



# Student Handbook

## **HFM School of Theology**

a Division of Have Faith Ministries, Inc. International

"And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also". (II Timothy 2:2)

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## FOREWORD

### Message from the President

Welcome to HFM School of Theology!

When you signed up with HFM School of Theology you also signed up for our Harvestime training curriculum. You took an important spiritual step! You did not enroll in a program of a denomination or organization. You enrolled in a “school of the spirit.” It is the training of your spirit by the Holy Spirit—and that schooling never ends.

The purpose of Harvestime training is not just to provide a mountain top spiritual experience and then send you back into the valley of life to lose it. The true test of your training will be the ability to take what you learn in Harvestime back into the valley of everyday life and ministry and use it. The success of your experience also rests in your willingness to pass on to others what you learn.

*And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also. (II Timothy 2:2)*

Where this spiritual call to harvest will take you, only God knows, but you can be assured that you do not labor alone. You have joined a great army of laborers, dating back to the disciples of Jesus, who have heard the call and responded. You are part of a growing network of International Harvesters!

Never settle for less than the final objective. Keep sowing and reaping, in seed time and harvest time, until every people group, every tribe, and every nation is reached with the Gospel.

Go ye therefore in Gods Speed,  
Rev. Dr. Terry Aaron, Ph.D., D.D.  
President –Have Faith Ministries, Inc.  
Academic Dean – HFM School of Theology

## **CHAPTER ONE**

### **Introduction to the Bible Institute**

#### **Introduction**

God bless you for responding to His call. What a tremendous privilege and responsibility you have, a high calling – training for the work of the ministry. You are helping fulfill your call by becoming equipped for present and future ministries.

In this first chapter we want to provide an overview of orientation information. Your Academic Dean may be the one to personally acquaint you with this information or he may request that you attend an orientation.

The Student Handbook is designed to help familiarize the student with Bible school life. It will tell the student what he can expect of the Institute and what the Institute expects of him as he seeks to prepare himself for Christian ministry.

General student conduct is governed by the ideals and standards of the school as stated in the Student Handbook. It serves as a guide to develop lifestyles, ideals, and standards consistent with the high calling of the ministry. Each student should seek to develop these ideals and standards of conduct while he is enrolled in Institute, whether he is on the campus or away.

#### **History, Purpose, and Development of the School**

In this section we include a brief history of the founding and development of the school. We suggest that you become acquainted with this to get a sense of how the school came into being, the vision of its founders, and how the school is developing.

Have Faith Ministries, Inc. is the sponsoring organization of the Institute. It is not the desire of the Network to create a denominational structure but rather a network working between denominations, churches, organizations, and nations to raise up laborers for worldwide spiritual harvest. It is to this purpose that Have Faith Ministries, Inc., (aka: HFM or HFMI), is dedicated to recruit, train, motivate, and mobilize a Network of International Harvesters.

HFM School of Theology was conceived by the Holy Spirit in answer to a cry from the harvest fields of the World for materials geared for training the average layman. The Institute is birthing a vision designed to move laymen from vision to reality. The curriculum takes students beyond teaching to training where participation is required. The participation to which students are challenged is that of spiritual reproduction. Jesus final command was to reproduce spiritually ([Matthew 23:19-20](#)).

HFM School of Theology is not as inclusive as a traditional Bible Institute because it eliminates materials not directly related to spiritual growth and productivity. We are not in competition with

the traditional Bible Institute structure but our training is for lay men and women who do not have opportunities, educationally and or financially, for such training.

HFM School of Theology equips students with creative Bible study skills to enable continued study of Scriptures following basic course training. But the primary focus of Institute training is teaching what Jesus taught to move men from observation to demonstration of the power of God.

### **Mission Statement of the School**

The vision and purpose of HFM School of Theology is to equip the saints for ministry through timely, cost effective training. We desire to raise up a mighty army of men and women who are prepared to spread the Gospel of Jesus Christ through vision and spiritual preparation of the heart, and training in the Word of God, its principles and methods.

### **The Overall Picture of the School**

#### **Church-Based Ministry Training**

This church – ministry based institute with spirit-filled staff offers aggressive ministry training for thorough equipping of Christian leadership. We emphasize balanced doctrine, servanthood, leadership, character development and developing a biblical global perspective.

HFM School of Theology is a place to train men and women called into full-time ministry and those interested in becoming better equipped to serve their local church or ministry. Many of our students have been called to start a Church or Ministry and will be its leader, if it be Gods will.

We offer academic excellence and methods that will train you to maximize your leadership skills and attitude to reach your God – given potential.

#### **Administration**

The Academic Dean of this Ministry and Institute may have an orientation meeting for all new students or he may give you individual orientation. Your orientation will provide needed and beneficial information about many of the procedures, services and opportunities in your Bible Institute.

#### **Faculty and Staff**

Bible schools would like to employ full-time personnel, if they had sufficient money and the personnel available. But realistically speaking, you may find only a few full-time teachers in your school. Many teachers are also Pastors, as well as lay ministers in full-time secular work. Many of them do not get paid but they all have a God inspired vision to follow His calling on their lives. Often Bible schools could not survive without the dedicated efforts of part-time teachers.

## **Student Body Organizations and Activities**

If your school has a student body president or representative, he/she may be the one to inform you of school organizations and activities. You will want to know what student organizations are in the school, what activities are available and how you may be involved.

## **Academic Practices and Procedures**

The Academic Dean is responsible for the scheduling of courses. Although the Academic Dean wants to know what courses you prefer to take, you need to remember that he has to consider *all* courses, *all* students and courses they need, as well as *all* teacher schedules, etc. Therefore, there will be times when you may not get your preference of courses or schedule.

You will have questions arise during the term. Your school Student Handbook is a good resource for many questions you may have. If after referring to it you do not find the answer to your question, do not hesitate to approach your Academic Dean.

## **Relationships with Church and Community**

Those who are called by the Lord to ministry are equally called to be a reflection of His character in both word and deed. A number of requirements and expectations are placed upon Bible school students by both the church and the community. The successful student should be aware of and observe these with diligence. You will want to be an example in both church attendance and in the paying of your tithes. Guard your reputation in the community by maintaining your integrity in financial and other community matters.

## **Accountability**

We are a non-denominational, Bible-based, spirit-filled Institute and International Ministry. Our school is accountable first of all to God and then to a Board of Directors and President of Have Faith Ministries, Inc. HFM School of Theology is a Division of Have Faith Ministries, Inc., a Non – Profit Corporation authorized to operate in the State of Illinois. Reports are required to be filed annually.

## **School Location and Contact Information**

HFM School of Theology is located at 209 Gettysburg Road, Belleville, Illinois, 62226 located in the St. Louis Metropolitan Area of Southern Illinois. You may reach us by phone at 1.800.505.8051 ext. 400. Office hours are 10:00 am & 4:00 pm Monday – Friday.

## **CHAPTER TWO**

### **Spiritual Life**

#### **Spiritual Standards**

As a Christian Institute, HFM School of Theology is interested in and committed to the spiritual development of its students. Although the Institute cannot legislate spiritual growth in its students, it can and does promote means to develop spiritual growth. We believe the student needs to be committed to a lifestyle that includes a daily time of Bible reading, reflection, and prayer.

Along with campus programming, students are encouraged to make personal choices that will reflect their desire for an intimate relationship with the Lord Jesus. Students are asked to covenant to pray and read the Word of God daily so as to assure growth toward Christian maturity.

Devotional life is a vital part of spiritual development, relating closely to every aspect of their preparation for ministry. The following are means the Institute provides and/or encourages to promote and develop spiritual life.

#### **Chapel**

In the Institute setting, chapel is for the purpose of spiritual enrichment and growth. In contrast with the classroom, it is not a structured learning situation. Chapel provides an opportunity for development in spiritual gifts and worship.

Attendance at scheduled chapel services is required of all students. Studying and reading for classes during chapel is not acceptable. (Distance and on-line students are exempt).

Chapel is not designed to focus on the structured church program, but rather on cultivating a vital personal relationship with God and the corporate relationship of the body.

#### **Personal Devotions**

Every student is urged to observe a time of daily prayer and Scripture reading. Meetings, study, or any other activity should not be allowed to take the time allotted for communion with God.

## **Missions Emphasis Week**

Each semester missions is given special emphasis during one designated chapel service. Students are encouraged to give of their time in intercessory prayer for world missions, home missions, missionaries, and the general work of missions. Special attention is focused on the various regions of the world through prayer bands, special speakers, etc. Offerings will be received for support of selected missionary projects.

## **Counseling**

Faculty members are available to students who desire special prayer and counsel. In some cases, a staff or faculty member may recommend other spiritual leaders to assist the student by providing further counseling.

## **CHAPTER THREE**

### **Social Guidelines**

#### **Appearance/Dress Standard**

The dress standard at HFM School of Theology is designed to be a tool to help students prepare to relate to professional life and leisure time in a proper way. We expect all students to be modest, clean, neat and dressed in good taste, avoiding bizarre or extreme styles. The Bible emphasizes the importance of modesty, simplicity and neatness in respect to dress and personal appearance.

The Institute reserves the right to declare any questionable attire unsuitable for any occasion.

#### **Standard of Conduct**

The Scriptures establish the basic principles which should guide the development of Christian character and govern all Christian behavior. Practices which are known to be morally wrong by biblical teaching are not acceptable for members of the Institute community.

While Scripture does not provide specific teaching regarding all social practices, it does advocate self-restraint in that which is harmful or is offensive to others. All questionable activities that would be detrimental to Christian character and testimony are disapproved.

Within the traditions of its Christ-centered mission, HFM School of Theology expects its students to exemplify a high standard of behavior and personal values. These expectations include the following:

1. Respect for the rights and human dignity of others, especially in the conduct of relationships;
2. Respect for the rights and needs of the Institute community to develop and maintain an atmosphere conducive to academic study and personal life;
3. Respect for the Institute's academic traditions of honesty and integrity;
4. Respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, and staff that make up the Institute community;
5. A willingness to assist others in need of support, guidance, or friendship;
6. Respect for Federal, State, and Local laws and ordinances;

7. respect for the authorities, policies, procedures, and regulations established by the Institute for the orderly administration of Institute activities and the welfare of the members of the Institute community.

## **Prohibited Conduct**

The following actions constitute misconduct, for which students may be disciplined:

1. *Physical, mental, or emotional abuse* - Intentionally or recklessly causing physical harm to any person on Institute premises or at Institute-sponsored activities. This includes, but is not limited to, physical assault, verbal or written threats or abuse, racial or other forms of deliberate harassment.

2. *Sexual misconduct* - Engaging in or the appearance of indiscreet or offensive behavior in relationships with the opposite sex and sexual sins expressly (premarital sex, adultery, and homosexual practices) are unacceptable and prohibited. Also included are pornographic books, magazines, posters, paraphernalia, and videos, as well as sexually explicit Internet sites.

3. *Theft or damage* - Theft of property belonging to the Institute or others, or knowing possession of stolen property whether occurring on Institute premises or at Institute-sponsored activities.

Damage to or destruction of Institute property or property belonging to others.

4. *Academic dishonesty & false information* - Dishonesty, such as cheating or plagiarism; furnishing false information; forgery, alterations, or unauthorized use of Institute documents, records, identification, or property.

5. *Fire safety, firearms, explosives, dangerous weapons, etc.* - Arson, attempted arson, or unauthorized possession, use, or storage of firearms, fireworks, paint guns, or other dangerous weapons or explosives on Institute property. Intentionally or recklessly misusing or damaging fire or life safety equipment. Intentionally initiating or causing to be initiated any false report warning of fire, explosion, or other emergency on Institute premises or at Institute-sponsored activities.

6. *Alcohol and/or other drugs* - Unauthorized sale, use, distribution, or possession of any controlled substance, illegal drugs, or drug paraphernalia on Institute premises or at Institute-sponsored activities. Use of any tobacco product in any Institute facilities.

7. *Disorderly conduct* - Engaging in disorderly conduct, public intoxication, or indecent, or obscene behavior on Institute premises or at Institute-sponsored activities.

8. *Violation of Institute regulations* - Violations of other published Institute regulations or policies.

9. *Unauthorized entry or use* - Unauthorized presence in or use of Institute facilities or premises. Copying keys or unauthorized possession or use of keys is prohibited.

10. *Vulgar or indecent language* - The use of irreverent slang, offensive, vulgar, coarse, crude or indecent language on Institute premises or at Institute-sponsored activities.

### **Disciplinary Action**

The first infraction will result in a verbal warning. The second offense will be in writing. A Disciplinary Report form will be completed by the faculty member who becomes aware of the alleged violation. The faculty member retains the right to deal directly with cases of prohibited conduct. Students must be notified of the evidence of a violation and must have an opportunity to respond. In cases where both faculty member and student agree that the alleged violation did occur, and if the student agrees to the proposed sanction for the incident, then the faculty member and student are requested to sign a Disciplinary Report form, which briefly details the violation and sanction. The form is filed in the school office.

If the faculty member and student do not agree about the facts of the alleged violation or the proposed sanction, than a meeting may be requested with the Director. Both faculty member and student will be required to attend. Evidence of the alleged violation will be presented and the student will have the opportunity to respond to the evidence. It is the responsibility of the Director to determine whether or not there has been a violation and what, if any, sanctions should be imposed.

If the infraction is of such serious nature, the Director may immediately suspend or terminate a student.

### **Suspension**

A student may be suspended for any specified length of time as determined by the Director. All students re-admitted after suspension for disciplinary reasons are placed on disciplinary probation for the remainder of the semester if their suspension was for less than one semester, and for the entire first semester following their return.

The Institute reserves the right to require the withdrawal of students because of low standards of scholarship, poor physical or mental health, or attitudes and standards of behavior which conflict with the Institute.

A student who does not fit in with the aims and ideals of the Institute may be asked to withdraw for the general welfare of the Institute and the student, even though there may be no specific breach of conduct.

## **Termination**

Termination is a permanent dismissal from Institute and will apply in cases where the Director deems there is evidence that conduct, achievement, or other factors warrant such action.

## **CHAPTER FOUR**

### **Academic Life**

#### **Academic Guidance**

The academic program of the Institute is designed to prepare the student for effective ministry. Therefore, guidance relating to individual programs of study, course enrollment, and graduation requirements is provided through the Academic Dean.

#### **Registration**

Students should arrive on campus on registration day. Classes missed because of late registration will be counted as absences and will count in the total of absences for the semester.

#### **Transfer Students**

Students desiring to transfer credits into the Institute from another Institute are required to submit an official transcript. A copy of their catalog or equivalent available information may be required by the school. Credit may be granted for relevant work done on an equivalent level.

For those schools that have not developed a catalog, a transcript cover letter can serve to provide the necessary information to a receiving school. In some cases, the Institute may require additional support information from the sending school, such as grading scale, scheduling, course description, and syllabus, before final approval of transfer of credit.

#### **Transfer of Credits**

The student should inquire directly with the school which he/she plans to attend to determine if they will accept credits from this institution.

#### **Transcripts**

Transcripts may be obtained by submitting a Transcript Request form to the school office. The cost is \$50.00 by “Special Request Only”.

## Grading System

The Institute uses the following grading scale to record and report academic achievement:

### Grading System

97-100	=	A+
93-96	=	A
90-92	=	A-
87-89	=	B+
83-86	=	B
80-82	=	B-
77-79	=	C+
73-76	=	C
70-72	=	C-
67-69	=	D+
63-66	=	D
60-62	=	D-
Below 60	=	F

Canceled      Drop without penalty. Only if within the first two weeks would this apply.

Drop Pass      Drop without penalty. Drop after two week window with excuse  
(i.e. job transfer, hospitalization, etc.)

Drop Fail      Drop with penalty

Incomplete      Only applies if excused absence and student makes up final or missing work  
within two weeks of final date. No exceptions!

Pass              Credit received from other source.

Audit             No credit.

### Grading Standards

Excellent/outstanding	A - 4.0
Good/above average	B - 3.0
Average/satisfactory	C - 2.0
Poor/acceptable	D - 1.0
Failure/unacceptable	F - 0.0

### Course Load

The Administration defines a full time student as one who is taking a determined number of classes.

## **Audit**

Permission to audit a course must be given by the Academic Dean at the time of registration or within the allowable period for schedule changes (changes are not allowed beyond the second week of classes). Audit courses may never be changed to credit courses. If a student desires a course status change from a credit course to an audit, the appropriate forms must be completed and approved by the Academic Dean.

Students auditing a class are there to learn through observation not participation. Audit students are not permitted to ask questions or make comments in class.

## **Dropping and Adding Courses**

Students who desire any type of course change must receive approval from the Academic Dean and complete all required forms. Until mid-term, a student with excuse (i.e. hospitalization, job transfer, etc.) may drop a course without academic penalty. To withdraw from or drop a course, the student must first complete a Drop/Add form and secure the approval signatures of the instructor and the Academic Dean.

If a course is dropped within the first two weeks, the teacher will record *canceled*. After the two week window with excuse for dropping a course (i.e. hospitalization, job transfer, etc.), the teacher will record a *withdraw pass (WP)* or for dropping without excuse after two weeks, the teacher will record a *withdraw failing (WF)* on the Drop/Add form. The form is then forwarded to the school office and posted on the permanent record.

Failure by the student to follow proper procedures when dropping a course could result in an automatic failing grade for that course.

The portion of tuition to be refunded will **only** be given the first two weeks of the semester. There is no tuition refund for a student who withdraws from or drops a course after the second week of the semester. Books are **always** non-refundable.

The allowable time to add or change a course is during the first two weeks of the semester. To add or change a course, the student must first complete a Drop/Add form and secure the approval signatures of the teacher and the Academic Dean.

## **Academic Difficulties**

Any academic difficulties are to be referred to the Academic Dean. For an appointment, please call the Institute office.

## **Repeat Courses**

Courses may be repeated for students who have dropped or failed. If a student receives a letter grade of F, only the higher grade is computed in the overall grade point average. Full tuition cost is required for repeat courses.

## **Class Attendance**

Students are expected to attend all classes. If a student knows in advance he will be absent, prior arrangements are to be made with the instructor.

Unexcused absence from two (2) classes will result in a full grade drop (i.e. A- reduced to B+). No student shall be allowed to pass a course if the total of all absences, excused and unexcused, is equal to or exceeds 120 minutes of classroom instruction per credit unit offered. Students leaving class early without permission of the instructor will be counted absent.

Fifteen minutes late to class constitutes a tardy. Three (3) tardies constitute an absence.

When a student exceeds the maximum allowable absences in a course, the Academic Dean will be notified and the student will normally be dropped from the course. In the exceptional case involving excused absences, the student may appeal to the Dean for a policy waiver. Waivers will be granted on the basis of course work being made up. Until the appeal is processed, the student should get permission from the instructor to attend the class on a temporary basis.

When excessive absences result in a student being dropped from a course, policies regarding dropping courses will apply. (See Dropping/Adding Courses.)

An absence for any reason except for unavoidable emergency or illness will not be an excused absence.

The instructor is responsible to warn the individual student and notify the Academic Dean before the limit of absences is reached.

## **Assignments and Examinations**

Students are encouraged to prepare a study schedule at the beginning of each semester and adhere to it carefully so that sufficient time is allotted for study.

All assigned work (term papers, book reports, etc.) will be due on date designated by the instructor. Failure to submit work when due may result in a grade reduction. The student is responsible for all make-up work when absent from class, and the due date set by the instructor remains mandatory.

Assignments and examinations must be completed on schedule, as outlined by the instructor. Late tests will be administered only for excused absences. Final examinations are to be taken at the time scheduled. Ordinarily, no early exams are given. All students are required to take scheduled final examinations.

### **Academic Probation**

A student must achieve a cumulative grade point average of 1.75 at the end of the first semester in order to carry a full course load the second semester. A 2.0 grade point average should be maintained for all remaining semesters while enrolled at the Institute (GPA based on a 4.0 grading scale). Any student falling below the 2.0 grade point average after the second semester will be placed on academic probation. Students on academic probation will be restricted from participating in all school activities and other leadership positions.

If no significant improvement is seen in academic performance by the end of the probationary period (usually one or two semesters), the student will become subject to dismissal from Institute.

Students on academic probation for two (2) consecutive semesters will be considered ineligible for scholarship funds which may be available for the Institute to designate.

### **Academic Disputes**

If a student disagrees with the grade he receives, he may make an appointment with the Academic Dean for consideration of the dispute. After the Dean reviews the issues and responds, His decision is final.

### **Withdrawal from Institute**

Students withdrawing from Institute before the end of the semester for any reason must get a Withdrawal From Institute form from the school office and obtain all signatures indicated. Failure to do so will result in automatic fail grades in the courses in which the student is enrolled and may be grounds for denial of re-admission. Any refund is determined by the date of the official withdrawal.

### **Change of Address Procedures**

Students are to notify the Institute office in writing of a change in address or telephone number. A Change of Address form may be obtained from the school office.

### **Media Use**

Audio or video recording of any class without prior permission is strictly prohibited.

A student may use a laptop computer in class to take notes.

## **Academic Honesty**

As a community committed to Christian thought and behavior, the Institute fosters honesty and integrity and is committed to the pursuit of academic excellence, for students and faculty alike.

Learning is an opportunity and a privilege that demands responsibility and an uncompromising level of honor, integrity and trust. The expectation at HFM School of Theology is that students and faculty will take advantage of the opportunity for intellectual development, and that they will also conduct themselves in a manner consistent with the standards of academic honesty. When these standards are violated or compromised, individuals and the entire Institute community suffer.

### **Violations of Academic Honesty**

Violations of academic honesty include, but are not limited to:

1. Use of illicit aids during an examination.
2. Giving or receiving illicit aid on an examination.
3. Copying from another student's examination, term paper, homework or lab report.
4. Unauthorized access to computer accounts of others.
5. Plagiarism (submitting the exact words, data or ideas of another without properly acknowledging the source).
6. Theft of examination material.
7. Falsifying works or records.

The Academic Dean is to review and respond to alleged violations of academic honesty. Provisions of the academic honesty system are as follows:

1. Instructors retain the right to deal directly with cases of academic dishonesty that may occur in their classes. Students must be notified of the evidence of a violation and must have an opportunity to respond. In cases where both instructor and student agree that the alleged violation did occur, and if the student agrees to the instructor's proposed sanction for the incident, then the instructor and student are requested to sign an Academic Dishonesty Report form, which briefly details the violation and sanction. The form is filed in the Admissions and Records Office.
2. When the instructor and student do not agree about the facts of the alleged violation or the proposed sanction, then a meeting may be requested with the Academic Dean. Both instructor and student will be required to attend. Evidence of the alleged violation will be presented and the student will have the opportunity to respond to the evidence. It is the

responsibility of the Academic Dean to determine whether or not there has been a violation and what, if any, sanctions should be imposed.

HFM School of Theology recognizes the necessity of students to take responsibility for their ethical behavior and to maintain academic honesty in their own work. Additionally we expect all students to promote ethical behavior throughout the Institute community by taking responsible action when there is a reason to suspect dishonesty.

We do not seek to create a community of informers. Rather, we depend upon a person's good will to care enough for a fellow student to warn the individual to abandon dishonesty for his or her own sake and that of the community. Thus, we ask all students and faculty to share the responsibility of maintaining an honest environment.

*Responsible Actions By Student:*

Each student, as an integral member of the academic community, is expected to make a commitment not to act dishonestly and not to tolerate dishonesty on the part of other students. As a community, the students are responsible for maintaining an ethical environment. A student who is aware of a possible violation of the procedures and policies should report the violation to the Academic Dean.

*Faculty Responsibilities:*

At the beginning of each course, every faculty member is expected to clearly define expectations and procedures for all academic work in the course. This includes procedures for class assignments, citations in written work, assistance on homework, etc. Preferably, this information should also be provided in writing to students. Each faculty member is expected to foster an environment of mutual trust and respect in and out of the classroom, including evaluation of the students in a fair and reasonable manner.

*Responsible Actions By Faculty:*

Each faculty member is expected not to tolerate academic dishonesty. A faculty member who becomes aware of a possible academic honesty violation may discuss it with the student(s) involved if it seems that such a discussion might help to evaluate the situation. If this discussion results in the decision that the initial suspicion was justified, then the faculty member is expected to take appropriate action.

## **CHAPTER FIVE**

### **Business Affairs**

#### **Financial Obligations**

Students are responsible to see that all school bills are paid promptly. Students who do not pay overdue bills may be suspended by the Institute. A transcript of grades will not be released until all bills are paid.

#### **Returned Checks**

There will be a \$50.00 charge for any check or payment method returned for insufficient funds.

#### **Solicitation**

Solicitation of any kind on campus (i.e., selling of merchandise, or taking up donations of any kind for any purpose) must be cleared with the school office.

#### **Vehicle Regulations**

Students operating or parking any vehicle on campus are responsible for the security of that vehicle.

#### **Insurance**

Students are encouraged to carry their own property insurance. The school does not carry insurance to cover loss of personal property.

#### **Lost and Found**

The school is not responsible for loss of personal property. Students should contact the school office regarding lost or found items.

#### **Child Care**

Child care is not provided by the Institute. It is the responsibility of each student to make arrangements for the care of their children during scheduled classes. Children are not allowed in class under any circumstance.

## **CHAPTER SIX**

### **Educational Program**

#### **Basic Program**

The complete Harvestime program is 60 units. Each course is 3 units. Those who complete the entire program will receive an Associate of Biblical Ministries.

#### **Transfer of Credits**

All units are transferable to the Vision Christian University in Ramona, CA toward a B.A. Degree. For further information, please contact the Academic Dean. If you want to transfer the credits elsewhere, it is your responsibility to contact the school to determine if they will accept the courses.

#### **Ordination**

The student should inquire directly with the denomination with which he/she plans to seek ordination to determine if they will accept credits from this institution. We ordain our students free of charge for a lifetime ordination. Click the ordination link on the School website.

#### **Missions Program**

An exciting thrust of HFM School of Theology is the emphasis on world evangelization. We believe the Great Commission still applies and is a command that is not optional.

Opportunities for short-term missions' involvement are offered, giving students choices between various kinds of ministry including child evangelism, street witnessing, crusades, music, and drama.

Each student must participate in an outreach before graduation. A student may work with Institute scheduled fund-raisers to help lower the cost of their participation in the outreach.

#### **Intern Program**

HFM School of Theology shares in the development of competent ministers by expecting of its Ministerial Interns a high degree of achievement.

Servanthood, academic excellence and training for the equipping of future leadership is the heart of our Ministerial Internship Program. You will be challenged to reach your full potential in Christ.

You will receive personal care and mentoring. According to Philippians 4:9, interns will be mentored and disciplined by the HFM School of Theology and may serve in a local Church in their area that provide staff modeling ministry to interns. You will receive opportunities in various

ministry areas at an approved local Church or Ministry or a HFM School of Theology outreach center. Students must consult with the Academic Dean for approval before entry into this program.

## **Curriculum**

The following courses are offered by the Institute:

### **STRATEGIES FOR SPIRITUAL HARVEST (3 units)**

The initial call of Jesus Christ to men was to be spiritually reproductive: *Follow me, and I will make you fishers of men.* His final command, that of the Great Commission, also challenged followers to spiritual reproduction. Using the analogy of the natural harvest, this course focuses on promises of spiritual harvest, things that prevent harvest and the keys to effective harvest. It communicates the vision which the remainder of Institute training equips students to fulfill.

### **FOUNDATIONS OF FAITH (3 units)**

This course stresses the importance of proper spiritual foundations for life and ministry by focusing on foundations of the Christian faith identified in Hebrews 6:1: Repentance, faith, baptism, laying on of hands, resurrection, and eternal judgment.

### **KINGDOM LIVING (3 units)**

The Gospel of the Kingdom shall be preached in all the world before the return of the Lord Jesus Christ (Matthew 24:14). Understanding of Kingdom principles is necessary if one is to spread the Gospel of the Kingdom. This course focuses on patterns and principles of Kingdom living applicable to life and ministry.

### **STRATEGIES FOR SPIRITUAL WARFARE (3 units)**

This course moves participants beyond the natural world into the realm of the spirit. Tactics of the enemy are analyzed and strategies of spiritual warfare assuring victory over the principalities and powers of the spirit world are explained.

### **MINISTRY OF THE HOLY SPIRIT (3 units)**

This study focuses on the ministry of the Holy Spirit, spiritual fruit, and spiritual gifts. Students are guided in discovery of their own spiritual gifts and position of ministry in the Body of Christ.

### **KNOWING GODS VOICE (3 units)**

This course explains how God speaks to men today and how to find His general and specific plans for life. A Christian model for decision making is presented, along with guidelines for overcoming wrong decisions, steps to take if you have missed the will of God, and methods for dealing with questionable practices.

### **CREATIVE BIBLE STUDY METHODS (3 units)**

This course equips students for personal study of the Word of God after the conclusion of Institute training. Students learn how to study the Bible by book, chapter, paragraph, verse, and word. Other methods taught include biographical, devotional, theological, typological, and

topical. Special guidelines for studying Bible poetry and prophecy are presented and students are taught methods of charting and outlining.

**BASIC BIBLE SURVEY I - OLD TESTAMENT (3 units)**

This survey provides an overview of the Old Testament. Study outlines of each book of the Bible are provided for further development by the student.

**BASIC BIBLE SURVEY II - NEW TESTAMENT (3 units)**

This survey provides an overview of the New Testament. Study outlines of each book are provided for further development by the student.

**DEVELOPING A BIBLICAL WORLD VIEW (3 units)**

This course examines the Biblical world view from Genesis through Revelation. God's plan for the nations of the world from beginning of time detailed. Current worldwide spiritual need is also presented.

**TEACHING TACTICS (3 units)**

This course examines the methods Jesus used to teach and preach the Gospel. Students are taught how to prepare and present lessons and how to teach and preach the Gospel.

**MULTIPLICATION METHODOLOGIES (3 units)**

God's plan for spiritual multiplication is presented. This study reveals how a single Christian can be responsible for the multiplication of thousands of trained and motivated believers. Church growth principles are emphasized.

**POWER PRINCIPLES (3 units)**

The early church was born in a demonstration of the power of God. Power principles taught in this course equip students for spiritual harvest and moves them from being spectators to demonstrators of the power of God.

**BIBLICAL MANAGEMENT PRINCIPLES (3 units)**

A review of Biblical management principles with emphasis on servant leadership, Biblical leaders, and Scriptural strategies for success.

**PRINCIPLES OF ENVIRONMENTAL ANALYSIS (3 units)**

Students learn environmental analysis on an individual, church, and organizational basis. They learn how to analyze the spiritual environment of a village, city, state or nation prior to penetrating it with the Gospel message.

**MANAGEMENT BY OBJECTIVES (3 units)**

Everything Jesus did centered on the great purposes of God. This course analyzes Christ's objectives for ministry and teaches students to institute management by objectives in their own life and ministry.

**MOBILIZATION METHODOLOGIES (3 units)**

This course presents methods for mobilizing spiritual forces for God and explains the practical application of the Harvestime vision to specific areas of ministry. Referral courses in various areas of ministry are also available through this course.

**LEAVEN-LIKE EVANGELISM (3 units)**

The Gospel of the Kingdom spreads throughout the world as leaven in bread dough. The leaven is small and hidden but its impact is unlimited. Effective evangelism strategies are taught, including detailed instruction on the deliverance ministry, church planting, and techniques of networking between ministries.

**SUPPLEMENTAL COURSES****INTERCESSORY PRAYER (3 units)**

An intercessory prayer guide that includes guidelines on how to pray, what to pray for, when not to pray, resources for prayer, international intercession and factors that hinder prayer.

**WOMEN: A BIBLICAL PROFILE (3 units)**

A study of all the Bible teaches about women and their role in ministry.

**YOU CAME UNTO ME: A JAIL AND PRISON MINISTRY MANUAL (3 units)**

A complete guide to jail and prison ministry. Includes guidelines for visiting and writing inmates, conducting group services inside an institution, reaching out to families of inmates and ministering on death row.

**APPENDIX A**  
**Campus Map**

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