2021-2022 Catalog

Horizon University

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Published: August 18th, 2021

About Horizon University

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, disciple and send others for Jesus 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 that 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. First year that a traditional, onsite college program was offered.

2005 Horizon College San Diego 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 College was housed in a single facility.

2007 Students were first invited to use their Horizon College San Diego education toward an accredited graduate degree at Southern Bible College and Seminary.

2010 Horizon College San Diego moved to a beautiful 16-acre campus in the heart of San Diego.

2013 Accreditation granted by Association of Biblical Higher Education (ABHE) and name officially changed to Horizon University.

2017 Main campus relocated to Indianapolis, IN.

2018 Horizon University becomes a member of the State Authorization Reciprocity Agreement.

2019 Established residential Diploma program in Biblical Studies through Calvary Chapel Bible College of Horizon University.

2020 Horizon University Graduate programs established with Master of Arts in Biblical Studies

In 2013, 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 Commission on Accreditation of the Association for Biblical Higher Education (ABHE) to grant degrees at the Associate, Baccalaureate and Graduate levels. ABHE is an institutional accreditation body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education.

ABHE
5850 T.G. Lee Blvd., Suite 130
Orlando, FL 32822-1781
Phone: 407-207-0808,
www.abhe.org

State Authorizations and Approvals

Horizon University has been granted authorization, approval or exemption from all 50 States to enroll students in undergraduate programs and to grant awards (degrees and certificates) to those students completing the program requirements.

Indiana Commission for Higher Education (CHE)

Horizon University has been granted a religious exemption by the State of Indiana Commission for Higher Education (CHE) to provide programs of a religious nature.

Indiana Commission for Higher Education (CHE)
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Phone: (317) 464-4400
www.che.in.gov

Midwestern State Authorization and Reciprocity Agreement (M-SARA)

Horizon University is a member of the State Authorization and Reciprocity Agreement (SARA) granting reciprocity for enrollment of students in Horizon University's online distance learning programs. Horizon University has been approved for membership in the Midwestern SARA (M-SARA) through the Indiana Commission for Higher Education M-SARA which grants institutions participation in the National Council for SARA (NC-SARA). NC-SARA membership covers 49 states, excluding California.

California Bureau for Private Postsecondary Education (BPPE) Exemption

Horizon University is currently not required to file for registration as an Out-of-State Institution with the California Bureau for Private Postsecondary Education (BPPE). Non-public, higher education institutions that are degree granting, non-profit, and accredited are exempt and need not register. (Ed. Code §94801.5(b))

What We Believe

- We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious atonement through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal and visible return in power and glory.
- We believe that man was created in the image of God, was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ's great commission.
- We believe that our faith should lead us to Win people to Christ, Disciple people in Christ, and Send people for Christ in obedience to Christ's last command.
- We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

Non-Discriminatory Statement

Horizon University does not discriminate on the basis of race, color, national or ethnic origin, sex, age, marital status or disability in any of its hiring and employee policies, admissions, scholarship or loan programs, athletic and other school-administered programs. All students are accorded the same rights, privileges, programs and activities made available at the school.

Horizon reserves the right to employ persons who have a spiritual background and philosophy of ministry similar or identical to ours and who, in the opinion of the institution, have a work history and lifestyle that is consistent with Scriptural principles. All employment decisions will be made in compliance with applicable labor laws, which do not contradict Scriptural mandates.

The following contacts have been designated to handle inquiries regarding the non-discrimination policies.

Title IX Coordinator:
Director of On-campus Programs
Paul Lange
plange@horizonuniversity.edu
(317) 823-2349 ext. 105

Alternate Contacts:

For students – Dean of Students
Tracy Gray
tgray@horizonuniversity.edu
(317) 823-2349 ext. 103

For Faculty and Staff – HR Director
Debbie Marshall
dmarshall@horizonuniversity.edu
(317) 823-2349 ext. 107

Administration

Leadership and Administration

Michael K. MacIntosh, D. Min., D. Div.
University Founder and Chairman Emeritus

Dr. MacIntosh, founder of Horizon Christian Fellowship, established in 1974 served as Senior Pastor for over 40 years. 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. As patriarch of his family, Mike has been married to Sandy for 50 years with six children, 20 grandchildren and five great-grandchildren.

- 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

Bill Goodrich
Chairman of the Board

Bill has been the Senior Pastor of Horizon Christian Fellowship of Indianapolis since it started in July 1988 after having served 9 years as Associate Pastor under Mike MacIntosh. Under Bill's supervision, God has also started Horizon Christian School, a summer camp program, a two-year full-time Calvary Chapel Bible College extension and planted over 20 churches locally and worldwide. Bill has been married to his wife Violet for over 40 years with three children and six grandchildren.

- Bachelor of Leadership & Ministry, Horizon University, 2015

Randall Dodge, PhD, JD
President/Chief Executive Officer

Randall earned his BA, MA, JD, and PhD, and has worked in several administrative and academic posts as well as program & policy positions in higher education. Randall has taught a variety of college and graduate level courses in leadership, administration & governance, service learning, philosophy and music. Randall and his wife Colleen have traveled extensively (in all 50 States and Canada, as well as Europe, Asia, Africa, South America and the Caribbean). Redeemed by Grace alone, his faith journey has been positively influenced by study and teaching as well as ministry with organizations in Christian higher education and missions as well as public service.

- Doctor of Philosophy in Higher Education, Indiana University
- Doctor of Jurisprudence, Indiana University School of Law
- Master of Arts in Student Personnel Administration in Higher Education, Ball State University
- Bachelor of Arts in Biology

Dave Kosobucki. M.A., D.Min.
Dean of Academics; Biblical Studies Program Lead

David “Dave” Kosobucki is Pastor at Horizon Central in Indianapolis where he has resided since 1997. Dave began his faith walk at age 16, and served with Eastern European Bible Mission after college. He lived in Europe for 11 years, mostly in Poland where he sought further theological studies at Warsaw Baptist Theological Seminary before returning to the United States. He and his wife, Ginger have been married since 1990 and have two children, both born in Poland. He is currently pursuing a Doctor of Ministry degree at Trinity Evangelical Divinity School.

- Doctor of Ministry, Trinity Evangelical Div. School, 2020
- Master of Arts in Christian Studies, Trinity Evangelical Div. School, 2012
- Bachelor of Arts in Music, University at Buffalo (SUNY)

Tracy Gray
Dean of Students; Biblical Counseling Program Lead

Tracy Gray has been a part of Horizon Christian Fellowship in Indianapolis since 1996. He has been on staff as an Associate Pastor since 2012 and oversees the Biblical Counseling, Home Fellowship and Discipleship ministries. Tracy also teaches at Calvary Chapel Bible College Indianapolis of Horizon University and is a member of the faculty of Horizon University.

- Masters in Theological Studies, Veritas Evangelical Seminary, 2018
- Bachelor in Christian Ministry Leadership, Barclay College, 2014
- Certifications in:
    - Biblical Counseling, International Association of Biblical Counselors

Debbie Marshall
Chief Financial Officer/Controller

Debbie Marshall brings several years of ministry accounting experience to Horizon University, having served on staff as the controller at Horizon Christian Fellowship of Indianapolis. Her business background also includes general and medical office administration experience.

Debbie has been a part of Horizon Christian Fellowship, under Pastor Bill Goodrich, since its infancy days in 1989. Over the years, she has served as a volunteer in women's ministry and mentoring, youth ministry and with the Indianapolis campus of Calvary Chapel Bible College. Debbie has a heart for women in domestic abuse situations and volunteers at The Julian Center, a shelter for women and children at risk. As a recent cancer survivor, she also is actively involved in awareness, fundraising and advocacy for women going through breast cancer.

- Business Certification, Bob Jones University

Paul Lange
Director, On-campus Programs (Calvary Chapel Bible College of Horizon University)

Paul Lange is an associate pastor at Horizon Christian Fellowship and has been Director of Calvary Chapel Bible College Indianapolis since 2012. Paul and his wife Jeanette left southern California in 1992 to serve on the mission field in Hungary aiding in the establishing of a new church plant. In 1997 he became director of Calvary Chapel Bible College of Europe located in "the castle" in Austria with the goal of raising servant leaders for the mission field. In 2001 this Bible college relocated to Vajta Hungary where he served for another 10 years. In 2011 Paul and his family moved back to California for a year before ultimately joining the

team at Horizon Christian Fellowship in 2012. Paul and Jeanette have three children all born on the mission field -- Sierra in Sweden; Sean in Austria; and Jake in Hungary.

- Bachelor of Arts in Communications, Michigan State University
- Associate of Arts in Business Information Systems, Orange Coast College

Monica Jones

Director of Admissions and Registration

Monica Jones has a long history with Horizon Christian Fellowship, having been a participant of the church for most of her life, as well as graduating from Horizon Christian School. Her husband, Luke, is a HCS and CCBC alumni who serves as a worship director at a local church where they now attend. They have one son, Ezra, who is 1-year old. Monica has a background in admissions, and joined Horizon University in late 2020. She is responsible for recruiting, walking students through the admissions process, and maintaining registrar affiliated records/reports. Monica has a passion for building relationships with students and helping them identify the path God is leading them down according to their unique gifts and calling.

- Bachelor of Science in Psychology, Liberty University

Consulting Staff

Becky Kirsininkas-Assessment Coordinator

Andrew Lockerbie-Marketing

Jeff Marr-Marketing

David Sanders-Web Design

Core Faculty

John Barbour, M.A.

- Master of Arts in Theological Studies, Liberty University, 2014
- Bachelors of Biblical Studies, Calvary Chapel Bible College, 2013

Stephen D. Bennett, M.A.

- Master of Arts in Christian Apologetics, Biola University, 2000
- Bachelor of Arts in Social Sciences, San Diego State University
- Secondary Teaching Credential in Social Science and Mathematics,
  San Diego State University

Richard Cates, D.Min. – Leadership & Ministry Program Lead

- Doctorate of Ministry, Fuller Theological Seminary, 2011
- Master of Divinity, Azusa Pacific University, 1999

Virginia Kosobucki, M.A. – TESOL Program Lead

- Master of Arts in English, Indiana University Purdue University at Indianapolis, 2014
- Graduate Certificate in TESOL, Indiana University Purdue University at Indianapolis, 2013
- Bachelor of Arts in French, University of Vermont, 1984

Marius Lazau, MBA – Organizational Leadership Program Lead

- Master of Business Administration, Palm Beach Atlantic University, 2010
- Bachelor of Science in Business Administration, Biblical and Theological Studies minor, Toccoa Falls College, 2006

Scott McCall, M.A.

- Master of Arts in Systematic Theology, Denver Seminary, 1990
- Bachelor in Biblical Education, Wester Bible College, 1980

Thomas McEwen, M.Div. – Chaplaincy Program Lead

- Masters of Divinity, Chaplaincy, Liberty University, 2015
- Bachelor of Arts in Biblical Studies, Moody Bible Institute

Mark Miller, D.Min.

- Doctorate in Ministry, Bethel Seminary, 2019
- 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 in Biblical Studies, Southern California Seminary, 2008
- Masters of Religious Studies, Harvest Institute for Biblical Studies, 2006
- Bachelors of Biblical Studies, Harvest Institute for Biblical Studies, 2006

Mark Radke, Th.M.

- Master of Theology, Trinity Evangelical Divinity School, 2001
- Master of Divinity, Trinity Evangelical Divinity School, 2000
- Bachelor of Arts in Biblical Literature, Taylor University, 1996

Michelle Whitney, M.Ed.

- Master of Education, National University, 2007
- Bachelor of Science, Computer Science, University of California San Diego, 1997

Jan Woodall, MLS. - Librarian

- Master of Library Science, Indiana University, 2009
- Bachelor in Religious Education, Oral Roberts University

Additional Adjunct Faculty

Anthony Arquilla, M.A..

- Master of Arts in Education, Concordia University, 2005
- Bachelor of Arts in Speech, University of Illinois at Chicago, 1977

John Darrow, M.A..

- Master of Arts in Theological Studies, Bethel Seminary, 2017
- Bachelor in Biblical Studies, Horizon University, 2013

Lloyd Farrar, Th.M.

- Master of Arts in Theological Studies, Cebu Graduate School of Theology, 2014
- Bachelor of Science in Business Management, San Diego State University

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

Robert Schultz, M.A.. M/A.

- Master of Arts in Systematic Theology, Wheaton College, 1999
- Master of Arts in Historical Theology, Briercrest Biblical Seminary, 1997
- Bachelor of Arts in Bible/Theology, Moody Bible Institute, 1995

Governance – Board of Trustees

Horizon University maintains a Board of Trustees consisting of at least five but no more than fifteen members. The board serves to safeguard the accomplishment of the mission and goals of the school.

- Michael K. MacIntosh, D. Min., D.Div. – Founder and Chairman Emeritus
- Bill Goodrich – Chairman of the Board
- Randall Dodge, President/CEO & Trustee
- Dave Holly, Vice Chairman
- Bernadette Pablo, Treasurer
- Jose Delgado, Trustee
- Dana Mannix, Trustee

Facilities and Resources

Horizon University resides on a beautiful 98-acre campus located at 7700 Indian Lake Rd., Indianapolis, IN 46236 that is owned and operated by Horizon Christian Fellowship of Indianapolis (HCF-I). The Horizon University Administrative office resides in its own building in the center of the campus overlooking a peaceful pond and separate from the HCF-I main building. The campus facilities include a large classroom, library, cafeteria, study area and a student center. Dormitories owned and operated directly by Horizon Christian Fellowship with capacity of approximately 36 students are also options for housing of Horizon University students desiring an on-campus living experience. The campus is accessible to the disabled with access to campus facilities used by the university that do not require ascending steps, accessible bathroom facilities, and handicapped parking.

Students can take advantage of numerous outdoor activities including 60 acres of woods with hiking/running and mountain bike trails, a swimming pool, climbing wall, zip line, soccer field, baseball diamond, Frisbee golf course, and more.

Additional campus facilities available to Horizon University for use include: A fellowship hall, multi-purpose room, gymnasium, library and additional classrooms for evening onsite instruction in the main HCF-I building. A separate maintenance building near the center of campus supports the facilities and grounds throughout the campus.

Our classrooms are equipped with high-definition monitors and free wireless internet access is available throughout the campus building area for instructors and students. The main classroom adjacent to the Horizon University library provides a quiet study area when classes are not in session. An additional resource room with library resources is also available on campus for student quiet study use during University Administrative Office hours or by appointment. Students may use their own devices or reserve one of the University internet and printer connected computers loaded with Microsoft Office Suite located in the resource center. In addition, students and faculty may access Horizon University's online library and resource center through the Horizon University website.

NOTE: Students must sign the Internet, Email and Computer Use 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.

Horizon University maintains an open campus environment under the oversight of Horizon Christian Fellowship, Indianapolis. Students may contact the Director of On-Campus Programs or Dean of Students regarding any campus safety or security concerns or issues.

Campus Safety Contacts

- Director of On-Campus Programs: 317-823-2349 - ext. 105
- Dean of Students: 317-823-2349 – ext. 103

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

City of Lawrence Police Department

- Emergency: **911**
- Non-emergency: **317-545-7575**

Library and Learning Resources

Campus Library

Horizon University students, faculty and Horizon staff are welcome to visit and use the on-campus library and quiet study resource center. The new Horizon University on-campus library provides access to over 9,000 volumes of books and reference materials applicable to Horizon University's program offerings. Hours of service and book checkout procedures for the new library are available from the Horizon University Administrative Office and within the Library.

Online Library and Learning Resources

The Horizon University website provides students and faculty access to online research and writing resources. Resources include online Bible dictionaries and Bible study references, eBook collections, article databases, religious research sites and government websites. Additionally, resources are provided for specialized topics of interest including church and Christian leadership, biblical counseling, discipleship, education, evangelism, government, geography, languages, and religious research sites. To access the online resources, see the useful links by going to the **Student Resources** section of the horizonuniversity.edu website and selecting The Library.

Contact the Librarian

To contact the Librarian for assistance, use one of the following methods:

1. Send email to Librarian@horizonuniversity.edu or

2. Click on the “Ask a Librarian” button on the horizonuniversity.edu website and complete the online form.

Calendar

2021-2022 Academic Calendars

Online Programs

Offering Period	Start Date	End Date	Add/Drop Deadline	Course Midpoint Withdraw Deadline
Fall 2021-22 (12 weeks)	**8/30/2021**	**11/21/2021**	**9/12/2021**	**10/10/2021**
Winter 2021-22 (12 weeks)	**11/29/2021**	**2/27/2022**	**12/12/2021**	**1/16/2022**
Spring 2021-22 (12 weeks)	**3/7/2022**	**5/29/2022**	**3/13/2022**	**4/16/2022**
Summer 2022 (6 weeks) *(optional)*	**6/6/2022**	**7/17/2022**	**6/19/2022**	**6/26/2022**

All online courses are three semester credits regardless of the course length (6 or 12-week cycle).

On-campus Programs

Offering Period	Start Date	End Date	Add/Drop Deadline	Course Midpoint Withdraw Deadline
Fall 2021 (16 weeks)	**8/17/2021**	**12/10/2021**	**8/30/2021**	**10/12/2021**
Spring 2022 (16 weeks)	**1/11/2022**	**5/12/2022**	**1/24/2022**	**3/8/2022**

2021-2022 School Holidays, Breaks and Special Events

Online Programs

9/6/2021	Labor Day	1/17/2022	Martin Luther King Day (Office closed)
11/22/2021 –11/28/21	Thanksgiving Break	2/28/2022 – 3/6/2022	Winter-Spring term break
12/24/2021-1/2/2022	Christmas Break	4/15/2022	Good Friday (Office closed at noon)
1/1/2022	New Year's Day	5/30/2022	Memorial Day
		7/4/2022	Independence Day

5/13/2022	**2022 Commencement Ceremony**

On-campus Programs

8/16/2021	Orientation	12/10/2021 – 1/9/2022	Christmas Break
9/6/2021	Labor Day	1/1/2022	New Year's Day
9/13-17/2021	Backpacking Trip	2/21/2022	Presidents' Day (No class)
10/11-13/2021	Serve at Pastor Conf.	3/20/2022	Practicum Prayer Dinner
10/27-29/2021	Speakers Week	3/28/2022 – 4/1/2022	Spring Term break
10/29/21	Campus Visit Day	4/24/2022 – 5/12/2022	Practicum & Debrief
11/25–26/2021	Thanksgiving Break	5/14/2022	Clean & Move Out

5/13/2022	**2022 Commencement Ceremony**

Academic Offerings

Horizon University offers students accredited degrees they can take to graduate school or use to further their career. Students and working professionals can earn a degree online in 12-week semester credit course cycles with an option for 6-week courses during an optional summer term. Courses may also be offered through on-campus delivery based on student demand. 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 Arts in Biblical Studies (AABS)
- Bachelor of Arts in Biblical Studies (BABS)
- Bachelor of Arts in Organizational Leadership (BAOL)
- Bachelor of Arts in Leadership and Ministry (BALM)
- Bachelor of Arts in Biblical Counseling (BABC)
- Bachelor of Arts in Chaplaincy (BACh)
- Bachelor of Arts in TESOL (BATESOL)
- Double major: Bachelor of Arts in Leadership & Ministry and Organizational Leadership
- Master of Arts in Biblical Studies (MABS)

Certificates & Diplomas

Horizon University currently offers the following undergraduate one-year certificates and a two-year diploma:

- Certificate in Biblical Studies (CBS)
- Certificate in Chaplaincy (CCH)
- Certificate in Biblical Counseling (CBC)
- Certificate in Teaching English to Speakers of Other Languages (CTE)
- Diploma in Biblical Studies (DBS) – on-campus only

Delivery Options

Class instruction is delivered onsite (on campus) and online.

On Campus

Onsite classes, are scheduled throughout the week during day and evening hours. Course schedule is determined by the onsite demand and the specific program offering (i.e. certificate, degree, on-campus diploma, or dual credit).

Online

Online instruction is delivered through the MY HORIZON online portal (via the Populi LMS platform). A limited number of additional courses may also be available through alternate online platform.

NOTE: Although most online courses do not require students to meet at set times together using the online platform, reliable

access to the Internet is required in order to meet course requirements. Email is not an acceptable substitute.

Admissions

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 proficiently read and write in the English language. In addition, each applicant must provide proof of secondary school (high school) completion or the equivalent (GED, for example), or an official transcript from a post-secondary academic institution, verifying a minimum 2.0 grade point average (GPA). An applicant who cannot meet these minimum requirements may appeal to the Admissions Office for conditional ("provisional") admission. Based upon personal recommendations, commitment, tests, writing samples and life experience, the student may be considered for conditional admission. Once students admitted on a conditional basis complete 6 units toward their designated program with a grade of C or better, they will be considered fully enrolled. The decision of the Admissions Committee is final.

Returning students who have not been enrolled for more than one full academic year will need to re-apply to the University as if they were a first-time applicant. Prior earned credits will not be affected. However, any student that has had more than one year gap in enrollment may encounter changes in the requirements and application of transfer credits toward his or her designated degree.

Whether new or returning, all applicants are advised to attend an information meeting or informational phone call with admissions prior to submitting an online application. These virtual information sessions are available during open admissions cycles. Prospective students can request an informational meeting with an Admissions Advisor by completing a request form on www.horizonuniversity.edu/admissions/.

NOTE: Students requesting readmission to Horizon University who have missed a full academic year or more are required to re-apply, completing the online application process and paying the application fee.

Admission Procedures

Horizon University accepts new enrollments during each term. The deadline for applying to Horizon University (including submitting all required elements) is three weeks prior to the start of each term. Applications received less than three weeks prior to the desired term of enrollment may result in a delay in acceptance and term in which you may begin classes.

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

1. Request an Information Meeting (www.horizonuniversity.edu/admissions/) to speak with an Admissions representative.

2. Complete and submit an online application (www.horizonuniversity.edu/admissions/), which includes the following:
   - Non-refundable $50 application fee
   - Acknowledgement and acceptance of the Financial Obligation Agreement
   - Acknowledgement and acceptance of Horizon University's Social and Behavioral Standards
   - Admissions essay: personal faith statement or testimony as a 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)
   - References must be received on the form/document that is provided in the online application
   - Required references are: one from pastor or Christian mentor within the church, and the other from a non-family member.
4. Provide proof of high school graduation (or equivalent):
   - High school transcript
   - GED
   - An official transcript from a post-secondary academic institution, verifying a minimum 2.0 grade point average (GPA)
5. Submit official transcripts
   - Official transcripts must be received directly from all prior post-secondary institutions from which credit for learning is requested
   - Official high school transcripts, if the student does not have any prior post-secondary educational experience
   - 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. Upon acceptance, provide a valid form of identification (a driver's license or passport) with current legal address to the Admissions representative. This documentation is required for recipients of federal financial aid.
8. 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 (certificate of eligibility) submitted to Horizon University Financial Aid Office 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 official Welcome email 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 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 for the student's program of pursuit. 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 receives a degree progress report (DPR) during the admissions process and prior to the initial registration for classes. The DPR includes a registration roadmap provided by their Academic Advisor. Under normal circumstances, the student will register for courses according to their individualized roadmap. An updated DPR will be sent to each student at the end of each term. 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. This will help the student register accordingly for the next term. If a student has questions about their DPR or what to register for, the student may request an advising session to review their DPR at the end of each term.

The DPR (and the roadmap on it) serves as a guide to students as they register for courses in each offering period.

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: If a Student account has a remaining balance at the end of an offering period, the student will be locked out of registration for the next 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 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, in the Appendix of this Catalog and in the annual Student Handbook.

Enrollment

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 (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 student may be administratively withdrawn from the University when:

- he or she fails to maintain a minimum cumulative GPA of 2.0 and/or term GPA of 1.8 over two consecutive offering periods (not including the optional summer offering period), **and/or**
- he or she does not register in, fails to earn a minimum term GPA of 1.8, or drops out of any one offering period with a past due balance of any amount on their Student Finance account.

Inactive students who have not been enrolled for a full academic year or more 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.

Full Time

Students are considered full time when registered for 12 or more credits in any 12-week trimester (Fall, Winter or Spring) or 16-week semester (Fall or Spring).

Less-Than-Full Time

Students who do not meet the requirements of full time status are considered less-than-full time. For Title IV financial aid, less-than-full time is broken down as follows:

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

Registration

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. Active students 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 via "The Feed." Information and notices posted at "The Feed" 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 accepted to Horizon University before they are eligible to register and enroll in courses (see Admissions). Once enrolled, students are responsible for their own registration in each offering period of the academic year.

Students cleared for enrollment will self-register for classes using MY HORIZON. Registration opens three weeks in advance of the offering period and closes at midnight (Eastern 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 may participate in discussions and complete the coursework assigned but do not submit assignments for grading and feedback or take any exams. 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 for courses taken as audit; no exceptions will be made. To audit courses at Horizon University,

1. 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.
2. Once accepted, register for the class 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 or sixteen 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. The Add/Drop/Withdraw form can be found here: https://www.horizonuniversity.edu/resources/forms/

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. Courses dropped in the first three days of class will be deleted from the student's enrollment and not be reflected on the student's transcript. Successfully dropping a course at any time between Day 4 and the Add/Drop deadline will show as "DR" on the official transcript. The Add/Drop/Withdraw form can be found here: https://www.horizonuniversity.edu/resources/forms/

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 (Eastern Time) on the Sunday evening at the end of the sixth week for a 12-week class, eighth week for a 16-week class and end of the third week for a 6-week class. The Add/Drop/Withdraw form can be found here: https://www.horizonuniversity.edu/resources/forms/

NOTE: 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 your Academic Advisor. The completed form must be received with an ink signature or time stamped electronic signature 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 Academic Calendar for Add/Drop dates in each offering period.

Student Records Management

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, 7700 Indian Lake Road, Indianapolis, IN 46236. 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, official 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

- "IP" – The student is currently taking the course, or it is during the timeframe in which an extension has been granted and approved by the administration. To receive an extension, the Administration must receive a complete and accurate Request for Incomplete Form 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.
- "DR" - Any course in which the student submitted an ADD/DROP/WITHDRAW request prior to the deadline and in accordance with the stated policy.
- "W" – 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.

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 on the Transcript tab of the Student page.

To request an official transcript, submit a completed Transcript Request Form with written signature (electronic signatures not accepted) 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. Transcript processing time begins upon receipt of payment and completed Transcript Request Form.

Completed forms may be submitted in any of the following three ways.

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

   Horizon University
   ATTN: Registrar
   7700 Indian Lake Rd.
   Indianapolis, IN 46236

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 ten business days
  - Rush – Processed and mailed within three 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, cash or credit/debit card
  - By phone (processed as credit/debit card payment)
  - Online via MY HORIZON (active students) or a “Link to Pay” provided by the registrar (all others)

Financial Information

Costs

The following information on tuition and fees applies to the 2020-2021 academic year. However, tuition and fees, as well as refund policies, are subject to change each academic year.

Tuition

The tuition rate for the 2020-2021 academic year is $250.00 per credit for certificate and bachelor's degree-seeking students. Horizon University certificate and bachelor's degree courses are typically 3 credits per course and full-time attendance is defined as 12 credits per offering period.

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

Tuition – Master's Degree Program

The tuition rate for the 2020-2021 academic year is $400.00 per credit for master's degree seeking students. Horizon University master's level courses are typically 3 credits per course and full-time attendance is defined as 12 credits per offering period.

- **Tuition (master's degree programs): $400.00 per credit**
  (Example: 3-credit course = $1,200.00, 12 credits = $4,800.00)
- **Audit Cost (not-for-credit) = $180.00 per course**

Tuition – CCBCHU On-Campus Diploma Program

The tuition rate for the 2020-2021 academic year is $140.00 per credit for on-campus diploma seeking students. Calvary Chapel Bible College of Horizon University courses are 2 or 3 credits per course and full-time attendance is defined as 14 credits per offering period.

- **Tuition (on-campus diploma program):** $140.00 per credit
  (Example: 3-credit course = $420.00, 14 credits = $1,960)
- **Audit Cost (not-for-credit): $100.00 per course**

Fees

Fees apply to all students equally. All fees are non-refundable.

- **Application fee (for credit):** $50.00 – 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 offering period that is due at the time of registration (A full-time student enrolled in all four offering periods including the optional summer term incurs registration fees totaling $200.00 per academic year)

- **Online Access fee:** $50.00 – A non-refundable fee assessed for each offering period
- **Student Ministry Practicum fee:** $100.00 – A non-refundable fee assessed for Ministry Practicum
- **Diploma Program Textbook fee:** $100 per term
- **Master's Program Electronic Resource fee:** $300 one-time fee for Logos subscription
- **Additional Materials fee:** $50.00 – A non-refundable materials fee assessed for some alternative 6-week courses in lieu of a textbook (including Old Testament Survey and New Testament Survey)
- **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 and 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 of transcript request.
- **Graduation fee:** $150.00 - 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 30 days after the first day of the first day of the offering period unless financial aid is scheduled and pending disbursement. Any student with a past due balance three weeks prior to the start of the next 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 at least 30% of the total tuition and fees for each offering period upon registration.
- A payment plan must be established with the Finance office prior to the Add/Drop date for the term.
- If a student fails to meet the terms of the plan and/or falls behind in payment, the full balance becomes due immediately.

- Where a payment plan agreement is in place, the student is unable to register for new classes until the balance is satisfied.
- All grades, transcripts, and diplomas are withheld until payment is made 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 published in the Academic Calendar and the date 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. **All fees are non-refundable.**

Note: Consult the tuition refund schedule prior to dropping/withdrawing from a course.

Tuition Refund Schedule

All dates in the refund schedule below are midnight in the Eastern

Time zone. Also, note that *all* fees are non-refundable and due with tuition by 30 days after the first day of each offering period.

Offering Period Progress	12-16 week classes	6 week classes	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%
More than one-third	After Day 28	After Day 14	No refund

NOTE: Tuition and fees, as well as refund policies, are subject to change each academic year.

ON-CAMPUS HOUSING

On-campus room and board is available to all diploma program students, and may be available upon request to students enrolled in diploma seeking programs as space permits. Housing is made available through our arrangement with Horizon Christian Fellowship of Indianapolis. Please contact the Director of Calvary Chapel Bible College of Horizon University to determine availability. Cost of housing is $3,400 per academic year (August-May).

Financial Aid

Horizon University offers two types of financial aid:

1. Federally funded financial aid options that are available for qualifying degree-seeking individuals through Title IV (T4) federal aid and through VA education benefits. Students pursuing only a certificate or diploma are not eligible for federal financial student aid.
2. A limited number of scholarships for new students enrolled full time and for pastors or missionaries. Contact the Financial Aid Office for current information on availability, eligibility criteria and application process of Horizon University scholarships.

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."

For federally funded financial aid, 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.

Title IV Federal Aid

Degree seeking 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 Grants and Federal Student Loans.

Pell Grants

Grant awards are funds that do not have to be repaid under normal circumstances. Additional information is available at https://studentaid.gov/understand-aid/types

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.gov/understand-aid/types

Title IV (T4) Process

Applying for Title IV Financial Aid

Effective fall 2020, Horizon University will be using Campus Ivy for the management and processing of student financial aid. Students applying for financial aid must complete the FAFSA each year and complete a one-time registration with Horizon University through Campus Ivy. Both steps are completely free to students using the direct federal website and the Horizon University financial aid website identified in the instructions that follow.

1. Complete the **F**ree **A**pplication for **F**ederal **S**tudent **A**id (FAFSA) available at no cost to the student. The FAFSA must be completed for each year you are requesting financial aid.
   Link to FAFSA: https://fafsa.ed.gov/.

2. Register with Horizon University for financial aid through the Campus Ivy system using the link available on the Horizon University Financial Aid web page. Horizon University utilizes Campus Ivy to assist in processing financial aid awards. Registration is required only once in order for your financial aid to be processed.
   Link to Financial Aid Website: https://www.horizonuniversity.edu/admissions/financial-aid/

Contact your financial aid advisor for questions regarding your financial aid application or financial aid status.

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

In order to qualify for loans, enrollment must be a minimum of half time (HT). 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) for online students and twice a year (September and January) for on-campus Associate degree-seeking students. Students planning to take classes during the optional summer 6 week term should carefully and prayerfully plan their enrollment and finances accordingly. If the student did not receive the full amount of aid available within the academic year, he/she may request an additional financial aid disbursement to cover cost of attendance for summer classes from the remaining available award.

NOTE: To continue receiving financial aid, students must maintain satisfactory academic progress (SAP) with a minimum cumulative GPA of 2.0 and completion of 67% of all credits attempted (or 50% if enrolled half time) within each term of attendance.

Students failing to meet the SAP standard within a given offering period will be placed on "Warning" status. Students on "Academic Probation" due to failure of meeting the SAP standard for two consecutive offering periods will result in suspension of financial aid. Reinstatement of financial aid is possible after at least one successful offering period.

Application of Funds

Disbursement of Title IV funds are scheduled for enrollment verification within five business days after the Add/Drop deadline and with funds to be received by Horizon University within 7 business 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 and fees for the offering period the funds are disbursed toward.
- **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.

NOTE: Students are solely responsible for costs not covered by financial aid.

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.

Repayment of Title IV Direct Loans

When a student falls below half time status – whether by reduced enrollment, withdrawal, leave of absence, unsatisfactory progress, disciplinary action, or graduation – previous student loans become due

for repayment unless enrollment status resumes to half time or greater within 180 days. Federal Student Aid direct loan recipients who drop below half time will be required to complete an exit counseling session on the Federal Student Aid .gov website to prepare them for repayment of their loans.

Return of Title IV Financial Aid

If a student receiving Title IV financial aid funds ceases to be enrolled (100% voluntarily or administratively withdrawn from all classes) prior to the end of the offering period, the student may incur a requirement for return of Title IV funds. The Financial Aid Office uses a Treatment of Title IV Funds worksheet provided by the Department of Education to calculate the amount of unearned Title IV aid based on the amount of financial aid disbursed and the date of withdrawal. The student will be notified if there are any financial implications for return of the funds disbursed.

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.

Requesting a Certificate of Eligibility for VA Education Benefits

In accordance with Title 38 USC §3679(e) School Compliance, any student entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits (a.k.a. "covered individual") are to provide to the Horizon University Financial Aid Office a valid certificate of eligibility for entitlement to educational assistance no later than the first day of a course. A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website e-Benefits, or a VAF 28-1905 form for Chapter 31 authorization purposes.

- Covered individuals are able to attend or participate in their declared course of instruction during the period beginning on the date the individual provides Horizon University a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33, and ending on the earlier of the following dates:

1. The date on which payment from VA is made to Horizon University.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- Horizon University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Application of VA Educational Benefit Funds

VA education benefits received by Horizon University on the veteran student's behalf cover tuition and fees only for the terms the student is enrolled and attending classes. 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. If a student's enrollment in a class has been certified with the VA and the student fails to attend class or withdraws from the class, the change in enrollment status will be reported to the VA. If the student has attended class and withdraws

after the start of the term, the return of funds (debt) shall be assessed by the VA to the student. Otherwise the institution is responsible for the return of funds to 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. 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 may be awarded on a prorated basis and apply only for those dates inclusive of the start and end date of course instruction. 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.

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, students are expected to obtain the documentation directly through My Horizon, when available.

Academic Administration

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. 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 (SAP)

A minimum cumulative GPA of 2.0 is required to continue progress toward graduation. If a student falls below 2.0 cumulative GPA or 1.8 GPA for courses taken during an offering period, the student is subject to academic disciplinary action.

In order for a course to be applied toward graduation requirements, a minimum of "C-" is required.

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.)

Financial Aid SAP

Students requesting financial aid must meet the following minimum academic standards for satisfactory academic progress. Status is reviewed after each term of scheduled financial aid disbursement (Fall, Winter, Spring).

- **Cumulative GPA:** Students must maintain a GPA of 2.0.
- **Completion Rate:** Students must complete 67% of all credits attempted within each term (or 50% if enrolled half time).
- **Maximum Timeframe:** Students must complete their degree before exceeding 150% attempted semester credits.

Failure to meet the 2.0 cumulative GPA or 1.8 term GPA standard for two consecutive offering periods (excluding optional summer term) will result in suspension of financial aid. Reinstatement of financial aid is possible after at least one successful offering period.

Academic Disciplinary Action

A student failing to earn a minimum GPA of 1.8 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 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 (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.

Attendance Requirements

Students are expected to maintain regular attendance throughout each course.

Face-to-face on-campus classes are designed for in-class instruction and discussion. Repeated tardiness or partial attendance in any face-to-face on-campus class session may result in reduced participation or in-class activity grades.

Students who miss one or more on-campus class session or weekly online class lesson are still responsible for assignments and any 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 the individual syllabi for class requirements.

Students who miss three or more classes in on-campus courses or three or more consecutive 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.

Leave of Absence Policy

Students may request a Leave of Absence (LOA) from Horizon University as a result of personal situations that prevent the student from temporarily moving forward in their academic degree pursuit. One or more LOAs may be requested within a 12-month period, not to exceed a total of 180 days.

A Leave of Absence may be approved given a reasonable expectation that the student will resume their course of study within the expiration of the student's LOA timeframe. Upon returning from the LOA, students must resume their coursework as outlined in their Degree Progress Report.

Requesting a Leave of Absence

To request a Leave of Absence,

1. Student contacts the Dean of Administration or Advisor to discuss the situation and determine options for continued studies or Leave of Absence.
2. Student submits a written notification (by letter or email), with signature and date, requesting a LOA in course studies. Include in the written request:
    a. The reason for the Leave of Absence, and
    b. The time and duration of the LOA (i.e. offering term or start and end date) indicating when the student intends to resume their degree coursework.

Financial Aid Cancellation Due to Leave of Absence

Financial Aid disbursements scheduled after the student's start of LOA may be cancelled. If scheduled disbursements are cancelled and the student resumes studies within the same academic year as the LOA, should contact their Financial Aid Advisor to be scheduled for the remaining terms which the student is enrolled in classes.

Students that receive Title IV loans and are granted a LOA must resume course studies within approved LOA grace timeframe. Failure to re-enroll in classes toward degree completion by the LOA expiration will result in Administrative Withdrawal from the University, effective the date of the start date of the LOA.

NOTE: Students subject to Administrative Withdrawal will be responsible for the loan terms of any prior loans disbursed, effective the date of withdrawal from the University.

Approving Leave of Absence Requests

Prior to submitting a Request for Leave of Absence for courses "in progress", the student should work with their instructor(s) to determine if course work can be completed during the current term without taking a LOA. Consideration should be taken to determine if the interruption may extend beyond two to three course weeks within a 12-week term.

Situations temporarily interrupting student's course progress that may be approved for a LOA include:

- Scheduled medical/sick leaves
- Maternity leave
- Short-term mission assignments
- Bereavement
- Major change in employment
- Extenuating circumstances – unplanned situations out of the norm – that could not be planned for in advance such as illness, personal or family emergency, etc.

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 typically held on the second Saturday 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 and make payment for the graduation fee within 30 days of invoice. Intent to Graduate forms are available from the Registrar or Dean of Administration.

Upon Completion

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

- A minimum of 31 credits for a Bachelor, 30 credits for an Associates degree, or 75% of the required credits for a Certificate taken at Horizon University
- A minimum of 50% of the required credits in the degree's major area of study for undergraduate degree– including core biblical studies, theology and professional studies - resident at Horizon University
- All courses required for the degree or certificate granted
- The total credits required for the degree or certificate granted
- Applicable Student Ministry requirements (ministry hours and practicum)
- 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

Master's Degree

Graduates with a Master's degree in Biblical Studies will have successfully completed all of the following:

- 37 credits with a cumulative grade point average of 2.0 or better and "C-"or better in each course.
- 9 credits in Foundational Courses in Biblical Studies
- 6 credits in Theology, History and Culture
- 18 credits in The Literature of the Bible
- 3 credits in an Elective
- 1 credit in Field Education Requirement

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 and "C-" or better in each course
- 21 credits (for BBS) or 24 credits (for BLM and BOL) in core Biblical Studies and Theology
- 51 credits (for BBS) or 48 credits (for BLM and BOL) in the required courses for the major area of study
- 30 or more credits in the General Education requirements
- 24 or more credits in Electives
- 12-week student ministry practicum in final year of study plus 12 ministry service hours for each prior grade level (freshman, sophomore, junior) enrolled at Horizon University

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 and "C-" or better in each course
- 30 credits of core Biblical Studies
- 15 credits of Biblical Studies, Theology and Ministry courses

- 15 credits in the General Education requirements
- 12-week student ministry practicum in final year of study plus 12 ministry service hours while enrolled as a freshman at Horizon University

Undergraduate Diploma in Biblical Studies Credential

Completion of a diploma will have successfully completed all of the following:

- A minimum of 55 credits with a cumulative grade point average of 2.0 or better and "C-" or better in each course
- 48 credits of core Biblical Studies, Theology and Ministry
- 3 credits of Writing
- 4-6 credits of additional Biblical Studies electives
- 12-week student ministry practicum or 12 ministry service hours while enrolled in Certificate program (as specified for each individual certificate)

Undergraduate Certificate Credential

Completion of a certificate will have successfully completed all of the following:

- A minimum of 24-28 credits (depending on certificate) with a cumulative grade point average of 2.0 or better and "C-" or better in each course
- 12 credits of Biblical and Theological Studies
- 12-week student ministry practicum or 12 ministry service hours while enrolled in Certificate program (as specified for each individual certificate)

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=34:3.1.3.1.1.1.1.23.2)

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
   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.

Independent Study

Independent Study may be granted to students in three cases for the sake of students' need and help.

1. A senior who needs to finish a required course in order to graduate in the Spring but finds that it is not offered as a regular part of the curriculum during the academic year of graduation may petition for an Independent Study for that required course. In this case, a senior student cannot take more than two Independent Studies altogether.
2. Any student who wants to accelerate his/her program completion may take certain courses as Independent Study only if those courses are not to be offered within the next three semesters. In this case, the student must take at least 12 regular semester units except the Independent Study which he/she wants to take, and he/she can take only one Independent Study per semester.
3. A junior or a senior student may take Independent Study for in-depth or specific study on a field for which a regular course is not offered by Horizon University. In this case, the Independent Study has to be closely related to his/her major.

In all of these cases, a course which is offered in the semester cannot be taken as Independent Study, and a student cannot take more than one Independent Study per semester. Contact your Advisor to discuss process and requirements for Independent Study.

NOTE: Students will be charged full tuition for Independent Study courses. Independent study courses are in-eligible for Financial Aid funds and must be covered directly by the student.

Non-Resident Credit

Resident credit is course credit earned through enrollment in a Horizon University class, either on campus or online. Non-resident credit includes transfer credit from another undergraduate degree-granting academic institution, credit by examination (College Board CLEP or Advanced Placement, International Baccalaureate, or military DSST), or credit for life experience portfolio review. All approved transfer credits are entered into the student's Horizon University official transcript of record and all official student records received for transfer credit and prior learning are stored in the student's hardcopy and digital files. Students may have a maximum of 90 qualifying non-resident credits applied to a Bachelor degree, 30 credits toward an Associate degree and 6 credits toward a Certificate program.

Transfer Credit

Relevant courses with an earned grade of "C" (2.0) or better 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), is an ABHE Affiliate institution, 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, or from JST military service transcripts reviewed by the American Council on Education (ACE), then the transfer of credits are subject to the approval of the Academic Dean or administrative leadership.

Students who hope to transfer credits into Horizon University should have their official transcripts sent to the Registrar at the beginning of their program of study, prior to enrollment and the Admissions Interview.

NOTE: Credits earned more than ten years prior to enrollment at Horizon University are subject to review and may be applied towards Electives or General Education Electives requirements.

Advanced Placement (AP) and International Baccalaureate (IB) Credit

Students successfully completing AP or IB courses while in High School may receive credit toward equivalent courses in their declared degree. The student must submit their official AP or IB test transcript to Horizon University Admissions for review to receive transfer credit. The student must have taken and successfully passed the AP or IB exam and received a score equivalent to or higher than the transfer requirements below.

AP/IB Exam:	**Minimum score:**
AP Exam scores	3.0
IB Language HL, Math HL, or Theater HL	4
IB Biology HL, Chemistry HL, or Physics HL	5
IB Geography HL, History HL, or Psychology HL	5

Credit by Examination

Horizon University accepts test results from ABHE Bible knowledge exams, CLEP (https://clep.collegeboard.org/) and DSST (DANTES Subject Standardized Tests used in the military which are equivalent to CLEP exams).

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.

Horizon University also accepts ABHE Bible knowledge test results for credit toward Old Testament Survey and New Testament Survey courses. The student must pass the exam subject category upon admission to Horizon University with a score of 80% or higher. Students may retake the exam only once during their next term of enrollment, and the student is responsible for paying for any retakes.

NOTE: Credit by Examination 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.

Students considering seeking Credit for Life Experience must submit the following:

1. A written appeal to Administration with the list of Horizon University courses that the student will be requesting CLE credit review.
2. For each course the student is seeking credit through life experience, 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 of the course. 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.

The student may request/appeal to Horizon University Administration a maximum of 8 courses (24 credits) for CLE 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 or not credit is awarded.
- 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.

NOTE: CLE fees are $250 per course.

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 two offering periods (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 requirements for satisfactory academic progress of the first full semester are met and verified by the Registrar.

Grading

A grade of 1.80 (“C-”) or better is necessary for a course to be credited toward degree requirements. Required courses must be repeated until a “C-“ 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 show effective leadership potential.
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 required tasks. **NOTE: Although credit is earned for lower point value, a minimum of 1.8 (C-) per course and 2.00 overall GPA is required in order to satisfy any degree requirement.**
C	**2.00**	
C-	1.80	
D+	1.50	Below average grasp of facts and competencies. This grade reflects the fact that the student did not achieve 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 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 preparation. No credit awarded.**

Request for Incomplete Policy

Completion of Work: All assignments will be graded and weighted in accordance with the rubric in the syllabus. Assignments not submitted will receive a zero. Late assignments will be subject to a reduction in grade. Extended due dates on individual assignments will be granted only in cases of hardship such as hospitalization or emergency absence from class. Unless such a situation arises immediately before a deadline, arrangements cannot be made after the fact without receiving a reduction in your grade.

Incomplete: If the student is unable to complete the course as scheduled, a Request for Incomplete form (found here: https://www.horizonuniversity.edu/resources/forms/) must be submitted prior to the last day of the offering period. Requests for an Incomplete may be granted for extenuating circumstances – unplanned situations out of the norm – that they could not plan for in advance such as illness, family emergency, death in family, etc. Note that planned trips, weddings and such can be planned in advance and coursework completed without a need for an extension.

- Form must be submitted by the Student to the Registrar by the last day of class completed and signed by both student and instructor.
- Submitting the form is a "request" and MUST be initiated by the student, not the instructor. No guarantees an "INC" extension will be granted by the instructor.

Request for Incomplete Process

To submit a Request for Incomplete, the following steps must be taken:

1. Student completes and signs Part I of the form and submits the form to the Instructor by the last class session. Students are ineligible to request an Incomplete for a class after the last class session.
2. Instructor reviews the request and determines the appropriate timeframe and required work to be completed, completes Part 2 of the form and returns the completed form to the student and the Registrar. Extensions granted for students to complete the required coursework may be up to 2-weeks for 12 to 16 week classes and up to 1-week for 6-week classes, although the actual time granted will be determined by the Instructor and the Academic Dean. The maximum extension allowable that may be granted with Administrative approval is 4-weeks for 12 to 16 week classes and 2-weeks for 6-week classes.
3. The Student must submit the completed Request for Incomplete Form to the Registrar by the last day of the offering period.
4. Once the work is complete, the instructor updates and finalizes the student's grade in MY HORIZON and notifies the Registrar to clear the Incomplete.

If the course work is not completed within the allotted time period the student will receive the grade earned as a result of not completing the course work.

Note: The Instructor has the right not to sign off on students' Request for Incomplete if the situation does not warrant one. There is no appeal process if the Instructor does not sign/approve the Request for Incomplete.

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 (found here: https://www.horizonuniversity.edu/resources/forms/) 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.

Administrative Incomplete

The administration of Horizon University may on occasion grant an Administrative Incomplete to students enrolled in a course when the instructional delivery does not meet expected standards for Horizon University. In such a case, a student who receives an "F" will instead receive a grade of Administrative Incomplete ("AI"). This grade will be replaced with an earned grade upon 1) satisfactory completion of the work for the course under the guidance of an administration-appointed tutor, or 2) completion of the course during the summer offering period (tuition free). The student will have a maximum of one year from the day the Administrative Incomplete is granted, as determined by the Academic Dean, to accomplish either of the above options. If the student does not accomplish either of the above, the AI will revert to the original grade of "F".

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.

Spiritual Development

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 Student Ministry Experience as outlined for their respective program.
- **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 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 ministry formation program consisting of ministry service hours during their course of studies and a culminating Student Ministry Practicum in the final 12-week offering period of their studies. The ministry service hours are completed during each grade level of enrollment (freshman, sophomore, junior) prior to their final academic year in preparation for their Student Ministry practicum. The practicum is scheduled after the Registrar receives an Intent to Graduate Form from the candidate for graduation, or before if approved by the Academic Dean. (See also "Graduation Requirements" under Academic Administration.) Failure to submit the Intent to Graduate Form may delay completion of this requirement.

Chaplain/Biblical Counseling Services

Horizon University offers Chaplain Services for those who feel they may need them. In addition to providing spiritual encouragement through posting of regular devotions on the My Horizon Activity Feed, the Chaplain makes himself available for those who would like personal, one-on-one biblical counseling for any reason. If you are interested in speaking to the Chaplain, please contact the main office of Horizon University at (317) 823-2349 and ask to be directed to the University Chaplain.

Degree and Certificate Programs

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
- Educator in Higher Education

Institutional Goals

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

- **Succeed** in their profession as demonstrated by:
  1. Attaining insight into the gifts, talents, and individual calling for which Christ laid hold of them
  2. Being a passionate servant leaders who make a difference serving as leaders in the church and marketplace
  3. Effectively sharing the gospel in the workplace

- **Engage** minds, whether in their workplace, graduate school, or the global community as demonstrated by
  1. Applying a biblical worldview to academics or professional life
  2. Exhibiting sound academic skills and/or professional productivity
  3. Being passionate about demonstrating God's love for people in every facet of daily life

- **Win** a person to Jesus Christ as demonstrated by
  1. Developing a heart for reaching out to the lost
  2. Seizing opportunities to courageously share the gospel
  3. Humbly articulating a reasoned defense of the faith

- **Disciple** a person in Jesus Christ as demonstrated by
  1. Being discipled that they may effectively disciple others
  2. Modeling the character of Jesus Christ at home, at work, and in the marketplace
  3. Acquiring the skills needed to make disciples who can make more disciples

- **Send** out a person for Jesus Christ as demonstrated by
  1. Serving Jesus in His church
  2. Committing to a lifetime of participation in building up the church and providing a witness to the world
  3. Demonstrating a lifestyle of winning, discipling and sending others

DEGREE OPTIONS

Horizon University currently offers the following degrees through online distance learning. Students take courses primarily online over three 12-week trimesters per year with an optional summer term.

- Associate of Arts in Biblical Studies (AABS)
- Bachelor of Arts in Biblical Studies (BABS)
- Bachelor of Arts in Organizational Leadership (BAOL)
- Bachelor of Arts in Leadership and Ministry (BALM)
- Bachelor of Arts in Biblical Counseling (BABC)
- Bachelor of Arts in Chaplaincy (BACh)
- Bachelor of Arts in TESOL (BATESOL)
- Master of Arts in Biblical Studies (MABS)

Horizon University also offers an on-campus Associate in Biblical Studies taken over four 16-week semesters.

UNDERGRADUATE DEGREES

ASSOCIATE OF ARTS IN BIBLICAL STUDIES (AABS) - 60 CREDITS

The Associate of Arts in Biblical Studies is intended for the student who desires a college degree, but does not want or is unable to commit to a four-year program. The AABS degree provides a basic foundation of bible and theology knowledge in addition to a well-rounded general education. Graduates of the program possess effective critical thinking and problem solving skills necessary for productive service in the community, the workplace and in the church. Later, if the student wishes, he or she may transfer the credits earned into a bachelor's degree at Horizon University – or another institution.

Program Objectives

1. Increase biblical knowledge, including Old and New Testament, theology, and hermeneutics.
2. Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.
3. Integrate a broad knowledge base with practical experience that prepares the student for Christian leadership.
4. Develop a missional Christian worldview prepared to engage minds in increasingly globalized organizations and communities in order to win, disciple and send others for Christ.

Requirements

The Associate of Arts in Biblical Studies includes 60 credits and has these requirements: Bible with Theology and Ministry (45 credits) from the major course sequence below, and General Education (15 credits). During the final term, the student also completes a Student Ministry Practicum.

Major Courses Sequence

This course registration list represents an ideal sequence for the 45 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.

Year 1 – AABS Bible and Theology Courses		
Fall	BL100	Biblical Living: *Engaging Faith and Life*
	BL190	Biblical Interpretation: *Hermeneutics*
	TH210	Introduction to Christian Theology
Winter	BL150	Old Testament Survey
	BL110	Book of Acts
Spring	BL110	New Testament Survey
	TH260	World Religions
	TH222	Church History II *(or TH221 in Year 2 Fall)*
Year 2 – AABS Bible and Theology Courses		
Fall	BL314	Ephesians
	BL348	Romans: New Life in the Spirit
	BL318	Gospel of John *(or BL131 in Winter)*
	TH221	Church History I *(or TH222 in Year 1 Spring)*
Winter	BL353	Genesis: Creation & Covenants
	BL395	Revelation
	BL131	Life of Christ *(or BL318 in Fall)*
Spring	TH160	Introduction to Apologetics

Ministry Service and Practicum

MN101 Ministry Service Freshman year	12 hours
MN202 Student Ministry Practicum - Associate	Final Term

BACHELOR OF ARTS IN BIBLICAL STUDIES (BABS) - 126 CREDITS

The Bachelor of Arts in Biblical Studies degree educates and prepares individuals sensing a call to full-time Christian ministry whether in the church, cross-cultural missions or through outreach ministries. The BABS degree provides a strong foundation of bible and theology knowledge and a well-rounded general education while preparing students for all facets of ministry and Christian leadership. Graduates develop a personal spiritual formation, whether in the area of discipleship, Christian ethics or field work through practical service. The program encourages students to develop their gifts while simultaneously developing their Christian formation, an essential component to any fruitful Christian leadership.

The Bachelor of Arts in Biblical Studies degree is for those interested in:

- Preparing for Christian ministry.
- Preparing for graduate work, pursuing a master's degree in biblical studies or in divinity.
- Teaching the Word or doing professional level research and writing in biblical and/or theological studies.

Program Objectives

1. Increase biblical knowledge, including Old and New Testament, theology, hermeneutics and apologetics.
2. Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.
3. Integrate a broad knowledge base with practical experience that prepares the student for Christian leadership with the potential for vocational ministry.

4. Develop a missional Christian worldview prepared to engage minds in increasingly globalized organizations and communities in order to win, disciple and send others for Christ.

Requirements

The Bachelor of Arts in Biblical Studies requires a total of 126 credits with the following requirements: Bible with Theology, Ministry and Leadership (72 credits) from the major course sequence below, General Education (30 credits), and Electives (24 credits). During the final term, the student also completes a Student Ministry Practicum.

Major Courses Sequence

This course registration list represents an ideal sequence for the 72 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.

Year 1 – BABS Major Courses (Bible with Theology and Ministry)		
Fall	BL100	Biblical Living: *Engaging Faith and Life*
	BL190	Biblical Interpretation: *Hermeneutics*
	BL318	Gospel of John - *(or BL131 in Year 2 Winter)*
Winter	BL150	Old Testament Survey
	BL112	Book of Acts
Spring	BL110	New Testament Survey
	TH222	Church History II *(or TH221 in Year 2 Fall)*
Year 2 – BABS Major Courses (Bible with Theology and Ministry)		
Fall	BL314	Ephesians
	BL348	Romans: New Life in the Spirit
	TH221	Church History I *(or TH222 in Year 1 Spring)*
Winter	BL353	Genesis: Creation and Covenants
	BL131	Life of Christ – *(or BL318 in Year 1 Fall)*
	BL395	Revelation
Spring	BL322	Hebrews
	TH260	World Religions
	MN125	Introduction to Evangelism
Years 3 & 4 – BABS Major Courses (Bible with Theology and Ministry)		
Fall	MN120	Introduction to Discipleship
	MN121	Strategies for International Missions
	TH211	Theology I - *(Theology focus)*
	TH210	Introduction to Christian Theology - *(Ministry focus)*
Winter	MN211	Foundations of Preaching & Teaching
	MN430	Spiritual Formation
	MN466	Effective Pastoring
	TH212	Theology II - *(Theology focus; Prereq.TH211)*
	BC101	Biblical Counseling - *(Ministry focus)*
Spring	TH360	Apologetics
	LD465	Introduction to Leadership and Administration
	TH213	Theology III - *(Theology focus; Prereq. TH212)*
	MN450	Christianity in the Marketplace - *(Ministry focus)*

Ministry Service and Practicum

MN101 Ministry Service Freshman year	12 hours
MN201 Ministry Service Sophomore year	12 hours
MN301 Ministry Service Junior year	12 hours
MN401 Student Ministry Practicum - Bachelor	Final Term

BACHELOR OF ARTS IN ORGANIZATIONAL LEADERSHIP (BAOL) – 126 CREDITS

The Bachelor of Arts in Organizational Leadership (BAOL) 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 Bachelor of Arts in Organizational Leadership degree is designed to:

- Develop decision making skills, including financial decision making and strategic planning.
- Enhance your management and team leading skills.
- Explore ethical and moral decisions making encountered by those in for profit and non-profit organizations.
- Increase your knowledge of biblical concepts of leadership.

Program Objectives

1. Develop a biblically integrated understanding of organizational leadership and management skills for the marketplace.
2. Explore ethical and moral decision making for profit and nonprofit organizations to express and exemplify a transformed Christian faith, theology and worldview.
3. Experientially apply one's knowledge of organizational leadership and management skills.
4. Be prepared to integrate organizational leadership skills and competencies into a missional approach to one's vocation in increasingly globalized organizations and communities in order to win, disciple and send others for Christ.

Requirements

The Bachelor of Arts in Organizational Leadership requires a total of 126 credits with the following requirements: Organizational Leadership with Biblical Studies and Theology (72 credits) from the major course sequence below, General Education (30 credits), and Electives (24 credits).

Major Courses Sequence

This course registration list represents an ideal sequence for 72 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.

Year 1 – BAOL major courses		
Fall	BL100	Biblical Living: Engaging Faith and Life
	BL190	Biblical Interpretation: Hermeneutics
	LD101	Accountability: Managing Your Own and Fostering Others
Winter	BL112	Book of Acts
	BL150	Old Testament Survey
Spring	BL110	New Testament Survey
	BL302	Pastoral Epistles
	TH222	Church History II - *(or TH221 in Year 3 Fall)*
Year 2 – BAOL major courses		
Fall	TH232	Biblical Worldview
	TH210	Introduction to Christian Theology
	LD331	Biblical Concepts of Leadership
	BL318	Gospel of John - *(or BL131 in Winter)*
Winter	OS365	Principles of Management
	BL131	Life of Christ - *(or BL318 in Fall)*
Spring	OS332	Organizational Behavior
	OS331	Communication Concepts
Years 3 & 4 – BAOL major courses		
Fall	LD231	Current Issues in Management
	OS431	Marketing Concepts and Application
	TH221	Church History I - *(or TH222 in Year 1 Spring)*
Winter	BL359	Wisdom Literature of the Bible
	LD332	Christian Principles of Entrepreneurship
	OS231	Accounting for Managers
	OS335	Economics and the Manager
Spring	OS421	Global Business- *(Prereq = OS365)*
	LD433	Case Studies in Ethics - *(Prereq = GE120)*
	LD431	Case Studies in Leadership

Ministry Service and Practicum

MN101 Ministry Service Freshman year	12 hours
MN201 Ministry Service Sophomore year	12 hours
MN301 Ministry Service Junior year	12 hours
MN401 Student Ministry Practicum - Bachelor	Final Term

BACHELOR OF ARTS IN LEADERSHIP AND MINISTRY (BALM) - 126 CREDITS

The Bachelor of Arts in Leadership and Ministry (BALM) degree equips ministry professionals and leaders in the church and secular marketplace to effectively integrate biblical truths with contemporary life and thought, as well as practical ministry skills. Graduates of this program may go on to serve in churches and other non-profits in the areas of preaching, youth, children's and worship ministries, and leadership, or may take their learning to the secular marketplace where leadership and ministry opportunities abound.

The Leadership and Ministry degree is designed to:

- Develop and/or enrich biblical knowledge and ministry skills.

- Provide opportunities for practical application in the areas of leadership and Christian worldview.
- Equip students with a strong biblical foundation and confidence in various styles and forms of leadership and ministry.
- Guide students to align their gifts with God's purpose for them.

Program Objectives

1. Develop a biblical understanding of leadership that combines attitudes, values, beliefs and communication skills which are consistent with Christian character and leadership in ministry.
2. Comprehend what it means to be a transformed Christian, including how to express and exemplify the Christian faith, the basics of Christian theology and a Christian worldview.
3. Establish and experientially apply personal management strategies consistent with one's ministry and/or professional goals.
4. Be prepared to integrate all of the above missionally, to engage minds in increasingly globalized organizations and communities in order to win, disciple and send others for Christ.

Requirements

The Bachelor of Arts in Leadership and Ministry requires a total of 126 credits with the following requirements: Leadership and Ministry with Biblical Studies and Theology (72 credits) from the major course sequence below, General Education (30 credits), and Electives (24 credits).

Major Courses Sequence

This course registration list represents an ideal sequence for 72 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.

Year 1 – BALM major courses		
Fall	BL100	Biblical Living: *Engaging Faith and Life*
	BL190	Biblical Interpretation: *Hermeneutics*
	LD101	Accountability: *Managing Your Own and Fostering Others*
Winter	BL112	Book of Acts
	BL150	Old Testament Survey
Spring	BL110	New Testament Survey
	BL302	Pastoral Epistles
	TH222	Church History II - *(or TH221 in Year 3 Fall)*
Year 2 – BALM major courses		
Fall	TH232	Biblical Worldview
	TH210	Introduction to Christian Theology
	LD331	Biblical Concepts of Leadership
	BL318	Gospel of John - *(or BL131 in Winter)*
Winter	OS365	Principles of Management
	BL131	Life of Christ - *(or BL318 in Fall)*
Spring	OS332	Organizational Behavior
	MN124	Introduction to Evangelism
Years 3 & 4 – BALM Major courses		
Fall	MN120	Introduction to Discipleship
	LD432	Small Groups in the Church
	TH221	Church History I - *(or TH222 in Year 1 Spring)*
Winter	BL359	Wisdom Literature of the Bible
	LD332	Christian Principles of Entrepreneurship
	BC101	Biblical Counseling
	MN211	Foundations of Preaching & Teaching
Spring	LD465	Introduction to Leadership & Administration
	LD433	Case Studies in Ethics - *(Prereq = GE120)*
	LD431	Case Studies in Leadership

Ministry Service and Practicum

MN101 Ministry Service Freshman year	12 hours
MN201 Ministry Service Sophomore year	12 hours
MN301 Ministry Service Junior year	12 hours
MN401 Student Ministry Practicum - Bachelor	Final Term

BACHELOR OF ARTS IN BIBLICAL COUNSELING (BABC) - 126 CREDITS

The Bachelor of Arts in Biblical Counseling (BABC) degree is designed for individuals with a heart for counseling others, discipleship and a sanctified church. Students will be equipped with a firm biblical foundation and the necessary tools to counsel and guide others within a biblical framework. Graduates of this program will be prepared to serve within a church's counseling ministry and/or pastoral staff. In addition to their BA degree from Horizon University, they will be able to receive certification from the International Association of Biblical Counselors (IABC).

The Bachelor of Arts in Biblical Counseling is designed to:

- Develop and/or enrich biblical knowledge while providing the student with a strong foundation for their own spiritual growth.
- Provide training opportunities for practical application of biblical counseling principles and methods.
- Equip students with tools to address a variety of situations that come up in a counseling setting.
- Help students develop as counselors and disciple-makers for the overall benefit of the church.

Program Objectives

Students pursuing a Bachelor of Arts in Biblical Counseling will be able to:

1. Increase biblical knowledge, including Old and New Testament, hermeneutics, apologetics and theology.
2. Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.
3. Utilize biblical and theological principles to build a counseling methodology that will "help God's people apply His truth to their personal lives in practical ways." (In alignment with IABC philosophy).
4. Develop a missional Christian worldview prepared to disciple, guide and counsel people in their walk with Christ as effective witnesses for Christ in increasingly globalized organizations and communities.

Requirements

The Bachelor of Arts in Biblical Counseling requires a total of 126 credits with the following requirements: Biblical Counseling with Biblical Studies and Theology (72 credits) from the major course sequence below, General Education (30 credits), and Electives (24 credits).

Major Courses Sequence

This course registration list represents an ideal sequence for 72 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.

Year 1 – BABC major courses		
Fall	BL100	Biblical Living: *Engaging Faith and Life*
	BL190	Biblical Interpretation: *Hermeneutics*
	BL318	Gospel of John
		Gen Ed-Intro to Writing/Research or Comp
Winter	BL112	Book of Acts
	BL150	Old Testament Survey
		GenEd-Science or Math
		Elective (choose 1)
Spring	BL110	New Testament Survey
	TH222	Church History II
		GenEd-Science or Math
		Elective (choose 1)
Year 2 – BABC major courses		
Fall	BL314	Ephesians
	BL348	Romans: New Life in the Spirit
	TH221	Church History I (or alternate elective)
	BC101	Intro to Biblical Counseling
Winter	BL353	Genesis: Creation & Covenants
	BL395	Revelation
	BC202	Methodology in Biblical Counseling
		GenEd-Introduction to Philosophy
Spring	BL322	Hebrews
	BC203	Critique of Modern Counseling Theory
	MN125	Introduction to Evangelism
		Elective (choose 1)
Years 3 – BABC Major courses		
Fall	MN120	Introduction to Discipleship
	TH210	Intro to Christian Theology
		GenEd-Critical Thinking
		Elective (choose 1)
Winter	BL203	Dynamics of Biblical Change
		GenEd-Social or Behavioral Science
		Elective (choose 1)
		Addl GenEd-choose 1
Spring	TH160	Intro to Christian Apologetics
	BC321	**Psych. Drugs and BC**
		GenEd-choose 1
		Elective (choose 1)
Year 4 – BABC major courses		
Fall	MN430	Spiritual Formation
		GenEd-Choose 1
		Elective (choose 1)
		Elective (choose 1)
Winter	BC301	Marriage and Family Counseling
	BC340	Biblical Counseling Observation

		Elective (choose 1)
		Elective (choose 1)
Spring	BL110	New Testament Survey
	TH222	Church History II
		GenEd-Science or Math
		Elective (choose 1)

BACHELOR OF ARTS IN CHAPLAINCY (BACH) - 126 CREDITS

The Bachelor of Arts in Chaplaincy (BACh) degree will prepare people to serve in their communities alongside the police, firefighters, or in the corporate world. Churches may also provide outlets for chaplaincy students in their hospital or visitation ministries. The student will be equipped to serve as a witness for Christ in settings that are not normally considered spiritual. For individuals interested in vocational chaplaincy, the BACh degree will provide a good foundation for graduate chaplaincy studies.

The Bachelor of Arts in Chaplaincy is designed to:

- Develop and/or enrich biblical knowledge while providing the student with a strong foundation for their own spiritual growth.
- Provide students with a firm understanding of what chaplaincy is, its history and its function in the overall ministry of the church.
- Equip students with tools to address a variety of situations that arise in real world chaplaincy applications.
- Help students develop as Christ's witnesses so that they can serve others by providing a God-honoring presence in times of great personal need.

Program Objectives

Students pursuing a Bachelor of Arts in Chaplaincy will be able to:

1. Increase biblical knowledge, including Old and New Testament, hermeneutics, apologetics and theology.
2. Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.
3. Integrate biblical and theological principles with real-world counseling practices in response to crisis situations that one experiences in the role of a Chaplain through Clinical Pastoral Education.
4. Develop a missional Christian worldview and an informed view of chaplaincy to be prepared to come alongside and serve people in need as Christ's representative in increasingly globalized organizations and communities.

Requirements

The Bachelor of Arts in Chaplaincy requires a total of 126 credits with the following requirements: Chaplaincy with Biblical Studies and Theology (75 credits) from the major course sequence below, General Education (30 credits), and Electives (21 credits).

Major Course Sequence

This course registration list represents an ideal sequence for the completion of the BACh degree. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible:

Year 1 – BACh major courses		
Fall	BL100	Biblical Living: *Engaging Faith and Life*
	BL190	Biblical Interpretation: *Hermeneutics*
	TH232	Biblical Worldview
		GenEd-Intro to Writing /Reseach
Winter	CH101	Introduction to Chaplaincy
	BL150	Old Testament Survey
	BC101	Introduction to Biblical Counseling
		GenEd-Introduction to Ethics
Spring	BL110	New Testament Survey
	BL302	Pastoral Epistles
	MN125	Introduction to Evangelism
		Elective (choose 1)
Year 2 – BACh major courses		
Fall	TH221	Church History I
	TH210	Introduction to Christian Theology
		Sports Chaplaincy
		Additional GenEd (choose 1)
Winter	BL203	Dynamics of Biblical Change
	BL131	Life of Christ
		Workplace Chaplaincy
		GenEd-Introduction to Philosophy
Spring	TH160	Introduction to Christian Apologetics
		Healthcare Chaplaincy
		GenEd-Science or Math
		Elective (choose 1)
Years 3 & 4 – BACh Major courses		
		Senior BACh Internship-C.P.E. at hospital

BACHELOR OF ARTS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (BATESOL) 126 CREDITS

The Bachelor of Arts in Teaching English to Speakers of Other Languages (BATESOL) degree will prepare students to serve as instructors for those who desire to learn English as a second or new language. Competent English teachers are in high demand for community or church-based programs and in mission settings around the world. Students will be equipped with effective teaching tools and methodology delivered from a Christ-centered perspective.

The Bachelor of Arts in TESOL is designed to:

- Develop and/or enrich biblical knowledge while providing the student with a strong foundation for their own spiritual growth.
- Provide students with a background in effective principles of language learning and teaching.
- Equip students with tools and methodology to successfully teach English to others in a classroom or small-group setting.
- Help students develop their outreach-oriented gifts and identify with God's heart for the stranger (foreigner) while preparing for practical language teaching opportunities in a missional setting at home or abroad.

Program Objectives

Students pursuing a Bachelor of Arts in TESOL will be able to:

1. Develop the skillset needed for effectively teaching English to speakers of other languages, with an emphasis on doing so within a biblical Christian worldview that includes both theology and apologetics.
2. Develop the attitudes, values and beliefs which are consistent with transformed Christian character and with a goal of relating to speakers of other languages in culturally informed ways.
3. Acquire experience in relating to speakers of other languages either here in the U.S. or abroad, including language learning and significant, observed teaching experience.
4. Prepare to teach English with a culturally informed and missional mindset to speakers of other languages as Christ's representative in increasingly globalized organizations and communities.

Requirements

The Bachelor of Arts in TESOL requires a total of 126 credits with the following requirements: TESOL Major courses with Biblical Studies and Theology (69 credits) from the major course sequence below, General Education (30 credits), and Electives (27 credits).

Major Course Sequence

This course registration list represents an ideal sequence for the completion of the BATESOL degree. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible:

Year 1 – BATESOL major courses		
Fall	BL100	Biblical Living: *Engaging Faith and Life*
	BL190	Biblical Interpretation: *Hermeneutics*
	TH232	Biblical Worldview
		Gen Ed-Intro to Writing/Research or Comp
Winter	BL112	Book of Acts
	BL150	Old Testament Survey
	EN261	TESOL Methods
	GE120	Intro to Ethics
Spring	BL110	New Testament Survey
	EN255	Cross Cultural Communications
	TH260	World Religions
	TH160	Intro to Apologetics
Year 2 – BATESOL major courses		
Fall	GE243	Critical Thinking
	EN251	Intro to English Language and Linguistics
	EN250	Second Language Acquisition
		Elective-choose 1
Winter	EN262	TESOL Methods II
	GE280	Intro to Philosophy
		Language and Literacy: Teaching Reading
		Elective-choose 1
Spring	TH210	Intro to Christian Theology
		Language and Literacy: Teaching Writing
		Foreign Language
		Materials Development
Years 3 – BATESOL Major courses		
Fall	MN121	Strategies for Intl Missions
		Foreign Language
		GenEd-Social/Behavioral Science
		Elective -choose 1
Winter		Assessment and Training
		Foreign Language
		Current Issues in TESOL
		Elective-choose 1
Spring	GE130	Basic College Math
		Language Learning and Technology
		GenEd-choose 1
		Elective (choose 1)
Year 4 – BATESOL major courses		
Fall		Advanced Speaking and Pronunciation
		Elective (choose 1)
		Elective (choose 1)
Winter		Foreign Language (Conversational or Immersion)
		Elective-choose 1
		TESOL Internship (observation and teaching)
Spring		

GENERAL EDUCATION REQUIREMENTS

The following General Education courses are required for each of the respective degrees offered through Horizon University. For Bachelor degrees, 30 General Education credits plus an additional 24 credits in Electives are required. For Associate degrees, 15 General Education credits are required.

Program Objectives

1. Develop a broad knowledge base and critical thinking skills in order to equip students for the vocational and cultural contexts in which they will serve.

DEGREE: / MAJOR:	Associate of Arts in Biblical Studies	Bachelor of Arts in Biblical Studies	Bachelor of Arts in Leadership & Ministry	Bachelor of Arts in Organizational Leadership
Communication	***(3 credits)***	***(6 credits)***	***(6 credits)***	***(6 credits)***
GE145 Introduction to Writing & Research **EN111 English Composition I (or equivalent course)** ***(*required first Fall term for new students unless transferring in English Comp credit)***	Choose 1	Choose 1	Choose 1	Choose 1
GE243 Critical Thinking		✓	✓	✓
Humanities	***(3 credits)***	***(6 credits)***	***(6 credits)***	***(6 credits)***
GE120 Introduction to Ethics (MH)	✓	✓	✓	✓
GE280 Introduction to Philosophy (MH)		✓	✓	✓
Social and Behavioral Science	***(3 credits)***	***(3 credits)***	***(3 credits)***	***(3 credits)***
Social or Behavioral Science Electives *Sociology, psychology, anthropology, economics or political science*	Choose 1	Choose 1	Choose 1	Choose 1
Natural Science, Math	***(3 credits)***	***(3 credits)***	***(3 credits)***	***(3 credits)***
	Choose 1	Choose 2	Choose 2	Choose 2
Additional General Education Electives	***(3 credits)***	***(12 credits)***	***(12 credits)***	***(12 credits)***
Choose from GenEd course options – any category	Choose 1	Choose 4	Choose 4	Choose 4
TOTAL General Education Credits	**15 credits**	**30 credits**	**30 credits**	**30 credits**

	Bachelor of Arts in Biblical Counseling	Bachelor of Arts in Chaplaincy	Bachelor of Arts in TESOL
Communication	***(6 credits)***	***(6 credits)***	***(6 credits)***
GE145 Introduction to Writing & Research **EN111 English Composition I (or equivalent course)** ***(*required first Fall term for new students unless transferring in English Comp credit)***	Choose 1	Choose 1	Choose 1
GE243 Critical Thinking		✓	✓
Humanities	***(6 credits)***	***(6 credits)***	***(6 credits)***
GE120 Introduction to Ethics (MH)	✓	✓	✓
GE280 Introduction to Philosophy (MH)	✓	✓	✓
Social and Behavioral Science	***(3 credits)***	***(3 credits)***	***(3 credits)***
Social or Behavioral Science Electives *Sociology, psychology, anthropology, economics or political science*	Choose 1	Choose 1	Choose 1
Natural Science, Math	***(3 credits)***	***(3 credits)***	***(3 credits)***
	Choose 1	Choose 2	Choose 2
Additional General Education Electives	***(12 credits)***	***(12 credits)***	***(12 credits)***
Choose from GenEd course options – any category	Choose 1	Choose 4	Choose 4
TOTAL General Education Credits	**30 credits**	**30 credits**	**30 credits**
Additional Electives	24 credits	24 credits	24 credits

GRADUATE DEGREES

MASTER OF ARTS IN BIBLICAL STUDIES (MABS)

Many Christians from church leaders to Bible teachers, seek to study God's Word in-depth. The accredited MA, Biblical Studies program at Horizon U fulfills that desire. In addition to continuing your personal growth in Christ, this graduate-level program deepens Bible knowledge and adds confidence for those in teaching or ministerial roles.

The 37-credit hour, graduate program is offered entirely online. This makes it flexible for you to achieve goals academically without losing touch with family, church and job.

The program curriculum makes in-depth study of the Bible its priority with courses in:

- Old Testament (OT) Survey and individual OT book studies
- New Testament (NT) Survey and individual NT book studies
- Bible Study methods and interpretation

The coursework also includes classes in theology, church history, global missions and apologetics.

Course of Study

Program Learning Outcomes			
Biblical	Transformational	Experiential	Missional
Increase biblical knowledge to an advanced level, along with interpretive skills and theological depth.	Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.	Integrate a deeper biblical understanding with hands-on ministry experience that prepares the student to serve the body of Christ in a leadership and/or teaching role.	Develop a missional Christian worldview to win, disciple and send others for Jesus Christ in increasingly globalized organizations and communities.

Foundational Courses in Biblical Studies	9 Credit Hours
Bible Study Methods and Interpretation	3
OT Introduction and Survey	3
NT Introduction and Survey	3
Theology, History and Culture	**6 Credit Hours (of which a minimum of 3 in Theology)**
Systematic Theology	3
Biblical Theology	3
Historical Theology	3
History of Christianity	3
American Church History	3
History of Missions	3
Global Christianity	3
Biblical Worldview	3

Christian Apologetics	3
The Literature of the Bible	**18 Credit Hours**
Old Testament Books	6 Hours Minimum
New Testament Books	6 Hours Minimum
Old or New Testament Books	6 Additional Hours
Free Elective	**3 Credit Hours**
Field Education Requirement	**1 Credit Hour**
Total	**37 Credit Hours**

CERTIFICATE AND DIPLOMA (NON-DEGREE) OPTIONS

The following Certificates and Diploma are available as a stand-alone credential for non-degree seeking individuals. Certificates are also available as part of a currently offered Horizon University degree. Students pursuing one or more Certificate(s) in conjunction with a Bachelor degree may take the Certificate-specific courses (those not required within a designated major) as electives toward their degree.

- Certificate in Biblical Studies (CBS)
- Certificate in Chaplaincy (CCH)
- Certificate in Biblical Counseling (CBC)
- Certificate in TESOL (CTE)
- Diploma in Biblical Studies (DBS) – onsite

CREDENTIALS

CERTIFICATE IN BIBLICAL STUDIES (CBS) – 24-30 CREDITS

The Certificate in Biblical Studies is designed for students seeking devoted study of the Bible and an increased walk in their faith and calling. Courses for the Certificate in Biblical Studies can be taken either online, on-campus, or a combination of both. Students enrolled in the two-year on-campus Diploma in Biblical Studies program that opt to only attend for two of the four semesters would be considered candidates for a one-year Certificate in Biblical Studies. The non-degree certificate program offers a transformational experience that provides a solid biblical foundation that can be applied later toward a biblical degree if desired. Students are able to enter into Horizon University and specialize in biblical studies without the requirement of the general studies courses required for an associate or bachelor's degree.

Program Objectives

1. Increase general biblical knowledge with an in-depth understanding of key books of the Bible.
2. Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.
3. Integrate a specialized biblical foundation with practical experience that prepares the student to serve the body of Christ.
4. Develop a missional Christian worldview to win, disciple and send others for Jesus Christ in increasingly globalized organizations and communities.

Requirements

The Certificate in Biblical Studies requires a minimum of 24 credits following the course sequence and terms courses are offered as outlined below.

Major Courses Sequence

This course registration list represents an ideal sequence for the 24 to 30 credits required in the certificate. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible.

1-Year Certificate in Biblical Studies (24-30 credits)

A minimum of 14 credits must be taken in Biblical Studies (BL) courses.

			On-Campus		*Online*		
Course	***Title***	***Credits***	***Fall***	***Spring***	***Fall***	***Winter***	***Spring***
Choose 1 of the following New Testament Survey options (3-6 credits)							
BL110	New Testament Survey	3	--	--	--	--	✓
BL108+BL109	New Testament Survey Part I & II	6	✓	✓	--	--	--
Choose 2 of the following 4 Biblical Studies courses (6 credits)							
BL348	Romans	3	✓	--	✓	--	--
BL112	Acts	3	--	✓	--	✓	--
BL353	Genesis	3	✓	--	--	✓	--
BL395	Revelation	3	--	✓	--	✓	--
Choose 1 of the following 2 courses (3 credits)							
BL318	Gospel of John	3	✓	--	✓	--	--
BL131	Life of Christ		--	--	--	✓	--
Choose 1 of the following 4 courses (3 credits)							
MN115	Introduction to Missions	3	--	✓	--	--	--
MN121	Strategies for International Missions	3	--	--	✓	--	--
BL190	Biblical Interpretation / Hermeneutics	3	✓	--	✓	--	--
TH210	Introduction to Theology	3	--	✓	✓	--	--
Choose 2 of the following 4 courses (4-6 credits) – Max. 1 in Church History							
BL100	Biblical Living	3	✓	--	✓	--	--
BC101	Introduction to Biblical Counseling	3	--	✓	--	✓	--
TH160	Introduction to Apologetics	3	--	✓	--	--	✓
TH220	Church History (overview)	3	✓	--	--	--	--
TH221	Church History I	3	--	--	✓	--	--
TH222	Church History II	3	--	--	--	--	✓
MN112	Principles of Ministry	2	--	✓	--	--	--
MN111	Introduction to Ministry	3	--	--		Varies	
Electives							
Choose 2 or more electives (4-6 credits)							
Writing courses							
GE145	Intro to Writing & Research	3	✓	--	✓	--	--
Biblical Studies courses							
BL261	Numbers	2-3	✓	--		Varies	

BL314	Ephesians	2-3	✓	--	Varies			
BL324	1 & 2 Corinthians	2-3	--	✓	Varies			
BL351	Daniel	2-3	--	✓	Varies			
BL322	Hebrews	2-3	✓	--	Varies			
BL302	Pastoral Epistles	2-3	✓	--	--	--	✓	
BL347	Philippians & Colossians	2-3	--	✓	Varies			
BL357	Minor Prophets	2-3	--	✓	Varies			
BL135	Life of David	2-3	--	✓	Varies			
Ministry Formation								
	Practical Christian Ministry							
TOTAL CREDITS		**24-30**						

DIPLOMA IN BIBLICAL STUDIES (DBS) – 57 CREDITS

The Diploma in Biblical Studies is designed for students seeking devoted study of the Bible and an increased walk in their faith and calling. The non-degree diploma program offers a transformational on-campus experience that provides a solid biblical foundation that can be applied later toward a biblical degree if desired. Students are able to enter into Horizon University and specialize in biblical studies without the requirement of the general studies courses required for an associate or bachelor's degree. Students opting to only attend for two semesters would be considered candidates for a one-year Certificate in Biblical Studies.

Program Objectives

1. Increase general biblical knowledge with an in-depth understanding of key books of the Bible.
2. Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.
3. Integrate a specialized biblical foundation with practical experience that prepares the student to serve the body of Christ.
4. Develop a missional Christian worldview to win, disciple and send others for Jesus Christ in increasingly globalized organizations and communities.

Requirements

The Diploma in Biblical Studies requires a minimum of 57 credits following the course sequence and terms courses are offered as outlined below.

Major Courses Sequence

This course registration list represents an ideal sequence for the 28-30 credits required for each year of the Diploma in Biblical Studies program. It assumes the student is taking five classes each term, on-campus over a 16-week semester term (including retreats, mission trips and special events). The sequence is designed to maintain academic integrity while moving diploma candidates through the required courses as efficiently as possible.

2-Year Diploma in Biblical Studies (57credits)

Students may enter at any semester within the two-year cycle and must complete all four semesters.

Year 1

Fall - Semester A			**Spring - Semester B**	
Required Courses	**Credits**		**Required Courses**	**Credits**
BL108 NT Survey 1 (Matthew – Acts)	3		BL109 NT Survey 2 (Romans – Revelation)	3
BL348 Romans	3		BL112 Acts	3
BL318 Gospel of John	3		MN115 Introduction to Missions	3
BL100 Biblical Living	3		Choose 1: BC101 Intro to Bib. Counseling TH160 Intro to Apologetics	3
GE145 Writing & Research[1] or Elective	2 or 3		Electives (minimum one class)	2 or 3
Suggested Electives	**Credits**		**Suggested Electives**	**Credits**
BL261c2 Numbers	2		BL324c2 1&2 Corinthians	2
BL314c2 Ephesians	2		BL351c2 Daniel	2

Year 2

Fall - Semester C			**Spring - Semester D**	
Required Courses	Credits		Required Courses	Credits
BL148 OT Survey 1 (Genesis – Job)	3		BL149 OT Survey 2 (Psalms – Malachi)	3
BL353 Genesis	3		BL395 Revelation	3
BL190 Biblical Interpretation (IBS) / Hermeneutics	3		TH210 Intro to Theology	3
TH220 Church History (overview)	3		MN112 Principles of Ministry	3
GE145 Writing & Research[1] or Elective	2 or 3		Electives (minimum one class)	2 or 3
Suggested Electives	Credits		Suggested Electives	Credits
BL322c2 Hebrews	2		BL347c2 Philippians & Colossians	2
BL302c2 Pastoral Epistles	2		BL357c2 Minor Prophets	2
			BL135c2 Life of David	2

Ministry Formation

	Practical Christian Ministry (Student Ministry Hours)	3 hours / week - Each term
	On-campus Chapel	4 times/week – Each term
	Fall Exodus Journey Retreat	5 day retreat
	Year-end Missions Trip	Minimum one trip
TOTAL CREDITS	**57**	

[1] Students are required to take a three credit **GE145 Introduction to Writing & Research**, **EN111 English Composition** or equivalent course within their first fall term of attendance.

CERTIFICATE IN CHAPLAINCY (CCH) – 27 CREDITS

The Certificate in Chaplaincy educates and prepares individuals sensing a call to represent Christ while helping individuals experiencing a time of crisis in their life. Coursework include counseling and ministry, biblical studies, theology and ethics. The program offers a foundation in Theology and Biblical Studies with examination and application to real-world counseling practices that equips students for an effective, practical ministry serving in the role of a Chaplain.

Program Objectives

1. Increase biblical knowledge, including New Testament and theology.
2. Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.
3. Integrate biblical and theological principles with real-world counseling practices to respond to crisis situations that one experiences in the role of a Chaplain.
4. Develop a missional Christian worldview prepared to come along side and serve people in need as Christ's representative in increasingly globalized organizations and communities.

Requirements

The Certificate in Chaplaincy requires a minimum of 27 credits following the course sequence outlined below.

Major Courses Sequence

This course registration list represents an ideal sequence for the 27 credits required in the certificate. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible.

Year 1 – Chaplain Certificate		
Fall	TH232	Biblical Worldview
	BL100	Biblical Living
	TH210	Introduction to Christian Theology
Winter	CH101	Introduction to Chaplaincy
	GE120	Introduction to Ethics
	BC355	Crisis and Trauma Counseling
Spring	BL110	New Testament Survey
	BC301	Marriage and Family Counseling

	BC356	Suicide Counseling
Additional Recommended Courses		
Fall	GE145	Introduction to Writing and Research
		Or
	EN111	English Composition

CERTIFICATE IN BIBLICAL COUNSELING (CBC) –28 CREDITS

The Certificate Biblical Counseling educates and prepares students to help individuals apply biblical principles to their life in practical ways. The program offers an in-depth study of putting the Word of God into practical application through lay or pastoral counseling roles.

The Certificate in Biblical Counseling is designed to prepare students to help serve others by gaining an understanding of biblical counseling – how to use the Bible to counsel and disciple others. Coursework includes a focus on counseling ministry with a foundation in Biblical Interpretation. This certificate program prepares students to take the IABC exam through the International Association of Biblical Counselors.

Note: Membership in IABC is not a requirement to complete the Horizon University Certificate in Biblical Counseling. IABC membership is an individual commitment to a Biblical-based professional association and would require commitment to additional supervised counseling sessions.

Program Objectives

1. Increase biblical knowledge, including theology and hermeneutics.
2. Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character.
3. Integrate biblical and theological principles with real-world counseling practices to "help God's people apply His truth to their personal lives in practical ways." *(In alignment with IABC philosophy)*.
4. Develop a missional Christian worldview prepared to guide people in their walk with Christ as effective witnesses for Christ in increasingly globalized organizations and communities.

Requirements

The Certificate in Biblical Counseling requires 28 credits following the course sequence outlined below and completion of the IABC Theological and Counselor's Evaluations.

As a result of completing the Certificate in Biblical Counseling, students will have completed the coursework necessary for certification by the International Association of Biblical Counselors (IABC). The IABC exam may be offered to students during any term, after they have successfully completed the eight courses outlined below.

Major Courses Sequence

This course registration list represents an ideal sequence for the 28 credits required in the certificate. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible.

Year 1 - Biblical Counseling Certificate		
Fall	BL100	Biblical Living

	BL190	Biblical Interpretation: *Hermeneutics*
	TH210	Introduction to Christian Theology
Winter	BC101	Introduction to Biblical Counseling
	BL203	Dynamics of Biblical Change – *(Prereqs= BL100)*
	BC202	Methodology in Biblical Counseling – *(Prereqs= BC101)*
Spring	BC203	Critique of Modern Counseling Theory – *(Prereqs= BC101)*
	BC321	Psychotropic Drugs and Biblical Counseling – *(Prereqs= BC101)*
	BC340	Biblical Counseling Observation – *(Prereqs= BC101, BL203, BC203)*
Additional Recommended Courses		
Fall	GE145	Introduction to Writing and Research
	or	
	EN111	English Composition
Practicum and Exam (upon completion of all required courses)		
	BC341	IABC Exam – *(Prereqs= BC340, TH210)*
	BC351	Biblical Counseling Practicum – *(Prereqs= BC340, BC341)*

CERTIFICATE IN TESOL (CTE) – 27 CREDITS

The Undergraduate Certificate in Teaching English to Speakers of Other Languages (TESOL) is designed for students who love interacting with internationals, and have a desire to teach English to adult or university-level non-native speakers, both in the United States and abroad. The TESOL Certificate equips students for overseas English teaching and community-based English instruction in the U.S., including church and non-profit outreach to refugees and immigrants. The certificate program combines theoretical foundations for second-language acquisition with practical methods and practicum experience. Coursework and field experiences will allow students to combine theory and practice as they expand their God-given gift of teaching. Worldwide, teachers of English are in high demand, so this certificate is expected to be both practical and fulfilling.

Program Objectives

1. Develop the skillset needed for effectively teaching English to speakers of other languages, with an emphasis on doing so within a biblical Christian worldview.
2. Develop the attitudes, values and beliefs which are consistent with transformed Christian character with a goal of relating to speakers of other languages.
3. Acquire experience in relating to speakers of other languages either here in the U.S. or abroad.
4. Prepare to teach English with a missional mindset to speakers of other languages as Christ's representative in increasingly globalized organizations and communities.

Requirements

The Certificate in TESOL requires 27 credits following the course sequence outlined below.

Major Courses Sequence

This course registration list represents an ideal sequence for the 27 credits required in the certificate. It is designed to maintain academic integrity while moving degree candidates through the required courses as efficiently as possible.

Year 1 – TESOL courses		
Fall	EN250	Second Language Acquisition
	EN251	Introduction to English Language & Linguistics

Winter	EN261	TESOL Methods I – Teaching Listening, Speaking, Vocabulary
	EN262	TESOL Methods II – Teaching Reading, Writing, Grammar
Spring	EN265	Materials Development
Biblical/Theological Studies (choose 4, with at least 1 in Bible and 1 in Theology)		
Fall	TH232	Biblical Worldview (Theology)
Winter	BL131	Life of Christ (Bible)
	BL112	Book of Acts (Bible)
Spring	BL110	New Testament Survey (Bible)
	TH260	World Religions (Theology)
Term may vary	TH261	Introduction to Islamic Studies (Theology)
Additional Recommended Courses		
Fall	GE145	Introduction to Writing and Research
	or	
	EN111	English Composition
	MN121	Strategies for International Missions
Spring	EN255	Cross Cultural Communication
Practicum (upon completion of all required courses)		
	EN301	TESOL Certificate Practicum

Course Descriptions

Biblical Counseling Courses

BC101 – Introduction to Biblical Counseling

This course surveys the history, philosophical positions, and methodological approach associated with the Biblical Counseling movement. This class will provide a foundational understanding of the philosophical and theological roots of the modern psychological paradigm contrasting with the advent and progression of the Biblical Counseling movement. Additionally, it will introduce counseling skills needed to become competent biblical and pastoral counselors.

BC202 – Methodology in Biblical Counseling

This course is an overview of Biblical Counseling methodology in general with a view to the "mechanics" of how it is worked out in the counseling room (i.e. data-gathering, gaining involvement, teaching/instruction, assigning homework, etc.) "What Biblical Counseling is…" will be reviewed and then a process/sequence for Biblical Counseling will be presented with a focus on the major "steps" in the sequence of Biblical Counseling. *(Prerequisite: BC101 Introduction to Biblical Counseling)*

BC203 – Critique of Modern Counseling Theory

This course is designed to gain an understanding of the philosophies and methodologies of counseling in the secular world as well as those in the Christian "integrationist"/Psychological world. These philosophies/methodologies are contrasted with God's Word. *(Prerequisite: BC101 Introduction to Biblical Counseling)*

BC301 – Marriage and Family Counseling

This course will discuss marriage from God's viewpoint from His Word and provide insight into marital roles, communication, finances, etc. In addition, for the family in general, biblical insight and practical wisdom will be offered in two crucial areas of family life: communication and conflict resolution. Pitfalls of faulty communication will be discussed along with the reasons families fight and how to turn family discord into harmony.

BC321 – Psychotropic Drugs and Biblical Counseling

This course will examine the role that psychotropic drugs play in our culture. In a society where approximately ten percent of the population has taken some type of antidepressant, people need to be educated that there are better, and safer alternatives. Yet, does the use of medical drugs show a lack of faith in God, or does God use these very drugs to bring about healing? This class will examine these difficult situations and prayerfully come to a biblical worldview on the use of drugs. *(Prerequisite: BC101 Introduction to Biblical Counseling)*

BC340 –Biblical Counseling Observation

This course is designed for students to gain practical experience in applying biblical counseling principles to actual counseling situations. Through video and/or live counseling observation, students will learn practical skills from experienced biblical counselors using observation, evaluation, critique, and discussion. *(Prerequisite: BC101 Introduction to Biblical Counseling, BC202 Biblical Counseling Methodologies and BL203 Dynamics of Biblical Change)*

BC341 –IABC Exam Prep

Students will prepare for and take the International Association of Biblical Counselor's (IABC) Exam consisting of a Theological Evaluation and a Counselor's Evaluation. *(Prerequisite: BC340 Biblical Counseling Observation and TH210 Introduction to Christian Theology)*

BC351 –Biblical Counseling Certificate Practicum

This practicum is designed for students to gain practical experience in applying biblical counseling principles to actual counseling situations. Through supervised counseling sessions, students will apply their knowledge of biblical principles and real world counseling practices to help individuals overcome personal life challenges. Supervised counseling hours completed through this practicum may apply toward the supervised counseling requirement for the Certified Biblical Counselor credential and membership through IABC. *(Prerequisite: BC340 Biblical Counseling Observation and BC341 IABC Exam Prep)*

BC355 – Trauma and Crisis Counseling

This is a three credit course designed to prepare students to effectively respond to and assist individuals in times of trauma and crisis. A general process and various strategies for trauma and crisis intervention will be covered. In addition, a scriptural perspective is presented for managing grief, loss, trauma and death in an individual's life.

BC356 – Suicide Counseling and Prevention

Suicidal thoughts and behaviors are much more common than most of us realize or would like to admit. This course will probe some of the underlying conditions that commonly lead to suicide, signs that a person is suicidal, and counseling strategies that can give the suicidal person hope. This is a difficult topic, but anyone in a pastoral, chaplaincy or counseling ministry may benefit from this introduction.

Bible Courses

BL100 - Biblical Living: Engaging Faith and Life

This class seeks to lay a solid biblical foundation for the believer's victorious walk in Christ. We will study the dual aspects of the Cross of Christ and the implications of its message in the life of the believer. God's Ultimate Purpose for Man and the Blood of Christ will lay a firm foundation for the "other-half" of the Gospel – the truth that the Cross of Christ sets the believer free from the power of sin and makes possible a victorious Christian life.

BL108 – New Testament Survey I

This course is a study of the Bible verse-by-verse from Matthew through Acts by listening to the expository messages of Pastor Chuck Smith of Calvary Chapel Costa Mesa, CA, senior pastor of the Calvary Chapel Movement, answering the study questions in the course guide, and writing down personal notes from the teachings. This course is designed to give you a broad and deep understanding of God's Word, which will strengthen your relationship with God and help you understand His will for your life.

BL109 – New Testament Survey II

This course is a study of the Bible verse-by-verse from Romans through Revelation by listening to the expository messages of Pastor Chuck Smith of Calvary Chapel Costa Mesa, CA, senior pastor of the Calvary Chapel Movement, answering the study questions in the course guide, and writing down personal

notes from the teachings. This course is designed to give you a broad and deep understanding of God's Word, which will strengthen your relationship with God and help you understand His will for your life.

BL110 – New Testament Survey

This course is a comprehensive introduction to the New Testament, including events in the life of Christ, the development of the early church, the work of the followers of Christ, and the influence on organizations and people in the first century and beyond. It focuses on the major theological ideas, literary structures, and authors' intent of each individual book. It also introduces the historical, social, and cultural background as the basis for better understanding of the Scripture. This knowledge and understanding is extended into applications in the life and personal devotions of the learner.

BL112 – Book of Acts

This course will be an overview of Luke's Acts of the Apostles, with special emphasis on the identity, mission and message of the early church and their relevance for the church today. We will highlight the work of both Peter and Paul and examine principles underlying their ministries. We will also seek to understand the pluralistic religious and ethnic contexts in which the early church was born, grew, and multiplied.

BL131 – Life of Christ

This course is a chronological and theological study of the Gospels' accounts of Christ's birth, life, death, resurrection, and ascension. In addition, this course examines the four canonical Gospels to see what each of these four portraits of Jesus tells us. Students will explore the literary and theological relationships between the Gospels, and the major themes each one presents. Students will describe how the teachings of Jesus can be used in our very different circumstances today.

BL135 – Life of David

King David is well known for being called "a man after God's own heart" and for being chosen by God to be king. This class will examine the life of David using primarily 1 & 2 Samuel and some of the Psalms in order to learn about that heart and to see the qualities formed in him that made him a great leader and king. Also, borrowing from Allan Redpath's book, *The Making Of A Man Of God: Studies in the life of David*, we want to see David's successes and failures and see how God shaped his character and deepened David's relationship with Himself.

BL148 – Old Testament Survey I

This course is a study of the Bible verse-by-verse from Genesis through Job by listening to the expository messages of Pastor Chuck Smith of Calvary Chapel Costa Mesa, CA, senior pastor of the Calvary Chapel Movement, answering the study questions in the course guide, and writing down personal notes from the teachings. This course is designed to give you a broad and deep understanding of God's Word, which will strengthen your relationship with God and help you understand His will for your life.

BL149 – Old Testament Survey II

This course is a study of the Bible verse-by-verse from Psalms through Malachi by listening to the expository messages of Pastor Chuck Smith of Calvary Chapel Costa Mesa, CA, senior pastor of the Calvary Chapel Movement, answering the study questions in the course guide, and writing down personal notes from the teachings. This course is designed to give you a broad and deep understanding of God's Word, which will strengthen your relationship with God and help you understand His will for your life.

BL150 – Old Testament Survey

This course is an overview of the Old Testament with an emphasis on the literary themes in canonical context. It seeks to develop an understanding of the theological and literary purpose of the Old Testament and its message. An exploration of topics includes creation, the forming and history of the nation Israel, Old Testament covenants, and the rises and falls of monarchy, captivity and return. Class discussions will consider Old Testament themes in light of New Testament theology and contemporary Christian living.

BL190 – Biblical Interpretation: Hermeneutics

This class will cover the basics of Biblical Interpretation: Hermeneutics. The student will learn how to study the Bible more effectively. This will result in a life-giving, life impacting, and life-changing encounter with the one and true and living God. We will learn to carefully observe, correlate, interpret, and apply the word of God. The results of this class provide the student with the ability to rightly divide the word of God.

BL203 –Principles of Dynamic Change

This course examines the topic of how people change biblically. It builds upon the elements of victorious living from the Biblical Living class and applies them in the counseling room. Additionally, it focuses on our identity in Christ and what it means to be a Christian. The role the Holy Spirit plays in bringing about change will also be a key component of study. Through all of this, the Scriptures will be seen as our roadmap to change. *(Prerequisite: BL100 Biblical Living)*

BL261 – Numbers

This course is a study revealing God's instruction and preparation for the Hebrews to enter the Promised Land of Canaan. This book is referred to many times in the New Testament. The Holy Spirit called special attention to the book of Numbers in I Corinthians 10:1-12. The words "all these things happened to them as examples, and they were written for our admonition" is significant. God protected, preserved, and provided for these people until they possessed the land of Canaan. We will apply this to our lives and see how God also protects, preserves, and provides for His children today. But more importantly, we will use this book to learn how a Christian should live and receive the Lord's admonition for the areas in our lives that are displeasing to the Lord.

BL302 – Pastoral Epistles

This is a three (3) credit course covering the Pastoral Epistles – 1 and 2 Timothy, and Titus. This class will engage several topics ranging from qualifications for church leaders, women in ministry, church government, the reliability and authority of Scripture, family and professional relationships, and the importance of teaching sound doctrine. The primary goal of this course is for the student to familiarize his or herself with the biblical truths surrounding church leadership and ministry, while delving into the controversial topics that accompany this subject.

BL308 – Book of James

This course takes students though 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. The book of Ephesians deals with the mystery of the church as it relates to the plan of God. This letter of Paul reveals that this mystery relates to earthly concerns and the unseen world, both in the present and in the world to come. Further, God calls believers to walk in Christ-like character in the contexts of both the church and the world.

BL318 – Gospel of John

This course is an exegetical study focusing on the deity of Jesus Christ, evangelism, and the benefits of a commitment to Jesus Christ. Throughout this course, important recognition of proper interpretation, historical and cultural relevance, and postmodern apologetics will be made. A practical knowledge of the theological doctrine will be attained.

BL332 – Book of Hebrews

This course will focus on a study of the text of Hebrews in the New Testament. The book of Hebrews was written to Jewish believers, having stepped out of Judaism into Christianity, who are considering going back to Judaism in order to escape persecution by their countrymen. The writer exhorts them to "go on to perfection" (6:1) His appeal is based on the superiority of Christ over the Judaic system. Christ is better than the angels, Moses, the Aaronic priesthood, and the Law. He shows how there is more to be gained with Christ. We will see how we are to "consider Him who endured" (12:3). We will seek to apply the truths in the book of Hebrews that pressing on in Christ produces faith, self-discipline, and visible love seen in good works.

BL324 – I & II Corinthians

This course is a verse-by-verse study through the books of I & II Corinthians. Special emphasis will be on the problems Paul addressed to the church in Corinth and how these same problems still exist and should be handled in the church today. They often felt troubled and perplexed, just as believers do today. But God didn't desert them, and He won't desert us either. He comforts His hurting children as only "the God of all comfort" can. This study of Corinthians shows how God can turn your trials into triumph and your sufferings into service for the growth and edification of the body. This course will help you discover and strengthen your walk, spiritual gifts and where you fit into the body of Christ.

BL347 – Philippians & Colossians

This course is a verse-by-verse in depth study of Paul's letters to the Philippian and Colossian church. Both of these epistles fully share one thing; *Jesus is the source and head of all.* The letter to the Philippians is such a heartfelt and intimate writing by Paul and exposes us to the depth of love and submission we are to have for one another but more importantly the love, joy, and example we find in Christ. The letter to the Colossians has a similar feel but adds some formative doctrinal and theological teachings vital for the church both then and now.

BL351 – Daniel

In this course, students will explore the historical context, fulfilled prophecies, as well as the end-time prophecies yet to still be fulfilled, that Daniel received. Attention will also be given to the unique character of Daniel and his exceptional example of being a hopeless slave to a great government leader. Daniel was

a man of extraordinary courage, faith and focus as he lived his life determined to bring God glory regardless of the cost.

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.

BL357 – Minor Prophets

This course provides an analysis of the various doctrinal and historical issues found within the Minor Prophets. Additionally, the class will examine not only each book as an individual, but also how each book fits into the Bible as a whole. This will be accomplished through weekly assignments (reading and writing), class discussions, and research papers.

BL359 –Wisdom Literature of the Bible

This course is a study of wisdom literature of the Old Testament – Job, Proverbs, Ecclesiastes, Song of Songs, and the wisdom Psalms. Students will become familiar with the themes, authorship, historical background, and literary genre of wisdom in its biblical context. Emphasis will be placed on the role of wisdom literature both in the ancient Israelite community and its use and application for the church today.

BL395 – Revelation

Revelation can be intimidating. Even its basic interpretation is debated by scholars in conflicting camps. While recognizing the many figurative and symbolic elements or "signs," we will examine the entire book mainly taking it at "face value" or in a "straightforward" reading. We will study the book expecting to receive the blessing contained within its pages: "Blessed is he who reads and those who hear the words of this prophecy, and keep those things which are written in it; for the time is near." (Rev. 1:3)

Chaplaincy Courses

CH101 – Introduction to Chaplaincy

This, is a three (3) credit course designed to be an introduction to the world of Chaplaincy, from its inception from the first Chaplain St. Martin to our modern era of the 21st century. We will study and process the theological and practical considerations ministering in today's world, while exploring what are the educational, credential requirements for various chaplaincies.

English Courses

EN111 – 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.

EN141T – Language and Composition
This course covers a basic overview of grammar, essay analysis, and writing.

EN151T – Introduction to Communication
This course covers a study of basic communication theory and history, focusing on theory and application of appropriate communication techniques.

EN202 –Writing and Literature
This course introduces students to opportunities for self-expression in three or more literary genres: fiction, poetry, drama, and the creative essay. More specifically, this course will introduce students to an extensive creative writing practice by inviting them to write in a number of different genres and forms. Students will become familiar with core literary devices such as structure, conflict, scene, character, voice, point of view, setting, tone, metaphor, imagery, dialogue, and language. Students will learn to read closely and analyze stylistic choices and literary elements from genres such as poetry, fiction, nonfiction, playwriting, and hybrid texts. Course writing will range from experimental to traditional, from structured to open. Students will be introduced to the workshop process by writing in various genres and by providing feedback to their peers.

EN250 Second Language Acquisition
This course provides an introduction to second language acquisition (SLA), which is the study of how people learn a language other than their native tongue. The course will give an overview of various theories in SLA, and will investigate how theory informs the practice of second language teaching. To make the connection between theory and practice, students will do a case-study of a second language learner.

EN251 – Introduction to English Language and Linguistics
This course is an introduction to the English language and to the principles and methods of linguistics. It is designed to be the first course in English linguistics, and, thus, no prior knowledge of linguistics is assumed. The students will learn the basic linguistic components of English, examining the sounds of English and the systematic ways in which they behave. Students will also examine structure and formation of words, phrases, sentences, and meaning. We will also examine the range of applications of these basic concepts as they relate to language acquisition, language variation, and writing.

EN255 – Cross Cultural Communications
This course examines the theology of diversity, and ways that Christians deal with cultural differences. The course involves developing strategies for effectively relating to people from various religious, linguistic, and ethnic backgrounds. The course will also explore issues relating to worldview, multiculturalism, and missions.

EN261 – TESOL Methods I – Teaching Listening, Speaking, Vocabulary
This course will examine the field of Teaching English to Speakers of Other Languages, focusing on the skills of listening, speaking and vocabulary. Students will learn teaching principles, based on second language acquisition principles, which are effective methods for second language learners. Students will observe teachers in action, and prepare lessons for each of the skills. This course focuses on how to teach English to non-native speakers in a principled way, based on research in second language development.

EN262 – TESOL Methods II – Teaching Reading, Writing, Grammar

This course will examine the field of Teaching English to Speakers of Other Languages, focusing on the skills of reading, writing, and grammar. Students will learn teaching principles, based on second language acquisition principles, which are effective methods for second language learners. Students will observe teachers in action, and prepare lessons for each of the skills. This course focuses on how to teach English to non-native speakers in a principled way, based on research in second language development.

EN265 – Materials Development

This course is designed to help TESOL instructors construct an ESL course and provide relevant and interesting materials for it. The course will enhance students' understanding of how to create and use classroom materials which are based on theoretical principles of second language acquisition (SLA). Through course readings, on-line discussion and hands-on activities, students will be exposed to and reflect on issues of syllabus, course design, needs analysis, and materials development and evaluation.

EN301 – TESOL Practicum

This practicum capstone is designed to provide TESOL students with experience working with second language learners. Practicum placement will be done with the input and approval of the cooperating teacher. This course stresses the development and use of practical techniques and materials based on second language acquisition (SLA) principles, under the guidance of a professional instructor. Practicum placements vary, so the role of the student in the classroom varies as well.

General Education Courses

GE120 – Introduction to Ethics (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.

GE135 – College Algebra

This course introduces many of the fundamental concepts of algebra and the methods needed for their application.

GE136T – Quantitative Analysis I

This course covers a study of basic and intermediate number sense, abstract quantitative concepts, algebraic concepts, geometry, visual modeling, and probability.

GE145 – 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.

GE161T – Introduction to Biology

This course covers a study of the structure, relationships, and diversity of life on earth from the cellular level to the function of ecosystems.

GE165T – Physical Science

This course covers a study of the basic concepts that make up physical science including matter, motion, chemical reactions, forces and various types of energy.

GE211 – Introduction to Biblical Hebrew

This is a three credit course designed to introduce the student to biblical Hebrew, the original language of the Old Testament. In this course we will study the fundamentals of biblical Hebrew, paying special attention to issues of grammar, syntax, and form.

GE212 – Introduction to Biblical Greek

This course is intended to introduce the student to Koine Greek found in the New Testament. Alphabet, grammar, syntax, and vocabulary will be studied. Various reference materials that incorporate and use the biblical language will be examined. This will serve to enhance the student's ability to do exegetical Bible study.

GE223T – U.S. History I – to 1877

This course covers U.S. History through 1877, taking students from pre-Columbian events through the Civil War.

GE226T – American Government

This course covers policy, theoretical and philosophical foundations, and the structure of American Government.

GE235 – Computing Tools for Practical Ministry

This course explores use of the tools contained in Microsoft Office to become more organized in ministry, business and in their personal lives. Students will be given an overview of computers in general and modern technology in particular including tips on what to look for when purchasing new equipment. Students will then explore the internet and gain useful knowledge on the advantages and pitfalls they may encounter. Students will also become skilled in the use of 2013 versions of Microsoft Word, Excel, PowerPoint, Access, Outlook, Publisher and OneNote. Students will be given tips to help them to better organize their files, folders and electronic mail. An introduction to website design will also be provided.

GE243 – 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 prepositional logic. Additionally, this course includes an introduction to informal fallacies, and examines systems for evaluating, arguments encountered in everyday life.

GE245 – Finite Math

This is a three credit course that emphasizes topics that demonstrate basic mathematical ideas used to investigate and reason through questions of individual or societal need. Topics include Mathematical Logic, Set Theory, Counting Techniques, Probability, Statistics, and Linear Programming.

GE281 – 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.

GE301 – Life and Works of C.S. Lewis

This course is a literary introduction to the life and works of C. S. Lewis. We will be examining both fiction and nonfiction, with an eye both for the spiritual (instructive, apologetic, etc.) value of Lewis's work and his work as a scholar and creative mind.

Leadership Courses

LD101 – Accountability: Maintaining Your Own and Fostering Others

This course is designed to increase the student's awareness of the role each individual plays in collaboration, the responsibility of contributing fully to the workplace each and every day, and the value of seeking excellence that results in enhanced participation and enthusiasm for the achievement of shared goals. Each student completing the course should recognize a leader's role in maintaining their own accountability as they strive for excellence, and their responsibility to develop and foster accountability and collaboration in individuals on the team.

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.

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.

LD332 – Christian Principles of Entrepreneurship

This is an interdisciplinary course which draws from math, language arts, economics, management, finance, history, and, most importantly, the Bible. The Bible has a lot to say about entrepreneurship. Students will learn how to achieve financial freedom and multiply their social capital. They will learn how to manage their time, focus their energy and solve complex problems. They will also learn how to build a business or a ministry and maintain the balance between ministry, business and family while presenting the Gospel in a personal and powerful way.

LD341 – Effective Pastoral Leadership

This three (3) credit-hour course is designed to encourage seasoned and aspiring pastors toward a more effective level of leadership and ministry. Through written leadership and ministry materials, as well as lessons learned in the faith journeys and life experiences of tested pastors and leaders, we have attempted to promote a sincere approach to effective pastoral leadership so that students might gain from practical wisdom.

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. (Must have completed GE120: Introduction to Ethics to enroll in class.)

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.

LD471 – Leadership Development: A Lifelong Journey

This course will focus on organic discipleship and leadership development through the ongoing integration of three core paradigms: 1) contextually and culturally informed, 2) biblically and theologically based and 3) developmental and lifelong in its approach. Through the course, participants will diffuse their learning and innovation into the strategy of implementation, taking the organic leadership paradigm and applying it to the local church setting and/or missional ministry context. Practical applications include creation of a development-discipleship pathway and its application to learner's unique contextual setting and demonstration of core skills in the mentoring and coaching of leaders and their development.

Ministry Courses

MN100/200/300 – Student Ministry Hours (Freshman/Sophomore/Junior)

Degree candidate students must be involved in an on-going ministry within their church or a church related ministry for at least 1 term during each grade level of enrollment at Horizon University prior to their final year of student. Ministry involvement consists of a minimum of 1 hour per week of service for a minimum of 12 weeks during the offering period.

MN111 – Introduction to Ministry

This course is designed to be an introduction to ministry through the life and words of Mike MacIntosh, founder of Horizon University. We have attempted to bring the flavor of Mike's simple, sincere approach to

ministry to an online format so that our students might learn from Mike as directly as possible. In addition, Mike will have access to the course as its instructor in order to make personal interaction possible during the course.

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.

MN201 – Student Ministry Practicum (Associate)

The student ministry practicum is designed to give students a real life educational experience in church ministry applying their learning through their degree program at Horizon University. Students will prayerfully develop a vision for a ministry while effectively communicating and serving in the body of Christ. Students will also have opportunity to discover and utilize their spiritual gifts within the context of Christ centered service and submission to church authority.

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 discipleship 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.

MN401 – Student Ministry Practicum (Bachelor)

The student ministry practicum is designed to give students a real life educational experience in church ministry applying their learning through their degree program at Horizon University. Students will prayerfully develop a vision for a ministry while effectively communicating and serving in the body of Christ. Students will also have opportunity to discover and utilize their spiritual gifts within the context of Christ centered service and submission to church authority.

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.

MN345 –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 (Principles 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.

OS421 – Global Business

This course introduces the unique but fundamental conditions facing business ventures in a global environment. Students will gain an awareness of the necessary skills required for effective management in a global enterprise. The course focuses on the cultural, political, legal and economic environments of global ventures and it explores strategic options for market entry, abroad. Additionally, students will explore the unique opportunity to influence business relationships, transactions and outcomes across national borders, in light of the gospel. *(Prerequisite: OS365 Principles of Management)*

OS-Marketing Concepts and Applications

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

TH160 – Introduction to Apologetics

This course will be an introduction to the various aspects of Apologetics or "providing a reasoned defense of the Christian faith." Topics covered include: arguments for the existence of God, creation and intelligent design, miracles, the historical reliability of the Gospels and New Testament, and Jesus, his resurrection and identity.

TH210 – 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.

TH211 – 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 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.

TH212 – 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), the provision of salvation through Christ's work (Soteriology) and the Person and work of the Holy Spirit (Pneumatology). 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. *(Prerequisite: TH211 Theology I)*

TH213 – Theology III

This is the third of three courses on Christian theology and doctrine. This course will examine biblical doctrine pertaining to the Church (Ecclesiology) and the future or the end of the age (Eschatology). We recognize that the views of our students may differ depending significantly on their church backgrounds, thus emphasis will be given to fairly understanding various views and a balanced life application. *(Prerequisite: TH211 Theology I and TH212 Theology II)*

TH220 – Church History

(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.

TH221 – 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.

TH222 – 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.

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.

TH260 – 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.

TH261 – Introduction to Islamic Studies

This course examines Islam from a Christian perspective. The course will cover the life of Muhammad, early Islamic history, the beliefs and practices of Muslims, the Qur'an and an evaluation thereof, Islamic theology, sects and movements within Islam, and other topics related to Islam. The course will also introduce Christian evangelism to Muslims. This course will assist students in becoming Disciples of Christ with a global focus, and in gaining an understanding and appreciation of Muslims in order to become more effective ambassadors of Christ.

TH265 – Roman Catholicism for Evangelicals

This course introduces the beliefs and practices of the Roman Catholic Church, approaching the subject from an evangelical standpoint. The student will become conversant with Roman Catholic literature including the Catechism and some documents from the Second Vatican Council (Vatican II). The course will not engage in harshly negative assessments of Catholicism, nor will it uncritically accept Catholic points of view. The goal is an accurate understanding of Catholicism and Catholics which can help us interact with our Catholic friends, family and neighbors biblically, in a way that reflects both the truth and the love of 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.

Appendix

Student Feedback

Students are encouraged to contribute to the quality of the student experience by providing feedback to the Horizon University administration. Students are invited to provide feedback through the following ways:

1. Student participation in the annual Student Experience Survey distributed in the Spring semester.
2. Fill out a feedback form on the Horizon University website at https://www.horizonuniversity.edu/give-us-feedback/. (The link to the feedback form is located in the footer of the webpage.)
3. Bring feedback directly to University leadership in writing or in person.

Grievance Policy and Procedures

Where a complaint is made relating to any student, instructor, or staff member, the complainant is encouraged to follow the instruction of Matthew chapter 18 before engaging in the formal complaint process. First go to the person and humbly express the issue, and only engage the reporting process where satisfactory outcome cannot be found among the parties involved.

Where a formal complaint is made, the details of the complaint must be recorded – including parties involved and description of the situation. If appropriate, an investigation will be undertaken and the results of the investigation will be recorded in student records.

Reporting a Grievance

For situations warranting a formal complaint of grievance, individuals should complete a Grievance Form available on the Forms page of the Horizon University website (www.horizonunivesity.edu/student-resources/forms/). Completed Grievance forms may be submitted to the Title IX Coordinator or a designated Title IX alternate contact.

Title IX Coordinator:
Director of On-Campus Programs
Paul Lange
plange@horizonuniversity.edu
(317) 823-2349 ext. 105

Alternate Contacts:
For students – Dean of Students
Tracy Gray
tgray@horizonuniversity.edu
(317) 823-2349 ext. 103

For Faculty and Staff – HR Director
Debbie Marshall
dmarshall@horizonuniversity.edu
(317) 823-2349 ext. 107

Complainant students are welcome to make an appointment with leadership to inquire about the status of the issue at any time, and if the resolution is not acceptable, a written proposal for an alternate resolution may be made. Submitted proposals are presented to an administrative council for review and consideration, and the decision of the Administrative Counsel will be final.

If the offense is serious and the University has exhausted its action without a satisfactory outcome, the student may contact Horizon University's accrediting agency (ABHE) or the Indiana Commission on Higher Education (ICHE) using the contact information provided here. Online students residing outside the state of Indiana, contact Indiana CHE.

ABHE
5850 T.G. Lee Blvd., Suite 130,
Orlando, FL 32822
(407) 207-0808

Indiana Commission for Higher Education (CHE)
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Phone: (317) 464-4400
www.che.in.gov
Student Complaints: https://www.in.gov/che/2744.htm

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

At Horizon University, plagiarism is defined as: the practice of taking someone else's work – either words, ideas, or concept organization and passing them off as one's own, including intentional or unintentional copying, infringement of copyright, piracy, theft, or stealing. Anyone who submits plagiarized work – whether intentional or not – will receive a zero grade for the paper and a 7-day grace period to rewrite and resubmit the paper for grading. If the rewritten paper is submitted by the 7-day grace period and to the standards of the course outline the resulting grade will not exceed 60% of the paper's grade value. A second offense of plagiarism will result in failure ("F") for the course it is found in and the student will be placed on academic probation for the remainder of the school year. A third offense will result in immediate dismissal from the University.

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

Horizon University does not tolerate harassment or intimidation of any kind. Horizon's Non-Harassment Policy and state and federal laws prohibit harassment on the basis of race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, disability or any other category protected by applicable state or federal law.

Harassment is defined as unwelcome physical, verbal or other conduct directed toward one person by another. General harassment exists when the behavior interferes with an individual's academic performance or creates an intimidating, hostile or offensive academic environment.

Harassment does not refer to occasional compliments of a socially acceptable nature except where the recipient has requested that such comments cease. Harassment does refer to a pattern of behavior or a specific incident(s) which are unwelcome or are personally intimidating, hostile or offensive.

Student Rights and Due Process

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.