HARVEST UNIVERSITY

GRADUATE ACADEMIC CATALOG

2024-2025

Graduate Academic Catalog

2024 - 2025

September 1, 2024 through August 31, 2025

Harvest University
www.harvest.education

Version 3.1, updated Sept. 9, 2024.

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Welcome From the President

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

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

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

HU seeks to foster spiritual growth among our students, faculty and staff, with a focus on living out the Great Commission and Great Commandment. We endeavor to provide leadership training for pastors, missionaries, educators, youth ministers and Christians in various professions, especially those who will minister among the Chinese diaspora and beyond.

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

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

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

In Christ,

Joanna Shih
University President

Disclaimer

This handbook and the policies and procedures contained herein are in effect from September 1, 2024, through August 31, 2025. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

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

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

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

CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email admin@harvest.education or by phone (970) 370 1541, or send a written request to the address below:

Harvest University

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

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

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 2024-2025

Please visit https://harvest.education/academics/academic-calendar/ to see our latest academic calendar.

Administrative Holidays 2024-2025

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

Administrative Holidays	
Fall Term: Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Nov 11, 2024 Nov 28-29, 2024 Dec 24-25, 2024 Jan 1, 2025
Winter Term: Martin Luther King Day Presidents' Day	Jan 20, 2025 Feb 17, 2025
Spring Term: Good Friday Memorial Day	April 18, 2025 May 26, 2025
Summer Term: Independence Day Labor Day	July 4, 2025 Sep 1, 2025

Vision, Mission, Goals, Values

Mission Statement

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

Vision

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

Core Values

Christ-Centered

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

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

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

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

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

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

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

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

Institutional Goals of Harvest University

Harvest University students are empowered with:

1. A commitment to spiritual disciplines that deepen their personal relationship with God.

2. A deeper understanding of Biblical truth.

3. The skills and passion to engage in a lifetime of serving the Lord.

4. A commitment to share the gospel and make disciples.

5. A commitment to advancing the Kingdom of God to all peoples, nations, and languages.

Statement of Faith

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

We believe in:

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

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

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

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

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus

Christ. The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

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

Harvest University Commitment to Students

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

Harvest is committed to:

Spiritual Wellness

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

Intellectual Wellness

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

Emotional Wellness

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

Physical Wellness

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

Social Wellness

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

Accreditation

Harvest University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Candidate Status as a Category Ill institution by the TRACS Accreditation Commission on April 23, 2024. This status is effective as of January 1, 2024, and is valid through December 31, 2028. TRACS is recognized by the United States Department of Education (ED), the Council for Higher

Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Harvest University also holds applicant status with the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) as of February 2022. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

Student Achievement

The office of Institutional Effectiveness has set the criteria, targets and goals to measure the student learning outcomes, which demonstrate that the Harvest University is accomplishing its mission and goals. Harvest University also tracks its student retention and graduation rates to assess if it is achieving its overall objective as an institution of higher education.

The Registrar generates annual retention statistics and completion rate reports to illustrate enrollment trends and suggest improvement actions. In 2023, the two-year average retention was 78%.

Retention Rate
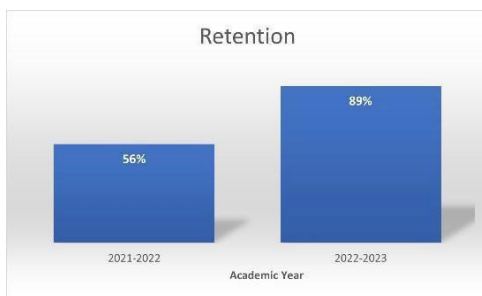
The figure above reflects the fall-to-fall retention of first-time students.

Graduation and Job Placement Rate

Harvest University commenced its first course in the summer of 2021, the initial data on graduation rate and job placement rates are expected to be available in the spring of 2025.

CHAPTER 2: APPLYING TO HU

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Prospective students should notice that no more than 75% of graduate units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. In addition, only a grade of "C" or higher will be considered for transfer. Harvest does not offer credits for prior experiential learning.

Prospective students interested in applying to Harvest University should complete an application, available upon request from Harvest University's Office of Admissions or on the Internet at https://harvest.education/admissions/apply-now/

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

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

Admissions Policy

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

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

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

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

Graduate

1.   Application Form - Prospective students interested in applying to Harvest University must submit the application form through https://harvestuniv.org/apply/.

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

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

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

Harvest University

Attn: Admissions
300 Deuel St, Fort Morgan
CO 80701

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

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

5.   Program Language Proficiency

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

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

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

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

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

translation of the review.

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

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

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

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

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).

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

Chinese Language Proficiency Requirements for Graduate 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.

Student Identity Verification

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

Policy for Student Identity Verification in Distance Learning

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

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

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

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

Implemented Practices for Compliance

a. Secured Electronic Identification System

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

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

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

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

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

b. Proctoring

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

i) Onsite Proctoring

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

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

ii) Online Proctoring

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

Acceptable forms of photo ID for proctoring:

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

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

Costs of Attendance, Tuition and Fee

Graduate Tuition*

General Graduate Degree Programs	$278 per unit

Other Fees (Non-Refundable)*

Admissions Fees	
Application for Admission	$75

Application for Re-Admission	$75
General Fees	
Transcript Issuance	$15 per copy
Diploma Replacement Fee	$35 per copy
Registration Fees	
Late Registration Fee	$100
Payment Fees	
Late Payment Fee	$100
Graduation Fee	$150

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

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

Tuition Payment Policy

Payment Options

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

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

Installment Payment Plan

Harvest wants to help students budget for the cost of their education 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 studentservices@harvest.education

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 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: tuition / total program hours program hours x course completed hours in term = 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 graduate level.

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

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

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

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

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

GRADUATE

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

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

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

Transfer Grades

- A student's grade point average at Harvest University is based only on courses completed at this institution. The Harvest University grade point average is used to determine academic standing and graduation.

- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned. Grades of "F" are included in the calculation of the transfer grade point average.

- Transfer grades and grade point averages are assigned on the basis of the Harvest University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.

- Courses taken at institutions that use a grading system not comparable to the Harvest University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.

- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

Credit Hour Equivalencies

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Harvest University, the student will be given transfer credit for the equivalent course at Harvest University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.

- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

Instances of Fraud

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

CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE

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

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

Application Process and Forms

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

Financial aid recipients are notified by email regarding award status at least 21 days prior to the payment deadline. All aid

recipients are required to draft a personal "Thank You" letter addressed to the affiliated ministries or fund donors. Students and donors alike have greatly benefited from the fellowship and joy generated through this unique element of the Financial Aid Program.

Deadlines

Students seeking to apply for the scholarship must submit the Financial Aid Application form by the specified deadlines. For initial applications, the form should be submitted by September 1, 2024, for the fall quarter; by January 1, 2025, for the winter quarter; and by April 1, 2025, for the spring quarter. Renewal applications for the scholarship must be submitted by September 1, 2024.

Student Scholarship

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

Award

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

Conditions for Eligibility

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

Conditions for Renewal

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

State or Federal Aid

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

Contact Information

All inquiries regarding financial assistance should be made through the Financial Aid Office.
Office hours : 9:00am - 5:00pm, Mon-Fri
Phone: 970-370-1541

Email: finaid@harvest.education

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: GRADUATE DEGREE PROGRAM

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

First Professional Degree

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

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

CHAPTER 5.1: FIRST PROFESSIONAL DEGREE PROGRAM

Master of Divinity

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

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

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

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

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

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

Program Goals

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

1. Cultivate a close relationship with God, manifested through sincere Christian service.
2. Critically analyze biblical worldviews in comparison with other perspectives.
3. Evaluate contemporary issues based on scriptural and theological principles.

4: Demonstrate pastoral competence through the creation and delivery of biblically and theologically sound sermons, effective discipleship, provision of pastoral counseling, and proficient church administration.
5. Exhibit proficiency in various ministries through a solid foundation in fields of missiology, theology, historical context and cultural awareness.

Articulation Agreements

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

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

Graduation Requirements

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

1. Pass a total of 136 quarter credits: 88 quarter credits Bible & Theology Core, 12 quarter credits Open Electives, 36 quarter credits in the chosen concentration track.
2. Maintain a GPA of 3.0 (B average) or above in course work applicable to degree.
3. Receive a passing mark for all Christian Service and Chapel requirements.
4. Complete all degree requirements within the time limit, unless extenuating circumstances exist.
5. Satisfy all financial responsibilities of the university.
6. Earn a minimum of 25% of their credit hours directly from Harvest University.

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

Time Limit

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

Curriculum

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

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

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

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

10. BIBL561 Biblical Greek II* (2 units)

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

2. Theological & Historical Studies Requirement (40 Units)

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

1. HIST501 Church History I (4 units)
2. HIST502 Church History II (4 units)
3. HIST510 History of Doctrine I (4 units)
4. HIST511 History of Doctrine II (4 units)
5. THEO501 Systematic Theology I (4 units)
6. THEO502 Systematic Theology II (4 units)
7. THEO503 Systematic Theology III (4 units)
8. THEO600 Biblical Hermeneutics (4 units)
9. THEO610 Christian Ethics (4 units)
10. THEO630 Christian Apologetics (4 units)

3. General Ministry Studies Requirement (16 Units)

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

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

4. Open Electives (12 Units)

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

5. Concentration Track Requirement (36 Units)

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

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

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

Detailed information about these concentration courses is provided below:

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

6. Chapel & Christian Service (0 Unit)

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

Concentration Tracks

Missionary Track

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

Concentration Track Goals

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

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

Curriculum

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

1. Required Courses (16 units)

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

2. Concentration Track Electives (12 units)

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

3. Internship Requirement (8 Units)

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

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

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

Prayer & Spirituality Track

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

Concentration Track Goals

In the context of Harvest's mission and the Master of Divinity degree program goals, completion of the Prayer and Counseling track will enable students to:
- Demonstrate a historical redemptive interpretation of his or her ministry within the context of the history of spirituality.

- Lead individual and small to large group prayer meetings.
- Provide biblical counseling to individuals.
- Embody the role of the Biblical prophet individually and within the church community.

Curriculum

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

1. Required Courses (16 units)

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

2. Concentration track Electives (12 units)

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

3. Internship Requirement (8 Units)

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

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

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

Pastoral & Christian Education Track

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

Concentration track Goals

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

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

Curriculum

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

1. Required Courses (16 units)

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

2. Concentration track Electives (12 units)

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

3. Internship Requirement (8 Units)

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

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

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

Business as Mission Track

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

Concentration Track Goals

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

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

Curriculum

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

1. Required Courses (16 units)

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

2. Concentration Track Electives (12 units)

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

3. Internship Requirement (8 Units)

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

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

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

Faculty

Cheung, Nga Wai Rachael

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

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

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

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

Fu, Hong Anna

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

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

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

Guo, Huanju

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

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

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

Han, Nehemiah

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

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

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

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

Jiang, Haijiang

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

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

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

Jung, Dayoun Esther

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

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

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

Li, Grace

D.Min., Olivet University (2021)

M.Div., Olivet University (2012)

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

Li, Zhonghao

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

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

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

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

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

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

Quan, Wei Jonathan
D.Min., Olivet University (2022)

M.Div., Olivet University (2007)

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

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

Th.M., Olivet University (2008)

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

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

B.Maths, Zhejiang University, China (2009)

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

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

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

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

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

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

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

Zhang, Hailong Hosea
D.Min., Olivet University, San Francisco, CA (2016)

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

M.S., Harbin Institute of Technology, China (2007)

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

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

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

Course Descriptions

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

BIBL501 Pentateuch (4 units)
This course offers a comprehensive exploration of the Pentateuch, comprising the foundational books of Moses in the Old Testament: Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. Through a thorough evaluation of each book's historical context, organizational structure, central themes, and historical significance, students engage in critical analysis. The course places a strong emphasis on synthesizing a profound understanding of the background, core content, and historical teachings encapsulated within the Pentateuch.
Students will be challenged to evaluate the intricate literary and theological subtleties present in each book, conducting thorough analyses of the historical and cultural contexts that shaped their composition. The overarching goal is to equip graduate students not only to discern the complexities of the Pentateuch but also to apply their evaluative and analytical skills effectively within the realms of personal faith and ministry service.

BIBL502 Historical Books and Canonical Prophets (Isaiah-Malachi) (4 units)
This graduate-level course provides an in-depth exploration of the Historical Books and Canonical Prophets of the Old Testament. Students will engage with the theological and historical development of Israel through four major eras: The Era of Judges, The Era of the United Kingdom, The Era of the Divided Kingdom, and The Era of Exile and Return. Each era offers a distinct context for understanding the complex interplay between historical events and prophetic literature.

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

BIBL503 Psalms and Wisdom Books (4 units)
This course offers an in-depth exploration of the Psalms and Wisdom Books of the Old Testament, with a particular focus on Proverbs, Job, and Ecclesiastes. Students will explore these texts against the backdrop of ancient Near Eastern wisdom literature, acquiring the key skills needed for reading and interpreting poetic and wisdom literature through text analysis, language comprehension, and interpretative methods. This course aims to provide graduate-level insights, helping students to critically discuss significant issues within these texts and to deepen their understanding of the references to these books in the New Testament, including direct allusions and the organic development of theological themes.

BIBL511 The Gospels (4 units)
Before exploring Jesus Christ's life, students gain deep insights into each gospel and study the historical, religious, social, and cultural background of ancient Israelite history. This foundational knowledge helps establish the context of Jesus's era. Students will delve into each of the four gospel books, examining the distinctive portrayals of Jesus Christ and their contextual foundations. The course comprises two segments: the first involves sequential analysis of each gospel, evaluating authorial choices and theological nuances, while the second employs parallel reading to creatively explore similarities and differences. The preaching of Jesus Christ on the Kingdom of God will be a focal point, emphasized from both historical and contemporary perspectives.

BIBL512 Acts & Pauline Epistles (4 units)
This course delves into the formative years of Christianity and the formidable challenges it encountered. With a particular focus on the Pauline Epistles, the course places a special emphasis on analyzing Paul's affirmative theological messages within his letters and explores his strategic responses to alternative viewpoints and challenges. Through careful examination, students will gain an advanced understanding of the core Christian doctrines present in Paul's writings, enhancing their ability to critically engage with the complexities of early Christian thought and its responses to diverse theological challenges.

BIBL513 Hebrews to Revelations (4 units)
This course explores the multifaceted landscape of early Christian theology by delving into the epistles of Hebrews, James, John, Peter, and Jude, revealing the richness and diversity of theological thought beyond the contributions of Paul. Additionally, a focused examination of the Revelation to John offers a uniquely valuable yet challenging perspective when approached with scholarly precision. Through rigorous analysis and critical engagement, students will gain a sophisticated understanding of the distinct theological voices within the New Testament, fostering an appreciation for the abundant early Christian thoughts and its diverse perspectives.

BIBL550 Biblical Hebrew I (2 units)
Biblical Hebrew Course is structured in part I and II, employing an inductive approach to engage with the Old Testament Hebrew text. Emphasis is placed on the proficient utilization of both digital and print scholarly tools to explore the text's intricacies beyond mere morphology. Students will develop advanced skills in textual analysis and interpretation, cultivating a deeper understanding of the Old Testament Hebrew text through comprehensive engagement with scholarly resources.
Students are recommended to finish the Biblical Hebrew courses side by side with the study of Old Testament courses.

BIBL551 Biblical Hebrew II (2 units)
This part II course continues to employ an inductive approach to engage with the Old Testament Hebrew text. Emphasis is placed on the proficient utilization of both digital and print scholarly tools to explore the text's intricacies beyond mere morphology. Students will develop advanced skills in textual analysis and interpretation, cultivating a deeper understanding of the Old Testament Hebrew text through comprehensive engagement with scholarly resources.
Students are recommended to finish the Biblical Hebrew courses side by side with the study of Old Testament courses.
Prerequisite: BIBL550 Biblical Hebrew I

BIBL560 Biblical Greek I (2 units)
Biblical Greek Course is structured in part I and II, employing an inductive methodology for an immersive exploration of the New Testament Greek text. The emphasis lies in equipping students with advanced skills in utilizing both digital and print scholarly tools, fostering an in-depth understanding of the text that transcends mere morphology. Through this comprehensive approach, students will develop a refined grasp of the New Testament Greek, enhancing their ability to engage with the text critically and interpret it within its broader scholarly context.
Students are recommended to finish the Biblical Hebrew courses side by side with the study of New Testament courses.

BIBL561 Biblical Greek II (2 units)
This part II course continues to employ an inductive methodology for an immersive exploration of the New Testament Greek text. The emphasis lies in equipping students with advanced skills in utilizing both digital and print scholarly tools, fostering an in-depth understanding of the text that transcends mere morphology. Through this comprehensive approach, students will develop a refined grasp of the New Testament Greek, enhancing their ability to engage with the text critically and interpret it within its broader scholarly context.
Students are recommended to finish the Biblical Hebrew courses side by side with the study of New Testament courses.
Prerequisite: BIBL560 Biblical Greek I

2.Theological & Historical Studies Requirement (40 Units)

HIST501 Church History I (4 units)
The Church History Course is structured in part I and II. It examines the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in the 21st century.

HIST502 Church History II (4 units)
This part II course continues to examine the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in the 21st century.

HIST510 History of Doctrine I (4 units)
Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course will examine the historical developments of Christian thought from its beginnings, through the formation of Trinitarian Doctrine, Medieval Church, and finally the Protestant Reformation. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. History of doctrine studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

HIST511 History of Doctrine II (4 units)
Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course will examine the historical developments of Christian thought continually from the Post-Reformation Period up to Present times. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. History of doctrine studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

THEO501 Systematic Theology I (4 units)
This course initiates an exploration of the requisite conditions for the systematic examination of fundamental doctrines within biblical Christianity. The curriculum encompasses the delineation of theology, an exploration of modernism and postmodernism, and an examination of universal and particular revelation. Establishing this foundational knowledge sets the stage for comprehensive analyses of advanced topics, including the doctrine of Bibliology, the doctrine of God, and theological anthropology, incorporating Hamartiology.

THEO502 Systematic Theology II (4 units)
This course delves into three pivotal Christian Doctrines: Christology, Pneumatology and Soteriology. In the Christology component, students undertake a comprehensive analysis of historical and contemporary expressions, critically evaluating them against scriptural revelation. Simultaneously, the study of Pneumatology explores the aspects of the Holy Spirit's involvement in the salvation process. The Soteriology segment extends beyond the foundational "justification by faith" doctrine, encompassing research on diverse theories of atonement. Through rigorous scholarly inquiry, students engage in critical assessments and contemporary applications, fostering a profound understanding of the multi-faceted Christian salvation of the focus on the importance of rebirth.

THEO503 Systematic Theology III (4 units)
The topics to be systematically examined in this course are the biblical teaching on the nature of the church, its structure, function and mission; and the nature of last things, including the biblical prophecies pertaining to the end of the age and the eternal state in the new heavens and earth. Through this dual focus on ecclesiology and eschatology, students will develop advanced skills in theological analysis and critical evaluation, fostering a comprehensive understanding of these profound biblical teachings.

THEO600 Biblical Hermeneutics (4 units)
An introduction to the art of hermeneutics. Surveys the major interpretive approaches to the Bible – both historical and contemporary. Attempts to establish both general and special principles of interpretation by examining parables, types, prophecies, poetry, and a great variety of figurative constructs. Elucidates the principles of various forms of interpretation, including cultural and historical interpretation.

THEO610 Christian Ethics (4 units)
The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute, or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong.

In addition, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc.

THEO630 Christian Apologetics (4 units)
This course deals with a most important subject: how we communicate the Christian faith to those who are opposed or uncommitted to it. Christian apologetics defends the faith against opponents but also reaches out to them in a positive way. Apologetics comes from the Greek, Apologetics which means presenting a subject in its best light.

3.General Ministry Studies Requirement (16 Units)

MINS502 Spiritual Formation (2 units)
This two-unit course on Spiritual Formation focuses on the goals and processes of shaping the spiritual life of a Christian. Grounded in biblical and theological principles, the course explores the characteristics of spirituality in the Beatitudes, recognized as pivotal for the Kingdom of God. Students gain insights into this quintessential Christian spirituality through exegetical analysis. The course also equips students with classic spiritual disciplines, providing both theoretical understanding and practical application. This comprehensive approach aims to deepen spiritual insights, fostering personal growth and preparing students to guide others on their Christian spiritual journeys.

MINS510 Introduction to the Concentration Tracks (2 units)
'Introduction to Concentration Tracks' is a foundational course designed to acquaint M.Div. students with the diverse avenues of concentration in their program. The course introduces the four concentration tracks: "Missionary Track," "Prayer & Spirituality Track," "Pastoral & Christian Education Track," and "Business as Mission Track." Grounded in biblical foundations, the course elucidates the intention to equip M.Div. students according to their distinct callings as apostles, prophets, teachers, and deacons (Ephesians 4:11, Romans 11:6-8). Comprehensive information will be provided on track-specific learning outcomes, required and elective courses, as well as internship expectations and evaluations. This course serves as a crucial preparatory step, guiding students to make informed choices as they enter their concentration track at the onset of their sophomore year, earning more than 34 credits toward the completion of the 136-credit M.Div. program.

MINS620 Homiletics (4 units)
Biblical preaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is designed to expose students to understand homiletics and methods of it. This will be done by studying the writings of different authors and by listening to sermons preached by those who advocate a given perspective.

MINS630 Pastoral Counseling (4 units)
This course delves into an exploration of the foundational Biblical principles that underpin Christian counseling. Emphasis is placed on the practical application and implementation of a robust Biblical model of counseling. Students will not only examine theoretical aspects but will actively engage in understanding and incorporating these principles into real-world counseling scenarios.

MINS650 Evangelism & Discipleship (4 units)
This capstone course serves as a focal point for integrating critical elements of seminary education with practical Christian ministry, equipping graduating students for vocational service. Master of Divinity candidates adeptly consolidate and synthesize insights acquired from coursework, hands-on experiences, and assignments, showcasing proficiency in applying this knowledge to practical mission work. The course prioritizes reflection, self-assessment, collaborative idea-sharing, and critical analysis as essential components, thereby fulfilling the goals of academic, spiritual, and professional formation.
Prerequisite: Successful completion of a minimum of 90 credits in the Master of Divinity program is required for enrollment in this capstone course, ensuring students have a well-rounded foundation before integrating and applying their knowledge in preparation for vocational ministry.

4. Open Electives

MINS520 - Studies in Romans I (4 units)
This course offers an advanced expository study of a foundational doctrinal and practical text within the New Testament. This course is designed to equip students with a comprehensive understanding of the theological insights and doctrinal passages within the gospel according to Paul. Covering chapters 1 to 8, this course facilitates an in-depth analysis of the text's theological significance and its practical applications within the Christian faith.

MINS517 - Advanced Studies in the Epistle to the Ephesians (4 units)
This course offers an in-depth exploration of the Epistle to the Ephesians, enabling students to analyze the theological perspectives conveyed by Apostle Paul. Through advanced studies, students will evaluate fundamental Christian doctrines, the mission of the church, and the practical application of these teachings in both personal and communal life. Through a combination of lectures, discussions, and presentations, students will learn to integrate the teachings of Ephesians into daily living, enhancing their spiritual growth and effectively living out their identity and commission in both family and ministry settings.

5. Concentration Track Required Courses & Electives

MISS600 - The History of Christian Mission (4 units)
This course introduces representative missionary models from historical periods, along with significant figures and eras in the missionary movement. It aims to help students understand the strengths and weaknesses, as well as the impacts and significance, of different missionary approaches and strategies. The course concludes with an exploration of the history of the Gospel entering China and spreading from China, with a particular focus on the strategies and directions of missionary work in Chinese churches. Students will be encouraged to learn from historical failures to avoid repeating past mistakes while also drawing wisdom from the successes of missionary pioneers to carry forward their legacy.

MINS601 - Intercultural Studies (4 units)
This course provides students with knowledge in the subject of Biblical foundations for intercultural ministry. It advances the mission of Harvest University by equipping students as fruitful citizens of the Kingdom of God blessing peoples through diversity, acceptance and enrichment through service to mankind.

MINS750 - Pastoral Ministry (4 units)
Pastoral ministry combines biblical and theological study with practical exercises to provide students with both knowledge and experience, fostering Christian maturity. This course will focus on the ministry of the pastor and include the performance and practice of liturgical rites such as worship services, communion, baptism, weddings, baby dedications, and funerals, according to church tradition.

MINS501 - Christian Spirituality (4 units)
Christian Spirituality explores the goals and processes of spiritual formation in the life of a Christian. It provides biblical and theological understanding of spirituality and spiritual formation, and examines characteristics of spirituality of the Beatitudes, which is considered as the quintessence of Christian spirituality for the Kingdom of God, and equips students with the classic spiritual disciplines that can contribute to forming such spirituality.

MINS601 - Exploration of Spiritual Gifts (4 units)
This course aims to provide students with learning on how to properly understand the spiritual gifts written in the Bible and apply them in ministry. Through this course, students will first explore the nature and properties of the gifts in the Bible and examine how the gifts have appeared and been understood throughout Christian history. This course seeks to help students grow into Christian leaders in today's church by providing a rich and deep understanding of spiritual gifts.

MINS701 - Advanced Topics in Spiritual Integration within Counseling Practice (4 units)
In general, pastoral counseling is where a 'pastor (or counselor) who has been called by God and delegated by the church' meets with people (clients) who need help in the midst of suffering and crisis, helping them discover the abundant life promised by Jesus and develop holistic health. It is a field of ministry that helps restore humanity (recovering the image of God). Through this class, students examine the various approaches of modern counseling that are developing in a wide variety of ways, explore the identity of Christian pastoral counseling, and explore in depth the techniques of counseling conversations and various counseling techniques necessary in counseling practice. And students will deeply reflect on how to understand, interpret, and apply these things from a spiritual perspective (relationship with God). Ultimately, this course helps students grow as future Christian leaders who restore relationships with believers and God and testify of His grace.

MINS640 - Business as Mission
This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as missions; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and mission.

BUSN600 - Electronic Commerce I (4 units)
This course provides an in-depth analysis of the origins, development, and foundational technical architecture of e-commerce. By studying the first five chapters of *E-Commerce 2023*, students will gain a solid understanding of the key business models and technological foundations of e-commerce, laying a strong foundation for innovation and practice in the global digital market.

BUSN601 - Electronic Commerce II (4 units)
This advanced course provides an in-depth examination of the complexities within the field of e-commerce, integrating comprehensive analyses of business models, technological innovations, and the social and legal impacts. Through the lens of *E-Commerce 2023*, students will explore the development trajectory, foundational architecture, and strategic dynamics of e-commerce, preparing them to navigate and lead in the digital economy era.

Note: All the descriptions of electives of the M.Div. program, as well as required and elective courses in concentration tracks will be updated accordingly.

CHAPTER 6: CAREER SERVICES

Career Advisory

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Harvest University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

Detailed Instructional and Occupation Classification for Graduate Programs

The following classification of instructional programs offered at Harvest University and its academic units is intended for general overview purposes. Completion of any educational program listed below or offered by the University does not guarantee employment in any of the occupational classes described, nor does it imply that the program does not prepare its graduates for any other occupations.

This list is a chosen standard by the University to measure its educational outcomes against. Employment rates will consider only employment in the fields listed under each degree program. This list is subject to change at sole discretion of the University and its understanding of the content and anticipated outcomes of its educational programs.

CIP (Classification of Instructional Programs) Codes follow the 2010 edition published by the National Center for Education Statistics (NCES) and are listed with each educational program name in bold type. CIP has been assigned by faculty and academic administration according to their overall understanding of the program.

SOC (Standard Occupational Classification) Codes follow the 2018 edition manual published by the Executive Office of the President, Office of Management and Budget and are listed below each educational program. SOC codes have been assigned using the "education crosswalk search" at www.onetonline.org and with input from faculty and administration where deemed necessary.

Master of Divinity Degree Core (CIP 39.0602 Divinity/Ministry, 39.0699 Theological and Ministerial Studies, Other)

21-2000 Religious Workers (umbrella group) 21-2010 Clergy
21-2020 Directors, Religious Activities and Education 21-2090 Miscellaneous Religious Workers
25-1126 Philosophy and Religion Teachers, Postsecondary 25-1190 Miscellaneous Postsecondary Teachers

Master of Divinity in Business as Mission Major (CIP 52.0799: Entrepreneurial and Small Business Operations, Other)

Self-employment, start-up possible. 11-2011 Advertising and Promotions
Managers 11-2020 Marketing and Sales Managers
11-9199.01 Regulatory Affairs
Managers 11-9199.02 Compliance Managers
11-9199.03 Investment Fund Managers
11-9199.04 Supply Chain Managers
11-9199.07 Security Managers
11-9199.08 Loss Prevention Managers

Master of Divinity in Missionary Major (CIP 39.0301 Missions/Missionary Studies and Missiology)
(CIP 39.0301 Missions/Missionary Studies and Missiology)

21-2021.00 Directors, Religious Activities and Education
25-1126.00 Philosophy and Religion Teachers, Postsecondary

Master of Divinity in Prayer and Spirituality Major (CIP 39.0602 Divinity/Ministry)

21-2010 Clergy
21-2020 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers
25-1126 Philosophy and Religion Teachers, Postsecondary
25-1190 Miscellaneous Postsecondary Teachers

CHAPTER 7: COURSE SELECTION AND SCHEDULING

Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of Admissions.

Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a $15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below full-time status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

Dropping vs. Withdrawing

Dropping: Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs on- line. At the end of the quarter, no official record of the student having been in the class exists.

Withdrawal (Class Withdrawal): Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

Withdrawal Policies

During the first week of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through nine of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew.
After week nine of the fall, winter, or spring quarter, students may not withdraw from courses.

No student may withdraw from more than five courses during the duration of his/her studies to earn a degree. A student may not withdraw from the same course more than once.

Procedure: Withdrawal from a course is accomplished with an *Add/Drop Class* form, processed through the Registrar's Office.

There are two different types of withdrawal: "*College Withdrawal,*" which is withdrawing from the college (all courses), and "*Class Withdrawal,*

" which is withdrawing from individual courses.

College Withdrawal (Complete Withdrawal) Policy

If a student does not intend to return to HU or is planning to be away for more than one-year (four quarters), he/she is required to file *Leave of Absence/College Withdrawal* form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

Refunds for Withdrawals

When withdrawing from a class, a student can drop a class with no charge as long as it is within the first two weeks of classes. Anytime after this, students must pay a $15 drop fee to withdraw from a class. They will be able to do this up until the end of the fourth week of classes, at which point it is no longer possible to drop classes.

Tuition charges may be refunded 90% only if the withdrawal form is processed by the end of the second week of classes of the fall, winter and spring quarters. Students may withdraw after giving official notice and receive a refund of fees paid for which instruction was not received, through completion of 60 percent of the course or term. No refunds will be given after this time.

Repeating Courses

Courses for which grades of "D" or better have been earned may not be repeated for credit. Courses for which grades of "F" have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

Quarter System

Courses of study at Harvest University are offered, and credit for satisfactory completion is granted, on a quarter basis.

The school year at Harvest University is divided into three regular quarters –fall, winter, and spring. With the exception of the summer quarter, which has 42 days of instruction, each quarter includes 10 weeks of instruction (not including final exams).

The basic unit for credit earned is the quarter hour, representing one hour of class per week for 10 weeks.

Online/Hybrid Learning

Harvest University offers both online and hybrid courses that can be taken by students to fulfill their degree requirements at our school. Online courses may be taken by either online or resident students. Hybrid courses may be taken by resident students only. Online and hybrid courses have the same course descriptions and student learning objectives as their resident-only equivalents. Both course types are explained further in detail below.

Curricular and learning resources are shared between both program types, residential, and distance education.

Online Classes

Harvest University offers a number of online-only courses through the school's online classroom. Both online and resident students are eligible to take online courses to fulfill their degree requirements. The vast majority of the class activity will take place online, including tools such as video conferencing, online lectures, forums, chat rooms, online tests and quizzes, and electronically submitted coursework. Course content can be accessed 24/7 at the student's convenience, but the student is responsible for keeping up with the curriculum throughout the quarter. Most course material will be available electronically, but

students will typically still need to purchase a physical textbook for online courses.

Hybrid Courses

For today's students at Harvest University having an online classroom containing learning resources, tracking the progress through coursework, recording grades, and enabling interaction with fellow students regardless of time and place and thus supporting effective learning is the standard for any course offered, on-site or online. Instead of using the existence of an online classroom to label a course "online" or "hybrid" Harvest University, therefore, uses the simultaneous existence of an on-campus component and an integral distance education component of any class as the decisive marker for being a hybrid course.

Harvest University distinguishes two general types of hybrid instruction: 1) remote teacher, 2) remote student or classroom. Regardless of type, an on-campus student enrolling in a hybrid course is sure to have a regular onsite component where attendance is tracked and face-to-face instruction/discussion is provided. An online student enrolling in a hybrid class, on the other hand, can be sure all activities and resources necessary for participation and for learning to happen in the course are available at a distance to him or her.

Class Schedules

Schedules listing classes offered each quarter are available on the university's course management system Populi. After receiving their ID and password, students may access the platform at https://harvest.populiweb.com.

Class Attendance

According to the U.S. Department of Education policies, attendance is generally defined as any submission of an assignment that can receive a grade within the enrollment dates of the course or initiating contact with a professor regarding a question related to the academic subject studied in the course.

According to these guidelines, if a student does not submit their assignments or contact their professor about an academic query within a week, it will be recorded as an "absence." To pass the attendance requirement, students must maintain a rate of at least 60%. This implies that failing to submit assignments or communicate with the course professor for more than four weeks will lead to an "F" grade in the course.

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Within this framework, each instructor may set his/her own class attendance policy and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

A student who is forced to miss classes for any extended period shall notify the Academic Office of his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F". If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Dean.

Accumulated absence of 40% or more of any given course whether spread out over the entire quarter or consecutive, will earn the student a grade of "NF," failure for non-attendance. Excused absence is not counted as present.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the faculty.

Full Time Enrollment

Fall, Winter and Spring quarters only.

To be classified as full time, graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 12 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

CHAPTER 8: GRADE NOTATION AND POLICIES

Grading Policies

Grades shall be assigned to individual students based on the instructor's judgment of the student's scholastic achievement using the grading system below.

Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D	Way Below Standard	1.0
62-60	D-		0.7
Below 68	F	Failure	0

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit

Incomplete Grade (I)

The "I" (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the term, it becomes a "F."

Students are permitted to withdraw from courses and receive a "W" only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. "W" will not be calculated in the grade point average.

In Progress Grade (IP)

The grade of "IP" (In Progress) is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

Withdrawal Grade (W)

A grade of "W" (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline dates. "W" grades carry no credit and are not included when calculating the grade point average.

Missing Grade (M)

A grade of "M" (Missing Grade) is issued when no grade has been reported to the Enrollment Office. "M" grades carry no credit and are not included when calculating the grade point average. "M" grades will change to a grade of "NF", one term after the initial term. Once converted to an "NF", cannot be changed.

Non-Attendance Failure Grade (NF)

The grade of "NF" (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of "F." "NF" grades cannot be changed after initial submission and other grades cannot be changed to a "NF."

Conditional Grade (E)

A grade of "E" (Conditional) is earned only in continuing courses. This grade can be raised to a "D" by doing "C" grade work in the remainder of the course; otherwise, it becomes an "F".

Audit Grade (AU)

A grade of "AU" (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

Grade Appeal

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with the outcome of the faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Academic Dean.
3. Within 10 days of the faculty's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

Class Work

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 within10 days after the submission

CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

Graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

Academic Disciplinary Status Overview

HU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

Disciplinary Policy for Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from HU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

1. Academic Warning

If an graduate student's cumulative GPA falls below a 3.0 (graduate), the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at HU. These adjustments will vary based upon the individual circumstances of each student but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

Satisfactory Progress Policy:

- Earn a minimum term GPA of 3.2 for graduate students.
- May not withdraw or request an incomplete from a class.
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term.
- Register for a maximum of 8 credit hours for graduate students.
- Maintain satisfactory progress towards graduation.

If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by HU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1. The Dean reserves the right to alter this requirement on a case-by-case basis.
2. The Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

2. Academic Probation

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

3. Academic Suspension

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

Length of Academic Suspension

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from HU without possible readmission.

4. Readmission

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

A student that is readmitted may be subject to additional probationary conditions placed upon them by the Academic Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.

A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

A student placed on Second Academic Suspension shall be permanently dismissed from the University without possible readmission.

Programs have the prerogative of recommending the termination of a student's admission at any time.

The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the Academic

Dean or designee on the appeal shall be final.

Academic Progress of Students

Midterm Monitoring

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student's academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress, but also assist them in their efforts to provide the appropriate support and resources to the student.

Academic Review

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 3.0 for graduate students. The Committee will determine student standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

Statement of Academic Rigor

Academic rigor helps to promote lifelong learning and is an integral aspect of Harvest University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

Academic Rigor for Faculty

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

Academic Rigor for Students

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher- centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

CHAPTER 10: GRADUATION

General Requirements

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in graduate programs of the university must maintain an average grade of "B" (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study. All students graduating or progressing through their academic programs must earn a minimum of 25% of their credit hours directly from Harvest University.

More specifically, the program requires that graduates obtain an academic audit from faculty based on program and university standards. Upon approval, students can then apply for graduation from the registrar.

After further confirmation from the registrar, assuring all responsibilities are done, that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at HU campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises, and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

Catalog years begin with the fall quarter. Students entering for the first time in a summer quarter will be subject to the Catalog for the fall quarter immediately following.

Additional Requirements

1.   The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.

2.   The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.

3.   The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program for any reason or reasons. The faculty decides the validity of such action, even if the student has met and is currently meeting the academic and other requirements for the degree program.

Graduation process

1. Once students have successfully completed a minimum of 136 credits in the Master of Divinity
   degree, they may request a graduation audit to each division.

2.   Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's

Office and requesting the graduation application form.

3.   The Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, the Registrar Office notifies the student to fill out the graduation application form.

4. Students fill out graduation application forms, submit the form and pay graduation fees.

5.   The Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

CHAPTER 11: HARVEST UNIVERSITY POLICIES

Student Records

It is Harvest University's policy to maintain the confidentiality of all student education records. No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the Harvest community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at Harvest has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

Confidentiality and Privacy Policies

Harvest University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [*U.S.C.*] § 1232g; 34 *Code of Federal Regulations* [*CFR*] Part 99).

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the
U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
  To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Privacy Policy as Stated in MLS (Populi)

The privacy policy applicable to MLS (Populi) at Harvest University is delineated in section 3 of the ['Populi Privacy Policy'](#).

The remainder of this Privacy Policy applies to information that Populi may receive about any users of the Services, including both Account holders (including Customers & Authorized Users) and non-Account holders (each a "User").

3.1 Personally Identifiable Information
We may collect PII through our Site when you provide it to us in order to schedule a demo or request to receive our newsletter.

3.2 Information Collected Using Cookies
We collect certain information through the use of "cookies," which are small text files that are saved by your browser when you access the Services. We may use both session cookies and persistent cookies to identify that you've logged in to the Services and to tell us how and when you interact with the Services. We may also use cookies to monitor aggregate usage and web traffic routing on the Services and to customize and improve the Services. Unlike persistent cookies, session cookies are deleted when you log off from the Services and close your browser. Although most browsers automatically accept cookies, you can change your browser options to stop automatically accepting cookies or to prompt you before accepting cookies. Please note, however, that if you don't accept cookies, you may not be able to access all portions or features of the Services. Some third-party services providers that we engage may also place their own cookies on your browser, some of which may connect to third-party advertisers (we do not knowingly connect to any third-party advertisers). Note that this Privacy Policy covers only our use of cookies and does not include use of cookies by such third parties.

3.3 Information Related to Use of the Services
Our servers automatically record certain information about how a person uses the Services (we refer to this information as "Log Data"). Log Data may include information such as a User's Internet Protocol (IP) address, browser type, operating system, the web page that a User was visiting before accessing the Services, the pages or features of the Services to which a User browsed and the time spent on those pages or features, search terms, the links on the Services that a User clicked on and other statistics. If you are an Account holder, Log Data about you is connected to and used in conjunction with your Account. We use this information to administer the Services and we analyze (and may engage third parties to analyze) this information to improve and enhance the Services by expanding their features and functionality and tailoring them to our Users' needs and preferences. We may use a person's IP address to fight spam, malware and identity theft. We also use the IP Address to generate aggregate, non-identifying information about how the Services are used.

3.4 Communications from Populi
We may use your PII to contact you with Populi newsletters, marketing or promotional materials and other information that you have specifically requested from us. If you decide at any time that you no longer wish to receive such communications from us, please follow the unsubscribe instructions provided in any of the communications.

Complaint and Grievance Policy

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services,, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

Grievance Procedures:

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

Complaint Log

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. 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-studentcomplaint.

General Code of Conduct

Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

1. Primary Sanctions (in order of severity):

1.1   *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2   *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3   *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such a period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student re-enrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4   *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed "not in good standing" with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5   *Probation*: An official warning that a student's conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed "not in good standing" with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 *Letter of Reprimand*: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 *Warning*: Admonition of a student for actions unbecoming to the University community.

2. Secondary Sanctions (no order of severity is established for secondary actions):

2.1   *Community/University Service*: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

2.2   *Educational Requirements*: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

2.3   *Restrictions*: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

2.4   *Restitution*: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

Harassment

HU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, HU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the HU community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Harvest University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
Obtaining or providing without authorization questions or answers prior to the time of an assignment or test
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own. • Not crediting participants for their part in a group project or claiming credit for work not done on a group project.

- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:

    1. Using another person's written or spoken words without complete and proper citation.
    2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
    3. Using statistics, graphs, charts and facts without acknowledging their source.
    4. Submitting a paper purchased from a term-paper service.
    5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
    6. Using someone else's lab report as a source of data or results.
    7. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
    8. Submitting the results of a machine translation program as one's own work.

CHAPTER 12: STUDENT LIFE AND STUDENT SERVICES

Enrollment Requirements & Procedures

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

Digital "Orientation"

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Harvest University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

Student ID Cards

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a $15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

University-Wide Literary Style

The most recent edition of Kate L. Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

Examinations

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

Leave of Absence / Time Limit Policy

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* 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)* 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.

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

*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.*

Maximum Time Limit

The maximum time limit to complete a master of divinity degree program at Harvest University is **10 years**.

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, his/her records will be deleted and reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Harvest values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Harvest careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

Academic Advising Center

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.
- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request online at the Populi.

Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see the fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 24 hours of the request.

Counseling

Students are encouraged to communicate openly, but respectfully, with all HU staff members, and to seek spiritual guidance at any time, especially from the Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. HU also encourages students to maintain ties with WOA church leaders throughout their studies at HU.

HU also allows students to seek counseling services available in their local areas by requesting referrals from our office.

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate

with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

General Guidelines

When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar Avoid slang terms such
- as "wassup?" and texting abbreviations such as "u" instead of "you".
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential student information via email

Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return email address
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

Message Board Netiquette and Guidelines

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying

- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

CHAPTER 13: LIBRARY SERVICES

Library Cards

University ID cards and ID numbers serve as library cards for Harvest University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as HU students with appropriate ID/PIN information.

Library Hours

Mon-Fri: 8:30 am – 3:30 pm

Sat: Closed

Sun: Closed

Circulation Policy

Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

Other Materials

Requests for digital and audio-visual materials shelved in Harvest's Media library follow the procedures used for books.

Number of Items Borrowed

Patron	Number of Items	Length of Loan
Graduate Student	20	2 Weeks
Faculty/Staff	30	1 Month
Alumni	5	2 Weeks

Renewing Library Materials

In Person: At the Circulation/Check Out Desk.

Online: Renew by logging in My Account: https://harvestuniv.org/library/

Joseph R. Tallman Library materials can be renewed if the borrower's account is in good standing. Account problems that may prevent renewal include:

- Reaching the maximum number of renewals - twice
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem The following items CANNOT be renewed:
- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks/ 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks/ 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks/ 1 Month

Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

Returning Library Materials

Borrowers may return Joseph R. Tallman library materials to the Check-Out Desk on the University's main campus.

Reference Services

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

Copying/Photocopy Services

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

Computers and Internet

The Library Computers consist of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Harvest University students may use the computers. There are 5 computers in the Library, 4 for patron research and 1 for librarian and library staff.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

CHAPTER 14: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

University Offices

Financial Aid Office: finaid@harvest.education

Library Services: library@harvest.education

Registrar Office: registrar@harvest.education

Admissions Office: admissions@harvest.eduation

Student Services Office: studentservices@harvest.education

Technology Requirements

Broadband Internet

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible— as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- Open Office can open spreadsheets and documents (we use it to generate files for custom page layouts).
- Adobe Acrobat reader handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is

version 6.

EQUIPMENT USED IN COURSES

Students are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

* Type: PC or Mac
* Processor: Intel Core i5 or i7 or AMD equivalent
* Display: 13" or larger
* Memory: 8GB or higher for PC / 16GB or higher for MAC
* Hard Drive: 256GB SSD or higher
* I/O ports: Two USB 3.0 ports
* Video out: HDMI or DisplayPort
* Wireless: AC preferred, N minimum
* OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)