



**Harvest Bible
Institute**



**Student Handbook &
Academic Catalog
2017-18**

Harvest Bible Institute

Academic Catalog & Student Handbook 2017-2018

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ACADEMIC CALENDAR

Fall Semester 2017

AUGUST

August 22

Registration & Orientation

August 24

First Day of Classes

SEPTEMBER

September 1

Last day to add or drop a class

September 4

Labor Day

September 29

First Progress Report

OCTOBER

October 19-20

Fall Break (No Class)

NOVEMBER

November 10

Second Progress Report

November 15

Last Day to Withdraw from a Class

November 22-24

Thanksgiving Break (No Class)

DECEMBER

December 5-7

Finals Week

December 15

End of Semester

Spring Semester 2018

JANUARY

January 18

First Day of Classes

January 26

Last day to add or drop a class

FEBRUARY

February 14

Valentines' Day

February 16

First Progress Report

MARCH

March 12-16

Spring Break

March 29-30

Easter Break

APRIL

April 1

Easter

April 6

Second Progress Report

April 11

Last Day to Withdraw from a Class

MAY

May 8-10

Finals Week

May 18

End of Semester

GENERAL INFORMATION

Vision

Harvest Bible Institute is a school of ministry that exists to train and equip *Bible-Based, Gospel-Centered, and Spirit-Empowered* servant leaders for vocational ministry.

Institutional Distinctives

Biblically Accurate

Academically Challenging

Purposely Affordable

Intentionally Hands-on

Administrative Offices

The HBI administrative offices are open from 9:00 am to 4:30 pm, Tuesday through Friday. Students may schedule appointments with the appropriate administrative personnel by contacting the administrative offices.

Office Phone: 515-274-9296 Ext. 247

Website: www.harvestbibleinstitute.us

Mailing Address: 2200 Beaver Ave. Des Moines, IA 50310

Accreditation

Harvest Bible Institute is a non-accredited 3 year school of ministry. Credits earned at HBI may not transfer to other accredited schools. HBI is currently in the process of developing articulation agreements with several accredited colleges and universities. Credits earned at HBI will be transferable to those schools once the agreements are established.

Certification

Harvest Bible Institute has been granted official certification by the Open Bible Churches (openbible.org). This certification means Open Bible Churches has placed its seal of approval on HBI as providing acceptable biblical education and ministerial training that fulfills the educational requirements for an Open Bible ministerial credential.

Affiliation

Harvest Bible Institute was founded in 2017 and is a private, non-profit institution. HBI is a ministry of First Church of the Open Bible in Des Moines, IA, which is affiliated with the Open Bible Churches.

Nondiscrimination Policy

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

Armed Forces Policy

Pursuant to Iowa Code Section 261.9(1)(g), a student who is a member (or the spouse of a member if the member has a dependent child) of the Iowa national guard or reserve forces of the United States and who is ordered to national guard duty or federal active duty has the following options available to them:

- A. Withdrawal of the student's entire registration and receive a full refund of tuition and mandatory fees.
- B. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- C. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Drug and Alcohol Free Campus

Harvest Bible Institute maintains a drug- and alcohol-free campus. Students and employees must refrain from the use of alcohol and illegal drugs while on campus or at school-sponsored activities. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on school premises.

All students and employees shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. The use by HBI students and employees of a controlled substance that is not medically authorized is strictly prohibited. Students and employees who violate the drug- and alcohol-free campus regulations on campus or within the institution's jurisdiction or at any event controlled by HBI may be subject to, as applicable, discipline, suspension, expulsion, or employment termination. In addition, violating this policy (and concurrent law) may subject students and employees to criminal prosecution. Drug paraphernalia, particularly that containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from HBI and/or referral to law enforcement officials.

Sexual Misconduct Policy

Harvest Bible Institute is committed to providing and maintaining a positive learning and working environment therefore, we prohibit any form of sexual abuse or assault, for all students, staff, faculty, and other members of the school community. Any misconduct that is illegal in the state of Iowa will either be reported directly to law enforcement by the HBI administration, or the victim will be assisted in reporting the event. Sexual misconduct should be reported to the Director of Harvest Bible Institute.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

HBI administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the HBI community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the HBI community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the HBI community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

Child Abuse Reporting Policy

Pursuant to Iowa Code Section 261.9(1)(h), any Harvest Bible Institute employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the HBI Director and the employee shall immediately make a report to local law enforcement.

Drug, Alcohol, and Sexual Abuse Resources

Iowa

Polk County Crisis & Advocacy Services

2309 Euclid Avenue

Des Moines, IA 50310

(515) 286-3600

<https://www.polkcountyiowa.gov/cfys/services/crisis-advocacy-services/>

Iowa Coalition Against Sexual Assault

www.iowacasa.org/

Sexual Abuse Hotline: (800) 284-7821

Sexual Violence Prevention

<http://www.iowacasa.org/asp/sexualviolenceprevention/resources.aspx>

Iowa Department of Public Health

www.DrugFreeInfo.org

<http://www.drugfreeinfo.org/general-information/prevention/>

National

Alcoholics Anonymous

<http://www.aa.org/>

Federal Substance Abuse and Mental Health Services Administration

Behavioral Health Treatment Services Locator

<https://findtreatment.samhsa.gov/locator/home>

Rape, Abuse & Incest National Network (RAINN)
(800) 656-HOPE (4673)
Safety and Prevention
<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture
Victim Services/Advocates
<http://changingourcampus.org/category/victim-services/>

ADMISSIONS

Admissions Policy

Harvest Bible Institute is a school of ministry that exists solely for the purpose of training church leaders for vocational ministry in the Open Bible Churches.

As a certified school of ministry with Open Bible Churches, HBI desires to train individuals for ministerial leadership roles in the Open Bible Churches. Students who complete our program and receive their diploma will be eligible to apply for ministerial credentials with Open Bible Churches.

HBI practices a selective admissions procedure. It is considered a privilege, not a right, to attend HBI. HBI stresses high standards of achievement and conduct for all students who desire to matriculate. Eligibility for admissions includes character, academic records, and most of all, the prospective student's willingness to comply with the standards and values of HBI.

Admission Deadline

For admission in Fall, the priority deadline is July 31st. The regular admission deadline is open until August 8th. The Spring priority deadline is December 19th. The regular admissions deadline is open until January 2nd.

Requirements

Admission is granted without regard to race, handicap, sex, color, or national origin to all applicants who meet the following admission requirements:

1. Applicants must be an active Christian involved in their local church.
2. The applicant must be in moderately good health. A physician's examination may be requested.
3. The applicant should embody a life of holiness and have a teachable spirit.
4. Applicants should have satisfactorily completed high school or its equivalent (a transcript is required). If the applicant is not a high school graduate, a G.E.D. certificate is acceptable (The administration has the right to waive these requirements at their discretion).
5. Students who do not have a high school diploma or GED will be able to enroll under provisional status and only as a part-time student. The student will be granted a semester to complete his or her GED before being allowed to re-enroll.

Admissions Process

Formal application for admission should be made on the forms available at harvestbibleinstitute.us/apply. These forms should be submitted four weeks prior to the beginning of each semester.

The following forms should be on file with HBI:

1. The application form.
2. A reference from the student's Senior Pastor.
3. A signed consent form.

4. Transcripts (if applicable): High school students are required to submit a copy of their transcript to the Administration Office as soon as possible. If transferring from another college or university, a transcript is required from each college or university that the student has attended.
5. Please allow two to three weeks for the complete application to be processed and to receive notice by email.

Admission for home-schooled students

Home-schooled students are encouraged to apply for admission. HBI works with home-schooled students considering each situation on a case-by-case basis. Requirements are the same as other freshmen or transfer student applicants. A record of grades from grades 9-12 must be submitted in the form of a transcript, or GED certificate.

New Student Orientation

There is a time appointed in the beginning of each semester for orientation purposes. New and returning students are required to participate in these exercises to help acquaint themselves with the various programs of the school. Students and their Parents will get the opportunity to ask any questions or express any concerns they may have.

Transfer Students

Transfer students must meet the same admission requirements as entering freshmen. However, students transferring into HBI with at least 21 hours of applicable transfer credit may have their high school transcript requirements waived. HBI reserves the right to request transcripts or scores from the students regardless of total of number of credits transferred.

In addition, official transcript(s) from each college or university attended must be sent directly from that institute to HBI Administration Office.

Re-admission Policy

Former students seeking readmission after an absence of more than one semester must submit a readmission form and a letter of recommendation from his/her pastor. Readmission will be subject to the review and recommendation of the HBI Leadership Council.

Registration

Official registration dates are specified in the Academic Calendar section of this catalog. Under no circumstances may a student enroll for credit after ten school days of any semester. A student will not receive credit for courses for which he/she is not formally registered. No registration is complete until tuition and fees have been paid or satisfactory arrangements have been made with the HBI Administration. A late registration fee of \$50.00 will be charged to students who do not register before the first day of classes.

Academic Information

Academic Records

Student records are housed in the HBI Administration Office. Grade reports are available in the office after the conclusion of each semester and on the students Moodle page. Transcripts may be requested in writing for a fee. Transcripts will be released only when students are clear of all financial obligations to HBI. If a student wishes to petition a grade it must be done in writing to the Director of HBI.

Classification of Students

Class standing, which classifies students for both academic and social activities, is determined on the basis of the accumulated number of credits applicable toward graduation at HBI in keeping with the following chart:

Freshmen	0 – 29 hours
Sophomore	29 – 60 hours
Junior	60 – 90 hours

Grading System

A grade point is a numerical value assigned to a letter grade. Each credit of a Grade “A” is assigned four grade points; a “B” receives three grade points, etc. The term Cumulative Grade Point Average (GPA) refers to the average since enrolled.

Grading Scale

HBI’s grading system is as follows:

A+	(96-100)	4.0	R	Retaken
A	(93-95)	4.0	S	Satisfactory
A-	(90-92)	4.0	INC	Incomplete
B+	(87-89)	3.5	W	Withdrawn
B	(83-86)	3.0	WP	Withdrawn Passing
B-	(80-82)	2.7	WF	Withdrawn Failing
C+	(77-79)	2.5	WAI	Withdrawn Administratively
C	(73-76)	2.0	P	Pass
C-	(70-72)	1.7	F	Fail
D+	(67-69)	1.5		
D	(63-66)	1.0		
D-	(60-62)	0.7		
F	(59-below)	0.0		

Student Academic Load

A normal load is 15 credits hours per semester. Students taking 12 credit hours or more are considered full-time students. Students who wish to register for more than 15 credit hours must first have approval from the Administration Office.

Hours of Study

For every hour of class attendance, a student should devote approximately two hours of study outside of class. Since most HBI students are taking 15 hours of classes, they

should plan to spend approximately 30 hours of outside study. Preparing a time budget at the beginning of the semester is recommended.

Make-Up Work

Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

Transfer of Credit

Students who transfer from approved institutes of higher learning will be given credit for work done in these institutes insofar as the work applies to the requirements of the curriculum pursued at HBI. Only work with a grade of C or better will be transferred. Hours towards a diploma at HBI may be taken by transfer of credit or nontraditional credit, including correspondence courses. Any exception to this rule must be approved by the HBI Leadership Council.

Transferring Credits Policy

1. Grades lower than a C- will not be accepted for credit.
2. Transfer students may transfer up to 50% of applicable course work; therefore 50% of their degree must be completed at HBI.
3. The credit hours of the course to be transferred must be at least 2/3 of the credit hours of HBI course. For instance, a one credit hour course should not be transferred for a three credit hour course as they are most likely not equal in content. However, if two or more courses are similar in content and meet the requirements of the HBI course, they may be transferred in to fulfill the requirement.

Incomplete Grade

An incomplete grade (INC) will only be allowed in emergencies with prior approval from the Administration Office. The student will be allowed 30 days to complete the work. Any work not completed within the 30-day period will be given a failing grade (F). Unfinished work not granted the incomplete status will be given a failing grade (F).

Academic Honors

Degree candidates must have completed at least 60 credit hours at HBI, and they must have at least a 3.50 GPA. The specific honors levels are as follows:

- 3.50 - 3.69 GPA = Cum Laude
- 3.70 - 3.89 GPA = Magna Cum Laude
- 3.90 - 4.00 GPA = Summa Cum Laude

Other honors are periodically awarded in special circumstances for other areas of academics or student life.

Academic Probation

Definition: Academic Probation is a term used to designate a period of close academic supervision, generally including reduced allowable curricular activities to improve unsatisfactory academic performance.

Restrictions: Students under “Academic Probation” are not permitted to participate in any extra-curricular activities such as traveling groups, chapel leadership/music or student ministries, summer tours, holding office in clubs, classes or student body. Additional disciplinary action may be applied at the discretion of the Administration Office.

Causes: A student’s official transcript will reflect academic probation following any semester in which one of the following conditions exist:

1. A student’s current cumulative Grade Point Average drops below a C average (2.0).
2. A student does not achieve passing grades in at least one-half of the credits attempted in a semester.
3. When a student receives a grade of F for six (6) credits or more in any given semester.

Academic Suspension

Any student who incurs academic probation in two consecutive semesters is subject to academic suspension the following semester. Any student who is placed on academic suspension breaks continuous enrollment and therefore must reapply for enrollment after one semester of suspension.

Repeat Courses

A student receiving a grade of D or F may repeat the course for a higher grade. This new grade will replace the old one in calculating the grade point average.

Make-up Exams

Approval for taking early or late exams must be obtained from the instructor and the Administration Office in advance of the exam date.

Classroom Behavior

Students are expected to demonstrate a genuine Christian attitude and conduct at all times. The instructor may dismiss a student from class any time he/she deems necessary.

Attendance Policy

HBI’s on-campus academic program is designed as an in-class learning experience. In this type of instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the student’s knowledge, skills, understanding, and appreciation of the subject matter. Therefore, students are required to maintain regular and punctual class attendance. Attendance will be taken every time class meets.

Students are required to attend 80% of the time a class meets during a semester in order to pass the course. Therefore, absences should not exceed twenty percent (20%) of the number of times that a class meets per semester (8 absences for classes meeting 3 times per week; 6 absences for classes meeting 2 times per week; and 3 absences for classes meeting 1 time per week). If the student exceeds the number of allowed absences, regardless of the nature or reason of the absences, it will result in

the student being administratively dropped automatically from the course, receiving a grade of "WP" or "WF."

A student who is absent from a class is totally responsible to make appropriate advanced arrangements with the faculty member for possible make up work. The faculty member will have the prerogative to determine if a student may make up any examinations or outside assignments due to a student's absence along with the time frame in which the work must be completed.

Students must wait 15 minutes for a faculty member before leaving class unless they have been notified otherwise.

Tardy Policy

Students missing fifteen minutes (15) of a class will be counted as absent for that session. Every three (3) tardies acquired in classes that meet three (3) times a week and every two (2) tardies acquired in classes that meet twice (2) or once (1) a week will be considered as an absence. The student is responsible, at the end of class, to identify his/her tardiness to the professor.

Leave of Absence

Written requests for a leave of absence will be considered and such a leave may be granted to students at the discretion of the Administration Office.

Dropping Courses

Each student is responsible for the program he selects when he/she registers. Changes may not be made thereafter without filing an Add/Drop Form in the Administration Office. A charge is placed on the student's account for all Add/Drops. Students that fail to follow the correct procedures in withdrawing from a course will receive an "F" for the course and are not eligible for any refund.

During the first week of each semester, a student may add/drop a course without penalty, but must pay a fee. No classes will be added after this point without approval from the instructor and the HBI Director. A class dropped during the first four weeks is not entered on the transcript. A class dropped, after the first four weeks, will appear on the transcript as a Withdraw Passing (WP) or Withdraw Failing (WF).

Withdrawal from the School

All students withdrawing from HBI must secure official forms from the Administration Office. These forms must be signed by the instructor of each class and the Director of HBI. Forms must be returned to the Administration Office for an official withdrawal to take place. Students failing to follow the correct procedure in withdrawing are not eligible for any refund and will receive an "F" in all courses.

Academic Integrity

Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, book critiques, reading reports, and any other assignments given by the instructors. Dishonesty includes cheating on assignments or examinations, plagiarizing i.e., misrepresentation of other's work as

one's own original creation, submission of the same (or essentially the same) papers in more than one course without prior consent of all professors concerned, and sabotaging another student's work. Dishonesty will result in an "F" grade in the course and further disciplinary action could result.

Student Rights with Regard to Education Records

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, you are hereby informed of your rights with regard to education records made at HBI.

§ HBI officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.

§ Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student's application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access there under).

§ Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutes for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

§ Accrediting organizations will have access rights in order to carry out accrediting functions.

§ Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institute.

§ Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester's work.

§ The student has the right to inspect his/her records maintained by HBI. To do this the student must request the permanent record from the Administration office. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.

§ The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form “Student Waiver of Rights” provided in the Director’s office or sign the “Waiver of Rights” provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by HBI, because of failure to sign the waiver.

§ The student has the right to challenge the content of his/her education records. To do this, the student should request the form “Request to Amend or Remove Educational Record” from the Director’s office. After completing the form, it should be presented to the HBI Director, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.

§ Students have until the last day of late registration to request that “Directory Information” be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, “Directory Information” includes a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institutes attended. If one does not want the “Directory Information” made public, he/she needs only to sign the form, “Notice to Withhold Directory Information” that is available in the Academic Director’s office.

§ This law does not grant the right to contest the grade given for the student’s performance in a course, or the right to examine an instructor’s grade book. Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974, should be directed to the Administration Office.

STUDENT POLICIES

We at HBI firmly believe that Bible school is a place where one can lay the foundation for the rest of their lives. As one grows in knowledge, we believe they should also grow in spiritual maturity. Students are given the time for personal Bible study and prayer.

Personal Devotions- All students are strongly encouraged to make time for meaningful devotions for the sake of cultivating their personal walk with God.

Small Group & Chapel Attendance

Regular small group & chapel attendance will be required of all students taking daytime courses on campus.

Small group is every Tuesday from 9:30am to 10:30am in the Student Lounge.
Chapel is every Thursday from 9:30am to 10:30am in the Fellowship Hall.

- A student is considered absent 10 minutes after small group or chapel begins.
- Students are allowed 8 absences total from the small group/chapel hour.
- Students only attending evening courses are not required to attend chapel.

Chapel Code of Conduct

In order to insure that a reverent atmosphere exists in which God can do what He desires through the power of the Holy Spirit, the following code of conduct will be enforced:

1. Students must come with an open mind and heart expecting to receive spiritual nurturing.
2. Students must bring their Bibles and are encouraged to take notes in order to retain what they receive.
3. Students must avoid unproductive and unethical behavior.

Chapel Probation

At any time during the semester when a student's attendance falls to an unacceptable level, the student will be placed on immediate Chapel Probation. At the end of a semester, any student's attendance that falls to a failing level will be placed on Chapel Probation for the following semester as well. Two (2) full, consecutive semesters of failing chapel attendance will place a student on suspension for the following semester. A student's chapel rating should be regarded seriously. Any unacceptable or failing rating negatively affects opportunities for ministry, as well as scholarships and awards.

Students under "chapel probation" are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, chapel leadership/music, school musicals/programs, summer/holiday tours, hold an office in campus organization, classes or student congress, mission trips, or engage in a school activity which puts them in a visible, public role during the time the probation is in effect.

Chapel Suspension

Any student who fails to attend chapel at least 25% of any given semester will be suspended from HBI for the next regular semester. Additionally, students earning a

failure chapel rating two consecutive semesters will be suspended from HBI for the next regular semester.

Church Attendance and Student Ministry Involvement

The administration and faculty endeavor to maintain a vibrant Christian atmosphere at HBI. Our Pentecostal heritage is perpetuated by our spiritual life program. All students are required to follow the New Testament teaching of “not forsaking the assembling of ourselves together” (Hebrews 10:23-25), by attending Sunday school, Sunday morning and evening services at an Open Bible Church (if a different church is needful, contact the Administration Office). Students are encouraged to pray for and participate in these services. Students are also expected to engage in practical Christian ministry while attending classes at HBI. Each student is required to report his/her church attendance and ministry involvement.

Guidelines

1. Students who do not have a local “home” church will be assigned to attend First Church of the Open Bible for their first year. Those who have a local church that they attended before enrolling at HBI will be assigned to those churches.
2. All HBI students are required to attend church services on Sunday morning (including Sunday school if available), and a mid-week service.
3. Students are expected to not only attend services but also serve at their assigned church for the duration of the semester. A minimum of 50 hours of church involvement per semester is required, plus an additional minimum of 15 hours of Student Ministries involvement per semester.
4. Students will report their church attendance and ministry involvement on forms made available and collected at the end of the semester.

All students are required to be faithful in chapel and church attendance. In addition, they are strongly encouraged to participate in local church ministries. Students are expected to be responsible and faithful to the pastor and the church in which they serve.

Missions Trips

Students are required to attend two HBI mission trips during their attendance at HBI. HBI will host a mission trip every year, often during Spring Break. Failure to meet this requirement will result in the diploma being held until the requirement is completed. Students may petition the Administration Office to accept an alternative mission trip to meet these requirements.

Student Code of Conduct

Since students who attend HBI are preparing for church leadership and ordained ministry, certain standards of conduct are expected of the student body. It is expected of HBI students to maintain the same standards placed upon our clergy. The school prohibits practices, which are clearly forbidden by the Word of God (1 Corinthians 6:9-11; drunkenness, sexual immorality, dishonesty, etc.). These are illustrated by clean conduct and conversation, high standards of moral life, modest apparel in dress and a deep consecration and commitment to the spiritual life.

As a guideline for student conduct, the Ministerial Covenant of Ethics from the Open Bible Manual will be used. An excerpt of it is listed below:

PERSONAL AND FAMILY

1. I will continue to develop my spiritual life through consistent prayer, Bible reading, and personal application of Scripture.
2. I will seek to maintain balance between family and ministry and will treat my family with love, attention, and respect.
3. I will pursue physical and emotional health through regular exercise, healthy eating habits, and adequate rest.
4. I will be a life-long learner through the pursuit of educational opportunities and resources.
5. I will manage my personal finances with integrity by promptly paying bills, avoiding excessive debt, and preparing for retirement.
6. I will abstain from gambling, pornography, alcohol, tobacco, illegal drugs, abuse of legal medication, and affiliation with secret, fraternal orders.

CHURCH RELATIONSHIPS AND RESPONSIBILITIES

1. When preaching I will prepare and deliver biblically based messages and communicate with honesty, giving credit when using another's material.
2. In counseling I will keep strict confidentiality except to prevent physical harm, harm to the church body, or as required by law.
3. I will use discretion and wisdom with the opposite sex to prevent the appearance of evil, temptation, or sin.

All students are encouraged to look to the covenant of ethics as an example to follow in conduct.

FACILITIES

Library Policies and Procedures

Standard Library practice is followed at HBI to ensure the rights of every student to study and conduct research. Library policies have been established to ensure a positive study environment and proper stewardship of the library and its resources.

I. Circulation Policies

A. Borrowing

1. A maximum of three books may be checked out for a two-week period. No re-checks are permitted.
2. Please re-shelve books and mark that your book has been returned on the checkout form.
3. Reference books, books on reserve, periodicals, e-readers, or commentaries may not be removed from the library at any time. Removal of these materials will result in disciplinary action in addition to any appropriate replacement fines.

B. Fines and Replacement Charges

1. Late fees are \$.25 per day, per book. Late fees must be paid in the Administration Office. Borrowing privileges will be suspended until the fine is paid in full.
2. If a book is lost or damaged beyond repair, the student who checked out the book will be required to pay a fine of the replacement cost of the book. Borrowing privileges will be suspended until the fine is paid in full.
3. Students are financially responsible for the repair of any damaged book that can be repaired. A fine of the actual repair costs, including shipping costs, will be applied to the student's account. Borrowing privileges will be suspended until the fine is paid in full.
4. At the end of a semester, books left on campus but not checked in at the library, will result in a lost book fine assessed. The lost book fine will be equal to the new, replacement cost of the title. Late fees will also be applied.

II. Food and Drink Policies

- A. The library will also serve as a dining area for student meals.
- B. Dispose of waste properly.
- C. Please clean any waste or mess found in the Library.

III. Noise Policy

- A. The library is a study environment; no excessively loud talking is permitted. Please take conversations outside the library, except during the lunch hour.
- B. Please use earphones if using a computer with sound.
- C. If noise is a problem, please contact the Administration Office.

IV. General Policies

- A. Chairs and tables should be returned to their original location and pushed in when not in use.
- B. Public Display of Affection is not permitted in the library.
- C. Sleeping is not permitted in the library.

Library Hours

Day

Times

Monday	Closed
Tuesday	8:00am – 9:00pm
Wednesday	8:00am – 6:30pm (Closed for Church Services)
Thursday	8:00am – 9:00pm
Friday	8:00am – 4:00pm
Saturday	Closed
Sunday	Closed

The Library will not be open on Saturdays, Sundays, holidays, Fall Break, Spring Break, Christmas break, or summer vacation.

FINANCIAL INFORMATION

Tuition Rates

\$500 per course (3 credit hours)

Six credit hours are required to be considered a part-time student and twelve credit hours are required to be considered a full-time student.

Fees

\$25 - Printing & technology fee

\$10 - Facilities fee

\$50 - Audit fee (per course)

\$100 - Small group curriculum fee (first semester only)

\$50 - Late registration fee

\$150 - Graduation fee

Note: Students are responsible for the purchase of books and other materials for each course as required.

Payment Plan

HBI has instituted the following payment plan to help assist students who are unable to pay for their schooling in full at the time of registration:

- 40% of tuition plus fees is due at registration.
- The remaining balance is broken up into 3 monthly payments payable on the 15th of the month.
- A late fee of \$25.00 will be assessed for each payment that is more than 5 days delinquent.

Financial Probation

Students who are more than 5 days delinquent on their payment will not be allowed to attend classes again until the payment has been made, including the \$25 late fee.

Refund Policy

A student who withdraws from school on or after the first day of the semester, or a student who withdraws from an individual course which meets for the duration of the semester, will receive a refund of tuition as follows:

First & second week of the semester - 100%

Third week of the semester - 75%

Fourth week of the semester - 50%

Fifth week of the semester - 25%

After the fifth week of the semester - none

All withdrawals after the first day of class are subject to a \$100 withdrawal fee.

Upon withdrawal or termination from HBI, all amounts due are payable in full.

ACADEMIC PROGRAM

Diploma of Vocational Ministry

Revised 06/30/17

Program Information:

Harvest Bible Institute is a three-year institute of higher education that offers a three year, 90 semester hour Diploma of Vocational Ministry.

FRESHMEN COURSES

Fall Semester: 15 hours

BIB 1311 Old Testament Survey	3
BIB 1321 Bible Study Methods	3
BIB 1331 Life of Christ in the Gospels	3
CMN 1341 Authentic Christianity	3
THE 1351 Introduction to Theology	3

Spring Semester: 15 hours

BIB 1312 New Testament Survey	3
CMN 1342 Missions	3
BIB 1332 Pentateuch	3
THE 1352 Pentecostal Doctrine & History	3
CMN 1391 Prayer as Ministry	3

SOPHOMORE COURSES

Fall Semester: 15 hours

BIB 2322 Hermeneutics	3
THE 2353 Theology 1	3
CMN 2343 Pastoral Counseling	3
CMN 2361 Biblical Leadership	3
CMN 2344 Teaching the Scriptures	3

Spring Semester: 15 hours

PMN 2323 Homiletics	3
THE 2354 Theology 2	3
PMN 2345 Church Administration	3
BIB 2333 Luke & Acts	3
PMN 2362 Church Growth Strategies	3

JUNIOR COURSES

Fall Semester: 15 hours

THE 3315 Church History 1	3
THE 3355 Theology 3	3
BIB 3334 Romans & Galatians	3
PMN 3324 Homiletics Lab	3
PMN 3346 Church Ministries Practicum 1	3

Spring Semester: 15 hours

THE 3316 Church History 2	3
THE 3356 Theology 4	3
PMN 3346 Pastoral Theology	3
CMN 3363 Discipleship & Evangelism	3
PMN 3347 Church Ministries Practicum 2	3

Requirements for the Diploma in Vocational Ministry:

- Fifteen credit hours per semester (90 hours, including on practicum)
- Two missions trips
- A minimum of 50 hours of Church Involvement per semester (300 hours over 3 years)
- A minimum of 15 hours of Student Ministries Involvement per semester (180 hours over 3 years)
- A minimum of 80% attendance of small group and chapel services
- A quality internship experience

Total Program Hours: 90
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COURSE DESCRIPTIONS

Course Numbers

The letters and numbers designation before each course's name is called the Course Code. The letters before each course number indicate the area of study. The first number in the course number indicates the level of course in the student's program (1000, 2000, or 3000). The second number indicates the number of hours of credit that the course offers. The third number indicates which semester number of the six semesters (1-6) the course is offered with nine (9) representing the concentration courses offered in the last (6th) semester. The fourth number indicates the sequence of courses within a particular level (1-9) or concentration (1-5).

HBI reserves the right to offer courses on an alternate semester or year and substitute another class as deemed necessary.

Conference Courses

Conference courses are courses that are regularly taught in-class, but for some reason, the student is unable to take in a regular classroom setting. A student must receive approval from the Academic Office and the instructor to take a Conference Course. In addition, these courses require an extra fee, which must be paid in advance of taking the course. A student will be limited in the number of Conference Courses available to be taken.

Course Division Index (Areas of Study)

Bible & Theology Studies Division

BIB Biblical Studies

THE Theology

Professional Studies Division

CMN Church Ministries

PMN Pastoral Ministries

Co-Curricular Division

CHA Chapel

CHR Church Involvement

MIS Missions Involvement

SMI Student Ministries Involvement

Course Descriptions

CMN 1341 Authentic Christianity

3 hours

This class covers the experience and ethics of authentic Christianity within contemporary culture. Using the Word of God, students embrace its unique worldview as a foundation for exemplary living, decision making, exploring personal aspirations, facing dilemmas and problem solving. Christian devotion and service in the Church and the marketplace are emphasized as well as the essential spiritual disciplines for character formation: engaging Scripture, personal and intercessory prayer, the dynamic of the Holy Spirit, and purity in lifestyle. Students are challenged to discover (and become one with) God's view of themselves, the current times, and God's purposes in the world.

BIB 1321 Bible Study Methods

3 hours

Representative passages of Scripture from a variety of genre in both Old and New Testaments will be analyzed and studied in order to learn basic Bible study skills. Special emphasis will be placed on the meaning of Scripture in its historical and literary context. The student will be introduced to the proper use of basic Bible study tools.

THE 1351 Introduction to Theology**3 hours**

An introductory survey of significant theological perspectives, personalities, and terms. The relationship of theology to the task of interpreting Scripture and the work of the church will be emphasized. The relationship between biblical theology, systematic theology and historical theology will be explored. The individual categories of systematic theology will be given individual treatment and consideration.

BIB 1331 Life of Christ in the Gospels**3 hours**

A chronological study of the life and ministry of Christ through comparison of the parallel accounts of the Gospels., analysis of the distinctive features of each gospel, and application of the gospel writers' theological perspective.

BIB 1311 Old Testament Survey**3 hours**

A survey of the Old Testament in the context of the history, geography, and culture of Old Testament times. The chief events, characters, and teachings of each book are studied in relation to their place in the ongoing revelation of God's plan.

ADMINISTRATION & FACULTY

Administration

Rev. Joshua Bingaman - Director

HBI Leadership Council

Rev. Joshua Bingaman

Rev. Bruce Pfadenhauer

Rev. Kevin Starkey

Rev. Ronald Wilson

Beverly Sims

Dick Crawley

Faculty

Rev. Steven Beeman

Adjunct Faculty

Ph.D. (ABD) in Sociology, Iowa State University

M.A. in Ministry, Moody Graduate School

Rev. Joshua Bingaman

Adjunct Faculty

M.A. in Theological Studies, Southwestern Assemblies of God University

Rev. Chad Davidson

Adjunct Faculty

M.A. in Theological/Historical Studies, Oral Roberts University

M.A. in Teaching, Oral Roberts University

Rev. George Edema

Adjunct Faculty

M.Div., Covenant Theological Seminary

Rev. Spencer Keroff

Adjunct Faculty

M.Div., University of Northwestern

DOCTRINAL STATEMENT

The Bible

We accept the Bible, including the 39 books of the Old Testament and the 27 books of the New Testament, as the written Word of God. We believe the Bible is an essential and infallible record of God's self-disclosure to mankind. It leads us to salvation through faith in Jesus Christ. Therefore, as originally given, the Bible is free of error in all it teaches. Each book is to be interpreted according to its context and purpose, and all believers are exhorted to study the Scriptures and diligently apply them to their lives. The Scriptures are the authoritative and normative rule and guide of all Christian life, practice and doctrine. They are totally sufficient and must not be added to, superseded or changed by later tradition, extra-biblical revelation or worldly wisdom. (Psalm 119:89; Matthew 24:35; 2 Timothy 2:15, 3:16-17; 2 Peter 1:19-21)

God

We believe there is one God who exists eternally as three distinct persons, the Father, the Son, and the Holy Spirit. In the unity of the Godhead, Father, Son, and Holy Spirit, fulfill distinct but complementary roles in the great work of redemption. (Genesis 1:26; Zechariah 14:9; Matthew 3:16-17; Matthew 28:19; 2 Corinthians 13:14; 1 Timothy 1:17)

God the Father

We believe in God the Father, the co-Creator with the Son and the Holy Spirit, who is the eternal, all-powerful, all-knowing, everywhere-present, and unchanging Creator of all. (Deuteronomy 32:6; Psalms 103:13; Isaiah 63:16; Matthew 6:9; John 5:19-23, 17:1-11; Acts 17:28; Romans 8:14-16; Ephesians 4:6; 1 John 3:1.)

God the Son

We believe in God the Son, co-Creator with the Father and Holy Spirit, who took upon Himself human form, being conceived by the Holy Spirit, born of the Virgin Mary, and given the name, Jesus. His death by crucifixion and His bodily resurrection makes possible the reconciliation between God and the human race. He ascended to heaven where He is seated in a place of complete authority, making intercession for us as the King of kings and Lord of lords. (Isaiah 53:1-5; Matthew 1:21-23; John 1:1-3, 11:25-26; Ephesians 1:20-23; Philippians 2:1-6; 1 Timothy 2:5.)

God the Holy Spirit

We believe in God the Holy Spirit, co-Creator with the Father and Son, who is now sent by the Father through the Son to convict the world of sin, lead us into all truth, and empower and equip the Church to carry on Christ's work on earth. (Genesis 1:2; John 14:26, 15:26, 16:8; Acts 1:8.)

The Fall of Mankind

We believe the human race is fallen from its original, created goodness because of the sin of Adam and Eve in the Garden of Eden. Because of the fallenness of the human race, individuals are born as sinners, in need of a Savior. (Genesis 1:27, 3:1-6; Isaiah 53:6; Romans 3:10, 3:23, 5:12, 5:19.)

The Plan of Redemption

We believe Jesus Christ was the sacrifice God planned from the foundation of the world for the sin of the human race. By shedding His blood and dying on the cross, Jesus made provision for the salvation of all people. (Isaiah 53:5; Titus 2:14; Hebrews 7:25; 1 Peter 1:18-20.)

Salvation

We believe, because of our total inability to save ourselves, salvation is by God's grace alone. It is received by faith with repentance and acceptance of Jesus Christ as life leader and forgiver. (John 3:3,16-17; 2 Corinthians 5:17; Ephesians 2:8-10; 1 Peter 2:24.)

Security of the Believer

We believe, through the declaration of Scripture and the testimony of the Holy Spirit, the obedient believer can be certain of forgiveness, salvation, a continuing walk with Christ, and the promise of resurrection life. The Scriptures do, however, warn against failing to abide in Christ, being hardened by sin, or being overcome by the world. To allow the Devil such a foothold is to open oneself to the temptation to consciously reject Christ, abandon one's faith, and ultimately be lost.

Evangelism and Missions

We believe the Great Commission of our Lord Jesus Christ commands us to carry the gospel message to the entire world – to every nation, ethnicity, culture, and language. The growth and strength of the Church depend on its wholehearted sacrifice and support for world evangelization. (Psalms 2:8; Proverbs 11:30; Matthew 9:38; Mark 16:15; John 4:35-37; Acts 1:8; Romans 10:13-15; Ephesians 5:16; 2 Timothy 4:1-2; James 5:20; Revelation 5:9.)

Water Baptism

We believe water baptism by immersion in the name of the Father, Son, and Holy Spirit is an outward sign of an inward work and is commanded by God following conversion. (Matthew 28:19; Acts 2:38; Romans 6:4.)

Communion

We believe in partaking of the bread and the cup of communion in remembrance of the Lord's death, burial, and resurrection. We celebrate an open communion for all believers regardless of church affiliation. (Luke 22:7-22; 1 Corinthians 11:23-28; 2 Corinthians 13:5.)

Baptism in the Holy Spirit

We believe the Holy Spirit comes to dwell in every believer at the moment of salvation. The baptism in the Holy Spirit is distinct from salvation, releasing the power of the Holy Spirit through faith. Consistent with biblical accounts, believers should anticipate Spirit-baptism to be accompanied by speaking in tongues and other biblical manifestations. The baptism in the Holy Spirit is given to endue the believer with power from God, to offer an inspired witness for Christ, to lead the believer in a life of holiness, and to equip for a Spirit-filled life of service. (John 7:37-39, 14:16; Acts 1:8, 2:4, 2:38-39, 8:14-17, 10:44-46, 19:6; Romans 8:9; 1 Corinthians 3:16.)

Spirit-Filled Life

We believe every Christian should walk and abide in daily fellowship with the Holy Spirit and experience continual renewing of God's power to live a Spirit-filled life in attitudes, thoughts, speech, and conduct. In order to build up and equip both individual believers and the Church of Jesus Christ, the Holy Spirit gives spiritual gifts that are to be earnestly desired and exercised in the spirit of love. The fruit of the Spirit to be cultivated in the life of every believer is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (John 15:4, 8; Acts 4:31; Romans 8:1, 8:5, 12:1-2, 12:6-8; 1 Corinthians 3:17, 12:7-11, 12:31; 2 Corinthians 7:1; Galatians 5:16-25; Ephesians 4:11, 4:30-32, 5:18; 1 Thessalonians 5:22; 1 Peter 1:15, 4:10-11; 1 John 2:6.)

Divine Healing

We believe the power of God to heal the sick and afflicted is available to us today. When Jesus walked the earth, one of the major components of His ministry was healing. Because Jesus is the same yesterday, today and forever, that same healing ministry is active in our day. (Isaiah 35; Matthew 8:16-17; Mark 16:18; Acts 3:16, 10:38; James 5:14-16; Hebrews 13:8.)

Church Relationship

We believe Christians should assemble regularly for edification, worship, fellowship, and proclamation of the gospel. All believers should do the work of the ministry according to their spiritual gifts and should tithe and otherwise contribute financially to their church. (Psalms 111:1; Malachi 3:8-10; Acts 2:42-47, 16:5; Romans 12:5; 1 Corinthians 16:2; 2 Corinthians 9:6-7; Hebrews 10:24-25.)

Marriage

We recognize that God created male and female (Genesis 1:27). A person's gender is determined by their biological sex at birth. God established marriage between a man and a woman (Genesis 2:24; Matthew 19:4-6). Harvest Bible Institute will not permit any pastor of the Church or instructor at the school, nor others, to use any part of the First Church facilities or property, to perform any type of marriage, cohabitation, or covenant ceremony for persons who are of the same sex, or for those who have changed their gender assigned at birth, or for those who desire polyamorous marriage.

Civil Government

We believe civil government is ordained of God, and all people should be subject to the laws of the land, except those contrary to Scripture. In times of war, the individual's participation in actual combat and taking of human life shall be governed by one's own conscience. (Mark 12:17; Acts 5:29; Romans 13:1-7; 1 Timothy 2:1-2; Hebrews 12:14.)

Resurrection

We believe the resurrection of our Lord Jesus Christ assures the believer of bodily resurrection and eternal life. (Matthew 28:1-7; Romans 6:1-10; 1 Corinthians 15:20-22; 1 Thessalonians 4:14-18.)

Second Coming of Christ

We believe the second coming of Christ will be personal, visible, and triumphant. (Zechariah 14:4; Matthew 24:36-44; Acts 1:11; 1 Thessalonians 4:16-18; 2 Thessalonians 1:7-10, 2:8; Titus 2:12-13; Revelation 1:7.)

Final Judgment and Hell

We believe there will be a final judgment for all unbelievers. Hell (which itself will someday be thrown into the “Lake of Fire”) is an actual place of great suffering, bitter sorrow, and remorse reserved forever for the devil and his angels and all whose names are not written in Christ’s book of life. (Matthew 13:41-43, 25:41; Mark 9:43-44; Revelation 14:10-11, 20:10-15, 21:7-8.)

Heaven

We believe heaven is an actual place of happiness and security where believers will dwell forever with God and receive the reward of their deeds done while on earth. (John 14:2; 1 Corinthians 2:9, 3:10-15; Revelation 7:15-17, 21:4, 22:5.)