



Boise Harvest College

STUDENT HANDBOOK





TABLE OF CONTENTS

INTRODUCTION	p.5
BIBLICAL ABSOLUTES – p.5	
CHURCH/SCHOOL VALUES – p.5	
GROWTH GOALS – p.5	
COMMUNITY STANDARDS – p.5	
HARVEST COLLEGE MISSION AND CORE VALUES	p.6
MISSION STATEMENT – p.6	
EDUCATIONAL OBJECTIVES – p.6	
CORE VALUES – p.6	
HONORED VIRTUES – p.7	
PHILOSOPHY OF STUDENT GROWTH	p.8
GROWTH GOALS – p.8	
CONTRIBUTORS TO GROWTH – p.8	
SPIRITUAL LIFE	p.10
PERSONAL DEVOTIONAL LIFE – p.10	
COLLEGE SPIRITUAL LIFE – p.10	
CHURCH SERVICES – p.10	
CHURCH MINISTRIES – p.11	
RETREATS AND CONFERENCES – p.11	
ACADEMIC LIFE	p.12
REGISTRATION – p.12	
CLASS ATTENDANCE – p.12	
CLASSROOM PROTOCOL – p.13	
COURSEWORK AND GRADING – p.14	
ACADEMIC PROBATION – p.16	
STUDENT RECORDS – p.16	
STUDENT RESOURCE CENTER – p.16	
AFFILIATE STATUS – p.17	
PERSONAL LIFE	p.18
MORALITY AND ETHICS – p.18	
PERSONAL PURITY – p.18	
PERSONAL APPEARANCE – p.19	
RESPECT FOR AUTHORITY – p.20	
STUDENT DISCIPLINE – p.20	
COLLEGE LIFE	p.22
STUDENT MENTOR PROGRAM – p.22	
FACILITIES – p.22	
FINANCIAL OFFICE – p.22	
SOCIAL LIFE	p.24
MEN AND WOMEN RELATIONSHIPS – p.24	
DATING/COURTING – p.24	
ENGAGEMENTS – p.24	
CONCLUSION	p.25
PLEDGE OF HONOR	p.27





INTRODUCTION

Welcome to Harvest College!

We are thrilled for your decision to enroll in Harvest College. It is our belief that God has intentionally led you here by His design and for His purposes. God has a specific call and destiny for your life that is worth attention and preparation. We are convinced that Harvest College is one of the best ways for you to do so! Our prayer is that you will maximize your learning experience by applying yourself wholeheartedly to the process, all in a spirit of great faith and anticipation for what God has in store for you!

This handbook is intended to help you get the most out of your experience at Harvest College. Although it is not exhaustive, it does address most of the common questions and issues you will face. It will help you understand and take full advantage of the BHC processes that are designed to assist you in growing and becoming all that God has created you to be. It will acquaint you with the expectations placed on you, as a student, so that you can understand important parameters during your time at Harvest College. It also includes policies designed to foster learning both in and out of the classroom.

The underlying principle for every policy and expectation is generally based on these four categories: biblical absolutes, church/school values, growth goals, and community standards.

*Please Note: These policies and guidelines are in affect throughout the entirety of the school year, including winter break and spring break.

BIBLICAL ABSOLUTES

There are non-negotiable policies and standards that flow from the moral absolutes contained in Scripture. Harvest College seeks to be a place where the teachings of the Bible are applied to daily life. Submission to the Word of God, as the final and ultimate authority, is the greatest empowerment for a successful Christian life.

CHURCH/SCHOOL VALUES

As a ministry of Harvest Church the college reflects its values. The values that have produced a large, stable, life-giving, multi-generational church are promoted in the school. Respect is shown for other kinds of churches, but the college does seek to impart the values that Harvest Church has proven to be effective and productive. Care is taken to distinguish between biblical principles that can be universally applied and methodology that may differ from one church context to another.

GROWTH GOALS

Harvest College is built to be a place where personal and spiritual growth is accelerated. It is intended for people who are serious about becoming Christ-like, self-disciplined, and effective in their calling. Comfort and ease are not valued as highly as change and growth. It is assumed that a student entering Harvest College is committed to personal and spiritual growth and views all instruments of this process to be allies in this pursuit.

COMMUNITY STANDARDS

Harvest College seeks to cultivate a Christian family atmosphere where students develop meaningful, God-honoring relationships. There are policies that are community standards based on wisdom, respect for others, principles of community life, and/or health and safety. At times a student's own personal values may differ from the community standards. In such cases, we ask the student to defer to the community standards, but we are always open to communicate about any areas needing clarification.



HARVEST COLLEGE MISSION AND CORE VALUES

MISSION STATEMENT

Harvest College is an educational ministry of Harvest Church that is committed to the formation of servant-leaders for local churches and societies throughout the world. This will be accomplished through instruction in the Word of God, development of godly character, and responsiveness to the Holy Spirit in the context of Christian community in a local church setting.

EDUCATIONAL OBJECTIVES

1. To give thorough and systematic instruction in God's Word, in order that each student may possess a comprehensive knowledge of the Bible and basic theology.
2. To nurture the spiritual life and character of each student within the context of community life and Christian discipline.
3. To assist the personal development of each student through scriptural exposition, mentoring, and integration into local church life.
4. To help each student develop and apply a sound biblical and theological worldview, to better understand and influence society.
5. To cultivate the gifts, talents, and ministry potential of each student within the context of the local church in preparation for future ministry, both in and out of the church.

CORE VALUES

Values deeply held provide both orientation and motivation. The following is a sampling of some of the values that define and guide our mission:

1. **AUTHORITY OF THE SCRIPTURES** – We believe that the Word of God is to be the final authority for all our beliefs and practices.
2. **HOLY SPIRIT** – We seek the effective working of the Holy Spirit in our lives, ministries, and corporate gatherings.
3. **LOCAL CHURCH** – As God's final instrument, we are confident of the local church's critical role in the Kingdom, and its ultimate success. It is therefore our context for ministry training.
4. **INTEGRITY** – Godly character is the only proven platform for ministry influence.
5. **VISION** – God-given vision is the inspiration for ministry development.
6. **SELF-DISCIPLINE** – Harnessing one's life resources with personal disciplines increases ministry effectiveness.
7. **PRESENCE** – The ongoing experience of God's presence both corporately and individually provides the atmosphere for Spirit-led ministry.
8. **COMMUNITY** – Since ministry is meant to be relational, we seek to create a genuine sense of community.
9. **HERITAGE AND DESTINY** – We honor and carry forward the rich spiritual heritage God has provided us with as well as seek to boldly move forward into the destiny we have not yet obtained.
10. **AUTHENTICITY** – We value substance over style, seeking a genuine expression of the life of Christ.
11. **SERVANTHOOD** – We strive to exemplify Christ's model of servant-leadership.
12. **YIELDEDNESS** – A heart and life that is fully surrendered to God becomes His most treasured instrument.



HONORED VIRTUES

Recognizing that part of the Holy Spirit's agenda in our lives is to impart the character of Christ, we strive to facilitate that transformation. The following are a few of the Christ-like virtues promoted in our programs:

- Humility
- Faith
- Love
- Spiritual passion
- Purity
- Faithfulness
- Honesty
- Self-control
- Deference
- Moderation



PHILOSOPHY OF STUDENT GROWTH

It is our firm conviction that God wants every believer to become more like Christ. This necessitates prioritizing change above other interests. Harvest College is committed to being a place that fosters personal growth in an intentional way. Students are encouraged to identify areas in which they need to improve, implement strategies to see real change, and evaluate their progress. This is done in a friendly environment where exposed weaknesses are viewed as growth opportunities rather than reasons for rejection. Serving God's purpose in your life, including assisting in identifying and addressing opportunities for growth, is our highest honor.

GROWTH GOALS

The programs and processes of Harvest College are designed to help each student:

1. Learn the Word of God
2. Grow spiritually
3. Cultivate Christian character and lifestyle
4. Develop personal disciplines
5. Discover calling and destiny
6. Hone ministry skills
7. Acquire a biblical worldview

CONTRIBUTORS TO GROWTH

The following are some of the things that have proven to assist students in their development:

1. **IMPARTATION** – We believe in the power of impartation. Often there are key moments when the Holy Spirit imparts specific grace to us through a wide variety of means. At Harvest College, this seems to happen regularly in classes, chapels, church services, prayer times, and counseling sessions. For this reason, we ask all students to be faithful in attending all of these opportunities with an expectant heart.
2. **ACCOUNTABILITY** – Accelerated growth usually doesn't happen without accountability outside of ourselves. This is a dynamic tool that can motivate us beyond our own limitations. Students are asked to be accountable in a variety of areas, not as a sign of lack of trust, but as a proponent of progress in their lives. This involves an honor system that presumes a sincerity on the part of the student to desire integrity above merely satisfying a system's requirements.
3. **MENTORING** – Perhaps as a reminder of the necessity of humility, God has arranged things so that we often are dependent on the help of others to fulfill His purpose. In recognition of this, the Harvest College faculty and staff are committed to assisting students in their development through the relational processes of mentoring. Though these types of relationships cannot be artificially produced, we do seek to foster their natural development. Beyond being authority figures, the BHC team seeks to be friendly coaches, looking for God-arranged opportunities to speak into student's lives.
4. **PRACTICAL INVOLVEMENT** – The in-working of faith needs the outworking of works. Students need the opportunity to give out while they are taking in so that their learning becomes real and meaningful. Some of the Holy Spirit's best work in us happens as we are focused on serving others. The local church provides the ideal context for this kind of hands-on learning. All students are expected to serve in their own local



church unless they are geographically too distant, in which case they are integrated into Harvest Church for this part of their program.

5. PEER RELATIONSHIPS – Being in a close-knit community like Harvest College is a great advantage to someone desiring to grow. Having so many friends who are headed in similar life directions and possess the same values is an amazing advantage when trying to stretch oneself. Mutual encouragement and accountability are great resources and often relationships formed while enrolled in the college become highly rewarding later in life.

As in so many life pursuits, the more we commit ourselves to something, the more fruitful it is. Students who fully embrace and engage in all that Harvest College has to offer benefit the most from their time here. However, if for any reason a student feels that they are not receiving all they desire from BHC, the school administration would sincerely appreciate the opportunity to discuss their concerns.



SPIRITUAL LIFE

Recognizing spiritual growth to be the most important key to life, Harvest College places strong emphasis on this area. We seek to provide an atmosphere conducive to spiritual development. The most important area a student can grow in during their time at BHC is their personal relationship with Jesus Christ. All students are continually encouraged in their own walk with God and much of the BHC program is aimed at equipping a student's spiritual development, especially in their personal relationship with Christ.

PERSONAL DEVOTIONAL LIFE

The foundation for all spiritual experience is one's own personal relationship with God. Students are encouraged to develop a consistent, meaningful, and unique devotional life. In a dynamic spiritual atmosphere like BHC, it can be easy to become too dependent on the corporate gatherings of the church and school. Students are strongly encouraged to use these times to motivate their own private devotional times rather than replace them. Our desire is that students will complete BHC with a significantly more intimate relationship with God. Though there is no formal means of accountability for this area, faculty and staff are available to students as spiritual coaches to assist them in this pursuit. Please don't hesitate to ask for advice, tips and pointers for how to develop an authentic and consistent personal devotional life.

COLLEGE SPIRITUAL LIFE

Equally as important as an individual walk with God is a person's ability to flow together with other believers in the Body of Christ. Harvest provides a variety of organized opportunities to foster spiritual life. Sunday morning prayer services are rich times of worship, prayer, and ministry and often allow plenty of room for the moving of the Holy Spirit. Tuesday morning prayer is an excellent time to exercise the discipline of prayer and to learn how to pray for an extended time. Most of our courses incorporate prayer and/or worship into the class times. Students are required to attend all corporate prayer services and school chapels.

CHURCH SERVICES

Being a faithfully active participant in a local church is the baseline of Christian living. Our goal is to train leaders in the church, by the church, and for the church. We believe that a critical part of a student's development comes through their involvement in church life.

Students are required to participate in the services of Harvest Church and be faithfully involved in a small group. Attendance reports must be submitted on a weekly basis. Students may be excused from the required services on the same basis as class excuses are given. These requirements are not intended merely to be a perfunctory acknowledgment that we are a Christian institution, but are sincerely meant to enhance a student's spiritual growth and overall learning experience at Harvest.

Students from out of town will be allowed to miss one weekend service each month from the Harvest Church services to visit their family and home church. This requirement is not intended to restrict the student's relationship with their parents or their home church, but is required because consistent local church involvement is intended to be a part of the student's training and education.

*NOTE: Exceptions to the above will be made for those who are involved with college-sponsored or assigned ministry in other churches. This ministry must be approved by the Director ahead of time.



CHURCH MINISTRIES

The BHC practicum program is based on the following beliefs:

1. All Christians should serve others.
2. God's primary instrument in the world is the local church.
3. Students often learn best by doing.
4. Practical application is an essential part of academic education.
5. Ministry skills are best developed in a purposeful context that includes supervision, mentoring, and evaluation.

One of the greatest advantages of BHC is its connection to Harvest Church. This provides the students attending the church with a wide variety of hands-on ministry opportunities. This translates the theory of the classroom into meaningful practical application. The ministry staff of Harvest has a great heart to see each student equipped and released in ministry. Care is taken to place students into areas of interest and calling for their practicum requirements. Students are welcome to go beyond this basic required level of involvement as time and opportunity permit.

*The successful completion of all practicum credits is a graduation requirement.

RETREATS AND CONFERENCES

There are other special times during the year when there are unique opportunities for spiritual impartation. A fall orientation begins the year's spiritual focus. Occasionally, the normal schedule may be interrupted for special times of prayer and worship. There may be an Encounter Retreat during the school year. In the event of an extra retreat or conference, involvement in these events will be required for all BHC students.



ACADEMIC LIFE

The Administration Office is available to help you with a variety of functions such as registration, transfer questions, grade reports, transcripts, graduation issues, and more. You must inform the Admin Office if you change your address, phone number, or email address.

REGISTRATION

DATES AND DEADLINES: Registration dates are included in the academic calendar and will be published on the school website.

ELIGIBILITY: Eligibility for registration is based on these factors: for new students, your application must have been accepted. For returning students, you must be in good standing with the school, including all financial obligations, from the previous semester being met. You may attend and receive credit only for courses for which you are registered. The official course roster, from the Admin's Office, is the only basis an instructor has for enrolling a student in their course.

AUDITING: Due to our relationship with PBC and standing as an affiliate, we do not currently offer the option to audit courses at this time.

COURSE AND EMPLOYMENT LOAD: The college's class schedule and fee schedule have been arranged for the benefit of the students needing to work their way through school. In fact, most students graduate with no school debt. Every student faces the challenge of balancing time demands created by classes, employment, and ministry. For this reason, students are encouraged to work no more than 20 hours, and must obtain permission to work more than 30 hours per week.

REGISTRATION CHANGES: Withdrawal from the school is permissible after you have consulted with the Director. Should a student seek to withdraw from the program within the first two weeks of school, they will receive a 50% refund of their down-payment. After the two-week deadline, no refund will be given. Unofficial withdrawals result in failing grades.

REQUIRED COURSES: These must be included in your program before you register for electives. Students are required to follow the general order of the program's progression. This especially applies to students interested in furthering their education through PBC at a later date.

CLASS ATTENDANCE

We are confident that regular class attendance is essential to your education. Harvest College affiliate courses as well as the PBC online courses offered reflect a strong attendance component.

The faculty has adopted the following policies:

- Students are required to attend all Harvest College classes, including the online course time-slots.
- Students are allotted one unexcused absence per semester for each credit hour that the class from which they are absent meets (a 2-credit course would allow 2 absences per semester).
- Each unexcused absence beyond this rule will result in 3 percentage points deducted from the student's final grade, and could ultimately result in a failing grade in a course.
- Excused absences and tardies must be approved by the Director in advance of the absence. Absences and tardies will not be excused without prior approval, with the exception of emergencies.



- Items normally considered excusable are things out of the student's direct control; such as illnesses, a family wedding, or a critical illness/death in the immediate family.
- Items normally considered unexcused are minor illnesses (such as minor colds, indigestion, headache, exhaustion, mental fatigue, etc.), routine doctor appointments, and counseling appointments. These should be arranged in the student's own time, not during class periods.
- Attendance will be taken at the beginning of every class period. Tardiness is not acceptable. Each instance of arriving more than 15 minutes late is considered an unexcused absence.
- A student is considered tardy if not in the appropriate classroom at the official time assigned to start the class. If a student is not seated at the start of class, he or she is recorded as tardy.
- In the case of an unforeseen absence such as illness, a student must contact the Director as soon as possible.
- After a tardy or an absence, an "Absence Excuse Form" should be filled out the day the student returns to class.
- Excuse forms turned in more than one week after the student's return to school will not be accepted, and the tardy or absence will be officially recorded as unexcused.
- A student is responsible for class content when absent, whether or not they have been excused.
- If a student misses more than one-third of any course he or she will be automatically withdrawn regardless of the reason for their absence. We encourage you to communicate with your instructor regarding your grade standing. It is your responsibility to calculate absences into your grade throughout the semester as the instructors will not calculate it until the end of the semester.

CLASSROOM PROTOCOL

The key to effective learning in the classroom is maintaining attention. Anything that promotes consistent, active, and participative attention promotes learning. Anything that distracts or takes away from attention reduces learning.

The following protocol for our classrooms is designed simply to increase attention and learning:

1. Be on time and ready to learn by the beginning of the class period.
2. You may bring an appropriate drink to class, but food is not allowed.
3. Do not mark the roll sheet for other students, unless you are the designated attendance taker. Please do not make any mark but a check by your name.
4. You may use your laptop computer or other digital device in class, but please do not use them for any other purpose than note taking. All computers and tablets are expected to disable Wi-Fi during class periods, and/or put the device in airplane mode. Exceptions may be made by instructors for educational purposes.
5. Mobile phones are not allowed in the classroom, but are expected to be silenced and left in each student's cubby during the class period.
6. Appropriate interaction can increase learning in the classroom; however, irrelevant visiting with each other dramatically decreases learning. Stay focused on the topic being discussed.
7. Please do not work on assignments or study for exams for any class during the class period.
8. Please do not leave the classroom during the class period unless it is an emergency.
9. Students are not permitted to leave the class early.
10. Study notes should not be taken into an examination. If you are more than 15 minutes late for an exam, you will not be allowed to take it. All electronic devices are to be turned off during an exam.



COURSEWORK AND GRADING

ACADEMIC HONESTY: The Bible is quite clear concerning the need for honesty and integrity in all things. Honesty and integrity are essential for learning and accomplishing your educational goals. Since dishonesty moves you out of the realm of reality, it becomes impossible to know if you are really learning.

Academic dishonesty involves things such as:

- Plagiarism is claiming the work of others as your own without specific acknowledgement. Making minor changes in wording does not make the work your own. No written assignment should quote another source without appropriately documenting that source.
- Submission of a paper that is primarily a compilation of the works of others. Over half of the words in any paper must be the words of the student writing the paper.
- Collaboration (i.e. writing a paper with someone else so that the resulting paper is not the product of the person turning it in) unless specifically allowed by the instructor. Unless noted on the course syllabus, a student should assume that the required work is meant to represent their own efforts written in their words alone.
- Submission of the same, or essentially the same, work in more than one course without prior consent of the instructors involved.
- Submission of work completed earlier as new work.
- Submission of work as your own which has been significantly edited by another person. (It is acceptable to have someone help to proof for grammatical errors; however, it is not acceptable that another make significant changes for the student.)
- Allowing another student to use your work for his/her assignment or helping another student in such a way as to falsely portray their knowledge base and academic performance.
- Giving or receiving unauthorized test information prior to the exam.
- Using unauthorized sources for answers during an exam.

Academic dishonesty is a serious matter as it violates the student's commitment to real learning and destroys academic trust. The consequences may range from a failing grade for the assignment or exam, a loss of course credit, to a dismissal from school. A student's coming forward to clear their conscience may lighten the level of consequence. When a faculty member becomes aware of possible academic dishonesty they will consult with the Director to consider appropriate action.

LATE WORK POLICY: This chart represents how turning in an assignment late will affect the final grade given to the work. It is based on what will happen to an assignment that would have received an "A" grade had it been turned in on the original due date. Assignments turned in on time that would have received a lower grade must be calculated accordingly. Late work due to an excused absence must also be calculated from the time the student returns to class.



Days an Assignment is Late	100 level courses	200 level courses	300 level courses	400 level courses
1-7 days	B	C	C	D
8-14 days	C	D	D	Maximum 70%
15-21 days	D	Maximum 70%	Maximum 70%	Maximum 50%
22-28 days	Maximum 70%	Maximum 70%	Maximum 50%	0 grade
29 or more days	Maximum 70%	Maximum 70%	0 grade	0 grade

GRADING: Faculty members are responsible to inform a student as to the effect coursework has on the student's final grade for the course. Also, they are individually responsible for evaluating the quality of student work and assigning grades. This is done according to the system described below:

A-(100-94%)	Superior Scholarship
B-(93-86%)	Above Average
C-(85-78%)	Average
D-(77-70%)	Below Average
F-(Below 70%)	Failing

If a student believes that a grade for an assignment or course was inappropriate, they should discuss the matter with the instructor. If a student believes the grade is inappropriate due to issues unrelated to the quality of the work, then they may appeal in writing to the Director. This appeal must be made in a timely manner - close to the time the student was notified of the grade in question. The Director may make the final decision or refer it to the faculty, particularly if the Director is the instructor involved. In this case the faculty's decision is final.

GRADE POINT AVERAGE: A student's semester and cumulative grade point average (GPA) is calculated according to the following:

1. The number of credits of a course is multiplied by the numerical value of the grade to determine the grade points for each course.
2. The sum of the grade points for all the student's courses is then divided by the total credits attempted to obtain the GPA.
3. The total credits attempted include the hours for the F and WF grades as well as the hours of credit earned. Letter grades are assigned the following grade points:

Grade	GPA	Grade	GPA
A+	4.00	C	2.00
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33		



GRADE REPORTS: Instructors submit their final course grades to the Administration Office; the students grade report is issued from that office to the students who are in good financial standing with the college. Grade reports, transcripts, and degrees are not issued until all outstanding balances (including fines and fees) have been cleared.

ACADEMIC PROBATION

The college expresses concern about a student's low scholarship by placing the student on academic probation if any of the following apply:

1. The student's GPA falls below 1.0 or a D in any course at any time during the semester.
2. The student's semester GPA falls below 2.0 at the end of any semester.
3. The student is admitted on probation.

Academic probation is designed to assist students in evaluating their progress in school. This status is essentially a warning that a student must meet scholarship standards to remain in school. If a student is placed on academic probation, a meeting will be scheduled with the Director to assess their performance, identify areas needing improvement, and determine a strategy for progress.

This may include:

1. Limiting course load
2. Limiting employment
3. Limiting other activities, including volunteer responsibilities and social opportunities
4. In addition, the student will be expected to participate in an academic accountability program designated by the Director, which will include specific time management worksheets.
5. A fee of \$10 a week will be charged for participation in this program, until the student's GPA rises and meets the BHC academic standard.

At the end of the semester the Director will determine if the student should continue or be suspended for unsatisfactory progress. It will be necessary for a student to earn a semester GPA of at least 2.0 to be taken off academic probation.

A suspended student must appeal for re-instatement by writing a proposal as to how they intend to address their previous academic deficiencies. If accepted, they are re-admitted to school on academic probation.

STUDENT RECORDS

The student's academic file is handled in a confidential manner. Student records are made accessible to certain authorized state and federal personnel. School officials in the performance of their professional responsibilities may also access records.

STUDENT RESOURCES

Harvest College maintains a small library to support the student's academic pursuits. Considerable effort is made to provide strategic resources for student use.

It is expected that students respect the following guidelines:

1. All books taken from the library must be properly checked out through the Administrator.
2. No general reference book, such as an atlas or a concordance, may be taken off campus.
3. Violation of resource policies may result in the suspension of resource privileges, fines, or both.



Books can be checked out for two weeks at a time, the student can renew each book twice in person or via email. Late book fines accrue at \$.25/day with a maximum fine of \$50.00.

Fines are due throughout the semester when they are accrued. You can pay these fines in person to the Administrator or online. Fines need to be paid in order to check out books or renew them. If at the end of the semester, the student has not paid these fees, they will automatically be added to the students financial tab. Accounts must be paid in full in order to graduate, receive transcripts, or enroll for the next semester.

AFFILIATE STATUS

Boise Harvest College is an affiliate of Portland Bible College in Portland, Oregon. This relationship gives BHC the ability to provide a quality, theological education locally. A PBC degree cannot be completed entirely in an Affiliate program (like BHC). Portland Bible College requires a minimum of 40% of credits towards a degree to be taken directly from them - either on campus or through their online program. The BHC program is designed in such a way to meet this standard by incorporating PBC online courses into the BHC school schedule. All students who successfully complete the BHC internship program in its entirety will meet the requirements to complete an official PBC degree.

Boise Harvest itself is not degree granting. Upon successful completion of year one, students will receive a Certificate of Theology from PBC. Upon successful completion of year two, BHC students will receive an Associate's Degree in Theology from PBC. Students can seamlessly go on to pursue further theological courses through PBC without any transfer issues or loss of credit.

*Affiliate courses can only be transferred to PBC if the final grade is above a D. Any final course grade below a C will have to be retaken in order to be transferred to PBC towards a degree.

**See the Harvest College Administration Office for details.



PERSONAL LIFE

Central to the mission of Harvest College is the desire to help students grow in character and Christlikeness. We are not only an academic institution, but also a Christian community that focuses on discipleship. It is our goal to provide an environment conducive to accelerated growth. Life transformation happens best when both internal and external forces for change are in sync. There must be the inside-out working of the Holy Spirit to bring focus and empowerment for change. When this is active in a person's life, then the outside-in working of coaching and accountability can be especially effective. In our view, when a student enrolls in Harvest College registering for academic processes, they are also enlisting the aid of a spiritual personal training program to facilitate their development.

The standards reflected here are derived from biblical absolutes, biblical principles, and/or community standards. We believe it is our duty to uphold the standards of Scripture as well as to pastor students into reflecting them in their lifestyle. We have also found it helpful to develop community standards that enhance quality living in the community, reduce distractions from spiritual growth and academic disciplines, assist those wrestling with carnality, and encourage reflection regarding lifestyle choices.

The following are some expectations and accountabilities in which we ask cooperation from all students throughout the year including all breaks: winter, spring, and summer.

MORALITY AND ETHICS

Students are expected to exemplify Christian morality and ethics both publicly and privately, aspiring to reflect the nature of Christ. This includes refraining from the following:

- Dishonesty in any form, including withholding or twisting the truth
- Sexual immorality (any and all sexual activity outside of a biblical marriage)
- Theft
- Abusive behavior (physical, emotional, verbal, mental, etc.)
- Felony offences including the illegal possession and use of illegal drugs

*Students should exercise discretion in choosing employment that may require them to compromise Christian standards (i.e bartending, dishonest business practices, etc.)

PERSONAL PURITY

Because the Christian lifestyle keeps a person free from contaminating influences and addictive behaviors, students are expected to abstain from the following:

- The use or possession of pornography
- All morally degrading media. Students are asked to use Godly discretion in their choice of movies and entertainment rather than depending on secular rating guides.
- The use of tobacco.
- The use of alcoholic beverages and marijuana. This is based on a community standard of Harvest Church. Though the Bible does not clearly prohibit the consumption of alcohol, it does prohibit drunkenness. There are also legal prohibitions of minors consuming alcohol. Our abstinence policy reflects the biblically collective wisdom of the church leadership and school faculty that these substances pose very serious



social and safety issues. Our prohibition is also in part designed to provide opportunity for thoughtful personal reflection on this issue.

- Gambling in any form.
- Social dancing, clubbing, etc.
- Being in an inappropriate or compromising situation with a member of the opposite sex.
- The use of vulgar, profane, or suggestive language (whether voiced, written, or worn).

PERSONAL APPEARANCE

The disciplined lifestyle that college requires should be exemplified in personal appearance. As Christians, the way we present ourselves to others affects the way they perceive Christ and may affect the impact we have upon them. The standards outlined here are designed to assist you in preparation for leadership by applying biblical standards of cleanliness, modesty, and propriety in grooming and dress. We are asking students not to draw undue attention to themselves either in dress or appearance.

All students will be expected to maintain high standards of cleanliness, moderate grooming, and modest apparel. Christians should avoid any identification with any group that is in rebellion against God or society. We agree with Scripture in that men should refrain from any feminine appearance just as women should refrain from any masculine appearance.

1. **MALE STUDENTS:** Men are asked to groom in a clean manner appropriate to the church/school context. Hair should not be styled in an extreme manner. All men are expected to wear appropriate clothing (no athletic wear, shorts, or sweats) to all classes, chapels, and church services.

In keeping with a standard of Christian modesty, men are asked to observe guidelines such as:

- Revealingly tight pants and shorts are not appropriate at any time.
- Men must wear shirts at all times except while participating in athletic activities off-campus.
- Lycra-type shorts may be worn only under regular shorts.

2. **FEMALE STUDENTS:** Women are asked to groom in a clean manner appropriate to the church/school context. Hair should not be styled in an extreme manner. All women are expected to wear appropriate clothing (no athletic wear, shorts, or sweats) to all classes, chapels, and church services.

In keeping with a standard of Christian modesty, women are asked to observe guidelines such as:

- All clothing should be in a style flattering, but not sensual. Clothes that are extremely tight-fitting and tops with low necklines or that allow midriff exposure are not appropriate in public.
- Lycra/spandex-type shorts may be worn only under regular shorts. Lycra-type pants or leggings may be worn with tops that extend to the fingertips when arms are extended vertically.
- The length of dresses and skirts should be no shorter than approximately 3 horizontal fingers width above the knee.
- Bathing suits should not have plunging necklines, cutouts in the design of the suit, or be high cut on the thighs or buttocks. They also must be styled with proper underlining. Modest two-piece suits are acceptable but no midriff showing.

**It should be noted that the school reserves the right to ask a student to adjust their personal appearance as is deemed appropriate.



RESPECT FOR AUTHORITY

It is expected that all students will be responsive to those in authority, maintain good attitudes and show respect at all times for all teachers, administrators, leaders, and personnel in charge of a given area of leadership and responsibility. If the student feels a decision or request by someone in authority is not justified, he/she should discuss the matter first with the person directly responsible. If the situation is still not satisfactorily resolved, an appeal can be made to the one to whom that person is responsible, whether it be the school Director or Pastors.

STUDENT DISCIPLINE

The principle of discipline is to associate a consequence with misbehavior to motivate better behavior. It can be an effective tool for change. At Harvest College, we utilize this tool as a last resort without any sense of rejection or disdain. We are here to help students change and we intend this process to be surrounded by a positive and friendly atmosphere of genuine love and concern. Our motivation is part pastoral and part parental, desiring to see students grow in ways that will ensure their future success.

We understand that we have set high standards and we are committed to helping students to be able to live up to them. As might be expected, a decision to violate any of these standards may result in some form of disciplinary action. A student's voluntary admission demonstrates a student's integrity and desire for change. This is always carefully considered in determining if discipline is necessary as well as deciding the nature of the discipline.

To reinforce a student's pledge to live within the Harvest College code of conduct, alerts or fines may be given. These are not intended as punishment but simply as reminders of the guidelines. A schedule of alerts and fines will be made available to each student indicating the assessment for each specific violation. Records are kept of alerts and the more they accumulate through the semester, the more serious the consequence becomes. Students begin each semester with a clean slate. In addition, alerts are subject to evaluation at the mid-semester point where totals may be reduced depending on the severity of the infraction.

Students will be notified when each alert or fine is given. Every attempt will be made to give alerts and fines in proportion to the seriousness of the infraction. When the student appears to be exercising a low regard for their pledge to the code of conduct, more serious measures will be taken which could include behavioral probation, suspension or dismissal from school.

*Students who believe that an alert or fine was unjustified are encouraged to discuss the matter with the Dean of Student Affairs or the Director.

DEFINITIONS:

1. ALERT: A reminder of responsibility toward a specific guideline, especially anything in this handbook.
2. FINE: A student is assessed a modest financial penalty. Fines will be added to the student's school bill. No transcripts or grades will be released until all fines are paid in full. A student may choose to work on campus to remove fines.

STUDENT YEAR	SEMESTER ALLOWANCE	OVER ALLOWANCE FEE	PLACED ON BEHAVIORAL PROBATION	MAXIMUM BEFORE SUSPENSION
YEAR 1	6 alerts	\$5 each alert	10 alerts	20 alerts
YEAR 2	4 alerts	\$5 each alert	10 alerts	20 alerts



3. **BEHAVIORAL PROBATION:** A student who has accumulated 10 alerts in a semester and/or has demonstrated a poor spirit of cooperation, may be placed on behavioral probation by the Dean of Student Affairs. Behavioral probation is essentially a warning that a student must meet certain standards in attitude, character and behavior to remain in school. If a student is placed on behavioral probation, a meeting will be scheduled with the Dean to assess their situation, identify areas needing improvement, and determine a strategy for progress. This may include:
 - a. Limiting course load
 - b. Limiting employment
 - c. Limiting other activities, including volunteer responsibilities and social opportunities
 - d. In addition, the student may be expected to participate in an accountability program designated by the Dean, which could include specific time management worksheets.

The probation will continue until appropriate improvement has been demonstrated. Probation could lead to dismissal if significant improvement does not become evident. A suspended student must appeal for reinstatement by writing a proposal as to how they intend to address their previous attitude and character deficiencies. If accepted, they are readmitted to school on behavioral probation.

4. **TEMPORARY SUSPENSION:** A student must be off campus for the duration of a suspension, which may be from one to a few days. They may not attend classes and all missed classes will be considered unexcused. All rules still apply.
5. **FULL SUSPENSION:** A student may be asked to leave school for one or two semesters. The goal of this is to motivate a student to change by having to face consequences of inappropriate behavior.
6. **DISMISSAL:** A student is removed from the college.

The student's registration is regarded as consent to abide by the standards of the college. Any serious or habitual disregard of these standards will be dealt with by the Director, and his decision as to discipline, suspension, or dismissal will be final.



COLLEGE LIFE

STUDENT MENTOR PROGRAM

The faculty and staff of Harvest College are committed to being available to students outside of the classroom. A mentor program is implemented each year to help facilitate this. Each student will be paired with a mentor for the school year. The mentor will meet with the student monthly. This does not limit the student’s relationship to their mentor. Should the student have a need, the student is encouraged to contact their mentor or faculty or staff members for help in any matter, personal or otherwise.

FACILITIES

All school facilities are generously provided by Harvest Church and are shared by the church for various other church functions. We ask all students to respect this generosity and to cooperate when church events interrupt normal facility usage. Any usage of the classroom outside of normal office hours must be scheduled through the church office.

The use of the computer lab is available to students. Students must check out the computer through the church office in order to use it. Printing on the main office printer or using the office copy machine for personal assignments is not permitted.

FINANCE OFFICE

Harvest College desires its students to graduate with their education paid in full. The college’s class schedule and fee schedule have been arranged to allow students to work their way through school. Most students are able to find a good part-time job in the Meridian area. The cost per year is specifically determined prior to registration. Harvest College offers an interest free payment plan to all students consisting of a down payment and subsequent monthly payments. The down payment for each student is a minimum of \$2000.

PAYMENT PLAN - The following is a breakdown of monthly payments based on the amount presented for a down payment:

DOWNPAYMENT AMOUNT	SUBSEQUENT MONTHLY PAYMENTS
\$2000	\$718.75
\$2500	\$656.25
\$3000	\$593.75
\$3500	\$531.25

After a down payment is made, the remaining balance is then divided equally between 8 months, October through May and placed on an equal monthly payment plan.

Payments are due the 1st school day of each month. Financial statements will be given on the 5th of each month. Payments can be made by cash, check, or online with a debit or credit card. If a student is paying online, they must put the appropriate description with the payment so that the finance office can put it toward the correct account. Harvest College will not disclose student payment information to any third party. Should any student want to share their financial statements with a third party that is making payments, they must submit a written request including



the third person's name, address, phone number, and the student's signature authorizing the release of financial information.

If a payment cannot be made by the 20th for any reason, a late fee of \$20 will be incurred. If payment is not made within 30 days after the 20th, the student will be forced to withdraw from school as agreed upon in the financial contract signed at orientation.

The preferred method of payment is online. If students prefer to pay in cash, cash envelopes are available at the front desk. Envelopes must be clearly marked and placed in the payment box in the office lobby or hand it directly to the school Administrator.

**If you have any questions or concerns regarding payments, please feel free to contact the Administrator in person.

WITHDRAWAL PROCEDURES – If a student finds that he/she needs to withdraw for any reason, he/she must follow the correct procedure:

1. Talk to the Director.
2. Officially withdraw from classes with the Administrator.

If a student has paid in full and chooses to withdraw within the first two weeks of classes, they will receive an 80% tuition refund. Withdrawal between the 3rd and 4th weeks will result in a 60% tuition refund, at 5th and 6th weeks is 40%, and 7th and 8th weeks is 20%. After the 8th week of school no tuition refund will be given.

If a student is on a monthly payment plan and chooses to withdraw within the first two weeks of classes, they will receive a 50% refund on their down payment. After the 2nd week of school no tuition refund will be given.



SOCIAL LIFE

Learning to live in community is a primary Christian virtue. At Harvest College, we strive to nurture a spiritual family atmosphere. Often friendships formed become strategic for later in life and ministry. We seek to value people as God does and to support His work in their life.

We encourage students to relate to each other in a Christ-like manner, respecting each other, encouraging each other, deferring to each other, caring for each other, and supporting each other. We also ask them to avoid gossip, negative criticism, rejection, cliquishness, and judging others. The kind of unity that arises from mutual concern provides an opportunity for Harvest College to be the catalyst for meaningful, lifelong friendships.

GUY/GIRL RELATIONSHIPS

Because of the call of God on the students' lives, preparation for that calling is their primary purpose for being in this college. At times, a romantic relationship developing between young men and women can cause a shift in focus that distracts from that purpose. If it is not kept in balance with their goals, it could tend to preoccupy their time and hinder their development.

These guidelines, therefore, are purposefully designed to protect men and women from any distraction, and help ensure the prevention of premature emotional entanglement. They are intended to free students to focus on their spiritual growth and to promote the development of godly relationships based on healthy platonic friendships. We are supportive, however, of students courting and discovering God's will in the choice of a life-partner.

DATING/COURTING

A date is defined as the exclusive fellowship of two people who have a romantic interest in each other.

Students attending Harvest College for the first time are asked not to cultivate romantic interest and may not date during their first semester. After the first semester, students are allowed to begin the courtship process in accordance with the Harvest Church community standards. Students would first communicate with their parents and leaders, along with the Director before initiating any relationship.

Students entering school already engaged in a long-term, pre-existing relationship may discuss their situation with the Director.

ENGAGEMENTS

An engagement shall be defined as verbal consent to marry with or without evidence of a ring or public announcement. The following standard is intended to ensure the proper involvement of all concerned parties. Therefore, the Director must approve all engagements and marriages before the two parties make any verbal consent. This applies to all students whether or not the fiancé attends Harvest College.

Situations where approval might be granted are when both students are:

- In their final year of Harvest College
- Older students

Situations not likely to receive permission are when students:

- Met or started dating near the time of, or after arrival at school, or who wish to be engaged the same school year they met or started dating.
- Are under 21 years of age (one or both).
- Have not had sufficient time to mature in Christian character.



CONCLUSION

In concluding this handbook, it is imperative to remind all students of our mission: that you will be strengthened in your faith, enlarged in your understanding, equipped in your ministry, and released to fulfill the great call of God on your life. All the aforesaid rules and policies are to help maximize your learning experience with BHC. The goal of the faculty and staff is to do everything possible in order to create an atmosphere that will optimize each student's endeavor to grow in their knowledge of and love for the Lord Jesus Christ, His Word, His Kingdom, and His Bride.

Our greatest desire is to see believers trained and prepared to hit the mark and run, full steam, into their destiny. And while it may seem that this is a high standard that could be difficult to maintain, we are confident that with some good faith and great humility, you will find yourself thriving under the pressures of a genuine Bible college experience. We are committed to coming alongside you in this great cause. May you discover the incredible riches of His grace as you throw yourself into your studies.

And while we make pledges to please the Lord and abide by the principles and standards outlined in His word, He pledges in return to empower and enable us, taking us from glory to glory and from strength to strength! Truly, there is so much to discover. The best is yet to come!





HARVEST COLLEGE

PLEDGE OF HONOR

I, _____ believe that it is the will of God for me to be enrolled in Harvest College for the _____ school year. I believe that God desires to do a significant work in my life that includes a deeper understanding of His Word, a stronger personal relationship with Him, the further maturing of my Christian character, the strengthening of personal disciplines in my life, the sharpening of my ministry skill, and the development of lifelong friends.

Because of this, as a student enrolled in Harvest College, I make the following pledge:

1. **I PLEDGE** to apply myself wholeheartedly to my intellectual pursuits, to focus my attention on learning in the classroom, and to maintain a spirit of excellence in all that I do.
2. **I PLEDGE** to diligently pursue the spiritual opportunities and engage in spiritual activities that will help me to grow in my own relationship with God and to become better equipped to serve and minister to others.
3. **I PLEDGE** to remain open to the dealings of the Holy Spirit in all areas of my life that are not consistent with Christian character and true godliness.
4. **I PLEDGE** to be responsive to the authorities that God has put over me during this season including all college and church leaders.
5. **I PLEDGE** to be responsible for the financial commitments that I have made and to whom I have made them.
6. **I PLEDGE** to take care of my body with sound health and habits.
7. **I PLEDGE** to abstain from all immoral, unethical, and illegal acts and habits, whether on or off campus. In addition, I will not use tobacco, marijuana, alcohol, or abuse drugs of any kind. I will not engage in other behavior that is contrary to the Student Handbook.
8. **I PLEDGE** to cultivate good relationships with others, to do my part to resolve conflicts that may arise, and to seek to love others as Christ commands.
9. **I PLEDGE** to attend classes, chapel, and church services as prescribed as well as special corporate events.
10. **I PLEDGE** to abide by all of the guidelines and standards of conduct as outlined in the Student Handbook of Harvest College or any other guidelines issued in oral or written form by the officials of the college, understanding that failure to cooperate could result in my dismissal from the college.

I further understand that my signature below is my acceptance of the entire Pledge of Honor and completes a contract between myself and Harvest College.

Signature: _____ Date: _____