



Boise Harvest College

Student Handbook 2021-2022



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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.

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

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

*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 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 committed to strengthening students in their faith, enlarging their understanding, and equipping them as Christian leaders to affect change in their local churches and in societies around the world.

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

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. For this reason, it is 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 effectiveness.
7. **PRESENCE** – The ongoing experience of God's presence both corporately and individually provides the atmosphere for Spirit-led living.
8. **COMMUNITY** – Since Christianity 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. **HUMILITY AND TEACHABILITY** – A heart and life that is fully surrendered to God becomes His most treasured instrument.



ACADEMICS

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.

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. 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 two, BHC students will receive an Associate 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 C. 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.

REGISTRATION

DATES AND DEADLINES: Registration for the fall semester closes the last week of July. Registration for the spring semester closes the first week of December.

COURSE REGISTRATION: For new students, once their application is accepted, they will work with the Administrator to register for courses. Accepted full-time applicants will be auto-registered in BHC program courses. Part-time students that wish to select courses on a semester basis can contact the Administrator to request a list of courses offered each semester. The BHC office will have this list completed and approved for students prior to the summer application deadline.

Returning students must be in good standing with the school, including having met all financial obligations from the previous semester. A student may attend and receive credit only for courses for which they are registered.

PART-TIME APPLICATION REQUIREMENTS: Part-time students are required to apply by the summer deadline with the nonrefundable \$50 application fee. For students returning for spring semester, no application fee will be charged. New part-time students starting in the spring semester are required to apply by the spring deadline with the \$50 application fee.

AUDITING: A student can audit any affiliate course for a fee. Audit students will be required to sign the Audit Agreement, which states they understand there will be no college credit given at any time for audited courses.

REQUIRED COURSES: Full-time 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. All courses offered by BHC currently work toward an associate degree in theology.

MINIMUM CREDIT HOURS: There is not a minimum number of credit hours that a student can take. However, should a part-time student wish to participate in the mission trip, the following requirements must be met:

- A minimum of 16 cumulative credits must be taken over the course of the school year. These may be split over 2 semesters as fits into the student's schedule.
- An extra fee of \$3000 will be added to the student's tuition to cover traveling costs.



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, full-time students are encouraged to work no more than 20 hours. Part-time students are encouraged to work as much as is practical with their course load.

REGISTRATION CHANGES: Per the degree requirements for PBC, full-time students are unable to make registration changes. (See Withdrawal Procedures on p. 12). For part-time students, see below.

Adding or dropping a course: Within the first two weeks of a semester, a part-time student may add or drop a course by contacting the Administration Office. If a course is dropped within the first two weeks, there will be no record of it on the student's transcript. After the first two weeks, students are unable to change their registration (switch to a different course), as they would have missed too many classes.

Withdrawing from a course: After the first 2 weeks, a part-time student may withdraw from a course by contacting the Administration Office, which will notify the teacher or proctor. Based on the teacher's calculation, the student's grade will be noted on their transcript. The record will show that the student either withdrew passing the course (WP) or withdrew failing the course (WF). Without approval from the Administration Office, i.e., should a student merely cease to attend a course, the student's grade for that course will be recorded as a failure on their permanent record and will be computed into their GPA.

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 reflect a strong attendance component:

- Students are required to attend all Harvest College classes, including the online course time slots.
- Students are allotted two unexcused absences per class 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 Administrator 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 unacceptable. Each instance of arriving more than 15 minutes late is considered an unexcused absence. 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.
- Absence 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. Students are encouraged to communicate with their instructor regarding their grade standing. It is the student's responsibility to calculate absences into their 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. 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 a 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.
4. You may use your laptop computer or other digital device in class, but please do not use it for any other purpose than note taking. We ask students to disable Wi-Fi during class periods, and/or put their device in airplane mode. Exceptions may be made by instructors for educational purposes.
5. We ask students to leave mobile phones outside the classroom during class periods to reduce distraction.
6. Please do not leave the classroom during the class period unless it is an emergency.
7. Students are not permitted to leave the class early.
8. 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.

ONLINE COURSES

LECTURE WATCHING POLICY: Each student will be responsible to listen to all the lectures. It is our goal to fit all online lectures into class periods during the school week. However, at times students will be required to complete lectures during their own homework time. Should a student miss an online class period, they will be required to complete the missed lecture(s) on their own in accordance with the course's online matrix.

SUBMITTING ASSIGNMENTS ONLINE: All assignments must be submitted online in the corresponding electronic drop box on Populi (student platform for online classes). Only one file will be accepted for each drop box item. All papers are required in MLA format and expect appropriate usage of grammar and spelling. All papers submitted in the drop box must be in Microsoft Word (.doc) or PDF (.pdf) file formats.

ONLINE LATE ASSIGNMENT POLICY: Assignments and Tests must be turned in by 11:59pm on the day they are due (Pacific Standard Time). For each week that an assignment or test is late, it will receive a further letter grade reduction. An assignment will be considered late unless the student has prior permission for a later due date. No assignments will be accepted after the end of the semester. Students will be locked out of tests that are not taken on time and must contact the teacher directly in order to notify them they missed the deadline and request it be unlocked.

TECHNICAL REQUIREMENTS: Students will need access to a high-speed internet connection to view streaming video segments, and must install the current version of JavaScript. The PBC online player will work on Windows and Mac on most browsers (Chrome, Firefox, etc.). A student must have Microsoft Word (version 2003 or higher) or Mac's Pages in order to submit assignments.

If you have technical difficulties during the term, send a help request to pbchelpdesk@portlandbiblecollege.org, and someone will respond within 24hrs (except during weekends).

Intro to Bible Study is a first-year course that is a prerequisite for other PBC courses. This course requires a software program that has certain system requirements. For the sake of accuracy, all students must visit <https://www.logos.com/system-requirements> to ensure that their system can handle this software.

ONLINE ACADEMIC CREDIT POLICY: Each online course duplicates PBC on-campus education which, in turn, is duplicated in BHC's academic standards. Successful completion of a course with a grade point of 2.0 or better will allow you to accumulate academic credits toward associate and bachelor's degrees at PBC.



STUDENT RESOURCES

Harvest College maintains a small library to support the student's academic pursuits. 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 student's financial tab. Accounts must be paid in full in order to graduate, receive transcripts, or enroll for the next semester.

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.

All school facilities are provided by Harvest Church and are shared by the church for 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 school hours must be scheduled through the church office.

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. Academic dishonesty involves things such as:

- Plagiarism, 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.
- Submission of the same, or essentially the same, work in more than one course without prior consent of the instructors involved.
- Submission of previously submitted assignments/papers 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.

LIVE CLASS LATE WORK POLICY: This chart represents how turning in an assignment late will affect the final grade given to the work. For each week an assignment is late, it will receive a further letter grade reduction. Assignments will not be received after 14 days from their original due date. The chart notates the maximum grade a student can receive for tardy work; however, additional points can be docked for not meeting assignment requirements or standards. Late work due to an excused absence will be calculated from the time the student returns to class.

DAYS AN ASSIGNMENT IS LATE	MAX GRADE	POINTS DEDUCTED
1 day	Maximum B	- 7
2-7 days	Maximum C	- 15
8-14 days	Maximum D	- 23

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 (i.e. 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 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.

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 other activities, including volunteer responsibilities and social opportunities.



3. In addition, the student will be expected to participate in an academic accountability program designated by the Director, which may include specific time management worksheets.
4. A fee of \$10 a week will be charged 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.

BHC PRACTICUM

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 teaching of the classroom into meaningful practical application. The ministry staff of Harvest has a great desire 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 asked to take ownership of Harvest Church and BHC practicum events and projects, taking responsibility to make them a success. For full-time students and any part-time students enrolled in practicum, no fewer than 30 hours of ministry involvement are required to achieve this credit.

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

MISSIONS TRIP

The yearly missions trip is a part of the full-time program and is included in the tuition for all full-time students. Part-time students that are taking 24 credits or more are required to participate in the yearly missions trip, and students taking 16 cumulative credits in one year have the option to participate. The corresponding missions fees will be worked into their monthly payment plan. Audit students are not eligible to participate in the missions trip.

In the event that a student drops out after the missions trip but prior to completing their required credit hours, the remaining missions cost will be due within one month of official withdrawal. See Part-Time Payment Plan in section below for more details on cost.

The destination of the yearly trip is decided by the staff of BHC after enrollment is closed in the fall. If you have any questions in regard to destination and the missions we support, feel free to reach out to BHC staff at any time.



PAYMENT POLICIES

Harvest College desires its students to complete each year 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. Harvest College offers an interest-free payment plan to all students consisting of a down payment and subsequent monthly payments.

The down payment for full-time students is a minimum of \$2,000, due the first day of Orientation. The remaining balance is then divided equally between 8 months, October through May, and placed on a monthly payment plan. Students will sign a personalized financial contract at Orientation that details what they have paid to date and what their monthly payments will be. Payments are due the 1st of each month starting in October.

If payment is late, a fine of \$20 will be incurred. If payment is not made within 30 days, the student will be forced to withdraw from school. Payments can be made by cash, check, or online with a debit or credit card. If a student is paying online, they must pay through their Planning Center Registrations account (not Populi).

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.

FULL-TIME PAYMENT PLAN: See table for a breakdown of monthly payments based on the amount presented for a down payment.

Down Payment Amount	Subsequent Monthly Payments
\$2000	\$718.75
\$2500	\$656.25
\$3000	\$593.75
\$3500	\$531.25

PART-TIME PAYMENT PLAN: The tuition fee for a part-time student is \$180 per credit hour. These tuition fees are per semester and due in monthly installments. Thirty percent of tuition is due at the beginning of the semester with the remaining 70% due over the remaining 3 months. Part-time students are held to the same payment due dates and late fee penalties as full-time students. Part-time students' financial agreements will be per semester, due to the nature of their enrollment. See table.

Credit Hours:	Cost:	Down payment:	Monthly payment:
3 credit hours	\$540	\$162	\$126
5 credit hours	\$900	\$270	\$210
8 credit hours	\$1440	\$432	\$336

For those part-time students participating in the missions trip, 30% of the \$3,000 missions trip fee is due at the beginning of the fall semester with the remaining 70% due in monthly payments over the course of the school year. Monthly payment amounts will be added to the student's tuition payments and detailed on their financial contract, signed at Orientation.

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



WITHDRAWAL PROCEDURES: Withdrawal from the school is permissible only after consulting with the Director and officially withdrawing from classes with the Administrator. Unofficial withdrawals result in failing grades.

Paid in full: 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.

Payment plan: 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 refund will be given.

PART-TIME STUDENT REQUIREMENTS

All part-time students will be held to the same classroom protocols and grading scale as outlined in the student handbook and required by PBC. They will also be required to adhere to the pledge of honor outlined at the end of the handbook. Should a part-time student have any questions about the student handbook or wish to discuss a standard outlined by BHC, they may request a meeting with a BHC staff member to discuss this.

Students enrolling in an online group class must have a laptop that meets PBC standards in order to access online programs and notes during class times (see Technical Requirements in Online Courses, p. 7).

PART-TIME SCHEDULE REQUIREMENTS: Part-time students are required to attend all classes that they are enrolled in. However, they may not attend classes that they have not enrolled in. If they are enrolled in the practicum credit, they will be required to attend all chapels as well as any pastoral times schedule with the director. Below is a chart outlining part-time student required attendance or participation with extra BHC events and programs:

<i>Credits/Year</i>	<i>Practicum</i>	<i>Chapels</i>	<i>Mission Trip</i>
<i>1-15</i>	Optional	NA	NA
<i>16-23</i>	Optional	Optional	Optional
<i>24-31</i>	Required	Required	Optional
<i>32 full-time</i>	Required	Required	Required

*Should a part-time student taking 16+ credits desire to participate in the mission trip, they will be required to attend all student chapels and pastoral times.

Aside from these guidelines, part-time students are required to attend all corporate Sunday events as well as a weekly small group. In the event of pre-scheduled, corporate consecration services or prophetic services, part-time students are required to attend no fewer than half of said services.



INTERNSHIP

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. When a student enrolls in Harvest College, they are also enlisting in an internship training program.

Harvest College places strong emphasis on spiritual growth. 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.

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.

SPIRITUAL GROWTH VALUES

IMPARTATION – We believe in the power of impartation. Often there are key moments when the Holy Spirit imparts specific grace to us. 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 these opportunities with an expectant heart.

ACCOUNTABILITY – Accelerated growth usually doesn't happen without accountability. 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 system requirements.

PRACTICAL INVOLVEMENT – The inworking of faith needs the outworking of action. Students need the opportunity to pour 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 will be integrated into Harvest Church for this aspect of the program.

PERSONAL DEVOTIONS

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 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. Don't hesitate to ask for advice, tips and pointers for how to develop a personal devotional life.

MENTORSHIP PROGRAM

Each student will be paired with a mentor for the school year. The mentor will be available to 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 school faculty, for help in any matter, personal or otherwise. The BHC staff and faculty also seek to go beyond teaching to coaching, looking for God-arranged opportunities to speak into student's lives. All students will be assigned a mentor.



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. All BHC students are required to participate in the corporate services of Harvest Church and be faithfully involved in a weekly group. Corporate prayer services are rich times of worship, prayer, and ministry and often allow plenty of room for the moving of the Holy Spirit. Full-time students are required to attend all corporate prayer services and school chapels.

Attendance will be taken weekly. Students may be excused from the required services on the same basis as class excuses are given. 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. For part-time students, see p. 12 for schedule requirements.

*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.

RETREATS AND CONFERENCES

There are other special times during the year when there are unique opportunities for spiritual impartation. 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.

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

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.
- 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).

PLEDGE OF HONOR

All students, part-time and full-time, are asked to sign the Harvest College Pledge of Honor as a sign of their commitment to the school, fellow students, and faculty (see p. 18).

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. 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 that men should refrain from any feminine appearance, just as women should refrain from any masculine appearance.

The BHC dress code is based on a culture of honor: honor for BHC as a leadership training program, honor for the pastors, faculty, and church offices, and honor for each other. All students are asked to groom in a clean manner appropriate to the church context. Hair should not be styled in an extreme manner. Students are expected to wear appropriate clothing (no athletic wear, shorts, or sweats) to all classes, chapels, and church services. Dress as you would for a Sunday corporate service. Jeans with a nice shirt and shoes is perfect! If in doubt, dress nice. Save athletic wear for designated casual days.

*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.

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.

STUDENT DISCIPLINE

We are here to help students change and do so in 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 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 intended as reminders of the guidelines. Records are kept of alerts, and the more they accumulate through the semester, the more serious the consequence becomes (i.e. fine or behavioral probation). Students begin each semester with a clean slate.

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 Director or the Administrator.

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	3 alerts	\$5 each alert	5 alerts	10 alerts
YEAR 2	2 alerts	\$5 each alert	5 alerts	10 alerts

3. **BEHAVIORAL PROBATION:** A student who has accumulated 5 alerts in a semester and/or has demonstrated a poor spirit of cooperation, may be placed on behavioral probation by the Director. 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 Director to assess their situation, identify areas needing improvement, and determine a strategy for progress. This may include:
- Limiting course load.
 - Limiting other activities.
 - In addition, the student may be expected to participate in an accountability program designated by the Director, 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.



HARVEST COLLEGE PLEDGE OF HONOR

I, _____, believe that it is the will of God for me to be enrolled in Harvest College for the 2021-2022 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. I understand that failure to make payments on time can jeopardize my position as a student at Harvest College.
- 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 Harvest College Student Handbook 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: _____



CONCLUSION

In concluding this handbook, let us revisit our mission: Harvest College is an educational ministry of Harvest Church committed to strengthening students in their faith, enlarging their understanding, and equipping them as Christian leaders to affect change in their local churches and in societies around the world. 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!