

**2022-2023
Student
Handbook**

Horizon University



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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. 19

The 40-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. 19

The program curriculum makes in-depth study of the Bible its priority with courses in: 19

- Old Testament (OT) Survey and individual OT book studies 19
- New Testament (NT) Survey and individual NT book studies..... 19
- Bible Study methods and interpretation..... 19

The coursework also includes classes in theology, church history, global missions and apologetics. 20

MASTER OF ARTS IN LEADERSHIP AND MINISTRY (MALM) – 40 CREDITS 20

Anyone who serves in any ministry capacity spends much of their time and energy leading others. A Christian leader will sense a requirement to be faithful to God’s word and to the divine calling that is leadership. The accredited MA, Leadership and Ministry program at Horizon U is designed to equip you to fulfill that calling. In addition to continuing your personal growth in Christ, this graduate-level program deepens Bible knowledge and adds confidence to those in ministerial roles. 20

The 40-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. 20

The program curriculum makes in-depth study of the Bible its priority with courses in: 20

- Biblical Leadership I & II (Old Testament and New Testament) 20
- Leadership Ethics 20
- Philosophy of Ministry 20

The coursework also includes classes in Theology, Old and New Testament Surveys and Bible Interpretation..... 20

PROGRAM LEARNING OBJECTIVES: 20

- **BIBLICAL:** Articulate a strong biblical definition of leadership with attention focused on all aspects of Christian character needed for fruitful leadership in ministry as well as in the secular community. 20

MASTER OF DIVINITY IN BIBLICAL STUDIES (MDIVBS) – 80 CREDITS 20

The Master of Divinity is the traditional standard for pastoral ministry. The accredited MDiv, Biblical Studies program at Horizon U will require commitment from the student but will give the student depth in the study of God’s word. In addition to continuing your personal growth in Christ, this graduate-level program will add confidence for those in teaching and ministerial roles. This is the most widely recognized credential in the field of divinity..... 20

While this degree has historically been offered by seminaries and divinity schools in a three-year fulltime program, our 80-credit hour, MDiv program is offered entirely online, allowing for a more flexible pace. This makes it possible for you to achieve goals academically without losing touch with family, church and job. 20

The program curriculum makes in-depth study of the Bible its priority with courses in:.....	20
• Old Testament (OT) Survey and individual OT book studies	20
• New Testament (NT) Survey and individual NT book studies.....	20
• Bible Study methods and interpretation.....	20
• Expository Preaching and Teaching	20
• Master’s Thesis Research Paper	20
The coursework also includes classes in theology, church history, global missions and apologetics.	20
PROGRAM LEARNING OBJECTIVES:	20
• BIBLICAL: Increase biblical knowledge to an advanced level, along with interpretive skills, theological depth. And a basic grasp of biblical languages.	20
The Master of Divinity is the traditional standard for pastoral ministry. The accredited MDiv, Leadership and Ministry program at Horizon U will require commitment from the student but will give the student depth in the study of God’s word with a focus on Christian Leadership. In addition to continuing your personal growth in Christ, this graduate-level program will add confidence for those in pastoral or any other ministry-related calling. This is the most widely recognized credential in the field of divinity.	21
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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

OBJECTIVES

The lasting value of each student's success at Horizon University can be measured through his or her regular reflection on their personal progress toward developing:

1. insight into the gifts, talents, and individual calling for which Christ laid hold of them.
2. passion to be a servant leader who makes a difference in the Church and in the marketplace.
3. effective contextualization and confidence in sharing the gospel at church, at home, and in the workplace.
4. a biblical worldview.
5. sound academic skills and professional effectiveness.
6. passion for bringing God's love for people of every culture into every facet of daily life.
7. a heart for reaching out to the lost.
8. awareness of opportunities to share the gospel.
9. a humble, reasoned defense of the faith.
10. the skills needed to make disciples who can make more disciples.
11. deep desire to serve Jesus Christ in the Church.
12. a commitment to a lifetime of participation in building up the Church and providing a witness to the world.
13. a lifestyle that models the character of Jesus at home, at work, and in the marketplace and a commitment to win, disciple, and send others.

ACCREDITATIONS

Horizon University is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), to grant degrees at the Associate and Baccalaureate 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: 407-207-1781

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))

PHILOSOPHY OF EDUCATION

Whether in preparation for full time ministry or for ministry within the marketplace, Horizon University believes it is impossible to be sufficiently equipped by classroom study alone. Competencies such as understanding and relating to people, leaning on more than one's own abilities, and developing a passion for one's calling, require that students apply what they have learned by turning theory into practice. Through practical application, students are able to identify and embrace their strengths, acknowledge and improve their weaknesses, and leverage their talents and gifts.

The spiritual development of our students is essential to the accomplishment of Horizon University's mission to prepare graduates to establish biblical leadership in the Church or in their secular workplace. Several components of our program contribute to the spiritual growth of our students:

1. **Church Attendance:** Students are expected to regularly attend services and connect with the body of Christ throughout their enrollment. On-campus students will be expected to attend Wednesday evening and Sunday morning services as well as devotions (Mon – Friday, excluding Thursday) throughout the week.
2. **Student Ministry:** All graduates of Horizon University are required to successfully complete Student Ministry Experience including ministry service hours and applicable practicum as outlined for their respective program. Programs requiring a structured, supervised ministry practicum are completed in their final semester to demonstrate that their learning can be put into practical action. For students who have entered in the Fall of 2017 or after, a minimum of 12 student ministry hours are required for each grade level (i.e. Freshman, Sophomore, Junior, Senior). These may be completed at your home church if desired. Contact your academic advisor for questions about this requirement.

3. **Curriculum:** While some courses are designed to specifically facilitate spiritual development, all course content is biblically integrated.
4. **Devotion:** All class meetings open with a student devotion to engage the student in their own spiritual development and in the spiritual development of classmates. Online classes use a discussion thread to achieve this purpose.

WHAT WE BELIEVE

1. We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

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

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 by Horizon Christian Fellowship with capacity of approximately 36 students are also potential options for housing of Horizon University housing 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.

ACCESSIBILITY / STUDENTS WITH DISABILITIES

All students, instructors, and staff must treat students with disabilities in a godly manner demonstrating brotherly love, dignity and respect. The Faculty will make every effort to accommodate the specialized learning and participation needs of students with disabilities. To ensure the safety and accessibility for all students, areas designated for access by individuals with disabilities must not be blocked for any reason at any time.

Students with disabilities must report perceived impropriety and/or express concerns to University Staff or Faculty (according to the nature of the issue) in a timely manner allowing the University to investigate and take appropriate action, if any.

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**

Emergency Closures

In the event of extreme weather conditions or emergency situations such as fire, flood, or earthquake, the University will place the safety and security of students ahead of any other priority, and may make a decision to cancel classes being held on campus. Closures will be posted on The Feed at MY HORIZON and students should log in within two hours of the start of class to confirm. Online courses are not normally included in school closures. However, if emergency conditions continue for more than five days in a row, online classes may be impacted.

Lost and Found

Horizon University cannot assure nor is it responsible for the security of personal items, including but not limited to vehicles, phones, tablets, backpacks, pocketbooks/handbags, or other personal belongings. Should personal property be lost or damaged, students should if appropriate, notify the Lawrence Township Police Department. Students should deliver found items or inquire about lost items at the Administrative Offices. Any lost and found items will be discarded on the last day of each offering period.

LIBRARY AND LEARNING RESOURCES

Campus Library

Students, faculty and guests 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](http://horizonuniversity.edu) 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](http://horizonuniversity.edu) and complete the online form.

PROGRAMS OF STUDY

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 or with Academic Advisor approval during a 12-week cycle. 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)
- Master of Arts in Leadership and Ministry (MALM)
- Master of Divinity in Biblical Studies (MDivBS)
- Master of Divinity in Leadership and Ministry (MDivLM)

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 platforms including TELlibrary and Atheneo (used only for 6-week courses).

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.

UNDERGRADUATE DEGREES

Horizon University currently offers the following undergraduate degrees (See “Degree Programs” in the Catalog for specific courses required for each degree.)

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 ABS 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, and General Education (15 credits). During the final term, the student also completes a Student Ministry Practicum.

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 BBS 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 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, General Education (30 credits) and Electives (24 credits). During the final term, the student also completes a Student Ministry Practicum.

Bachelor of Arts in Organizational Leadership (BAOL) – 126 credits

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

The Bachelor 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, General Education (30 credits) and Electives (24 credits). During the final term, the student also completes a Student Ministry Practicum.

Bachelor of Arts in Leadership and Ministry (BALM) - 126 credits

The Bachelor of Arts in Leadership and Ministry (BLM) 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, General Education (30 credits) and Electives (24 credits). During the final term, the student also completes a Student Ministry Practicum.

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).

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).

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).

GRADUATE DEGREES

MASTER OF ARTS IN BIBLICAL STUDIES (MABS) – 40 CREDITS

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 40-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.

MASTER OF ARTS IN LEADERSHIP AND MINISTRY (MALM) – 40 CREDITS

Anyone who serves in any ministry capacity spends much of their time and energy leading others. A Christian leader will sense a requirement to be faithful to God's word and to the divine calling that is leadership. The accredited MA, Leadership and Ministry program at Horizon U is designed to equip you to fulfill that calling. In addition to continuing your personal growth in Christ, this graduate-level program deepens Bible knowledge and adds confidence to those in ministerial roles.

The 40-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:

- Biblical Leadership I & II (Old Testament and New Testament)
- Leadership Ethics
- Philosophy of Ministry

The coursework also includes classes in Theology, Old and New Testament Surveys and Bible Interpretation.

PROGRAM LEARNING OBJECTIVES:

- **BIBLICAL:** Articulate a strong biblical definition of leadership with attention focused on all aspects of Christian character needed for fruitful leadership in ministry as well as in the secular community.
- **TRANSFORMATIONAL:** Understand the transformational process involved in becoming a mature Christian leader while exemplifying scriptural faith, Christian theology, and a solid biblical worldview.
- **EXPERIENTIAL:** Establish and experientially apply learned leadership strategies consistent with one's personal ministry and/or professional purposes.
- **MISSIONAL:** Prepare to intentionally integrate all of the above objectives into a missional mindset willing to engage in a manner that impacts global communities in order to win, disciple, and send others for Jesus Christ

MASTER OF DIVINITY IN BIBLICAL STUDIES (MDIVBS) – 80 CREDITS

The Master of Divinity is the traditional standard for pastoral ministry. The accredited MDiv, Biblical Studies program at Horizon U will require commitment from the student but will give the student depth in the study of God's word. In addition to continuing your personal growth in Christ, this graduate-level program will add confidence for those in teaching and ministerial roles. This is the most widely recognized credential in the field of divinity.

While this degree has historically been offered by seminaries and divinity schools in a three-year fulltime program, our 80-credit hour, MDiv program is offered entirely online, allowing for a more flexible pace. This makes it possible 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
- Expository Preaching and Teaching
- Master's Thesis Research Paper

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

PROGRAM LEARNING OBJECTIVES:

- **BIBLICAL:** Increase biblical knowledge to an advanced level, along with interpretive skills, theological depth. And a basic grasp of biblical languages.
- **TRANSFORMATIONAL:** Develop and apply attitudes, values and beliefs which are consistent with transformed Christian character and the expectation of a life of service to the body of Christ.

- **EXPERIENTIAL:** Integrate a deeper biblical understanding with hands-on ministry experience that prepares the student to serve the body of Christ in a leadership, pastoral and/or teaching role.
- **MISSIONAL:** Develop a missional Christian worldview to engage contemporary culture and win, disciple and send others for Jesus Christ in increasingly globalized organizations and communities.

MASTER OF DIVINITY IN LEADERSHIP AND MINISTRY (MDIVLM) – 80 CREDITS

The Master of Divinity is the traditional standard for pastoral ministry. The accredited MDiv, Leadership and Ministry program at Horizon U will require commitment from the student but will give the student depth in the study of God's word with a focus on Christian Leadership. In addition to continuing your personal growth in Christ, this graduate-level program will add confidence for those in pastoral or any other ministry-related calling. This is the most widely recognized credential in the field of divinity.

While this degree has historically been offered by seminaries and divinity schools in a three-year fulltime program, our 80-credit hour, MDiv program is offered entirely online, allowing for a more flexible pace. This makes it possible 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:

- Biblical Leadership I & II (Old Testament and New Testament)
- Leadership Ethics
- Philosophy of Ministry
- Expository Preaching and Teaching
- Master's Thesis Research Paper

The coursework also includes classes in Theology, Old and New Testament Surveys and Bible Interpretation.

PROGRAM LEARNING OBJECTIVES:

- **BIBLICAL:** Articulate a strong biblical definition of leadership by incorporating the careful study of God's word with attention focused on all aspects of Christian character needed for fruitful leadership in ministry as well as in the secular community.
- **TRANSFORMATIONAL:** Understand the transformational process involved in becoming a mature Christian leader and nurturing others to do the same while exemplifying scriptural faith, Christian theology, and a solid biblical worldview.
- **EXPERIENTIAL:** Establish and experientially apply a wide range of learned leadership strategies consistent with one's personal ministry and/or professional purposes.
- **MISSIONAL:** Prepare to intentionally integrate all of the above objectives into a missional mindset willing to engage in a manner that impacts global communities in order to win, disciple, and send others for Jesus Christ.

CERTIFICATES

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 in the Catalog.

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 in the Catalog.

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 Old and 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 in the Catalog.

Certificate in Biblical Counseling (CBC) – 28 credits

The Certificate in 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 in the Catalog 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).

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 in the Catalog.

ADMISSIONS AND ENROLLMENT SERVICES

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
 - Recommended references are: one from church leadership, and the other from a teacher or employer
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

ID Photos

Students are required to post and maintain an ID-appropriate photo at their MY HORIZON Student Account. It should be head and shoulders only and reflect the type of photo that would be used on a driver's license. Every student is required to maintain this photo on their Student Account throughout their enrollment.

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

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. 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. Students should request an advising session to formally update the DPR at the end of each academic year.

The DPR (and the roadmap on it) serves as a guide to 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.

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

COVENANT COMMUNITY COMMITMENT

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 Policy is included in each student's application to the University, in the Appendix of the Catalog and in the Code of Conduct section of this Student Handbook.

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.horizonuniversity.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

website: <http://www.che.in.gov>

Student Complaints: <https://www.in.gov/che/2744.htm>

REGISTRATION SERVICES

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 academic platform called "MY HORIZON." Students who are cleared for enrollment will register for classes using MY HORIZON.

NOTE: ALL STUDENTS ARE REQUIRED TO SATISFY THEIR FINANCIAL OBLIGATION ON OR BEFORE THE ADD/DROP DEADLINE; BALANCES ARE FOUND AT MY HORIZON. STUDENTS ARE NOT ELIGIBLE TO REGISTER IN AN OFFERING PERIOD IF THE STUDENT FINANCE ACCOUNT IS PAST DUE.

STUDENT ACCOUNT MANAGEMENT (MY HORIZON)

MY HORIZON is the official platform for student records, enrollment information, registration, financial information, official University news and notifications to students, 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 logged in or not. Access to MY HORIZON remains active until the student is no longer active due to graduation or due to withdrawal by student election or through academic action (suspension or expulsion) and/or administrative action (due to policy infractions, non-payment, etc.).

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 enrollment.

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 (Pacific Time) the night before the first day of classes.

Students planning to take a 6-week course offered on Atheneo must contact their Academic Advisor or the Registrar to request enrollment in the class. Online registration within My Horizon for 6-week courses offered on the alternative learning platform does not automatically enroll the student in the course.

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.

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.

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

Withdraw from a Course

Requests to drop a class after the Add/Drop Deadline and up to the class mid-point are considered as requests for "Withdrawal." Approved requests result in a "W" on the student's official transcript. Add/Drop/Withdraw Forms will be accepted by the Registrar until midnight (Pacific Time) on the Sunday evening at the end of the sixth week for a 12-week class, eighth week for a 16-week class and end of the third week for a 6-week class.

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.

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,
 - 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, the student may be required to complete a new VFAO Interview 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

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. Generally, it is the policy of the University to not 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.

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

Request for Transcripts

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

To request an official transcript, submit a completed Transcript Request Form with written signature (no electronic signatures 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 an electronic check or credit/debit card payment)
 - Online via MY HORIZON (active students) or a “Link to Pay” provided by the registrar (all others)

FINANCIAL ADMINISTRATION SERVICES

COSTS

The following information on tuition and fees applies to the 2022-2023 academic year. However, tuition and fees, as well as refund policies, are subject to change each academic year.

Tuition

The tuition rate for the 2022-2023 academic year is \$265.00 per credit for certificate and degree-seeking students and \$150.00 per credit for the on-campus diploma program. Horizon University courses are typically 3 credits and full time attendance is defined as 12 credits per offering period. Therefore, full-time, degree seeking students will incur \$3,180.00 in tuition costs for each 12 credits.

- **Tuition (certificate & degree-seeking):** \$265.00 per credit (Example: 3-credit course = \$795.00)
- **Tuition (on-campus diploma program):** \$150.00 per credit (Example: 3-credit course = \$450.00)
- **Audit Cost (not-for-credit):** \$120.00 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 and dual 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
- **Diploma Program Exodus Journey Fall Retreat:** \$50 to cover food and miscellaneous expenses
- **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)
- **ACE fee:** \$50.00 – A non-refundable fee assessed for ACE certified 6-week courses taken on Atheneo.
- **Non-resident Credit fees:**
 - Transfer Credit: There is no fee assessed for credit transferred from an accredited institution
 - Credit for Life Experience (CLE): \$250.00 – A non-refundable fee for review of each submitted portfolio, whether credit is awarded or not
 - Credit by Exam (CLEP/DSST): \$250.00 – A non-refundable fee assessed for each accepted exam
- **Transcript fees:** \$10.00 per copy; \$15.00 per order for rush service – billed upon receipt
- **Graduation fee:** \$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 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 [Add/Drop/Withdraw 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 Pacific Time zone. Also, note that all fees are non-refundable and due together with tuition 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.

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.

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

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.ed.gov/types/grants-scholarships/pell>

FEDERAL STUDENT LOANS

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

Title IV (T4) Process

APPLYING FOR TITLE IV FINANCIAL AID

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

- Step 1: Complete the **Free Application for Federal Student Aid** (FAFSA) available at no cost to the student (<https://fafsa.ed.gov/>)
- Step 2: Complete a Student Interview (online form) by logging into the **Virtual Financial Aid Office** (VFAO), at <https://horizonuniversity.vfao.com/default.aspx> and clicking on the “Student Interview Center” link that leads to the online form (called an “interview.”)

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

Awards and Disbursements

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

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

- **Full time (FT)** – 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 DURING 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.

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 StudentLoans.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:
 - i. The date on which payment from VA is made to Horizon University.

- ii. 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. 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 STANDARDS

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 term 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,

3. Student contacts the Dean of Administration or Advisor to discuss the situation and determine options for continued studies or Leave of Absence.
4. 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, the student may be required to complete a new VFAO Interview 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 36 credits for a Bachelor, 30 credits for an Associate 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 – 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 requirement (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 of Arts degree in Biblical Studies or Leadership and Ministry will have successfully completed all of the following:

- 40 credits with a cumulative grade point average of 2.0 or better and “C-“or better in each course.
- 9 credits in Foundational Courses
- 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

Graduates with a Master of Divinity in Biblical Studies or Leadership and Ministry will have successfully completed all of the following:

- 80 credit hours with a cumulative grade point average of 2.0 or better and “C-“ or better in each course
- 21 credits in Foundational Courses
- 6 credits in Language Requirements
- 9 credits in Supplementary Courses
- 33 credits in The Literature of the Bible
- 6 credits in Free Electives
- 2 credits in Field Education Requirement
- 3 credits for Master’s Thesis Research Paper

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 the 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 or more credits in 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)

GRADING POLICY

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.

Writing Standards

QUALITY OF WRITING

While all assignments should be typed and written in a formal style, avoiding the use of contractions and slang, assigned papers should additionally include notations (footnotes, endnotes, or parenthetical notations), and a bibliography (works cited) that follow the format for bibliographical references found in Turabian's, *A Manual for Writers*. Finally, research papers should be written as though being authored for publication.

RECOMMENDED WRITING RESOURCES

Turabian, K. *A Manual for Writers of Research papers, Theses, and Dissertations*, Seventh Edition (University of Chicago Press, 2007); *Chicago Manual of Style*, 15th edition (University of Chicago Press, 2003); Strunk & White, *The Elements of Style*, 4th edition (Longman, 1999).

PLAGARISM

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.

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 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 and submit it to the Instructor and Administrative Offices.
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 received 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.

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 WITHIN THE GENERAL EDUCATION DEGREE 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 AND ARE NOT COVERED BY FINANCIAL AID.

Credit Escrow Policy

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

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

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 a 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.

CODE OF CONDUCT

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, but 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.

STUDENT RIGHTS AND DUE PROCESS

A student who believes that disciplinary actions applied to them are unwarranted or unfair has the right to due process. The process begins with a meeting between the Student and the Dean. The purpose of this meeting is for the Dean to review the circumstances of the offense and to evaluate the Student's attitude. At that meeting, the Dean will document the meeting and expected adjustment to be made by the Student. If the Student does not evidence the required change, the process advances through probation, suspension and expulsion. At the point that these disciplinary actions begin, the Student may notify the Dean that he or she desires to initiate an appeal to a Review Committee made up of the Academic Dean, select instructors, and if appropriate, a student representative. A final appeal may be made to the Administrative Council, whose decision is final.

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 a hearing consisting of a committee comprised of select faculty and student representatives and the Dean.
- The student has a right to know who has brought the accusation(s) with the opportunity to hear their version, cross-examine witnesses, and/or bring witnesses.
- The student may bring anyone who is relevant to the proceedings to provide testimony or serve as a character witness.
- This committee will make a recommendation to the Administrative Council, which will make the final decision.
- The student has a right to the minutes of the proceedings and a written copy of the decision signed by the President.

REPORTS TO LAW ENFORCEMENT

In the interest of the safety and the protection of the Covenant Community, Horizon University reserves the right to refer any violation of the law to appropriate law enforcement with or without first notifying the student(s) involved.

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.

What Should You Do If You Feel You Are or Have Been Harassed

If any student believes that they are being harassed or if they have observed harassment taking place, they should immediately contact the Dean of Students or Dean of Administration. Reports of this nature are taken very seriously and where the circumstances call for it an investigation will be initiated, and appropriate action will be taken based on the findings of the investigation.

As members of Horizon University's Covenant Community, it is every student's responsibility to bring concerns and/or problems to the attention of leadership so necessary steps can be taken. Horizon University will not penalize or otherwise retaliate against students making a good faith report of harassment. In addition, the University prohibits students, faculty, or staff from hindering internal investigations and/or any aspect of the complaint procedure. All complaints of harassment which are reported to Horizon University will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

STUDENT ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK AND NON-HARASSMENT POLICIES

By my signature below, I acknowledge that I have received, read and understood the 2022-2023 Student Handbook, including the Non-Harassment Policy, and that I will comply with its requirements, and that my acknowledgement today is continuous year after year unless/until it is revoked in writing. It is my sole responsibility to review new documents in each academic year.

Signature

Date

Printed Name

Print, sign and date this form. Return to Horizon University by emailing a scanned copy to info@horizonuniversity.edu, by mailing to the Administrative Offices via U.S. Postal Service, or dropping it off in person at the Administrative Offices. The campus address is: 7700 Indian Lake Road, Indianapolis, IN 46236.