement

As a Bible-believing and Jesus-centered institution, we are committed to cultivating future ministers who will take the Gospel to the Chinese diaspora and beyond. We aim to train our students to become the next generation of missionaries, evangelists, and pastors, as well as others who want to make an impact for Christ in this world through other diverse ministries and professions. We hope to empower students under new mission outreach paradigms to reach the world for Christ in the 21st century to enable them to bear a crop of 30, 60, 100 times what was sown.

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."

Mission Strategy

Harvest University accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with the University; and Christ-centered service and support. The five cross-cutting themes derived from our mission describe this quality education.

Values

Jesus Christ

"I am the way, the truth and the life." (John 14:6) HU acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.

The Kingdom of God

"But seek first his kingdom and his righteousness, and all these things will be given to you as well." (Matthew 6:33)

Access

HU believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

Global Community

HU creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

Service

HU expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

Quality

HU provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

Institutional Goals of Harvest University

*As an **institution of Biblical higher education** that values excellence in academics and professional ministry preparation within the context of a personal relationship with Jesus Christ, Harvest University will*

- Honor our Bible-based identity and heritage (BIBLICAL TRADITION & PRIDE)
- Attain recognition as a world-class institution of Biblical higher education (ACADEMIC EXCELLENCE)

As a University committed to the evangelism and discipleship of all people through Christian mission, Harvest University will

- Engage in programs, partnerships, and services that benefit mission and ministry (ENGAGEMENT)

*As a University pursuing the expression of these values throughout the world – especially among the **Network Generation**, Harvest University will*

- Optimize network and technology in the delivery of services and instruction (ACCESS & TECHNOLOGY)

*As a Christian, **Gospel-centered** community, Harvest University will*

- Foster a leadership environment that encourages serving others while achieving results (SERVICE)

*As an **effective** University that seeks **to revolutionize the world through Christian mission**, Harvest University will*

- Enhance planning, performance, assessment, and accountability aligned with HU values (INSTITUTIONAL QUALITY & EFFECTIVENESS)

Harvest's Core Learning Outcomes

Harvest's core learning outcomes are learning outcomes expected of every Harvest graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning-- skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology.

Harvest's curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at Harvest, including Harvest's graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of Harvest's core learning outcomes expected of every Harvest graduate regardless of program area.

Spiritual & Evangelistic Growth (se)

Since Harvest University is a Biblical institution centered on the Gospel of Jesus Christ, our educational outcomes include Spiritual outcomes. Therefore, Harvest will enable students to:

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.
se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

Biblical Competence (bc)

Since Harvest University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Harvest will enable students to demonstrate:

bc1:	A basic understanding of Biblical facts and principles.
bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.
bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations.

Academic Excellence (ae)

Since Harvest University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, Harvest will enable students to:

ae1:	Acquire basic knowledge in a broad base of subjects.
ae2:	Conduct in depth study in areas of special interest or giftedness.
ae3:	Establish patterns of clear and logical thought that recognize the effect of unexamined prepositions.
ae4:	Learn to effectively communicate thoughts and ideas.
ae5:	Develop methods of study and research that lead to lifelong learning.

Emotional-Social Development (es)

Since Harvest University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social outcomes. Therefore, Harvest will enable students to:

es1:	Learn to recognize and apply one’s unique academic, social, and spiritual gifts.
es2:	Gain an understanding and appreciation of the differences of others.
es3:	Learn to lovingly and effectively communicate with those of differing world views.
es4:	Recognize the importance of self-discipline and service.

Ministry Impact (mi)

Since Harvest University is committed to training ministry-bound men and women for Christian mission, especially in the network generation our educational outcomes include Ministry outcomes. Therefore, Harvest will enable students to:

mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

Faith-First Educational Philosophy

Harvest University ascribes to the educational philosophy known as ‘faith first,’ which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

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 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 contributes positively to communities and the larger society.

Statement on Academic Freedom

The university asserts the following principles of academic freedom:

1. Principles and policies concerning academic freedom are based on the belief that God is the author of all truth, and that the fear of the Lord is the beginning of wisdom.
2. Professors are employed because they are in agreement with the stated mission, educational philosophy, responsibilities and religious beliefs of Harvest University. They have the freedom to disagree with the position of the institution, but the manner and place of disagreement should be exemplary of a professional educator and in keeping with the scriptures. When a faculty member finds himself in basic disagreement with the institution, he should make his difference known and, in keeping with his personal integrity, find a place of employment that is consistent with his views.
3. Professors are entitled to full freedom in research and in publication subject to the adequate performance of their other duties. Research for pecuniary return, however, should be based upon an understanding with the authorities of the institution.
4. Professors are entitled to full freedom in classroom discussions of their teaching subject, but they should not introduce into the classroom controversial matters that have no relation to the assigned subject matter or the mission of the university.
5. Harvest University professors are members of a learned profession, and officers of an educational institution. When they speak or write as community members they should be free from institutional censorship or discipline; but their position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.
6. Professors are entitled to due process when disciplinary action is taken against them regarding matters of academic freedom or other matters.

CHAPTER 2: APPLYING TO HU

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND THE CREDENTIALS EARNED

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.

Prospective students should notice that no more than 45 graduate quarter credits or its equivalent awarded by another institution may be credited toward a doctoral degree. Harvest does not offer credits for prior experiential learning. Prospective students should notice it in prior to the application of the credit transfer.

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 <http://apply.myharvest.com/>

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 they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions (admissions@harvestuniv.org) 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 agrees with the doctrinal position, ethical standards, educational philosophy, and Goals of the school. Harvest University does not discriminate based on 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 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.

Admissions Requirements

1. Application Form – Prospective students interested in applying to Harvest University must submit the application form through <http://apply.myharvest.com/>
2. Motivation Letter. Applicants must submit a written essay describing: 1) Biography or brief sketch of their life 2) Their reason for pursuing study at Harvest and how your study is to be incorporated in your future work 3) how they relate to the ‘Statement of Faith’ as given on the university website.
3. Prior Degree Requirements:

Doctor of Ministry Program: A Master of Divinity degree or equivalent from a CHEA or USDE-accredited U.S. institution with a minimum of 135 quarter credit hours (or 90 semester credit hours). Note: students with a degree from a state-approved or 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 original transcripts are mailed directly from the issuing educational institution to Harvest University:

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

4. Prior Degree Performance:

Doctor of Ministry Program: A minimum 3.0 grade point average in the prior graduate degree, and the Doctoral Committee may, at times, admit on “probation” an applicant with a cumulative Grade Point Average (GPA) below 3.0/3.3. The reason for granting probation is evidence presented by the applicant that his or her cumulative GPA does not necessarily reflect his or her competence to do doctoral level work. A student admitted on probation is required to maintain a 3.0/3.3 cumulative GPA and adhere to any other stipulations imposed by the Doctoral Committee, otherwise, he or she will be dismissed from the program.

5. Curriculum Vitae – Applicants must attach their curriculum vitae including following items: Name and contact information (including e-mail) and family data (wife & children), Educational background (name of the colleges or universities attended, degrees earned, area(s) of study and graduation dates), Brief work history (Place of employment including address and job title, main tasks and achievements), Service documentation (any professional associations, volunteer work, committee membership, etc.).

The **Doctor of Ministry program** requires evidence for three years or more of ministry experience included in the resume.

6. Applicant must provide samples of his or her writing, such as a master's thesis or at least fifty pages of academic papers for advanced university level theological courses.

7. Program Language Proficiency

A. Harvest University requires 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 partially offered in Spanish, or Korean, or Chinese. Degree programs described as partially offered in another language than English require evidence of minimum language proficiency in English AND any other partial

degree program language.

- iii. 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.
- iv. Degree programs fully in Korean. These degree programs exclusively require evidence for minimum Korean language proficiency. All instructions at these programs are offered in Korean only.
- v. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to original languages required for research and are separately listed in those program descriptions.

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.

Recommendations. Applicants must submit at least three recommendation letters. One letter must be a reference from a church pastor who is knowledgeable about the applicant's current church involvement. The other two recommendations should come from someone who can comment on your professional and educational goals and potential. This could be a professor or supervisor. Recommendations may not be from a member of your immediate family or yoursponse.

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

9. Application Fee – Applicants must submit non-refundable application fee.

English Language Proficiency Requirements for Graduate Programs 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), or 50 on the Pearson Test of English Academic Score Report.
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.
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).
8. A diploma of completion of the Certificate in English as a Second Language program from Harvest University or passing the Harvest Language Studies Proficiency Test (HLSPT) in English with scores at or above: total score 75, writing score 7, speaking score 18. (Some majors only accept this test score when achieved during enrollment in the in-residence Certificate in English as a Second Language program. (For example M.A. in Journalism.) Check the respective curriculum chapters in the Graduate Academic Catalog.)

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

Spanish Language Proficiency Requirements for Individual Graduate Courses

Harvest University does not offer entire programs on the graduate level in Spanish at this point. 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 Spanish and who have not earned a degree from an appropriately accredited institution where Spanish is the principal language of instruction must demonstrate college-level proficiency in Spanish 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 Spanish.
2. A transcript indicating completion of coursework instructed in Spanish 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 Spanish language requirements exceeding those noted here are listed in the degree program description, if applicable.

Chinese Language Proficiency Requirements for Graduate Programs 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.

Korean Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Harvest University's Korean programs are offered in Korean. 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 Korean and who have not earned a degree from an appropriately accredited institution where Korean is the principal language of instruction must demonstrate college-level proficiency in Korean 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 Korean.
2. A transcript indicating completion of coursework instructed in Korean 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 Korean language requirements exceeding those noted here are listed in the degree program description, if applicable.

Entry Deferment

Those students who are approved to begin the D.Min. Program may delay initial seminars up to a maximum of one year by submitting a formal petition to the Doctoral Committee for approval. After this one year period, students must submit a written request to begin the program, along with an explanation of the changes in circumstances which will permit the student to pursue the D.Min. degree.

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 expense 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 verify the identity of 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.

Program Tuition and Continuation Fee

The HU degree programs are single-fee programs payable either (1) in full at the time of matriculation, (2) in four annual installments at the beginning of each academic year, or (3) by permission in monthly installments for four years. Students who do

not complete their program within the eight-year time frame will be charged the program specific continuation fee per year from the ninth year.

Doctor of Ministry Program Tuition

The fee applies to all D.Min. candidates who complete the program in six years or less

WOA Missionaries

Total Tuition	\$12,000
Three-annual Installments	Years 1 to 3: \$4,000 per year
Typical Quarterly Cost	\$1,333
D.Min. Program Continuation Fee	Year 7+: \$2,000 per year

Non-WOA Missionaries

Total Tuition	\$20,250
Three-annual Installments	Years 1 to 3: \$6,750 per year
Typical Quarterly Cost	\$2,250
D.Min. Program Continuation Fee	Year 7+: \$2,000 per year

Other Fees

All fees are non-refundable.

Admissions Fees	
Application for Admission	\$75
General	
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from current enrollment verification forms.	
Customized Verification Documents	\$50 per copy

<p>Registration Fee: Each Academic year, students are required to fill out a Registration Form and choose among three items: “registration,” “entry deferment (first year student only),” or “leave or withdrawal” intention by June 30. The online form is available on MyHarvest. A registration fee of \$200 (per year) is charged upon submission of the form. First year students must pay an Enrollment Deposit of \$200 in lieu of the Registration Fee.</p>	
Diploma Replacement	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card	\$15
Registration	
Colloquium Registration Fee (2 weeks)	\$650
Colloquium Registration Fee (1 week)	\$500
<p>Colloquium: Participation requirements are stated in the program curriculum. Colloquium lengths follow curricula requirements and may vary by program and year.</p>	
Oral Defense Fee	\$300
Audit Fee	\$100 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Advanced Deposit for Leave of Absence	\$200 per year
<p>Advanced Deposit for Leave of Absence: Students who request a one-year leave of absence are required to pay a non-refundable \$200 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students’ tuition account.</p>	
DMin Program Extension Fee	\$250 per year
<p>DMin Program Extension Fee: If the student requests and is approved for an extended time limit to complete their program, the student must pay a non-refundable \$250 DMin Program Extension Fee per year, plus an additional Continuation Fee required for the longer program.</p>	
Transfer Credit Fee	\$80
Payment	
Late Payment Fee	\$25
Late Financial Aid Application Fee	\$25
Installment Late Payment Fee	\$25 per occurrence
Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
Graduation	

Graduation Fee	\$200
<p>Graduation Fee: A non-refundable Graduation Fee of \$200 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.</p>	

Tuition Payment Policy

Payment Options

Students can make a payment on Populi. 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 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

Harvest wants to help students budget for the cost of their education cost by offering them an equal and interest-free installment payment option. Payment plans available are a three-month plan (for fall, winter and spring) or two-month plan (for summer). A \$25 fee will be charged during sign-up for an installment payment plan. If a student fails to pay the first installment, he or she will be terminated from the installment plan and the remaining balance will be due immediately.

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 \$75 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 studentfinance@harvestuniv.org

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:

Students officially withdrawing or leaving from Harvest University may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

Every time a student withdraws, It will be necessary to fill out and maintain a refund form in the student file, even if no refund is issued.

Fall, Winter and Spring quarter:

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. Partial Refund* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

Summer quarter:

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. Partial Refund* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

*Partial Refund is based on the tuition billed for the quarter in which the student withdraws, according to the following formula: $\text{tuition} / \text{total program hours} \times \text{course completed hours in term} = \text{tuition earned by the school}$. For the purpose of this calculation, the total program hours equals the number of hours scheduled for the entire program.

Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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 undergraduate/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:

UNDERGRADUATE

- 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 OU program of study in which the student intends to enroll.

GRADUATE

- A minimum grade of "B" (or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "B" (3.0) or above;
- Credit is applicable to the OU 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.

Harvest University may permit the transfer of up to fifteen hours of credit into its D.Min. program, subject to certain stipulations. First, the credit must have been earned in another recognized/accredited doctoral program. Second, the credit must have been earned for courses that are equivalent to courses in ZSDS's curriculum. Transfer of credit is not automatic, but must be approved by the Registrar and the Doctoral Council.

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

Institutional Financial Aid Disclosure

Harvest University does not offer financial aid for its programs of the Doctoral Studies. The University does not offer Federal or State Financial Aid Programs including Title IV at this time. If a student has received federal or state student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. All inquiries regarding financial assistance should be made through the Student Finance Office. Please contact the Student Finance Office by phone at 970-370-1541 or e-mail finaid@harvestuniv.org.

Installment Payment Plan

Students may request four-annual installment or a twelve-month installment payment plan. Installment payment plan sign-up forms are available on MyHarvest. A \$50 fee will be charged during sign-up for twelve-month installment payment plan.

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@harvestuniv.org

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: DOCTOR OF MINISTRY PROGRAM

The Doctor of Ministry (D.Min.) is a prestigious education program, designed to advance the candidates engaged in Christian ministries to the highest level in his or her field. The Doctor of Ministry degree is considered the terminal degree in the area of ministry, thus the graduates of the Doctor of Ministry program must demonstrate competent knowledge and insights that meets this high expectation. While maintaining its academic expectations, the emphasis of the Doctor of Ministry is the “practice of ministry”. Upon admission to the Doctor of Ministry Program, a candidate’s final goal for degree award, will be to design, implement, evaluate, and record an original ministry-related project at the highest doctoral standards.

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in many dimensions. Thus as a candidate undertakes Doctoral studies, he or she must carefully review past achievements, current interests, and future focus of passion in God’s Kingdom. As a candidate considers a doctoral project, the goal of the degree work is to develop new knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an Ed.D. in education or J. D. in law. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

The Doctor of Ministry is a degree program culminating in the recognition of advanced professional studies pursued by practicing ministers and Christian professionals. The program sharpens the skills of those actively engaged in ministry. Plenary seminars and lectures are designed to allow ministers to continue their ministry throughout the duration of the program. Professors will teach the most current methods of ministry in various fields through seminars, classes, and dialog with students. The incorporation of technology is also emphasized by the faculty. This doctorate provides an opportunity for high academic achievement, and develops intellectual and practical capability of practicing ministers and Christian professionals. The Doctor of Ministry program at Harvest University seeks to satisfy the standards as defined by the Association of Theological Schools:

“...shall include the design and completion of a written doctoral level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate’s ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate’s depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution’s library.” (Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada, 1998.p.112-113.)

Areas of Study

Harvest is an institution of Biblical higher education dedicated to training ministry-bound men and women as Biblical scholars and leaders and to equipping them with practical skills to preach the Gospel effectively into and after the ‘network generation’. Because of the many activities students engage in that are designed to revolutionize the world, a number of Doctoral projects will emerge from student activities. At Harvest, projects in the Doctor of Ministry program are broadly grouped under four headings:

1. General Pastoral Ministry
2. Intercultural Ministry
3. Campus Ministry
4. Vocational Ministry

Example areas of ministry projects are:

- Leadership for the Church, Development of Ministries
- Strategies for Evangelism and Church Growth
- Worship and music, Effective communication, proclamation, preaching.
- Intercultural communication, Intentional Multi-cultural ministry
- Leadership and Development in an intercultural context
- Contextualization for Meaningful ministry
- Improvement in the practice of worldwide Missionary activities
- New ideas to bring Christ to students around the world
- Projects that reach post-modern issues among students
- Advances in learning regarding Bible Study and Christian service
- Advances in knowledge regarding accreditation, student spiritual growth
- New ideas concerning distance learning, student chat rooms, e-library
- Innovative internet programs that may help other ABHE members

This list is a sampling of potential projects to start a candidate thinking of their respective interests and gifts. It is not an exhaustive list, but is designed to initiate creative thinking and reflection.

The candidate should seek God's will in determining their interests and choosing a project. Let Romans 12:1-2 be your guide.

“Therefore I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasant to God - this is your spiritual act of worship. Do not conform any longer to the pattern of the world, but be transformed by renewing your mind. Then you will be able to test and approve what God's will is- his good, pleasing and perfect will.”

The Doctor of Ministry at Harvest is an adult learning experience. Only people who have demonstrated previous academic excellence and ministry achievement should be interested in pursuit of advanced learning. A candidate should have a M.Div. degree or equivalent and 3 years of ministry experience. The candidate will get out proportionately from the program, what they are willing to invest in time and effort. It is designed to be an active, independent learning experience with phased 'building block' milestones.

The Candidate should complete Doctoral Studies – Application Form to seek the Doctoral Council approval for Admission to the program.

Applicants in active Christian ministry fields holding relevant master's degree are also encouraged to apply. Supplementary, prerequisite coursework might be required to reach candidacy in the D.Min. program.

Faculty Organization and Responsibilities

The D.Min. program has several divisions within the faculty. The following is a “User’s Guide” to explain how the faculty divides responsibility for the D.Min. students.

Doctoral Council

The Doctoral Council administers the D.Min. programs on behalf of its entire faculty and of the Board of Trustees of Harvest University.

The Doctoral Council will meet as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It is responsible for making policy decisions involved with administering the doctoral programs.

The Doctoral Council for 2021-22 consists of:

- Donald Tinder, Ph.D. (chair)
- William Wagner, Th.D., D. Miss
- Joseph Ray Tallman, D. Miss.
- Tracy Davis, D.Min.
- Matthias Gebhardt, PhD.
- Thomas Cowley, D.Min.
- Mark Wagner, Ph.D.
- Stacey Kim, D.Min.
- Merril Smoak, D.W.S.
- Joseph J Lee, Ph.D.
- Esther Jung, Ph.D.

The implementation of the decisions of the Doctoral Council is carried out by Dr. Donald Tinder, the Administrator, and the Administrative Assistant. Communications to the committee are addressed to the Administrator. Once a Mentor has been appointed for a Final Project, communications normally come through the Mentor rather than directly from the student. Until then, the administrative staff is responsible for monitoring student programs to be sure appropriate progress is being made.

Program Goals

In the context of Harvest University's mission, completion of the D.Min program will enable students to:

- Enhance their theological and practical effectiveness in a chosen ministry field.
- Have contributed a meaningful research and a project to a chosen ministry field.
- Demonstrated the ability to interpret the context of their ministry through biblical/theological as well as historical/social inquiry.
- Become a model of Christ-like living in word and deed.

Graduation Requirements

Harvest University will confer the Doctor of Ministry degree on students who have met the requirements for graduation as outlined in this catalog, and have been recommended by the Doctoral Committee.

To graduate the participant:

- Must satisfactorily complete 45 quarter credits of doctoral work of which 11 credits are for the Project Paper.
- Must maintain a cumulative grade point average of 3.0.
- Must be in good standing of the Doctoral Studies, according to the Academic Integrity section of the D.Min. Program Handbook, with all bills paid.
- Must receive approval to graduate after passing an Oral Examination administered by the Mentor and the Doctoral Committee.
- Must have attended at least two annual colloquia, unless otherwise excused by the Doctoral Council.
- Must complete all degree requirements within the 6-year time limit, unless explicitly extended upon application to the Doctoral Council. A "continuation fee" would be required.

Program Components

The Doctor of Ministry program requires a total of 45 quarter credits including 11 credits of Core Courses, 17 credits of coursework related a chosen field of ministry, 8 credits of Ministry Field Work courses, and 11 credits for the Final Paper-Project.

General Curriculum Requirement Summary

I. Phase 1: Core and First Year Courses (15 credits):

Students will complete five core courses to undergird the theological formation of the students and their research projects, which are guided by the Doctoral Team. The courses are designed as two to three credits intensive learning experience. The courses will normally be offered during the annual Doctoral Colloquium and significant reading and writing is required before, and following the class meeting dates.

- Core Courses:
 - MINS801 A Study of Modern Day Strategies for Growth (3 units)
 - MINS802 Global Missiology (2 units)
 - MINS824 The Spiritual Autobiography (2 units)
 - RSCH800 Doctoral Research and Presentation (2 units)
 - THEO801 Theological Foundations for Ministry (2 units)
- Additional Phase 1 Courses:
 - MINS897 Connecting with Peers (1 unit)
 - PRAC811 Ministry Field Work I (2 units)
 - PRAC812 Ministry Summer Field Work I (1 unit)

II. Phase 2: Ministry Track Professional Exchange Courses (7 credits):

At the annual doctoral colloquium elective seminars for two credits (meeting twenty hours) or one credit (meeting ten hours) are offered. At the colloquia, students will normally enroll in four seminars, whether required or elective. Elective seminars will be offered contingent upon a sufficient number of students registering in advance to participate in them.

- Choose 4 units of track module courses and independent studies
- MINS898 Professional Exchange with Peers (1 unit) - second year
- PRAC821 Ministry Field Work II (2 units)

III. Phase 3: Project Proposal (9 credits):

At the annual doctoral colloquium elective seminars for two credits (meeting twenty hours) or one credit (meeting ten hours) are offered. At the colloquia, students will normally enroll in four seminars, whether required or elective. Elective seminars will be offered contingent upon a sufficient number of students registering in advance to participate in them.

- MINS900 Foundation Paper (6 units)
- MINS910 Project Proposal (2 units)
- PRAC822 Ministry Summer Field Work II (1 units)

IV. Phase 4: Ministry Project and Final Paper (14 credits):

The Final Project consists of a Project Proposal (1 credit), the Final Paper-Project (9 credits), and the Project Defense (1 credit). In order to be accepted into the Final Phase the student must successfully write the Project Proposal and defend it in front of his/her Doctoral Committee. At this stage, students will work with the Mentor towards implementing the project. Upon the Mentor's recommendation the Defense can be scheduled in front of his/her full Doctoral Committee. Students will receive nine quarter credits in class Final Paper-Project. Successful Oral Defense and satisfactory implementation of all required changes will award the final credit hour and complete the program. Students will be evaluated on a Pass/Fail basis by their Doctoral Committee.

- MINS980 Final Paper/Project (11 units)
- PRAC831 Ministry Field Work III (2 units)
- MINS899 Drawing upon Peers (1 unit)

Course Descriptions

Required Courses in Practical Theology

MINS802 Global Missiology (2 units)

A Global Understanding of Great Commission responsibility as relevant communication of the Gospel to all of the peoples of the earth. Both cross-cultural communication and theological application of the Christian message are emphasized as primary responsibilities for ministry effectiveness wherever the student is serving God. Contemporary issues and trends and historical Mission methodologies will also be explored.

MINS803 A Study of Modern Day Strategies for Growth (3 units)

The course is designed to help graduate students develop a mega strategy for World evangelization. It includes an in depth study of eight growing contemporary global churches and movements. The study will focus on principles common to all while also making a detailed study of one growing entity.

MINS824 The Spiritual Autobiography (2 units)

The purpose of the course is to help advanced students at the Doctor of Ministry levels to explore key aspects of God's purpose for their life, God's given personality, spiritual gifts and talents in light of their current ministry. Different models and approaches to understanding one's purpose, personality and giftings will be explored and practical tools will be introduced in order to assist the student in formulating his or her auto-biography. The Auto-biography is a key tool for the Dmin student in developing his or her Dmin project paper.

MINS890 Exploring Transformative Ministry (4 units)

This is a four-credit course and the topic is related to the ministry tracks which includes 4 parts: (1) a lecture (1.5-2 hours) by ministry track leaders and other lecturers, (2) a bibliography for the D.Min. candidate to study and summarize, (3) the DMin candidate will write two 3-5 pages Turabian style paper commenting on the ministry track module subjects, and (4) the candidate will present a brief summary of their paper to a peer group demonstrating knowledge of the topic.

Required Courses in Theology

THEO801 Theological Foundations for Ministry (2 units)

This seminar gives an opportunity for the entering D.Min. student to review their previous studies in historical and theological areas generally, while at the same time encouraging exploration in both global and topical areas previously underdeveloped.

Required Field Work and Professional Interaction Courses

PRAC811, 821, 931 Ministry Field Work I-III (2 units each)

Required field research in the chosen ministry area during the regular doctoral term. Portfolios must be prepared.

PRAC812, 822 Ministry Summer Field Work I, II (1 unit each)

Required field research in the chosen ministry area during the summer term. Portfolios must be prepared.

PRAC832 Ministry Field Work (cont.) (0 units)

Continuation course in field research without credit award. Regular reports must be written to the Mentor. No portfolio required. Must match the Ministry Track or Final Project topic chosen. Once started, a student will stay enrolled in this course and receive an "I" grade until the final project has been defended and approved.

MINS897 Connecting with Peers (1 unit)

Collaborative learning course in the first year of study. During regular peer group meetings of students in different program segments valuable connections are made and experiences exchanged.

MINS898 Professional Exchange with Peers (1 unit)

This second year peer-group course follows the same meeting schedule and grouping as the previous course. Second year students, however, will experience an increased professional exchange with their doctoral peers while project ideas are being discussed and tested.

MINS899 Drawing upon Professional Peers (1 unit)

Doctoral candidates in the third year of peer-group interaction will have each honed their professional and research expertise becoming valuable assets to the group while benefiting from new peers with fresh ideas and other experienced students.

Required Research Methods and Dissertation Courses

RSCH800 Doctoral Research & Presentation (2 units)

The student is introduced to the methods and materials necessary for adequate and appropriate research for producing a doctor of ministry thesis or project (biblical, theological, historical, missiological, or pastoral/practical). Additional study will be needed if the student plans a subject requiring religious sociological data. The focus will be on the nature of graduate-level research, how to present it, and practical experience with the writing of an academic article capable of being published.

MINS850A Doctoral Independent Study – A-H (1-8 units)

At least one credit of this course group is required for graduation.) Independent studies can take a variety of approaches. One kind would be to do an in-depth study, concluding with a research paper (which may or may not be included in some way in the Final Project). Another kind would be to participate in an appropriate conference, usually one with a very practical theme. It may be conducted by some group besides HU, although the Doctoral Committee would appoint a member of the faculty (who would not necessarily attend the conference) to receive the student's report on the conference and evaluate a project or paper associated with it. Other ways of earning these independent credits are possible. As students do so, examples will be posted and provide guidance for seeing what might be available in one's own region and area of interest.

MINS900 Foundational Research Paper (6 units)

Each student will write a comprehensive paper on the ministry field chosen for doctoral research covering the breadth and depth of this area as can be expected by doctoral candidates. The foundation paper is part of the comprehensive examination and will be significant part of the oral Project Proposal Defense and Examination.

MINS910 Final Project Proposal (2 units)

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library.

MINS980 Final Paper/Project (11 units)

The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library.

MINS981 Final Paper/Project – Continuation (0 units)

All students with an incomplete grade in MINS980 Final Paper/Project need to enroll in this course at the beginning of the annual doctoral term. This course is a zero credit continuation course of the D.Min. project class.

Elective Courses in Biblical Studies

BIBL801 Advanced New Testament Background (2 units)

This is a study of the historical background of the era prior to and during the New Testament (the 1st Century AD) to gain a better understanding of the origin of cultures, movements, places and names taken for granted in the New Testament documents.

BIBL802 From Despair to Praise: A Study in the Psalms (2 units)

The Hebrew Psalms continue to be a constant source for private devotion and worship liturgy. This course will help students understand the place of the Psalms in the Old Testament canon, their different genres, their use in Christian history, and their theology for use today.

Elective Courses in Church History

HIST810 Modern East Asian History Emphasizing Christian Influences (2 units)

Modern East Asian History focuses on the historical and cultural developments and distinctions of China, Korea and Japan from 1800 to the present. Emphasis is on the historical events from the past that have shaped contemporary East Asian societies, that elucidate the interactions between the three societies, and that highlight the introduction, developments and cultural impacts of Christianity. Attention will be given to a comparison of the Christian worldview with those of the various East Asian societies and to an explanation of the roles and experiences of the Christian church in East Asia.

Elective Courses in Missions, Practical Theology, World Religions

MINS811 Buddhism (2 units)

A study of the historical emergence of Buddhism and its teaching. Major points of comparison between Christianity and Buddhism as well as communication of the gospel in the Buddhist context will be studied.

MINS812 Spirituality and Missions (2 units)

This is an in-depth study of the relationship between spiritual warfare, worldview and evangelism. The study will focus on the interplay between the spiritual powers and cultural themes as it relates to the receptivity of an ethnic-social group to the gospel. The goal of the course is to explore keys to overcoming cultural and spiritual barriers to evangelism.

MINS813 The Emergence of National Mission Movements in the Global South (2 units)

This seminar will survey the advance of the Church in the non-western world, which has greatly impacted mission of the Church worldwide. It also seeks to demonstrate and interpret the rapid globalization of the church. The dynamics and characteristics of the churches in global south and east will also be discussed.

MINS814 Women in Christian History & Theology (2 units)

This seminar provides an overview of the study of women in Christian history and theology, including their roles, understanding of attitudes toward women and their participation in Christian movements and traditions.

MINS815 Educational Mission of the Church (2 units)

This course discusses the nature and mission of how the Church best nurtures faith in its adherents. Educational theory and philosophy is applied to the theological task of educating God's people.

MINS816 Evangelizing University Students (2 units)

This seminar deals with Biblical principles and methodologies of effective evangelism campus students and instructs the student in the principles, methods and content of disciple-making, fostering continuous growth and maturity in college students. This course helps students develop the practical skills of communicating the Gospel in campus and mentoring new student Christians.

MINS817 Epistemology and Ontology in Discipleship (2 units)

In Acts 11:26 disciples were called Christians for the first time: a quality gave them a descriptive name. Today we have a name, often without the required quality. This course attempts to critically reflect on the relationship between the epistemological and ontological aspects in a dynamic interplay in Discipleship, by providing a sequential, developmental and interactive personal framework for life and Christian witness.

MINS818 Hinduism (2 units)

This seminar offers an advanced survey of the Hindu tradition, including historical development of Hinduism through the use of texts, archeological finds and modern scholarship.

MINS819 The Historical Significance of Movements in the Development of Christianity (2 units)

The purpose of the course is to help advanced students at the Doctor of Ministry and the PhD. levels to have a better understanding of major growth movements in the history of the Christian Church, and the dynamics of contemporary Christian movements. Six historical movements will be studied and the student will be challenged to compare the major aspects of these movements to contemporary ones.

MINS820 Pastoring Cross-Cultural International Churches (2 units)

International congregations of expatriates are growing at a rapid rate as the world globalizes. This course examines the philosophy, theology, and practice of pastoring and planting international congregations. The student will particularly look into culture shock and the ways that the expatriate might be shepherded, evangelized, disciplined, and encouraged through the process of adapting to foreign culture.

MINS821 Seminar on Business as Mission (2 units)

This course examines the concepts of sustainable ministry in global missions and of all of God's people engaging in the global missio Dei (mission of God), especially the emerging movement of Christian-led, for-profit commercial business ventures that are intentionally devoted to glorifying God through the strategic development and use of authentic business activities (especially small to medium sized enterprises, or SME) to create authentic ministry opportunities for the whole body of Christ, which lead to the transformation of the world's least-reached people and peoples spiritually, economically, socially and environmentally. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and the missio Dei.

MINS822 Apologetics for Ministry (2 units)

The purpose of the course is to help advance students at the Doctor of Ministry and the PhD. levels to have a better understanding of Christian apologetics so that they may be able to respond to objections and questions regarding the Christian faith. A general overview of apologetics will be provided with major issues addressed and reviewed.

MINS823 Leading Mega World Strategies (2 units)

Leadership is an important part of ministry, but leadership depends greatly on who are those being led. The type of followers will determine the type of leadership needed. This course will be an advance course on leadership that will train specifically those who will be leading on the Mega and Meta levels. Those who possess a Doctoral degree need special teaching on a higher level, thus this course is planned to give advanced methods of leadership to those involved in an advanced ministry.

MINS860 Trends in Evangelism (2 units)

Many Universities and Seminaries around the United States are dropping their course on evangelism; thus it needs to be determined the reason for this phenomenon. This course is intended to help graduate students better understand the place of biblical evangelism in the modern secular world. Many have said that the zeal for evangelism is declining rapidly and that there needs to be new ways to explain what can be done to give this important field of study a greater dynamic. Present means of evangelism will be explored, and the students and class will attempt to define the best way to move forward in our contemporary settling.

Elective Courses in Theology

THEO810 Advanced Biblical Hermeneutics (2 units)

This course analyzes advanced issues in biblical hermeneutics. Students will be guided in the application of formerly acquired basic skills of interpretation. We will engage with hot topics in applied theology, identifying the underlying hermeneutical models which produce differing viewpoints. The preliminary reading and classroom discussion will focus on the issues of infant baptism and women's ordination as examples.

THEO811 Oneness in Trinity vs. Absolute Oneness (2 units)

The goal of the course is to present Oneness in Trinity versus Absolute Oneness. To do so, the course covers the following subjects: the main obstacles to receiving God's revelation of himself; the distinct uses of the expression "God" in the Bible; the main errors about the Trinity that are repeated throughout history; the question of whether the God proclaimed by the Qur'an is the same as the God of the Bible; the historical struggle of Absolute Oneness; and the harmony of the doctrine of the Trinity with logic.

The graduation rate information is based on first year doctoral students who graduate within 4 years of starting their studies. The current rate for the Doctor of Ministry program is 26%. The rate does not include transfer students.

The current employment rate for the Doctor of Ministry program is 100%. The data reflects post-graduation plans of June 28, 2017 graduates of the Doctor of Ministry program whose status was confirmed as of nine months after graduation. Please also note that responses from graduates who reported working part time may not be reflected in this data.

For the Doctor of Ministry Program, these are the ones expected to be active or available during the 2021-22 academic year. The professors may also serve as mentors.

PROFESSORS

Alfred Merrill Smoak, Jr. (Track Leader)

- D.W.S., The Institute for Worship Studies (2002)
- M.C.M., The Southern Baptist Theological Seminary (1975)
- B.A., California Baptist University (1973)

Atul Aghamkar

- Ph.D., Fuller Theological Seminary (1995)
- Th.M., South Asia Institute of Advanced Christian Studies (1985)
- B.D., Union Biblical Seminary (1977)
- B.A., University of Pune (1974)

Bertil Ekstrom

- Ph.D., Open University, England (2011)
- M.Th., Baptist Theological Seminary in Sao Paulo, Brazil (1996)
- B.Th., Baptist Theological Seminary in Sao Paulo, Brazil (1982)
- B.A., Uppsala University, Sweden (1974)

Chang Sik Lee

- Ph.D. Aquinas Institute of Theology (1971)
- Th.B., Hanshin Theological Seminary, South Korea (1950)

Chansamone Saiyasak

- Ph.D., Evangelische Theologische Faculteit, Belgium (2007)
- D.Min., Mid-America Baptist Theological Seminary (2000)
- M.Div., Mid-America Baptist Theological Seminary (1994)
- B.A., Liberty University (1987)

Charles Weber

- Certificate of Chinese Studies, Peking University (1988)
- Ph.D., The University of Chicago (1982)
- M.A., The University of Chicago (1979)
- B.A., Wheaton College (1967)

Cleon L. Rogers

- Th.D., Dallas Theological Seminary (1991)
- Th.M., Dallas Theological Seminary (1980)
- B.A., Southeastern Bible College (1977)

Dankit Nassiume

- Ph.D., University of Manitoba, Canada (1988)
- M.Sc., University of Manitoba, Canada (1985)
- B.Sc., University of Nairobi, Kenya (1981)

David W. Gill

- Ph.D., University of Southern California (1979)
- M.A., San Francisco State University (1971)
- B.A., University of California, Berkeley (1968)

David Jang

- Ph.D., Dankook University, South Korea (1993)
- M.Div., Hanshin University (1992)
- M.A., Yonsei University (1983)
- B.A., Hanshin University (1981)

David Pederson

- Ph.D., Evangelische Theologische Faculteit, Belgium (1997)
- M.Div., Trinity International University (1987)
- B.A., Wheaton College (1983)

Donald Tinder

- Ph.D., Yale University (1969)
- M.Div., Fuller Theological Seminary (1964)
- B.A., Yale University (1960)

Esther D. Jung (Track Leader)

- Ph.D., Yonsei University, The Graduate School (2014)
- Th.M., Yonsei University, The United Graduate School of Theology (2008)
- B.A., Yonsei University, South Korea (2004)

Gerhard Venter

- Ph.D., University of Johannesburg, South Africa (1987)
- M.Div., Southern Baptist Theological Seminary (1982)
- B.A., University of Johannesburg, South Africa (1981)

Ginturn Tran (Track Leader)

- D.Min., Olivet University (2014)
- M.Div., Olivet University (2008)
- M.A., Academy of Art University (2008)
- B.A., University of Washington (2004)

Imad Shehadeh

- Th.D., Dallas Theological Seminary (1990)
- Th.M., Dallas Theological Seminary (1986)
- B.A., University of California, San Diego (1977)

Joanne Yim (Track Leader)

- D.Min., Olivet University, San Francisco, CA (2014)
- M.Div., Olivet University, San Francisco, CA (2006)
- B.S., Science Education/Physics, Ewha Womens University, Korea (1999)

Joseph J. Lee

- Ph.D., Yonsei University, The Graduate School (2017)
- Th.M., Yonsei University, The United Graduate School of Theology (2011)
- B.A. in Theology, Yonsei University (2008)
- B.A. in English Literature, Yonsei University, South Korea (2008)

Joseph Ray Tallman

- D.Miss., Trinity Evangelical Divinity School (1982)
- M.A., University of Kansas (1976)
- M.Div., Midwestern Baptist Theological Seminary (1975)
- B.A., Oakland University (1972)

Karl Heinz Kuhlman

- D. Th., University of South Africa, South Africa (1984)
- Th.M., Evangelische Landeskirche Hannover, Germany (1960)
- B.D., Evangelische Landeskirche Hannover, Germany

Mark Hanna

- Ph.D., University of Southern California (1969)
- M.A., University of Southern California (1965 and 1967)
- B.A., American University of Beirut (1957)

Mimi Haddad

- Ph.D., Historical Theology, University of Durham, England
- M.A., Gordon Conwell Theological Seminary

Nupanga Weanzana

- Ph.D., University of Pretoria, South Africa (2003)
- Th.M., Bangui Evangelical Graduate School of Theology, Central African Republic

Ovidiu T.T. Bulzan

- Ph. D., Southeastern Baptist Theological Seminary (2006)
- M.Div., Southeastern Baptist Theological Seminary (1996)
- B.A., University of Timisoara, Romania (1975)

Philip Roberts

- Post-doctorate, Oxford University
- Ph. D., Free University Amsterdam
- M.Div., Southern Baptist Theological Seminary

Rosalee Ewell

- Ph.D., Duke University (2003)
- M.A., Fuller Theological Seminary (1997)
- B.A., Westmont College (1994)

Susan Bubbers

- Ph.D., London School of Theology (2011)
- D. Min., Reformed Theological Seminary (2002)
- M. Div., Regent University (1991)

Tom Cowley (D.Min. Director, Track Leader)

- D.Min., United Theological Seminary (2004)
- M.A. Theological Studies, Golden Gate Baptist Theological Seminary (1998)
- M.B.A, Northwestern University (1965)
- B.S. Northwestern University (1960)

Creighton Marlowe

- Ph.D., Mid-America Baptist Theological Seminary (1985)
- ThM., Western Seminary Portland (1979)
- MDiv., Western Seminary Portland (1977)
- B.A., University of North Carolina (1973)

William L. Wagner (Track Leader)

- Th.D., University of South Africa (1990)
- D.Miss., Fuller Theological Seminary (1977)
- M.Div., Southwestern Baptist Theological Seminary (1961)
- B.S., University of New Mexico (1957)

William Mark Wagner

- Ph. D., Southwestern Baptist Theological Seminary(1998)
- M.Div, Southwestern Baptist Theological Seminary (1991)
- B.A., Baylor University (1987)

MENTORS

Candidates may request a D.Min. or Ph.D. degree holder from an accredited institution to be accepted as their Mentors. Mentors will be proficient in the language of the project paper, the field of ministry studies and have practical experience in Christian ministry.

CHAPTER 6: CAREER SERVICES

Harvest Career Center

Harvest Career Center offers a variety of services and tools to facilitate professional opportunities for Harvest students, alumni and employers.

We help students with career planning and employment services, including helping discern vocation within a godly calling and nurturing professional capabilities in the workplace and beyond.

Students receive support in identifying their God-given talents, measuring aptitude, resume and portfolio development, tailored job searches, and our highly effective individual career advising to determine or clarify a career path.

HCC works closely with the Ministry Practice office, having access to the same resources and network. Alumni employers and ministries are partnered with the University to recruit Harvest-trained workers, known for their mature and Christ-like ethics and competence in a diverse array of skills.

Coaching and Counseling

- Schedule a free 20-minute online session by emailing registrar@harvestuniv.org
- Discuss purpose and God's calling in their career choices
- Identify strengths and weaknesses
- Discuss specific goals and clarity for your career.
- Discuss potential opportunities within the Harvest network

Detailed Occupation Level for Doctoral 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 have been assigned by faculty and academic administration according 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 and with input from faculty and administration where deemed necessary.

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.

Former students eligible for re-enrollment who have indicated their desire to attend Harvest University also will be notified about their status and any registration information via email.

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 fulltime 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.

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.

CHAPTER 8: GRADE NOTATION AND POLICIES

Grading Policies

Grades shall be assigned to individual students on the basis of 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	Way Below Standard	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 an "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 outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the College Dean or Director'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

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.

CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

Undergraduate or 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 Undergraduate/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 an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 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 2.2 for undergraduate students or 3.2 for graduate students.
- May not withdraw or request an incomplete from a class. 1
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 2
- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students. 3
- 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 2.0 (undergraduate) or 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 2.0 (undergraduate) or 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. Only F-1 students are required to comply with this rule.
2. The College Dean reserves the right to alter this requirement on a case-by-case basis.
3. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 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 OU without a possible readmission.

4. Readmission

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College 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 a 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 College Dean or designee on the appeal shall be final.

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 Doctor of Ministry program 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.

After a graduation audit determines that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at the Fort Morgan 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 the oral defense of the Final Paper or Dissertation with at least "pass with minor changes", they may request graduation audit to HU.
2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out the graduation application form, submit the form and pay the graduation fee.
5. The Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

Gowns

At the graduation ceremony, preferably all professors will wear academic gowns. Each faculty member can have either his own gown or the colors of the Harvest faculty.

The student wears an academic gown as well. Only after passing the defense is the student hooded. When the student gives notice of the intention to be promoted, information will be sent on ordering a gown. As a norm a cap is not used by female faculty in our graduations. Harvest also provides for the renting of a gown and/or hood. Sizes available are small, medium and large.

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.

The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

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.

Harvest retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

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 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, 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.

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. 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 (303) 996-1329, or by completing a complaint form, which can be obtained on the CDHE's website, <https://cdhe.colorado.gov/filing-student-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 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 reenrolls, 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 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 as 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.
 6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
 7. Using someone else's lab report as a source of data or results.
 8. 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.
 9. 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

If students intend to return to HU within one year (four quarters) and want to preserve registration privileges, they should file a leave of absence/college withdrawal form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence (CLOA))* by an enrolled graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a *Transfer of Credit Application*.

If a student does not return to HU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

(***Maximum Length of a leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*)

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

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 in the MyHarvest Solutions Center at solutions.harvestuniv.org.

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 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, especially from 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 OU.

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 e-mail

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 e-mail address
- Think before you send the e-mail 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, Tue, Thu: 8:00 am – 9:30 pm

Wed, Fri: 8:00 am – 6:00 pm

Sat: 8:30 am – 12:00 pm

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
Undergraduate Student	10	2 Weeks
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: <http://harvest.bywatersolutions.com/cgi-bin/koha/opac-user.pl>

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 consists 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 15 computers in the Library, 7 for patron research and 8 for librarian and library staffs. For the E-Library, we have 20 computers available for patrons.

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

Student Finance Office: studentfinance@harvestuniv.org

Financial Aid Office: finaid@harvestuniv.org

Library Services: library@harvestuniv.org

Registrar Office: registrar@harvestuniv.org

Admissions Office: admissions@harvestuniv.org

Student Services Office: student.info@harvestuniv.org

International Student Office: iso@harvestuniv.org

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.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

EQUIPMENT USED IN COURSES

Students in any program 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)

Desktop computers are also offered in the library, architecture, and ESL labs.