

2014-2015  
Catalog

Horizon University



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San Diego, CA 92111  
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[horizonuniversity.edu](http://horizonuniversity.edu)

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## ABOUT HORIZON UNIVERSITY

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### MISSION STATEMENT

Horizon University enables students seeking Christ-centered instruction to develop critical thinking skills, a broad knowledge base, and a biblically integrated understanding of their vocation, so that they will successfully inspire servant leadership as they excel in their profession and as they win and disciple others for Christ.

### GOALS

Upon successful completion of studies, Horizon University graduates are prepared to:

- **Succeed** in their chosen profession
- **Engage** minds, whether in the workplace, graduate school, or global community
- **Win** a person to Jesus Christ
- **Disciple** a person in Jesus Christ and
- **Send** a person for Jesus Christ

### HISTORY

Horizon University is an outgrowth of the vision of Dr. Michael K. MacIntosh, pastor of Horizon Christian Fellowship. This large, dynamic, non-denominational church in San Diego, California began in 1974 as a small bible study in a living room. Since the time, it has grown to be a church with a vision to Win, Disciple, and Send. Over the years, more than one hundred churches and para-church organizations worldwide have grown out of this congregation, and so, too, has Horizon University.

- 1993 Horizon University initially offered classes under the name Horizon Bible Institute (HBI.) With a religious exemption to operate as a non-accredited institution from the State of California Bureau for Private Postsecondary and Vocational Education, many students were equipped for fruitful ministries, and some also went on to additional schooling.
- 2000 Horizon Bible Institute entered into a relationship with Azusa Pacific University's Haggard Graduate School of Theology. Those who completed the program went on to earn accredited graduate degrees.
- 2005 Students began to benefit from a similar relationship with Bethel Seminary in San Diego.
- 2004 Horizon Bible Institute renamed as Horizon College San Diego to better reflect the comprehensive nature of its programs and in preparation for future growth. It was in this year that a traditional, onsite college program was first offered.
- 2005 Horizon University added online courses to its offerings.
- 2006 The Scripps Ranch area of San Diego became the single location of all classrooms, Administration Offices, the library, and student lounge. For the first time the University was housed in a single facility.
- 2007 Students were first invited to use their Horizon University education toward an accredited graduate degree at Southern Bible College and Seminary.
- 2010 Horizon University experienced the Lord preparing a new set of wineskins to carry on the faithful work of the original founding team and in very short order, the Lord moved Horizon University to a beautiful 16-acre campus in the heart of San Diego, "America's Finest City."
- 2012 Accreditation granted by Association of Biblical Higher Education (ABHE.)
- 2013 School name re-established as Horizon University.

In 2012, Horizon University earned accreditation from the Association of Biblical Higher Education (ABHE), which is a nationally recognized accrediting body providing governance and oversight for the University and an element of additional credibility to the degrees it confers. This means that the investment students are making in their education will retain its value in the marketplace, and that alumni can take their degrees to graduate school or job interviews with confidence. ABHE accreditation also means that Horizon University is eligible to offer Title IV financial aid and VA education benefits to those students who qualify, making Horizon University one of the most affordable Christian undergraduate options available.

While costs and return on investment are important, even more valuable is Horizon University's unwavering commitment to equipping students to win souls to Jesus Christ. While some of our biblical studies graduates go on to full-time ministry on or off of the mission field, many others take their accredited leadership degree into the secular workplace where they establish their ministry in what is perhaps the most underserved and overlooked population of lost souls. Whether in the far corners of the earth, or around the corner from home, and whether on the warehouse floor, in a retail shop or a 5 x 5 cubicle, or from a mahogany lined corner office with a view, Horizon University graduates are prepared to answer God's call.

## **ACCREDITATIONS**

Horizon University is accredited by the Association for Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822-1781; 407-207-0808, [www.abhe.org](http://www.abhe.org). Horizon University has also been granted the authority by the State of California to operate under a religious exemption status.

## **WHAT WE BELIEVE**

We believe there is one living and true God, eternally existing in three persons: the Father, the Son, and Holy Spirit, equal in power and glory; this triune God created all, upholds all, and governs all.

- We believe in Jesus Christ, the eternal Son of God as the only mediator between sinful man and a holy God.
- We believe a person is saved by faith in Jesus Christ, His death, burial and resurrection.
- We believe the Bible to be the inspired and only infallible, authoritative Word of God.
- We believe that the true basis of Christian fellowship is His Love, which is greater than any differences we possess.
- We believe the worship of God should be a spiritual experience and be both intelligent and fruitful.
- We believe that our faith should lead us to Win people to Jesus, Disciple people in Jesus, and Send people for Jesus in obedience to His last command.

## **NON-DISCRIMINATORY STATEMENT**

Horizon University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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## ADMINISTRATION

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### LEADERSHIP AND ADMINISTRATION

Michael K. MacIntosh, D. Min., D. Div.

**University Founder**



Dr. MacIntosh is Senior Pastor and founder of Horizon Christian Fellowship, established in 1974. He is also President of Horizon International (established in 1980), President of Youth Development International since 1989, and Chaplain of the San Diego Police Department, San Diego Sheriff's Office and Newport Beach Police Department. He has recently developed a prototype International Red Cross Crisis Counseling Chaplain's Department.

- Doctor of Divinity Honoris Causa, from Azusa Pacific University, 2005
- Doctor of Ministry from Fuller Theological Seminary, 1992
- Adjunct Professor Azusa Pacific University, Masters and Doctorate degree programs, 1998 -- Present
- Master of Ministry from Azusa Pacific University School of Theology, 1988
- International CISM Foundation Certifications in:
  - Basic and Advanced Critical Incidents Stress Management, 1997
  - Family CISM, 1998

John Laudadio

**President**



For nearly 40 years John Laudadio has been an advisor and consultant providing financial and management services to churches, nonprofit organizations, businesses and their owners. Opening his first accounting firm in 1974 primarily working with Calvary Chapel of Costa Mesa and assisting the startup of new churches throughout the nation, Mr. Laudadio moved to a large public accounting practice in 1978 where he expanded his knowledge and experience. He was President and managing partner of this firm for over 20 years until relocating to South Florida in 2000 where he established Laudadio and Associates. What began as a mindset became a professional motto – Identify Problems, Develop Solutions, and Implement Change, which then evolved into a personal vision and mission to develop leaders in their circle of influence to have a positive impact on the world.

Currently Mr. Laudadio serves on the boards of directors for several charitable organizations and businesses throughout the United States. Based on his belief that each organization and organizational leader has a platform to reach employees, vendors, customers, and key stakeholders; pointing them to Jesus Christ, Mr. Laudadio's desire as President of Horizon University is to successfully inspire servant leadership in students and prepare them to not only excel in their profession, but win and disciple others for Christ.

- Bachelor of Science in Business Administration, 1981
- Certified Public Accountant, California, 1982
- Certified Public Accountant, Florida, 2000



Chelle Annette Islas, MLOS

**Dean of Administration**

Chelle Annette Islas is an accomplished organizational development professional, administrator, instructor, and private leadership coach specializing in quality and performance improvement. She has brought Christian leadership perspective to organizations large and small in both the public and private sector, and has worked extensively with the military and other government agencies both in the United States and abroad. Mrs. Islas uses Micah 6:8 to guide her personal and professional pursuits and she is passionate about preparing students to succeed beyond their college experience.

- Master of Science in Leadership & Organizational Studies, Azusa Pacific University
- Bachelor of Arts in Education and English, National-Louis University
- Associate of Arts in Liberal Arts, College of DuPage
- Certifications include:
  - DDI Facilitator (Development Dimensions, Inc.)
  - DiSC® Facilitator (productivity, performance, communication)
  - Diversity & Inclusion Facilitator (Global Novations/Korn Ferry)
  - Leadership Skills Facilitator (Global Novations/Korn Ferry)
  - Sales Instructor (Infomentis)
- Additional Training includes:
  - 7 Habits Of Highly Effective Managers (Franklin-Covey)
  - Focus: Achieving Your Highest Priorities (Franklin-Covey)
  - Effective Leadership (Franklinquest)
  - Executive Conversation And Negotiation Skills (The Impact Group)
  - Strengths Finder Survey And Strengths Based Leadership (Gallup)

Becky Kirsininkas

**Registrar**

Becky Kirsininkas is a training and development professional with experience in corporate, academic and church ministry environments. Her focus and passion is fostering individual growth through program management, instruction, mentoring and coaching. Mrs. Kirsininkas brings a wealth of skills and experience to the critical Registrar role.

- Bachelor of Science in Applied Mathematics, Purdue University
- Certificate of Instructional Technology, San Diego State University (candidate)
- ACSI Teacher Certification

**ADJUNCT FACULTY**

Eric Beeman, M.Div

- Master of Divinity-Theology, Azusa Pacific University, 2013
- Education Teaching Credential, Christian Heritage College, 2001
- Bachelor of Arts, Sociology, San Diego State University, 1999

Stuart Boyer, M.A.

- Master of Divinity-Ministry
- Master of Arts in Religion/Ethics, Azusa Pacific University, 2007
- Bachelor in Biblical Studies, Horizon University of San Diego, 2004
- Certifications and/or training in:
  - Critical Incident Stress Management Certified
  - Police and Fire Chaplain Training

Anthony Husemann, Ph.D.

- Ph.D. in Management and Organizational Leadership, 2006
- Masters of Education, University of South Carolina, 1991
- Bachelors of Science, Biology, St. Mary's College of Maryland, 1976
- Certifications in Missions, Evangelism and Christian Education, Columbia International University, 1988

Esther Liu, D.Min

- Doctor of Ministry (Spiritual Formation), Fuller Theological Seminary, 2007
- Master of Divinity (Christian Formation and Discipleship), Fuller Theological Seminary, 1991
- Master of Science in Nutrition, Texas Tech University, 1984
- Bachelor of Science in Nutrition, 1981

Mark Miller, D.Min (candidate)

- Doctor of Ministry in Organizational Leadership, Bethel Seminary, candidate
- Master of Divinity, Church of God Theological Seminary, 2000
- Bachelor of Arts in Bible and English, 1996

Chuck Morris, Ph.D.

- Ph.D. in Leadership, Tennessee Temple University, 2011
- Master of Arts, Biblical Studies, Southern California Seminary, 2008
- Masters in Religious Studies, Harvest Institute for Biblical Studies
- Bachelors in Biblical Studies, Harvest Institute for Biblical Studies

## **ADDITIONAL INSTRUCTORS**

Stephen D. Bennett, M.A.

- Master of Arts in Christian Apologetics, Biola University, 2000
- Bachelor of Arts in Social Sciences, San Diego State University, 1974
- Secondary Teaching Credential in Social Science and Mathematics, San Diego State University, 1976
- Certificate in Oracle Database Administration

David Looney, M.Div.

- Masters of Divinity, Bethel Seminary San Diego, 2009
- Bachelors of Arts in Biblical Studies, Baptist Bible College West, 2005

Gino Pasquariello, Ed. D.

- Doctorate of Education, Azusa Pacific University, 2009
- Master of Arts and Theological Studies, Bethel University, 2002
- Spiritual Formation and Development Certificate

## **GOVERNANCE – BOARD OF TRUSTEES**

Horizon University maintains a Board of Trustees consisting of at least five but no more than fifteen members, including the President, John Laudadio, and Chairman of the Board, Michael K. MacIntosh. The board serves to safeguard the accomplishment of the mission and goals of the school.

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## FACILITIES AND RESOURCES

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Our 16-acre ADA approved single story campus is located at 5331 Mt. Alifan Drive, San Diego, CA 92111, and our classrooms were upgraded in 2014 to include 55” high-definition monitors and free Hotspot wireless internet access for instructors and students.

### LIBRARY

The air-conditioned library at Horizon University is outfitted with computer workstations loaded with both Microsoft Office and Logos Libronix Bible Software. It is equipped to provide the best possible research and teaching resources for students, faculty, and staff. Our collection currently contains over 17,000 volumes, with both modern and classic works in theology, biblical studies, and Christian ministry. The catalog is available to students from any location offering internet access. The University librarian provides research assistance and oversees the use of shared computer resources, which are available to students during regular library hours. In addition, the library offers dedicated study space to students using their own devices.

**NOTE: STUDENTS MUST SIGN THE COMPUTER INTERNET AND EMAIL USAGE POLICY AND ABIDE BY IT WHETHER USING UNIVERSITY EQUIPMENT OR THEIR OWN ELECTRONIC DEVICES.**

### CAMPUS SAFETY

Horizon University is committed to maintaining a safe, productive, and comfortable environment for students, faculty, and staff and for this purpose, the following information has been provided to make you aware of the Horizon programs that exist to protect the safety and well-being of our students and personnel in compliance with state and federal legislation, including the federal Drug-Free Schools and Communities Act of 1989 and the federal Student Right-to-Know and Clery Act.

Our Social and Behavioral Standards Policy was established to create a safe learning and working environment for students, faculty, and staff. In addition, our campus is fully enclosed, and has two gates which are patrolled regularly, and locked by 10:00 pm. Cars are not permitted to park overnight unless Campus Services is notified. The Campus Safety office is open on regular school days, Monday through Friday 9:00 a.m. – 5:00 p.m., and Campus Services personnel are on campus 24 hours a day, seven days each week. Campus Safety is readily available by phone to provide security assistance and hear concerns.

- Campus Safety Office
- Regular Hours: **858-277-4991 extension 1272**
- After Hours: **858-357-5269**

Horizon University also works in conjunction with the San Diego Police Department, as well as the San Diego Fire Department to provide a safe and prepared campus community.

- San Diego Police Department
- Emergency: **911**
- Non-emergency: **858-484-3154**

## CALENDAR

### 2014-2015 ACADEMIC CALENDAR

SEMESTER 1 – FALL 2014				
Offering Period		Start Date	End Date	Add/Drop Deadline
<b>FAL14:A</b>	<b>TS 12 weeks</b>	<b>09/01/2014</b>	<b>11/23/2014</b>	<b>09/14/2014</b>
FAL14:1	APS 12 weeks	09/01/2014	10/12/2014	09/14/2014
FAL14:2		10/13/2014	11/23/2014	
<b>FAL14:B</b>	<b>TS 12 weeks</b>	<b>12/01/2014</b>	<b>03/01/2015</b>	<b>12/14/2014</b>
FAL14:3	APS 12 weeks	12/01/2014	01/18/2015	12/14/2014
FAL14:4		01/19/2015	03/01/2015	
SEMESTER 2 – SPRING 2015				
Offering Period		Start Date	End Date	Add/Drop Deadline
<b>SPR15:C</b>	<b>TS 12 weeks</b>	<b>03/02/2015</b>	<b>05/31/2015</b>	<b>03/15/2015</b>
SPR15:5	APS 12 weeks	03/02/2015	04/19/2015	03/15/2015
SPR15:6		04/20/2015	05/31/2015	
<b>SPR15:D</b>	<b>TS 12 weeks</b>	<b>06/01/2015</b>	<b>08/23/2015</b>	<b>06/14/2015</b>
SPR15:7	APS 12 weeks	06/01/2015	07/12/2015	06/14/2015
SPR15:8		07/13/2015	08/23/2015	

### 2014-2015 SCHOOL HOLIDAYS AND BREAKS

SEMESTER 1 – FALL 2014		SEMESTER 2 – SPRING 2015	
Labor Day	9/1/2014	Easter Break	04/06 through 04/12
Thanksgiving Break	11/23 through 11/30	Memorial Day	5/25/2015
CHRISTmas Break	12/22 through 12/28	Independence Day (observed)	7/3/2015
New Year's Day	1/1/2015	Summer Break Begins	8/24/2015
President's Day	2/16/2015		

NOTE: HORIZON UNIVERSITY'S ADMINISTRATIVE OFFICES ARE CLOSED DURING ALL SCHOOL BREAKS AND ON SCHOOL HOLIDAYS.

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## ACADEMIC OFFERINGS

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Horizon University offers graduates accredited degrees they can take to graduate school or use to further their career. Students and working professionals can earn a degree in 12 week or 6 week course cycles, also choosing online or on campus delivery. Those seeking personal growth and development may audit courses (no credit earned) at low cost and with no long term commitment.

### DEGREES

Horizon University currently offers the following degrees:

- Associate of Biblical Studies (ABS)
- Bachelor of Biblical Studies (BBS)
- Bachelor of Organizational Leadership (BOL)
- Bachelor of Leadership and Ministry (BLM)

### LEARNING MODELS

Horizon University instruction is delivered through two distinct learning models – Traditional Studies (TS) and Adult Professional Studies (APS).

#### Traditional Studies (TS)

Horizon University's Traditional Studies model offers students a traditional college experience. Courses in the Traditional Studies model are taken simultaneously in four 12-week offering periods over two semesters. Courses in the TS model are offered on campus and online.

**NOTE: A FULL TIME TRADITIONAL STUDIES STUDENT TAKING FOUR COURSES SIMULTANEOUSLY IN EACH OFFERING PERIOD COULD COMPLETE AS MANY AS 48 CREDITS PER ACADEMIC YEAR.**

#### Adult Professional Studies (APS)

Horizon University's Adult Professional Studies model is well suited for students with an organized, focused, independent learning style. Students entering the APS model must have previous college experience and transfer at least 40 non-resident credits into their chosen program of study.

As students seek to balance the demands of church, family, and work with their academic pursuit, convenience is the differentiating benefit in the APS model. APS students need not concern themselves with course selection, registration activities, or other administrative details as they would in a traditional experience. Students enrolled in this model are auto-registered for each 6-week course, and because the courses are taken consecutively (one at a time), they are free to focus on just one subject in each of the eight annual offering periods.

To accomplish this convenience, the APS model is highly structured and is only offered in online delivery. To make continuous progress toward degree completion, courses are taken year-round in a set sequence, with each new course beginning the day after the previous course ends. Students seeking flexibility in course selection and/or scheduling may prefer the Traditional Studies model.

**NOTE: A FULL TIME ADULT PROFESSIONAL STUDIES STUDENT COMPLETING ALL EIGHT COURSES OVER TWO SEMESTERS WILL COMPLETE A TOTAL OF 24 CREDITS PER ACADEMIC YEAR.**

## **DELIVERY OPTIONS**

Class instruction is delivered onsite and online at the following campuses:

### **On Campus**

Onsite classes meet at Horizon University's San Diego campus and are offered days (1:00 p.m. – 4:30 p.m.) and evenings (6:00 p.m. – 9:30 p.m.)

### **Online**

Traditional Studies instruction is delivered online via the MY HORIZON online portal, and Adult Professional Studies instruction is delivered through an alternate online platform used for 6-week courses only.

**NOTE: ALTHOUGH ONLINE COURSES DO NOT REQUIRE STUDENTS TO MEET AT SET TIMES TOGETHER ONLINE PLATFORM, RELIABLE ACCESS TO THE INTERNET IS REQUIRED IN ORDER TO MEET COURSE REQUIREMENTS. EMAIL IS NOT AN ACCEPTABLE SUBSTITUTE.**

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## ADMISSIONS

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Horizon University is committed to equipping Christians for ministry, whether that ministry is on the international mission field, at church, or in the secular workplace. To this end, all Horizon University curriculum is founded on biblical truths and designed to establish in students a deep commitment to the Lord.

In order to be considered for admission to Horizon University, applicants must be able to read and write adequately in the English language. In addition, each applicant must provide proof of secondary school (high school) completion or the equivalent (GED, for example), verifying a minimum 2.0 grade point average (GPA.) An applicant who cannot meet these minimum requirements may appeal to the Admissions Committee for conditional admission as they seek to fulfill the requirements. The decision of the Admissions Committee is final.

Returning students whose original application was submitted prior to the 2014-2015 school year will need to re-apply to the University as if they were a first-time applicant. However, their earned credits will not be affected.

Whether new or returning, all applicants must attend a group information meeting prior to scheduling a one-on-one Admissions meeting. These virtual information sessions are scheduled weekly and both the calendar and registration to attend are found online at [www.horizonuniversity.edu](http://www.horizonuniversity.edu).

**NOTE: STUDENTS ADMITTED BEFORE 2014 OR WHO HAVE MISSED TWO OR MORE SEQUENTIAL OFFERING PERIODS ARE REQUIRED TO RE-APPLY, COMPLETING THE ONLINE APPLICATION PROCESS, INCLUDING APPLICATION FEE.**

### ADMISSION PROCEDURES

Horizon University accepts new enrollments in the first offering period of the Fall Semester and Spring Semester. In 2014-2015 the first day of classes in these semesters is September 1, 2014 and March 2, 2015, respectively. Applicants pursuing admission to Horizon University for one of these start dates must submit a completed application (including all of the required elements) no later than the mid-point of the semester preceding their desired entrance period. For Spring 2014 applications should be complete (including all elements) by December 1, 2014.

Applicants should take the following steps in order (or simultaneously):

1. Register for and attend an Online Group Information Meeting ([www.horizonuniversity.edu](http://www.horizonuniversity.edu))
2. Complete and submit an online application ([www.horizonuniversity.edu](http://www.horizonuniversity.edu)), which includes the following:
  - Non-refundable \$100 application fee
  - Acknowledgement and acceptance of the Financial Obligation Agreement
  - Acknowledgement and acceptance of Horizon University's Social and Behavioral Standards
  - Admissions essay: personal testimony as writing sample (minimum 300 words)
3. Provide two personal references (not including family members)
  - References must be submitted by the reference, not the applicant (email: [info@horizonuniversity.edu](mailto:info@horizonuniversity.edu))
  - References must be received on the form/document that is provided in the online application
  - Recommended references are: one from church leadership, and the other from a teacher or employer
4. Provide proof of high school graduation, or equivalent – for example:
  - High school transcript
  - GED

5. Submit official transcripts
  - Official transcripts must be received directly from all prior post-secondary institutions from which credit for learning is requested
  - Transfer credit will not be confirmed from unofficial transcripts
  - Transfer credits must be confirmed by the student before registration can take place
6. Schedule and attend an Admissions Interview and accept the entrance degree requirements and transfer credits as illustrated on the entrance degree progress report (DPR)
7. Complete the Financial Aid application process, if aid will be considered (both Title IV and VA benefits are available)
  - Application must be complete prior to Day 1 of classes for Title IV financial aid
  - Veteran’s benefits must have appropriate documentation prior to Day 1 of classes, although certification will not be made until after the add/drop date

Applicants are notified of their acceptance status via U.S. Mail once a decision has been made. Those admitted will only be notified after all application elements have been received, verified, and processed into the prospective student’s record. Applicants should monitor their email (including JUNK/SPAM folders) carefully throughout the admissions process in order to mitigate delays.

## ACADEMIC ADVISING

Academic advising is available to students throughout their enrollment at Horizon University. During the admissions process, the student is required to participate in at least one session with an Academic Advisor or other Admissions staff member. This session is intended to establish a common understanding of the Student and Advisor responsibilities and the student’s academic roadmap, and to define shared expectations for progress through to completion of the chosen program.

**NOTE: WHILE HORIZON UNIVERSITY SEEKS TO COME ALONGSIDE STUDENTS, IT IS ULTIMATELY THE STUDENT’S OWN RESPONSIBILITY TO CONFIRM ALL NON-RESIDENT CREDITS AND DEGREE REQUIREMENTS PRIOR TO ENROLLMENT AND TO THOROUGHLY REVIEW THE STUDENT HANDBOOK AND THE CATALOG EACH YEAR.**

## DEGREE PROGRESS REPORT (DPR)

The Degree Progress Report (DPR) tracks a student’s unofficial academic progress through a particular program of study. The DPR tracks completion of general education requirements, electives, degree major requirements and completion of the ministry practicum. It also includes a record of any non-resident credits awarded towards degree completion and a one year course registration roadmap to guide the student through the current school year.

**NOTE: DEVIATION FROM THE ROADMAP FOUND ON THE STUDENT’S DPR WILL RESULT IN DELAYS BASED ON COURSE AVAILABILITY AND SHOULD BE DISCUSSED IN ADVANCE WITH AN ACADEMIC ADVISOR.**

Each student signs a degree progress report (DPR) during admissions process and prior to the initial registration for classes. Every student is provided a registration roadmap on the DPR provided by their Academic Advisor. Under normal circumstances, the student will register for courses according to their individualized roadmap. The DPR should be reviewed by the student after each offering period to track which courses have been completed and what requirements must still be satisfied, and students should request an advising session to formally update the DPR at the end of each academic year.

The DPR (and the roadmap on it) serves as a guide to Traditional Studies students as they register for courses in each offering period. For APS students, it is simply a reflection of the auto-registration that will take place.



1. Refer to the registration roadmap on your current DPR to determine which courses apply to your remaining degree requirements.
2. Complete registration online at MY HORIZON prior to the first day of the offering period, or using an ADD/DROP/WITHDRAW form beginning on Day 1.
3. At your Student Finance page on MY HORIZON, make payment on the tuition and fees for the offering period, except where Title IV financial aid or Veteran's Education Benefits are pending. All balances remaining after the application of financial aid (if any) are due immediately.

**NOTE: STUDENT ACCOUNTS WILL BE LOCKED OUT OF REGISTRATION WHENEVER A BALANCE IS DUE AT THE END OF AN OFFERING PERIOD. THESE ACCOUNTS MAY BE SENT TO HORIZON UNIVERSITY COLLECTIONS TO RESOLVE THE PAST DUE BALANCE PRIOR TO ADDITIONAL REGISTRATION IN CLASSES.**

## **SOCIAL AND BEHAVIORAL STANDARDS**

Horizon University's Social and Behavioral Standards policy applies to every student, whether or not they have indicated agreement by their signature. Each student's active (TS) or passive (APS) registration in any course indicates agreement to biblically based guidelines in the areas of speech, dress, authority, relationships, drug/alcohol use and smoking, sexual morality, and lawful conduct. The policy is not intended to serve as a law, but rather as a commitment to participation in Horizon University's Covenant Community and the "law of love" as found in Romans 14:14-23. "For he who serves Christ in these things is acceptable to God and approved by men." (Romans 14:18)

The Social and Behavioral standards policy supports our Covenant Community while seeking to ensure the safety and comfort of everyone on campus. Students who are deemed to be out of compliance with either the letter or the spirit of this policy are subject to disciplinary action, and this action may include, but is not limited to suspension, expulsion and/or denial of graduation.

A copy of the Social and Behavioral Standards is included in each student's application to the University, and the policy is also found in the annual Student Handbook.

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## ENROLLMENT

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Full time students are given priority for enrollment over less-than-full time students in all courses and degree candidates for the current school year are enrolled prior to any other less-than-full time registration.

### ENROLLMENT STATUS

Enrollment status influences eligibility for financial aid and other opportunities. It is each student's responsibility to understand how their enrollment decisions will impact their financial and academic circumstances.

#### Active

For-credit students are considered active if they are achieving satisfactory academic progress without missing more than one offering period consecutively. Students who stop attending without notice, and/or who fail to successfully complete more than one offering period (for TS students, the span over summer notwithstanding), and/or who have a past due balance on their Student Finance account may be administratively converted to inactive status without notice.

#### Inactive

Students become inactive when they graduate or elect to withdraw from the University, or when they are administratively or academically withdrawn by leadership.

A Traditional Studies student may be administratively withdrawn from the University when:

- he or she fails to earn a grade of 2.0 or higher in at least one course over two consecutive offering periods (not including the final offering period, SPR15:D), and/or
- he or she does not register in, fails to earn a grade of 2.0 or higher in, or drops out of any one offering period with a past due balance of any amount on their Student Finance account.

An Adult Professional Studies student may be administratively withdrawn from the University when:

- he or she drops or withdraws from more than one course per academic year, completing fewer than seven classes in that academic year, and/or
- he or she fails to earn a grade of 2.0 or higher in, or drops out of any one course with a past due balance of any amount on their Student Finance account.

Inactive students must reapply to the University and are subject to any degree program or policy changes upon re-admission, including degree requirements and/or acceptance of non-resident credits. These returning students must complete the entire application process, including payment of the application fee.

## **ENROLLMENT STATUS (CONTINUED)**

### **Full Time**

Traditional Studies students are considered full time when registered for 12 or more credits (12CRs) in any 12 week offering period (FALL A, FALL B, SPRING C, SPRING D.)

Adult and Professional Studies students are considered full-time when registered for 12 or more credits (12CRs) in each of the two 24-week academic semesters (FALL and SPRING.).

### **Less-Than-Full Time**

Students who do not meet the requirements of full time status in their model (TS or APS) are considered less-than-full time. For Title IV financial aid, less-than-full time is broken down as follows:

- Part-time students are those taking at least 9CRs but less than 12CRs in the timeframe measured
- Half-time students carry at least 6CRs in the timeframe measured
- Less-than-half time students are carrying less than 6CRs in the timeframe measured

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## REGISTRATION

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Once an applicant is accepted to Horizon University (whether that acceptance is provisional or not), they are considered to be an active student of the school and as such are provided access to an online Student Account at the school's online platform called "MY HORIZON."

### STUDENT ACCOUNT MANAGEMENT ("MY HORIZON")

MY HORIZON is the official portal for student records, enrollment information, registration, financial information, official University news and notifications, the official school calendar, and more. Students are responsible for logging into their MY HORIZON account at least weekly and for remaining current with all news and information provided therein. Information and notices posted at "The Feed" on the MY HORIZON home page are considered official notifications to students, whether the student has reviewed them or not.

Access to MY HORIZON remains available until the student is no longer active due to graduation or due to withdrawal by student election or through academic (suspension or expulsion) and/or administrative (due to policy infractions, non-payment, etc.) action.

Students are responsible for providing requested information for their official student record (including social security number, date of birth, and more) in a timely manner, and for keeping address, phone number and email information on the Student Info tab current throughout their active enrollment.

NOTE: SOME INFORMATION COLLECTED, INCLUDING GENDER, AGE, AND RACE/ETHNICITY IS USED SOLELY FOR REQUIRED REPORTING PURPOSES AND IS NOT USED IN ANY OTHER MANNER OR FOR ANY OTHER PURPOSE.

### REGISTRATION STEPS

Students must complete the Admissions process and be officially accepted at Horizon University before they can register into courses (see Admissions.)

#### Registration Steps for Adult Professional Studies

APS students are auto-registered for pre-sequenced courses in each offering period; there is no self-registration.

NOTE: BY ACCEPTING INITIAL ENROLLMENT, APS STUDENTS ACKNOWLEDGE THAT THEY ARE RESPONSIBLE FOR ADHERING TO THE ADD/DROP/WITHDRAW POLICY AND THAT THEY ARE RESPONSIBLE FOR ALL TUITION AND FEES INCURRED AS A RESULT OF THE AUTO-REGISTRATION PROCESS UNLESS OR UNTIL THEY HAVE TAKEN THE ACTION REQUIRED BY THE POLICY.

#### Registration Steps for Traditional Studies

Traditional Studies students must complete the admissions process and be accepted to Horizon University before they are eligible to register in an offering period. Once enrolled, Traditional Studies students are responsible for their own registration in each offering period of the academic year.

TS students cleared for enrollment will self register for classes using MY HORIZON. Registration opens up to two weeks in advance of the offering period and closes at midnight (Pacific Time) the night before the first day of classes.

## AUDIT (NOT-FOR-CREDIT)

Individuals desiring personal growth and development, who are not seeking to earn college credit, may do so as an “audit attendee.” Audit attendees do not participate in class activities, do not submit assignments, and do not take exams; their attendance is limited to observation only and no instructor feedback is received. Courses taken by audit attendees (not-for-credit) do not earn college credit nor are they eligible for credit at any time in the future; no exceptions will be made.

To audit courses at Horizon University, submit the abbreviated online application titled “Course Audit Application (not for credit)” with the nominal application fee. Audit attendees must be accepted for non-credit attendance at least two weeks prior to the first day of the offering period. Once accepted, audit attendees register by completing an Add/Drop/Withdraw form and submitting it to the Administrative Office with payment in full prior to the add/drop date in any offering period. Audit attendees may only register in one course per offering period, and although they do not pay a registration fee, they are responsible for Tuition as well as the Online Access Fee (where applicable.) There is no tuition or fees refund for audit attendees, and financial aid is not available.

**NOTE: CREDIT EARNING STUDENTS ARE GIVEN ADMISSIONS AND REGISTRATION PRIORITY, AND AUDIT REQUESTS ARE PROCESSED ONLY AFTER APPROVAL BY THE INSTRUCTOR AND RECEIPT OF PAYMENT IN FULL.**

## REGISTRATION CHANGES

Students may add or drop a course until the published Add/Drop deadline in each twelve week offering period by submitting an Add/Drop/Withdraw Form to the Registrar in accordance with the school’s Add/Drop/Withdraw Policy. After that date, submission of the Add/Drop/Withdraw form can only result in a withdrawal.

The Add/Drop deadline for each offering period is published in the academic calendar, which is published in this document, on the official school website, and at MY HORIZON.

### Add a Course

To add a course after the offering period has commenced, submit a completed and signed Add/Drop/Withdraw Form to the Registrar according to the University’s Add/Drop/Withdraw Policy.

### Drop a Course

To drop a course after the offering period has commenced, submit a completed and signed Add/Drop/Withdraw Form to the Registrar. Successfully dropping a course at any time between Day 1 and the Add/Drop deadline will show as “DR” on the official transcript.

**NOTE: A COURSE IS NOT OFFICIALLY DROPPED UNTIL THE ADD/DROP/WITHDRAW FORM HAS BEEN ACCURATELY FILLED OUT, SIGNED, AND SUBMITTED TO THE REGISTRAR; (NOTE THAT ELECTRONIC SIGNATURE IS NOT ACCEPTED.) THE DATE OF OFFICIAL ACTION WILL BE USED FOR APPLICATION OF THE TUITION REFUND POLICY.**

## Withdraw from a Course

Requests to drop a class after the Add/Drop Deadline and up to the class mid-point are considered as requests for “Withdrawal.” Approved requests result in a “W” on the student’s official transcript. Add/Drop/Withdraw Forms will be accepted by the Registrar until midnight (Pacific Time) on the Sunday evening at the end of the sixth week for TS students and end of the third week for APS students.

If no Add/Drop/Withdraw Form is received by the Registrar, the student’s transcript will reflect the grade certified by the Instructor for the work submitted.

## Submitting an Add/Drop/Withdraw Request

To add, drop or withdraw from a course, complete and sign the Add/Drop/Withdraw Form, and submit it directly to the Registrar either by email to registrar@horizonuniversity.edu, via U.S. Mail service to the campus address and attention of the Registrar, or by presenting the request in person to the Registrar at the Administrative Office. The completed form must be received with an ink signature (electronic signatures are not valid) and directly from the student making the request; it will not be accepted from any other student, individual or Instructor.

NOTE: ADD/DROP/WITHDRAW REQUESTS INITIATE THE PROCESS OF UPDATING ENROLLMENT. HOWEVER, THIS ACTION WILL ALSO BE SUBJECT TO THE TUITION REFUND SCHEDULE (SEE REFUND POLICY) AND STUDENTS SHOULD CONSIDER CAREFULLY THEIR DECISION.

**ATTENTION:** The Add/Drop/Withdraw Form is officially executed as of the date the accurately completed and signed form is received by the Registrar, not necessarily the date indicated on the form or on any other correspondence. Refer to the 2014-2015 Calendar for Add/Drop dates in each offering period.

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## STUDENT RECORDS MANAGEMENT

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### STUDENT RECORDS POLICY

In accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, Horizon University provides current and prior students with access to their educational records, and ensures that only University staff members whose roles require it have access to those records. As required by FERPA, educational records will be released to third parties only with the written consent of the current/prior student.

#### Right of Access

With a few exceptions provided by law, students at Horizon University may see any of their educational records upon request. In general, access will be granted promptly upon request to the records custodian, and if delay is necessary, access will be granted no later than 45 days after request. Furthermore, students have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints into the records. Students may waive their right of access to recommendations and evaluations in the cases of admissions, application for employment, and nomination for awards. Horizon University does not require students to sign a waiver of their right of access to their records, but students should be aware that recommendations and evaluations may lose credibility without a signed waiver.

#### Disclosure of Student Records

With certain exceptions provided by law, Horizon University will not release information concerning students, other than directory information, from their education records to anyone other than University officials without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the University with written permission to release specific records and to which parties the releases should be made.

The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal income tax purposes. Unless a student has submitted credible evidence of non-dependency, parents requesting information may generally be granted access upon submission to the University of an affidavit or other evidence of federal income dependency.

The University has designated the following categories as directory information, and at the University's discretion, this information may be released to the public without consent of the student: student's name and maiden name, address, telephone number, date and place of birth, major field of study and courses taken, participation in officially recognized activities and sports, weight and height (of members of athletic teams), dates of attendance, degrees and awards received, all previous educational agencies or institutions attended, current class schedule, employer, church membership, photographs, and parents' names, addresses, and telephone listings. It is the general policy of the University is not to release directory information regarding its students unless, in the judgment of the appropriate record custodian or other officials with record access, such release either serves a legitimate educational purpose or is not adverse to the interests and privacy of the student. However, the student may request that certain categories of directory information not be released to the public without his/her written consent. Such requests shall be submitted in accordance with the student records policy of the University.

This notice is not intended to fully explain students' rights under FERPA. The Office of the Registrar maintains copies of the official Horizon University Student Records Policy, which contain detailed information and procedures with regard to these rights. Students may obtain a copy of the written policy upon request to the Office of the Registrar, Horizon University, 5331 Mt. Alifan Drive, San Diego CA 92111. Any student alleging failure of the University to comply with FERPA may file a complaint with the Family Education Rights and Privacy Act Office (FERPA), United States Department of Education, 4511 Switzer Building, 330 C St. SW, Washington, DC 20201.

## TRANSCRIPTS

Transcripts are the student's official record of grades and course credits earned at Horizon University, as well as any officially approved non-resident credits transferred from other academic institutions or otherwise earned elsewhere. Official transcripts are available to any current or former student whose financial obligation to the University has been met.

### Transcript Policy

- Transcripts, diplomas, and/or verifications of degrees will not be released/provided until the student's financial obligations to the University have been satisfied. No exceptions will be made.
- For security purposes, transcripts will not be faxed or emailed. Horizon University issues official transcripts by mail only.
- Stated processing times is the time it takes to generate your transcript documents and prepare them for mailing. This does not include the time required for mail delivery to the recipient.
- Every transcript is checked for accuracy. It is the student's responsibility to direct inquiries relating to perceived discrepancies to the Registrar within 30 days of the transcript request.

### Transcript Codes

- Transcripts will reflect a "DR" for any course in which the student submitted an ADD/DROP/WITHDRAW request prior to the deadline and in accordance with the stated policy.
- Transcripts will reflect a "W" for any course in which the student submitted an ADD/DROP/WITHDRAW request after the deadline but prior to the course mid-point in accordance with the stated policy.
- Where no ADD/DROP/WITHDRAW form was received before the mid-point of the offering period, transcripts will reflect the final grade certified by the Instructor for work submitted.

Transcripts will reflect an "IP" during the extension period for which a complete and accurate Request for Incomplete Form is received by the administration prior to the last day of the course. Upon the expiration of the extension, the student's grade will be finalized based on work submitted.

### Request for Transcripts

Official transcripts of Horizon University coursework are available approximately four weeks after the completion of courses. Active students may view or print an unofficial transcript on MY HORIZON at any time by logging into MY HORIZON and selecting export transcript from the gear on the Student tab.

To request an official transcript, submit a completed Transcript Request Form to the Registrar with payment in full. Forms are available on the website and at MY HORIZON. Regular Service processing time is 10 business days.

Completed forms may be submitted in three ways.

1. In person to the Registrar at the Administrative Offices
2. By email to registrar@horizonuniversity.edu
3. By U.S. Mail to:

**Horizon University**  
ATTN: Registrar  
5331 Mt Alifan Drive  
San Diego, CA 92111

**NOTE: TRANSCRIPTS, DIPLOMAS, VERIFICATIONS OF DEGREES AND/OR STUDENT RECORDS OF ANY KIND WILL NOT BE RELEASED/PROVIDED TO THE STUDENT OR ANY THIRD PARTY (OTHER THAN RELATING TO FEDERAL FINANCIAL AID) UNTIL ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY HAVE BEEN SATISFIED.**





## **Transcript Service and Fees**

- Service
  - Regular – Processed and mailed within 10 business days
  - Rush – Processed and mailed within 5 business days for an additional fee
- Fees
  - Per Official Copy - \$10.00
  - Rush Service - Additional \$15.00 per order
- Payment
  - In person at the Administrative Offices by check or credit/debit card
  - By phone (processed as an electronic check or credit/debit card payment)
  - Online via MY HORIZON (active students) or link provided (all others)
  - Cash is not accepted

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## FINANCIAL INFORMATION

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### COSTS

The following information on tuition and fees applies to the 2014-2015 academic year. However, tuition and fees, as well as refund policies, are subject to change each academic year.

### Tuition

The tuition rate for the 2014-2015 academic year is \$250.00 per credit, which generally equates to \$750.00 per 3-credit course. Horizon University courses are typically 3 credits and full time attendance is defined as 12 credits per period. Therefore, full-time, degree seeking students will incur \$3,000.00 in tuition costs for each 12 credits.

- **Tuition:** \$250.00 per credit (Example: 3-credit course = \$750.00)
- **Audit Cost (not-for-credit):** \$120.00 per course

### Fees

Fees apply to all students equally, whether they are enrolled in the Traditional Studies program or Adult and Professional Studies program. All fees are non-refundable.

- **Application fee (for credit):** \$100.00 – A non-refundable fee due at the time of application that is used to offset administrative costs of Admissions processing
- **Application fee (not-for-credit):** \$25.00 - A non-refundable fee is due at the time of application that is used to offset administrative costs of Admissions processing
- **Registration fee:** \$50.00 - A non-refundable fee assessed for each half-semester (12 week) offering period that is due at the time of registration (A full-time student enrolled in all four half-semester incurs registration fees totaling \$200.00 per academic year)
- **Online Access fee:** \$50.00 – A non-refundable fee assessed for each online course registration that is usual and customary for online learning options are available
- **APS Additional Materials fee:** \$50.00 – A non-refundable materials fee assessed for some APS courses in lieu of a textbook (including Old Testament Survey and New Testament Survey taken in the APS model)
- **ACE fee:** \$50.00 – This non-refundable fee is assessed for all ACE certified courses
- **Non-resident Credit fees:**
  - Transfer Credit: There is no fee assessed for credit transferred from an accredited institution
  - Credit for Life Experience (CLE): \$250.00 – A non-refundable fee for review of each submitted portfolio, whether credit is awarded or not
  - Credit by Exam (CLEP/DSST): \$250.00 – A non-refundable fee assessed for each accepted exam
- **Transcript fees:** \$10.00 per copy / \$15.00 per order for rush service – billed upon receipt
- **Graduation fee:** A non-refundable fee that applies with/without participation in commencement

### TUITION PAYMENT

Tuition and fees are due at the time of registration and are considered past due after the Add/Drop deadline for the offering period. Any student with a past due balance at the end of an offering period will be locked out of registration until the account is paid in full. These accounts may be sent to Horizon University Collections to assist in making payment arrangements.

NOTE: REGISTRATION IS LOCKED WHEN THE STUDENT FINANCE ACCOUNT IS PAST DUE.

## Tuition Installment Plan

Under certain circumstances, students may be allowed to extend tuition payments over a period of time. The agreed upon payment plan remains in effect until either the balance is paid in full or the student fails to meet the plan requirements at which time the remaining balance is due immediately.

NOTE: STUDENTS RECEIVING TITLE IV FINANCIAL AID OR VA EDUCATION BENEFITS ARE NOT ELIGIBLE FOR PAYMENT PLANS.

The following rules apply to any Student Finance Account with a payment plan in place.

- The student must pay all fees plus at least 30% of the total tuition for each offering period upon registration
- A payment schedule must be submitted to and approved by Horizon University Collections before the Add/Drop date for the offering period
- If a student fails to meet the agreed upon payment date and/or amount, the remaining balance becomes due immediately
- Where a payment plan agreement has not been faithfully executed/maintained by the student, the student account is locked for future registration
- In all cases where a balance is due on a Student Finance Account, all grades, transcripts, and diplomas are withheld pending payment in full

## TUITION REFUND POLICY

In order to be eligible for a tuition refund of any amount, the student must *officially* drop or withdraw from the course in accordance with the Add/Drop/Withdraw Policy. Tuition refunds are calculated based on the official drop/withdrawal date, which is the date on which the completed and signed form is *received* by the Registrar. Administrative withdrawals (those initiated by the administration rather than the student) are not eligible for tuition refund. Note that all fees are non-refundable.

NOTE: THE TUITION REFUND SCHEDULE SHOULD BE CONSULTED PRIOR TO DROPPING/WITHDRAWING A COURSE IN ANY OFFERING PERIOD.

## Tuition Refund Schedule

All dates in the refund schedule below are midnight in the Pacific Time zone. Also, note that all fees are non-refundable and due together with tuition by the Add/Drop deadline in each offering period.

Offering Period Progress	Traditional Studies	Adult Professional Studies	Tuition Refund
Up to one-sixth complete	Day 1 – Day 14	Day 1 – Day 7	100%
Up to one-third complete	Day 15 – Day 28	Day 8 – Day 14	50%
<b>More than one-third</b>	<b>After Day 28</b>	<b>After Day 14</b>	<b>No refund</b>

NOTE: TUITION AND FEES, AS WELL AS REFUND POLICIES, ARE SUBJECT TO CHANGE EACH ACADEMIC YEAR.

Please refer to the 2014-2015 Calendar for Add/Drop dates and offering period mid-points as they relate to enrollment changes including add/drop and withdrawal.

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## FINANCIAL AID

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Horizon University offers federally funded financial aid options that are available for qualifying individuals through Title IV (T4) federal aid and through VA education benefits.

**NOTE: STUDENTS RECEIVING FINANCIAL AID SHOULD BE ADVISED THAT ANY DECREASE IN ENROLLMENT (WITHDRAWAL FROM OR DROPPING CLASSES FROM INITIAL REGISTRATION) MAY NEGATIVELY IMPACT ELIGIBILITY FOR THE CURRENT AND PERHAPS EVEN FUTURE OFFERING PERIODS/"TERMS."**

Horizon University maintains a policy for the refund of the unused portion of tuition, fees, and any other charges in the event the veteran/student fails to engage or withdraws from a course, or is discontinued at any time prior to the completion of a course. The amount charged to the veteran/student for tuition, fees, and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear in relation to its total duration.

**NOTE: STUDENTS ARE SOLELY RESPONSIBLE FOR COSTS NOT COVERED BY FINANCIAL AID.**

### TITLE IV FEDERAL AID

Students may apply for Title IV (T4) federal aid grants, loans, or for both. Award potential is based on full time enrollment status, while funding (if any) reflects actual enrollment in each period, and reduced enrollment for the period will likely reduce the disbursement.

For those who qualify, there are two types of Title IV federal aid available through Horizon University.

#### PELL Grant

Grant awards are funds that do not have to be repaid under normal circumstances. Additional information is available at <https://studentaid.ed.gov/types/grants-scholarships/pell>

#### Federal Student Loans

Applicants may qualify for federal aid loans with or without subsidized interest rates. Loans must be paid back with interest once the student graduates, leaves school, or falls below half time enrollment (6 credits.) Learn more about the difference between subsidized and unsubsidized loans at <https://studentaid.ed.gov/types/loans/subsidized-unsubsidized#subsidized-vs-unsubsidized>

### TITLE IV (T4) PROCESS

#### Application

Students must complete the 2-step application process each academic year. Both parts of the application are completely free to students using the direct federal website and the Horizon University virtual financial aid office website identified in the instructions that follow.

- Step 1: Complete the **F**ree **A**pplication for **F**ederal **S**tudent **A**id (FAFSA) available at no cost to the student (<https://fafsa.ed.gov/>)
- Step 2: Complete a Student Interview (online form) by logging into the **V**irtual **F**inancial **A**id **O**ffice (VFAO), at <https://horizonuniversity.vfao.com/default.aspx> and clicking on the "Student Interview Center" link that leads to the online form (called an "interview.")

NOTE: STUDENTS COMPLETING STEP 2 FOR THE FIRST TIME WILL NEED TO CREATE A LOGIN AND PASSWORD AT THE VFAO WEBSITE BEFORE THEY CAN COMPLETE THE STUDENT INTERVIEW FORM.

## Awards and Disbursements

Title IV grant and loan awards are determined based on data the student provides on the government FAFSA and the VFAO Student Interview. Horizon University does not determine or influence eligibility requirements or outcomes.

For the purpose of Title IV financial aid consideration, enrollment status is as follows:

- **Full time (FT)** – 12CR or more in any aid-based term
- **Part time (PT)** – 9CR in any aid-based term
- **Half time (HT)** – 6CR in any aid-based term
- **Less than half time (LTHT)** – Less than 6CR in any aid-based term

In order to qualify for loans, enrollment must be a minimum of half time (HT), and when a student falls below half time status – whether by reduced enrollment, withdrawal, disciplinary action, or graduation, previous student loans become due for repayment.

Title IV aid is disbursed three times a year (September, December and March). As such, registration to participate in the fourth 12 week offering period should be considered carefully and prayerfully, and students should plan ahead accordingly.

## Application of Funds

Title IV funds are scheduled to be called up on the day after the Add/Drop deadline and to be received by Horizon University within 7 days of that date. Funds received on behalf of students are applied to outstanding invoices within 7 business days of receipt. Funds are applied to tuition and fees as follows:

- **Grants** – Applied to tuition only and only for the offering period the funds are disbursed toward. The University cannot apply grant funds to any fees; students are responsible for the timely payment of fees.
- **Loans** – Applied first to tuition and fees for any and all outstanding balances on the student account, including any prior school year or offering period or any other balance due on the student's account.

## Overages

Overages are federal aid funds remaining after the student account has been paid in full. When an overage exists on a student account, a check is issued to the student for the remaining amount. These “overage checks” are mailed to the address on file at their MY HORIZON student account within seven business days after application of the funds to outstanding balances.

NOTE: ALL OVERAGE CHECKS ARE DELIVERED TO THE STUDENT ADDRESS OF RECORD VIA U.S. MAIL SERVICE; THERE IS NO OPTION AVAILABLE TO PICK UP THE CHECK AT HORIZON UNIVERSITY.

## VA EDUCATION BENEFITS

VA education benefits are managed and awarded through the Department of Veterans Affairs and vary based on many factors associated with the veteran's length of service and much more. Horizon University administration works in partnership with Veterans Affairs (VA) and the student only for the administration of VA education benefits. No representative of Horizon University is authorized to advise a veteran student about the value or application of their education benefits. Veteran students must refer to the Benefits Administration in Muskogee, Oklahoma for information and advising about their benefits. The VA is always the ultimate authority and final decision maker regarding VA benefits awarded to each student.

VA education benefits received by Horizon University on the veteran student's behalf cover tuition and fees only. These benefits are disbursed by the VA as a percentage of the total education benefit that the veteran is entitled to according to their individual certification by the VA. Although a veteran student may be eligible for all tuition and fees, not all education programs will result in the veteran receiving 100% of those benefits to which they are entitled. For example, based on the 8-week course cycles for Horizon University's APS model, veteran students participating in the APS model may not achieve the 100% level for their education benefits as they relate to payment of tuition and fees. Veteran students are strongly advised to discuss their specific situation and gain both clarity and confirmation from the VA prior to enrollment.

**NOTE: NO REPRESENTATIVE OF THE UNIVERSITY IS AUTHORIZED TO ADVISE VETERANS ABOUT THEIR ELIGIBILITY FOR BENEFITS NOR TO DISCUSS VA HOUSING BENEFITS AT ANY TIME FOR ANY PURPOSE.**

VA education benefits for housing are awarded for onsite, in classroom courses only and apply only for those dates inclusive of the start and end date of an on campus course with established class meetings on campus. Any inquiry relating to housing benefits should be discussed and confirmed directly with the VA as no representative of Horizon University is authorized to discuss VA housing benefits with specificity or in general terms under any circumstances. Since Horizon University's APS model is only available in online delivery, it will not qualify for housing benefits, regardless of the type or level of the veteran student's benefits. Veteran students seeking to utilize a housing benefit should not enroll in the APS model.

## **EMPLOYER-BASED TUITION REIMBURSEMENT PLANS**

Many corporations have programs that are designed to assist employees as they complete or further their education. Students are encouraged to ask their employer about tuition assistance and/or reimbursement prior to enrollment. It is most common that employer programs offer tuition *reimbursement*, meaning that the student must satisfy the debt to the school and then seek to be *reimbursed* by their employer. In all cases, the student is responsible for on-time payment regardless of whether they are seeking reimbursement from their employer or not.

Upon request, the University will provide to the student documentation regarding the enrollment, grades, charges and payment. However, where information is readily available to the student on MY HORIZON, it is expected that the student will obtain the documentation on their own.

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## ACADEMIC ADMINISTRATION

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### DEGREE PROGRESS REPORT (DPR)

The Degree Progress Report (DPR) tracks each student's unofficial academic progress specific to their degree of study. The DPR tracks progress in general education requirements, electives, degree major requirements and ministry practicum hours. It also tracks non-resident credits accepted towards degree completion and provides a one-year registration roadmap to guide the student through the current academic year. (See also "Degree Progress Report" under Admissions.)

**NOTE: DEVIATION FROM THE ROADMAP WILL RESULT IN COMPLETION DELAYS AND MAY RESULT IN SIGNIFICANT DELAYS BASED ON FUTURE COURSE OFFERING DATES/AVAILABILITY.**

### SATISFACTORY ACADEMIC PROGRESS

In order for a course to be accepted for graduation requirements, the student must meet the guidelines of Satisfactory Academic Progress, including attendance, grade, and GPA requirements. Satisfactory Academic Progress includes, but is not limited to, earning a minimum grade of 2.0 in each required course. In addition to individual course grades, a minimum cumulative GPA of 2.0 for all credits earned is required for graduation.

**NOTE: ALTHOUGH CREDIT MAY ACCUMULATE EVEN WHERE A MINIMUM GRADE IS NOT ACHIEVED, THOSE CREDITS CANNOT BE USED TO SATISFY ANY GRADUATION REQUIREMENT (INCLUDING ELECTIVES.)**

### Attendance Requirements

Students who miss three or more classes in on-campus courses or three or more weekly discussion threads in online courses may be administratively dropped from the course unless prior arrangements for extenuating circumstances have been made with the Instructor. Students who miss class are still responsible for assignments and any exams that occurred during their absence.

### Academic Disciplinary Action

A student failing to earn a minimum GPA of 2.0 for the courses taken in any offering period will be given an Academic Warning. A student failing to earn the minimum GPA for courses taken in two consecutive offering periods (24 weeks for TS students and 12 weeks for APS students) will be placed on Academic Probation and may be required to attend regular meetings with Instructors and/or an Academic Advisor. Failure to earn the required minimum GPA in a third consecutive offering period (for TS students, the span over summer notwithstanding) will be under Academic Suspension and will not be eligible to register in the next offering period. Students may appeal an Academic Suspension in writing to the Academic Dean who will review the appeal with the appropriate faculty committee. The decision of the Academic Dean is final.

**NOTE: A STUDENT UNDER ACADEMIC SUSPENSION IS REQUIRED TO SIT OUT A MINIMUM OF ONE 12-WEEK OFFERING PERIOD, BUT MAY BE CONSIDERED FOR RE-ENROLLMENT AFTER THAT TIME. FAILURE TO MEET THE REQUIREMENTS OF SATISFACTORY ACADEMIC PROGRESS IN THE RETURN PERIOD WILL RESULT IN EXPULSION, WHICH IS NOT ELIGIBLE FOR APPEAL.**

## GRADUATION REQUIREMENTS

Graduates of Horizon University are poised to establish their ministry at work, at church, or at the far corners of the world. Those who have met the requirements are invited to participate in commencement exercises in June. However, participation in commencement is only ceremonial.

**Candidates for degree completion during the current academic year must submit a completed Intent to Graduate Form before the start of their final semester and make payment for the graduation fee prior to commencement.** Intent to Graduate forms can be found on MY HORIZON.

### Upon Completion

Graduates of Horizon University will have successfully completed all of the following:

- At least 50% of their credits resident at Horizon University
- All core courses for the major area of study resident at Horizon University
- All courses required for the degree granted
- The total credits required for the degree granted
- The Student Ministry Experience requirement
- Payment of tuition, fees, and any other balance on their Student Finance Account
- Participation in the Covenant Community guided by Horizon University's Social and Behavioral Standards

### Bachelor's Degree

Graduates with a Bachelor's degree in any major offered will have successfully completed all of the following:

- 126 credits with a cumulative grade point average of 2.0 or better.
- 54 resident credits in the required courses for the major area of study.
- 36 credits in Electives.
- 36 credits in the General Education requirements.

### Associate's Degree

Graduates with an Associate's degree in any major offered will have successfully completed all of the following:

- 60 credits with a cumulative grade point average of 2.0 or better.
- 30 credits of Bible and Theology courses.
- 30 credits of General Education requirements.

## COURSE CREDIT

The University follows the Federal credit hour definition (as published in the [Electronic Code of Federal Regulations Title 34: Education, §600.2 Definitions](#)):

### Definition of a Credit Hour

(Source: <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34.3.1.3.1.1.1.23.2> )

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximate not less than:

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



Regardless of the delivery modality, courses will be consistent in terms of purpose, scope, quality, assessment, and equivalent learning outcomes, according to the definition above as determined by the curriculum review process.

Students enrolled in classes delivered by an alternative means shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected by all students.

## NON-RESIDENT CREDIT

### Transfer Credit

Relevant courses that align with degree requirements may be transferable for full credit if a transferring institution is accredited by an agency approved by either the U.S. Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA), or where Horizon University has an existing agreement to accept credit (as with Calvary Chapel Bible Colleges.) If the credit under review was earned at an institution that is not accredited, but is state-approved, transfer of credits are subject to the approval of the Academic Dean or administrative leadership.

### Credit by Examination

Horizon University accepts test results from both CLEP (<https://clep.collegeboard.org/>) and DSST (DANTES Subject Standardized Tests) which are equivalent exams used in the military.

CLEP, or College-Level Examination Program®, offers approximately 33 examinations in various academic areas for which students must earn a minimum score to receive credit. CLEP examinations test comprehensive college level knowledge. For subjects where a CLEP exam is available, the exam will be required in lieu of resident credit.

- Students must notify the Registrar in advance of taking a CLEP exam.
- Students who successfully pass a CLEP exam must provide the appropriate documentation to the Registrar prior to Day 1 of the next offering period following receipt of the exam score.
- If credit is accepted by Horizon University, the student will be charged a fee to transcript the non-resident credit.

**NOTE: ALL NON-RESIDENT CREDIT (OTHER THAN TRANSFER FROM AN ACCREDITED INSTITUTION) IS SUBJECT TO A FEE TO TRANSCRIPT THE CREDIT TO THE STUDENT RECORD.**

### Credit for Life Experience (CLE)

Relevant life experience, including ministry, may be eligible for credit where the experience reflects the learning outcomes associated with a particular course. Credit for Life Experience (CLE) is subject to the review and approval of the Academic Dean or administrative leadership, and once made the decision is final. Life experience credit is subject to non-resident credit fees, upon acceptance.

Consideration for CLE requires a student to prepare a detailed portfolio supporting the student's proposal that their relevant life experience accomplishes the learning outcomes for a particular course. The student will be required to submit a formal, college level portfolio describing specific work activities and life experiences and to document how those experiences satisfy the learning outcomes for the course to be credited.

Material for this portfolio must come from a number of different sources, including workshops, seminars, self-study, non-credit classes training courses, and/or work experiences, and the documentation must go beyond the student's own assessment; it is the *learning outcomes* (and not merely the personal experience) that will be evaluated for credit.

Upon submission of a portfolio:

- The student will be charged the CLE fee (see also "Fees" under Costs.) This fee covers the cost of the review committee's activity and administrative processing of the portfolio submission and is not dependent on whether credit is awarded or not



- A review committee made up of faculty and administration will evaluate the written portfolio against the learning outcomes for the course under consideration and submit a recommendation to the Academic Dean or other administrative leadership
- The Academic Dean or other administrative leadership will make a determination of what credit might be warranted, and this decision once made, is final

### **Credit Escrow Policy**

Horizon University considers an institution unaccredited if an accrediting body recognized by CHEA or its successor agency does not recognize it as such. Credits earned from unaccredited institutes, colleges, universities, and/or other higher education institutions may be conditionally accepted by Admissions and kept in escrow until the student successfully establishes a minimum 2.0 GPA during the first full semester (24 weeks) of enrollment.

Conditional acceptance is determined by Admissions only after a careful review of the transcripts and other documents (such as catalogs and syllabi from the unaccredited institution) that indicates relevance and alignment of learning outcomes, and all conditional credit is kept in escrow during the first full semester of enrollment. Credit in escrow is formally accepted only if/when the scholarship requirements of the first full semester are met and recognized by the Registrar.

## GRADING

A grade of 2.00 (“C”) or better is necessary for a course to be credited toward degree requirements. Required courses must be repeated until a 2.00 or better is achieved. Repeated courses are subject to all tuition and fees normally associated with the course.

### GRADING SCALE

Horizon University uses 4-point grading. The Instructor assigns a grade based on course requirements, course work submitted, test scores, class participation credit, attendance and any other element identified in the syllabus published by the Instructor. All course requirements are published to students in the course syllabus posted by the Instructor.

Letter	Points	Description
A	4.00	Work of highest quality in all areas; virtually flawless mastery of facts and concepts; creative; able to evaluate data and trends.
A-	3.80	
B+	3.50	Above average mastery of facts, concepts, creativity and analysis. Student manifests lack of understanding in a few areas, but generally this student has performed well in demonstrating that they have achieved course objectives. Student demonstrates that they potentially show effective leadership in ministry.
B	3.00	
B-	2.80	
C+	2.50	Average grasp of facts, concepts, creativity and analysis. Student has achieved many of the learning objectives for the course and displays an average ability to perform tasks for ministry. <b>NOTE: Although credit is earned for lower point value, a minimum of 2.00 is required in order to satisfy any degree requirement.</b>
<b>C</b>	<b>2.00</b>	
C-	1.80	
D+	1.50	Below average grasp of facts and competence for ministry. This grade reflects the fact that the student did not achieved many of the learning objectives of the course and it indicates a minimum proficiency level of learning. It indicates that the student is deficient in ministry preparation in this area.
D	1.00	
D-	0.80	
F	0	Lack of understanding of key concepts and skills. Failure to achieve minimal levels of learning and ministry preparation. No credit awarded.

### GRADE APPEAL POLICY

If a student disagrees with the final grade submitted by the Instructor, an appeal may be submitted if the student believes that:

- a calculation error exists,
- the Instructor failed to notify students of the criteria for grade determination in a clear and timely manner,
- the grade is based on reasons other than the announced criteria and standards,
- the grade is based on factors other than student achievement, or
- the standards for evaluation of academic performance have been applied inconsistently or inequitably

## **Grade Appeal Process**

A grade appeal must be set in motion within 4 calendar weeks of the final grade posting. To submit a grade appeal the following steps must be taken:

1. Student must first complete and sign Part I of the Grade Appeal Form and submit it to the Instructor and Administrative Offices. A clearly stated rationale for grade appeal must be included on the form or an additional page may be attached if more room is needed.
2. The Instructor schedules a grade appeal meeting with the student and notifies the Administrative Office of the scheduled meeting date.
3. Student and Instructor meet to discuss the situation based on the completed Grade Appeal Form.
4. Following the meeting, Instructor completes Part II of the Grade Appeal Form and submits the form to the Administrative Office within 7 days of the meeting.
5. If the situation is not resolved to the student's satisfaction, the student may escalate the appeal.
6. The escalated appeal will be heard by the Academic Dean or other administrative leadership, and the decision made is final.

## **RETURN OF COURSE WORK**

Upon request, any papers or tests that are not returned to the student prior to the end of the offering period will be mailed by the Instructor to the student at their address of record at MY HORIZON. Requests must be made to the Instructor in writing within one calendar week of the last day of the offering period. Course work will not be stored.

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## SPIRITUAL DEVELOPMENT

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### SPIRITUAL GROWTH

As a Christian school with a biblically integrated curriculum, the spiritual development of students is a high priority. Horizon University believes that the following components contribute to spiritual growth:

- **Church Attendance** – The local church is where Christians participate in the building up of one another in love (Eph. 4:16), and being connected with the body of Christ through a local church is a key to spiritual growth. Students are expected to attend church regularly, whether at Horizon Christian Fellowship or another Christian church.
- **Service** – While attending Horizon University, students are encouraged to participate in on-going ministry at their church. It is through this service to the body of Christ that students will recognize and/or refine their spiritual gifts and calling. All graduates of Horizon University are required to successfully complete a Student Ministry Experience.
- **Learning** – There are several courses in each degree program specifically designed to facilitate spiritual development in students, including Biblical Living: Engaging Faith and Life and Spiritual Formation.
- **Devotion** – All classes begin each week with brief student-led devotions. (Online courses use a discussion thread to accomplish this purpose.) Both on campus and online students are assigned a devotion by the Instructor and all students are expected to participate in sharing insights from the Bible and experiences with the Lord for the purpose of spiritual growth and mutual edification.

### STUDENT MINISTRY EXPERIENCE

**Philosophy:** In order to be fully equipped for ministry, the educational experience must translate to action that reaches beyond the classroom. Competency in understanding and relating to people, reliance on others beyond one's own ability, the development of passion that engenders motivation and results in action all require practical application. This is demonstrated in the service of Jesus' own disciples, and it is essential that Horizon University students find their strengths, weaknesses, talents and gifts.

For this reason, each degree candidate will participate in a senior year Student Ministry Experience in the final 12-week offering period of their studies. This practicum is scheduled after the Registrar receives an Intent to Graduate Form from the candidate for graduation. (See also "Graduation Requirements" under Academic Administration.) Failure to submit the Intent to Graduate Form may delay completion of this requirement.

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## DEGREE PROGRAMS

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Our curriculum is theologically conservative and biblically rigorous, and our purpose is to equip future leaders to establish their ministry wherever the Lord leads them – whether in traditional church ministry or on the international mission field, or here at home in the underserved mission field of the secular workplace. Many of our graduates go on to pursue graduate degrees in theology, leadership, or pastoral studies.

Career opportunities for Horizon University graduates may include:

- Formal or informal leadership in the secular marketplace
- Church Administration
- Pastoral Ministry
- Youth Ministry
- Missionary Work
- Christian School Educator

### PROGRAM GOALS

It is the goal of Horizon University that each graduate will effectively:

- **Succeed** in their profession, attaining insight into the gifts, talents, and individual calling for which Christ laid hold of them, being passionate servant leaders who make a difference serving as leaders in the church and marketplace, and effectively sharing the gospel in the workplace.
- **Engage** minds, whether in their workplace, graduate school, or the global community by applying a biblical worldview to academics or professional life, exhibiting sound academic skills and/or professional productivity, and being passionate about demonstrating God's love for people in every facet of daily life.
- **Win** a person to Jesus Christ as they develop a heart for reaching out to the lost, seizing opportunities to courageously share the gospel, and humbly articulating a reasoned defense of the faith.
- **Disciple** a person in Jesus Christ by modeling the character of Jesus Christ at home, at work, in the marketplace, and in every situation under all circumstances.
- **Send** out a person for Jesus Christ as they serve His church and provide a witness to the world, demonstrating a win, disciple, send lifestyle.

### DEGREE OPTIONS

Horizon University currently offers undergraduate degrees with biblical studies, ministry and leadership, and organizational studies majors.

#### Traditional Studies

The following degrees are offered in the Traditional Studies (TS) model where up to four courses are taken simultaneously over a 12-week period. (See also “Traditional Studies (TS)” under Academic Offerings)

- Associate of Biblical Studies (ABS)
- Bachelor of Biblical Studies (BBS)
- Bachelor of Leadership and Ministry (BLM)

#### Adult Professional Studies

The following degrees are offered in the APS model where four courses are taken consecutively – 6 weeks each, over a 24-week period. (See also “Adult Professional Studies (APS)” under Academic Offerings)

- Bachelor of Organizational Leadership (BOL)
- Bachelor of Leadership and Ministry (BLM)

## UNDERGRADUATE DEGREES

### Associate of Biblical Studies (ABS) - 60 credits

The Associate of Biblical Studies requires a minimum of 60 total credits, at least 30 of which must be earned resident at Horizon University. The degree requirements are 30 credits in Bible and Theology courses and 30 credits of General Education courses. A student who earns an associate's degree at Horizon University may transfer the associated credits to all bachelor degree programs at Horizon University, and into undergraduate programs at most post-secondary institutions.

Requiring fewer total credits, the Associate of Biblical Studies degree can be earned in a shorter timeframe than the bachelor degree counterpart. It is well suited for those who desire to earn a college degree without making a four year commitment. The ABS is designed to provide a solid foundation of bible and theology knowledge in addition to a well-rounded general education. Graduates possess the effective critical thinking and problem solving skills needed for productive service in the community, the workplace, and the church.

### Bachelor of Biblical Studies (BBS) - 126 credits

The Bachelor of Biblical Studies degree offers a solid biblical foundation for ministry or religious education. Coursework includes biblical hermeneutics and exegesis, biblical languages, theology, ministry, counseling, world religions, ethics, and more. The degree is awarded after successful completion of a minimum of 126 credits, at least 63 of which must be earned resident at Horizon University. The degree requirements include 36 credits each in General Education and Electives, and an additional 54 credits in Biblical Studies which must all be earned at Horizon University.

#### Major Courses Sequence

This course registration list represents an ideal sequence for the 54 credits required in the degree major. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible.

SEMESTER ONE		
Course 1	BL100	Biblical Living: <i>Engaging Faith and Life</i>
Course 2	MN120	Introduction to Discipleship
Course 3	BL353	Genesis: Creation and Covenants
Course 4	MN450	Christianity in the Marketplace
SEMESTER TWO		
Course 5	TH200	World Religions
Course 6	TH360	Apologetics
Course 7	TH140	Theology I
Course 8	BL190	Biblical Interpretation: <i>Hermeneutics</i>
SEMESTER THREE		
Course 9	TH240	Theology II
Course 10	MN466	Effective Pastoring
Course 11	MN232	Biblical Counseling
Course 12	BL190	Romans: <i>New Life in the Spirit</i>
SEMESTER FOUR		
Course 12	TH340	Theology III
Course 14	MN121	Strategies for International Missions
Course 15	MN430	Spiritual Formation
Course 16	MN211	Foundations of Preaching and Teaching
SEMESTER FIVE		
Course 17	MN125	Introduction to Evangelism
Course 18	LD465	Introduction to Leadership and Administration

## Bachelor of Organizational Leadership (BOL) – 126 credits

The Bachelor of Organizational Leadership (BOL) offers a solid foundation in leadership and organizational studies for those planning careers in leadership and/or administration, or who will go on to seek a graduate degree in Organizational Leadership after graduation. This program integrates biblical perspective and application with skillsets in high demand in both the secular workplace and church administration, including ethical and moral decision making, financial management, strategic planning, and team leadership.

The degree is awarded after successful completion of a minimum of 126 credits, at least 63 of which must be earned resident at Horizon University. The degree requirements include 36 credits each in General Education and Electives, and an additional 54 credits in Organizational Leadership which must all be earned at Horizon University.

### Major Courses Sequence

This course registration list represents an ideal sequence for the 54 credits required in the degree major. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible.

<b>SEMESTER ONE</b>		
Course 1	LD132	Goals, Priorities, and Attitudes
Course 2	TH232	Biblical Worldview
Course 3	MN131	Life of Christ
Course 4	LD331	Biblical Concepts of Leadership
<b>SEMESTER TWO</b>		
Course 5	BL190	Biblical Interpretation: Hermeneutics
Course 6	LD302	Pastoral Epistles
Course 7	OS332	Organizational Behavior
Course 8	BL331	Hebrew Wisdom Literature
<b>SEMESTER THREE</b>		
Course 9	LD434	Introduction to Ethics
Course 10	OS365	Principles of Management
Course 11	LD231	Current Issues in Management
Course 12	TH331	Christian Theology
<b>SEMESTER FOUR</b>		
Course 12	OS331	Communication Concepts
Course 14	OS431	Marketing Concepts and Application
Course 15	OS231	Accounting for Managers
Course 16	OS335	Economics and the Manager
<b>SEMESTER FIVE</b>		
Course 17	LD433	Case Studies in Ethics
Course 18	LD431	Case Studies in Leadership



## Bachelor of Leadership and Ministry (BLM) - 126 credits

The Bachelor of Leadership and Ministry (BLM) equips ministry professionals and leaders in the secular marketplace to effectively integrate biblical truths with contemporary life and thought, and the opportunity for development of practical leadership skills and Christian worldview. This program provides students with a strong biblical foundation as they develop skillsets sought in both the secular workplace and church leadership, including ethical and moral decision making, pastoral ministry, and team leadership.

The degree is awarded after successful completion of a minimum of 126 credits, at least 63 of which must be earned resident at Horizon University. The degree requirements include 36 credits each in General Education and Electives, and an additional 54 credits in Leadership and Ministry which must all be earned at Horizon University.

### Major Courses Sequence

This course registration list represents an ideal sequence for the 54 credits required in the degree major. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible.

SEMESTER ONE		
Course 1	LD132	Goals, Priorities, and Attitudes
Course 2	TH232	Biblical Worldview
Course 3	MN131	Life of Christ
Course 4	LD331	Biblical Concepts of Leadership
SEMESTER TWO		
Course 5	BL190	Biblical Interpretation: Hermeneutics
Course 6	LD302	Pastoral Epistles
Course 7	OS332	Organizational Behavior
Course 8	BL331	Hebrew Wisdom Literature
SEMESTER THREE		
Course 9	LD434	Introduction to Ethics
Course 10	OS365	Principles of Management
Course 11	LD231	Current Issues in Management
Course 12	MN432	Biblical Counseling
SEMESTER FOUR		
Course 12	MN221	Foundations of Preaching and Teaching
Course 14	BL431	Acts: The Early Church
Course 15	MN231	Evangelism and Discipleship
Course 16	LD432	Small Groups in the Church
SEMESTER FIVE		
Course 17	LD433	Case Studies in Ethics
Course 18	LD431	Case Studies in Leadership

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## COURSE DESCRIPTIONS

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### BIBLE COURSES

#### **BL100 - Biblical Living: Engaging Faith and Life**

This course is a practical discipleship course applying biblical principles for self-examination, change, godly living, and understanding "self" with a strong emphasis on the authority of Scripture. After laying this foundation, the course goes on to apply these concepts to dealing with life's difficulties such as anger, interpersonal problems, marital challenges, fear, depression, and others.

#### **BL110 – New Testament Survey**

This course is a comprehensive introduction to the New Testament, including Synoptic Gospels, John, Acts, Pauline Epistles, General Epistles, Hebrews, and Revelation. Attention will be given to the major theological and ethical teachings, historical setting, and date of writing of each book. Additionally, students will learn how each book integrates with other books of the New Testament. *For APS classes, a \$50 materials fee is assessed in lieu of a textbook.*

#### **BL150 – Old Testament Survey**

This course is an overview of the Old Testament, with an emphasis on theological themes in canonical context. It seeks to develop an understanding of the theological and ethical purpose of the Old Testament and its message. *For APS classes, a \$50 materials fee is assessed in lieu of a textbook.*

#### **BL190 – Biblical Interpretation: Hermeneutics**

For many believers, the task of studying, interpreting, understanding, and applying the Bible becomes a daunting task. This course will launch the student into a hands-on study and approach to Scripture. We will explore the practical guidelines of basic Bible study ("hermeneutics") and look at how to study the Bible within the different genres of Scripture. You will become familiar with seven of the key methods to do Bible study, which will be most rewarding and practical for developing devotionals, sermons, and Bible studies. This course is designed specifically for helping the students fall in love with the Bible. Through class participation and weekly Aspect papers, the students will learn to navigate their way through the paragraphs of Scripture. This will be an enriching time of wonderful synergy between knowledge and application, bringing a new-found confidence when approaching the Bible.

#### **BL308 – Book of James**

This course takes students through the book of James in a variety of ways. First, we will see how the Pre-Observations of our study pervade every chapter of this book. Second, we will be delving into the book paragraph by paragraph so that the student will have a grasp on the events, timelines, and theological intentions that the author conveyed. Thirdly, we will be looking at James through the lens of a variety of Bible study methods, such as the Word Study Method, the Linguistic-Literary Method, and the Historical-Cultural Method. This will allow the student to see numerous biblical and theological facets from different vantage points that may otherwise be missed in exposition solely. Students will also be introduced to the key tools to help them prepare various Bible studies in James.

#### **BL314 - Ephesians**

This course is an exegetical study of the book of Ephesians emphasizing the historical context of theological themes, with a view towards current day application.

#### **BL318 – Gospel of John**

This course is an inductive study of the spiritual truths spoken by Jesus Christ, His outward signs, and His resurrection; all pointing towards the apologetic truth and necessity of salvation through Jesus Christ as the Son of God. This course will also consider how and why the gospel of John is different from the other three gospels.

## **BIBLE COURSES (CONTINUED)**

### **BL331 – Hebrew Wisdom Literature**

This course is a study of Job, Psalms, Proverbs, Ecclesiastes and the Song of Songs that emphasizes the genius of Hebrew poetry and the doctrinal depth, spiritual value and ethical implications of these books.

### **BL333 – History of the Israelite Kingdom**

This course is a study of the history of the people of God in the Old Testament as that history is recorded from Genesis through Esther. It will consider God's redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

### **BL348 – Romans: New Life in the Spirit**

This course is an inductive exposition of the book of Romans emphasizing the major doctrines of sin, justification (salvation by grace through faith), propitiation (the work of Christ on the cross), life as a fruitful Christian, sanctification, and glorification. Exegesis of important Greek words and phrases is also emphasized.

### **BL353 – Genesis: Creation and Covenants**

This course is an inductive exposition of the book of Genesis with emphasis on methodologies of rationalistic and postmodern interpretations. God, creation, man, sin, salvation and the study of the lives of the patriarchs will be explored.

### **BL431 – Acts: The Early Church**

This course is a study of the Acts of the Apostles that specifically follows the historical expansion of the church through doctrinal development, growth in understanding, evangelism and geographical expansion through the missionary activities of its members. We will become acquainted with the activities of the great church leaders of the first century, e.g., Peter, James and Paul.

## **GENERAL EDUCATION COURSES**

### **GE120 – Christian Ethics**

This course is a study of the different ethical theories of "right and wrong," as well as evaluation of how these theories impact lives. This class will place special emphasis on what it means to be an ethical Christian.

### **GE131 – Basic College Math**

This course studies the development of mathematical concepts for application to the student's work and daily life. It provides a review of mathematical concepts including the basics of algebra and geometry.

### **GS132 – Introduction to Life Science**

This course introduces life science from a Christian worldview.

### **GS140 – English Composition I**

This course is a review of the basics of the composition forms used in written language and the proper use of grammar in both written and oral forms.

### **GS145 – Introduction to Writing & Research**

This course is designed to help students learn to write research papers, looking at various methods, research tools, library resources, and the Internet. Students completing this course will be better prepared to produce quality college-level papers and essays throughout the rest of their academic life.

### **GS201 – Biblical and Historical Foundations of Worship I**

This course is a study of God's design for worship as found in the Old Testament and how it relates to Christian worship today.

### **GS215 – Introduction to Biblical Languages**

This course is intended to introduce the student to both Greek and Hebrew as found in the Old and New Testaments. Alphabets, grammar, syntax, and vocabulary will be studied. Various reference materials that incorporate and use the biblical languages will be examined. This will serve to enhance the student's ability to do exegetical Bible study.

### **GS220 – Human Growth and Development: Stages of Life**

Course is under development for 2014-2015.

### **GS231 – Introduction to Sociology**

This course introduces the student to the fundamental concepts of inter-relationships and group activities. Students will be able to integrate experience from his or her own life and work environments while studying the principles involved in dyadic groups, primary groups, secondary groups, institutions and society.

### **GS243 – Critical Thinking**

This course is a study in logical reasoning. Attention is given to the logical appraisal of arguments, consistency, and the application of elementary reasoning skills. Introductory attention is given to the fundamental principles of formal logic, including deductive and inductive arguments, logical inference, syllogisms, and propositional logic. Additionally, this course includes an introduction to informal fallacies, and examines systems for evaluating arguments encountered in everyday life.

### **GS251 – History of Music in Worship: Survey of Attitudes and Practice**

This course explores key moments in the history of Western Christian church music. The story of music in Christian worship services in the West begins with the evolution of Gregorian chant from Hebrew and other models, progresses through the development of music for more than one voice part in settings for the early Catholic Mass, and divides into the Reformation stream including Lutheran chorales, other Protestant metrical Psalm settings, and the emergence of loftier settings in the cantatas of J. S. Bach and the oratorios of G. F. Handel. The narrative continues on to the development of hymns, first without and then with specific tunes, and then a lighter variety of gospel, revival and Sunday School songs.

### **GS280 – Introduction to Philosophy**

This course is an exploration into the major philosophical concepts, how they relate to us today, and how they have developed through centuries. Key terms and influential thinkers (i.e. Plato, Nietzsche, etc.), are studied, and focus will include the ways in which philosophies have shaped the beliefs we hold about reality, government, knowledge, etc.

### **GS310 – Cultural Anthropology**

This course introduces you to the principles and practice of cultural anthropology. After class exploration of various methods and concepts, you will explore those insights practically in actual cross-cultural experiences.

### **GS331 – Church History I**

(1st - 16th Century) This course examines the history of the church from its beginnings at Pentecost up to the time of the Protestant Reformation. Topics of study include: the early church's response to persecution and heresy; the formation of the Canon; the impact of Constantine's conversion upon Christianity; the development of the papacy; the Crusades; the split between the Eastern and Western churches; and precursors to the Protestant Reformation.

### **GS333 – Church History II**

(17th - 20th Century) This course explores the rise of Protestantism through the reforming efforts of Luther, Calvin, Zwingli, and others, and discusses the Catholic Church's response, along with the development of Christianity in England and its spread to America. The influence of the Enlightenment upon the church and the rise of liberal Christianity will be discussed, as well as the various Awakenings, revivals, and missionary efforts worldwide. Attention will be given to the rise of modern Evangelicalism in, with consideration of the church's stand today.

## **LEADERSHIP COURSES**

### **LD132 – Goals, Priorities, Attitudes**

This course provides a foundation for setting goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective Christian personal management.

### **LD231 – Current Issues in Management**

A modular course for managers allowing them to build upon the principles of management to study the current trends and developments in the field of management as found in business currently and in the thinking of writers in the field.

### **LD302 – Pastoral Epistles**

This course is a study of Hebrews; James; I and II Peter; I, II and III John; Jude and Revelation with a special emphasis given to personal application of Scripture.

### **LD331 – Biblical Concepts of Leadership**

This course is a study of the concepts of leadership in the context of Scripture and application of these concepts to personal, professional and career goals. The course will include the use of a survey to assess each individual's leadership capabilities to help him/her to understand his/her personal profile.

### **LD431 – Case Studies in Leadership**

In this course, case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

### **LD432 – Small Groups in the Church**

This course will benefit anyone who participates in small groups, but it is specifically designed to help leaders understand the components of group process and enable them to fulfill their roles. The primary focus of the course is small groups in a church-based ministry, although many of the concepts and principles also apply to businesses and other organizations that are comprised of groups of people.

### **LD433 – Case Studies in Ethics**

Reading, discussion and development of papers pertaining to relevant case studies and readings involving ethical issues applied to actual situations.

### **LD434 – Introduction to Ethics**

This course is a study of the different ethical theories of “right and wrong,” as well as evaluating how these theories impact lives. This class will place special emphasis on what it means to be “good.”

### **LD465 – Introduction to Leadership & Administration**

This course seeks to equip persons to serve effectively as servant leaders who are reflective leaders in the contemporary church, related Christian ministries and the work environment. This course is a comprehensive, though not exhaustive, overview of Christian leadership practice and research. We will review and discuss leadership principles, models, organizational dynamics and design and administrative effectiveness from a biblical-theological and cultural perspective. This course includes a personal leadership development component for effective planning and implementation of participant's vocation/calling.

## MINISTRY COURSES

### **MN120 – Introduction to Discipleship**

This course will explore personal and church evangelism and outreach both locally and abroad. Students will consider ways in which churches can impact and influence society and explore methods for formal and informal discipleship. Finally, students will examine the processes of church planting and sending/supporting missionaries.

### **MN121 – Strategies for International Missions**

This course covers three basic areas: The biblical basis of missions as revealed in the Old and New Testaments, the historical development of missions during the past 1900 years of church history and the current status of Christianity around the world, with an analysis of trends and issues.

### **MN125 – Introduction to Evangelism**

Students examine the principles and resources needed to effectively communicate the Gospel message. The course will study different methods of evangelism and seek to equip the student with the necessary tools to share their faith.

### **MN131 – Life of Christ**

This course is a study of the Life of Christ as recorded in the Synoptic Gospels and in the Gospel according to John.

### **MN211 – Foundations of Preaching and Teaching (Homiletics)**

This course provides an overview of the expository method of message preparation and delivery, with an emphasis on foundational elements and practical techniques. Expository teaching is examined through a balance of academic study, directed observation and practical application.

### **MN231 – Evangelism and Discipleship**

This course is a study of the nature, purpose and process of biblical evangelism and its application to various ministries.

### **MN232 – Biblical Counseling**

This course introduces the biblical principles of counseling and outlines the process by which Christian leaders can counsel people with specific problems. The course also provides an introduction to the counseling profession from a Christian perspective, explores how biblical and psychological principles may be integrated and applied to counseling issues, and describes the nature and role of the counselor as a person and as a professional.

### **MN430 – Spiritual Formation**

“Basic Spiritual Formation” is built upon the understanding of holistic and biblical humanity, observed in Jesus’ life as recorded in the Gospel of Luke. The class guides the student through a process of exploring and knowing oneself and one’s view of God. Then, through five specific spiritual disciplines, the class seeks to carve out a clean and quiet center in the student’s heart and life that will be opened and receptive to God’s Word. The spiritual discipline of meditative reading of God’s Word will help the student to receive God’s Word with his/her whole person, using all five senses. The ultimate goal of this class is to help the student experience the abundant life that Jesus promised and to become the “good soil” that nourishes the seed (God’s Word). This results in the production of fruit ten to hundred fold.

### **MN450 – Christianity in the Marketplace**

This course prepares students to analyze contemporary culture and respond with theological discernment by applying the discovered truths to their lives. It considers the manner in which cultural expressions, including sports, music, television, movies, influence our lives. In analyzing the characteristics of culture, students critically evaluate what they reveal about the pluralistic society we live in, while prayerfully considering how to respond in a God-honoring manner. Emphasis is placed on the role that the Gospel of Jesus Christ plays in transforming lives as well as culture.

### **MN466 – Effective Pastoring**

The purpose of the course is to study the pastor's call, purpose, and role in ministry philosophically and practically. Through lecture-dialogue classroom sessions and hands-on practice, the student is exposed to actual work of the pastoral ministry.

## **ORGANIZATIONAL STUDIES COURSES**

### **OS231 – Accounting for Managers**

The acquisition, analysis and reporting of financial information is important to the individual manager and the organization will be studied. Special attention will be given to the planning and control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for more effective decision-making.

### **OS331 – Communication Concepts**

This course is an introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

### **OS332 – Organizational Behavior**

This course focuses on organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention is given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

### **OS335 – Economics and the Manager**

This modular course is focused on the use of economics in making managerial decisions both within an organization and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles and international trade are included.

### **OS365 – Essentials of Management**

A study of the five parts of managing organizations—planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to both not-for-profit and for-profit organizations and applications in organizations with references to Scripture.

### **OS431 – Marketing Concepts and Application**

The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.

## **THEOLOGY COURSES**

### **TH140 – Theology I**

This course involves a systematic analysis of two major doctrines of the Christian faith: The Doctrine of the Bible (Bibliology) and the Doctrine of God (Theology Proper). The Doctrine of the Bible examines the nature and characteristics of God's Word to us. The Doctrine of God examines both the question of who God is as well as the question of what God does. Part of understanding the question of what God does will include an examination of the Doctrine of Creation. The emphasis throughout is on developing the ability to articulate, communicate and apply these core Christian truths in multiple life settings and contexts. This is the first of three courses on Christian theology and doctrine.

### **TH200 – World Religions**

This course is a study of the great religious systems of the world. Contemporary religions will be reviewed, including the Living Religions of the East- Hinduism, Buddhism, Chinese Religions and Japanese Religions; and the People of the Book- Judaism, Islam and Christianity. They will be discussed from a subjective perspective.

### **TH232 – Biblical Worldview**

This course is a study of the biblical worldview as presented in the Old and New Testaments. Students use the Scripture to explore the role of general revelation (the creation) and special revelation (the Scriptures) and to experience God at work in the modern world.

### **TH240 – Theology II**

This course involves a systematic analysis of human nature both as it was created by God (Anthropology) and as it exists in this present sinful state (Hamartiology), the person and work of Jesus Christ (Christology), and the provision of salvation through Christ's work (Soteriology). The emphasis throughout is on developing the ability to articulate, communicate and apply these core Christian truths in multiple life settings and contexts. This is the second of three courses on Christian theology and doctrine.

### **TH331 – Introduction to Christian Theology**

This course serves as an introduction to the study of Christian Theology. Participants will explore key doctrines such as divine revelation, God, creation, humanity, sin, Jesus Christ, The Holy Spirit, salvation and Christian spirituality, the church, and eschatology.

### **TH340 – Theology III**

This course is a systematic study of biblical doctrine including the nature of man, sin, the nature of Christ, and the redemptive work of God through Jesus Christ.

### **TH360 – Apologetics**

The purpose of this course is to equip believers with answers to some of the more difficult theological questions and topics that Christians face, such as: arguments for the existence of God; the problem of evil; the life, death, and resurrection of Christ and a variety of other questions frequently encountered while witnessing.



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## APPENDIX

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### SOCIAL AND BEHAVIORAL STANDARDS POLICY

Horizon University has specific requirements for student behavior, including that students obey local, state, and federal laws at all times, whether on campus or not. In addition, the University has standards for attendance, attire, financial responsibility, and other behaviors that must be met for continued enrollment. Violation of any part of the letter or spirit of this policy, as determined by University leadership, will result in disciplinary action up to and including expulsion. No individual instructor may grant permissions that override any aspect of this policy.

#### ALCOHOL/DRUGS

HORIZON UNIVERSITY expects its students to obey the law. It is a violation of the HORIZON UNIVERSITY standards for a student to drink, possess, or be impaired by drinking alcoholic beverages, or to possess, use, or be under the influence of illegal drugs or prescription drugs taken other than prescribed, on campus or at any University sponsored event. If HORIZON UNIVERSITY determines that a student has violated this policy, the University may disclose the violation to local or state authorities and/or a student's parent or legal guardian if the student is less than 21 years of age at the time. Violation of this policy may result in disciplinary action deemed appropriate by HORIZON UNIVERSITY leadership. Such discipline may include by is not limited to mandatory participation in drug/alcohol treatment or rehabilitation, temporary suspension, or expulsion.

#### ATTENDANCE

A student who misses three or more classes in a course will be automatically withdrawn from the course except where the absences are due to emergency or extreme circumstances that are documented and reported to the administration in a timely manner. A student who misses class is responsible for all notes, assignments, and exams that occurred during their absence. It may or may not be possible to make up these assignments, at the discretion of the Instructor; consult individual syllabi for class requirements.

#### ATTIRE

Students should be properly dressed at all times for the specific occasion. Any sexually suggestive clothing, including t-shirts with ungodly wording, slogans or cartoons, will not be tolerated anywhere on the campus. Shirts and shoes must be worn at all times by both men and women. Both men and women are asked to avoid wearing clothing that reveals their undergarments. Determination of impropriety is at the discretion of Instructors and/or University leadership.

Any student wearing inappropriate attire will be dismissed from class until that student can return wearing suitable clothing. It will then be the student's responsibility to obtain any lecture notes missed due to dismissal for inappropriate attire. Repeated violations of this policy may result in probation with mandatory pastoral counseling, or suspension from the University at the discretion of the Academic Dean.

#### CHEATING/PLAGIARISM/FORGERY

Plagiarism is taking an idea or structure of a work that someone else has written, composed, etc., then presenting it as one's own idea, and neglecting to give credit to the original source of that work. Anyone who plagiarizes the work of another will receive an automatic 0% grade on the assignment, a potential "F" for the course, and a warning on their official record. A second occurrence of plagiarism may result in temporary suspension or expulsion at the discretion of HORIZON UNIVERSITY leadership.

### **CHURCH INVOLVEMENT**

Students are expected to regularly attend church services of their choosing.

### **FINANCIAL RESPONSIBILITIES**

Keeping in mind the biblical principles of stewardship, selflessness, integrity, and personal discipline, it is expected that students will meet financial obligations on their scheduled due date for each session that they attend HORIZON UNIVERSITY. Students are required to make full payment for all classes at the start of the offering period. Any payments that are returned to the HORIZON UNIVERSITY for non-sufficient funds will result in a charge of \$50.00 per incident. After two occurrences the student may be required to pay by cash, certified check, credit card, or money order for the remainder of the academic year. No student will be allowed to register or participate in graduation events, nor will degrees or transcripts be released until their account is paid in full.

### **INSURANCE LIABILITY**

Although precautions are taken to maintain adequate security, HORIZON UNIVERSITY does not assume any legal obligation to pay for injury to persons (including death) or loss or damage to items of personal property which occur in its buildings or on its grounds, prior to, during, or subsequent to classes or events on the campus. Students, their parents, guardians, or guarantor are thereby strongly encouraged to purchase and maintain appropriate insurance to cover health, life and property.

### **STUDENT DISCIPLINE**

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of HORIZON UNIVERSITY. Students who do not maintain such standards may be denied the opportunity to continue in this school or to graduate from it. The primary goals of discipline at HORIZON UNIVERSITY are restorative not punitive, and the physical, emotional, and spiritual protection of the community.

### **RUDE/OBSCENE LANGUAGE**

Vulgar, foul, obscene, or profane language is not to be tolerated on campus at any time. Pornographic materials, obscene literature and pictures are also not to be tolerated. Any student who violates this policy will be asked to have a consultation with the Academic Dean. Repeated occurrences of rude or obscene language may result in probation with mandatory pastoral counseling and/or community service, or suspension from the university, at the discretion of the Academic Dean.

### **SEXUAL MISCONDUCT**

Students engaged in inappropriate sexual behavior are destructive to an environment of purity and obedience to God. Sexual misconduct includes, but may not be limited to, the following: suggestive conversation, correspondence, or gestures; public displays of sexual intimacy; and extra- or pre-marital sexual relations, whether on or off campus. Any student who violates this policy will be asked to have a consultation with the Academic Dean. Repeated occurrences of sexual misconduct may result in probation with mandatory pastoral counseling and/or community service, or suspension from the university, at the discretion of the Academic Dean.

### **SMOKING**

Horizon University is a smoke-free environment. No student may smoke either on or outside of the campus. Due to its destructive nature to the human body which God has created, smoking is strongly discouraged as a life-style choice, whether on or off campus. Any student who violates this policy will be asked to have a consultation with the Academic Dean. Repeated occurrences of smoking on or outside of the Horizon University campus may result in probation with mandatory pastoral counseling and/or community service, or suspension from the university, at the discretion of the Academic Dean.

### **THEFT/DESTRUCTION**

Bearing in mind the biblical principles of honesty, integrity, and concern for neighbors, theft or destruction of property will not be tolerated at Horizon University. Any student who practices breaking and entering, theft, embezzlement of funds, and/or related activities will be subject to suspension from the university with mandatory pastoral counseling and/or community service, in addition to possible civil prosecution.

### **UNAUTHORIZED USE OF PROPERTY & EQUIPMENT**

Students are prohibited from any unauthorized use of Horizon University property or equipment. This includes office equipment and supplies, kitchen and bathroom areas, any and all multi-media and computer equipment. No student may disconnect, interface with, relocate or tamper in any way with computer systems, hardware, printers, peripherals or accessories. No student may download or install any third party programs or software. Any unauthorized use or tampering that result in loss of functionality or damage will be considered as Theft/Destruction (see above).

### **UNAUTHORIZED USE OF PREMISES**

Students are prohibited to use the Horizon University campus for unauthorized events or activities. If a student wishes to hold an event or activity on the campus, the student must first obtain permission from the Registrar Office. Unauthorized use of premises may result in probation or suspension from the university, at the discretion of the Academic Dean.

### **VIOLENCE**

Threats or acts of violence will not be tolerated at Horizon University. For the safety and well-being of the entire Horizon University community, any student who violates this policy must immediately leave the campus. Furthermore, that student will be subject to suspension from the university with mandatory pastoral counseling and/or community service, in addition to possible civil prosecution.

## **REPORTS TO LAW ENFORCEMENT**

In the interest of the safety and integrity of the Horizon University community, Horizon University reserves the right to refer any violation to appropriate law enforcement.

## **SEXUAL ASSAULT POLICY**

If you, as the victim, believe a sexual assault act has been committed, report the assault immediately to the nearest fellow faculty or staff member, who is to in turn notify the school's President or dean of administration and the police. We desire to do everything possible to protect victim's safety, reputation and emotional wellbeing. Therefore, a sympathetic, same-sex companion will be made available to be with a victim of such a crisis.

Any observer of a sexual assault crime should notify the school's President or dean of administration immediately, rather than take the initiative to contact the police. It is critical that the rights of victims are protected so that they accurately report the crime to authorities.

The police will be called to review the crime, take a description of the attacker, etc. and ensure that the victim and his or her escort are transported to a medical facility. Confidentiality is required in order to protect all parties involved with the assault. In order to protect the rights of both victim and alleged perpetrators, neither the names of victims nor alleged perpetrators will be released to the public without prior permission. Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to the school's President or Dean of Administration to avoid misrepresentation of the facts and breach of confidentiality.

Efforts will be made by the school staff or faculty member to help the victim deal with work-related difficulties resulting from the crime. Should a student, faculty member, or staff member be accused of the crime, appropriate disciplinary action will not occur until a formal investigation is completed. The victim will be informed of any disciplinary action that is taken or progress of appeals in connection with the sexual assault.

Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as escorting females to parking areas, expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

## **NON-HARASSMENT POLICY**

A student who believes that disciplinary procedures are unwarranted or unfair has the right to due process. The sequence of steps starts with a meeting with the student dean to make sure the student understands the offence and to evaluate the student's attitude. At that meeting, the student dean will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the latter three steps begin, a student may notify the student dean that he or she wants to appeal his or her case to a committee of disinterested faculty and students (i.e. members of the student government unless they are somehow involved). A final appeal can be made to the administrative council. In regard to discipline and due process, the student has the following rights:

- The student has a right to know the charges against him or her and to receive them in writing.
  - The student has a right to have a hearing consisting of a committee of disinterested faculty (two) and students (preferably two members of the student government) and the student dean. This committee will make a recommendation to the administrative council, which will make the final decision. The final decision will be signed by the President and a copy will be given to the student.
  - The student also has a right to confront his or her accusers (e.g. explain his or her side of the story, cross-examine witnesses, bring his or her own witnesses)
  - A student may be represented or assisted (e.g. a character witness's testimony) by anyone he or she chooses
  - The student has a right to the minutes of the proceedings and a written copy of the decision.
  - The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the President and a copy will be given to the student.
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