

Harvest Time International Christian University

STUDENT HANDBOOK

Academic Year 2025–2026



 *"Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."* (2 Timothy 2:15, KJV)

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Prepared for the students, faculty, and staff of Harvest Time International Christian University. This handbook outlines the mission, values, policies, and expectations of our institution as we pursue academic excellence and spiritual growth in Christ Jesus.

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Section 1 – Welcome and Purpose

Welcome Letter from the President

Greetings in the name of our Lord and Savior Jesus Christ,

It is with great joy that I welcome you to Harvest Time International Christian University (HTICU). We believe that your decision to pursue a Christ-centered education is both a step of faith and a step of preparation for the calling God has placed upon your life.

This handbook is provided to guide you through your journey as a student of HTICU. It outlines your rights, responsibilities, and opportunities as a member of our learning community. More than policies and procedures, it reflects our heart as a university: to walk with you as you grow in wisdom, knowledge, character, and faith.

Our prayer is that you will not only gain academic excellence, but that you will also be shaped into a servant-leader who reflects the character of Christ in your family, church, community, and vocation.

On behalf of the faculty, staff, and leadership of HTICU, I bless you as you begin this season of learning and discovery.

Blessings,

Dr. Samuel C. Hunter

President, Harvest Time International Christian University

Purpose of the Handbook

The Student Handbook exists to:

1. Provide clear information about HTICU's expectations for all students.
2. Outline the resources, services, and support available to you as an online student.
3. Ensure students understand their rights and responsibilities in academic and personal conduct.
4. Communicate the mission, vision, and values of HTICU in practical terms that guide daily student life.

Mission Statement

HTICU exists to equip students with biblically sound, Christ-centered education that integrates academic excellence, spiritual formation, and ministry application.

Vision Statement

To raise up Spirit-empowered leaders, scholars, and servants who impact the Church, community, and nations with the Gospel of Jesus Christ.

Core Values

- **Christ-Centered Learning** – All knowledge finds its foundation in God's Word.
- **Academic Excellence** – We pursue the highest standards of scholarship to honor the Lord.
- **Integrity** – We commit to honesty, transparency, and biblical ethics in every area of life.
- **Servant Leadership** – We prepare students to lead by serving, following the example of Jesus Christ.
- **Global Mission** – We embrace the Great Commission and equip students to reach the nations.

Section 2 – Spiritual Life and Formation

HTICU is first and foremost a Christ-centered community. As an online institution, we recognize that spiritual formation looks different than at a traditional campus. However, we believe that every student should be intentionally growing in Christlikeness, both academically and personally.

Commitment to Christ-Centered Living

All students are expected to live in a way that honors Christ and reflects biblical holiness. This includes maintaining a consistent devotional life of prayer, Bible study, worship, and obedience to God's Word.

Spiritual Disciplines

Students are encouraged to cultivate:

- Daily prayer and meditation on Scripture
- Active participation in their local church
- Fasting and personal devotion as the Holy Spirit leads
- Engagement in ministry and service to others

Worship and Devotion Expectations

- Students are expected to integrate spiritual reflection into their studies, assignments, and discussions.
- Courses may include devotionals, Scripture readings, or ministry application exercises.
- While HTICU does not hold physical chapel services, spiritual formation is built into the curriculum through guided reflections, online forums, and mentorship.

Discipleship and Mentoring

HTICU faculty and advisors serve not only as academic guides but also as spiritual mentors. Students are encouraged to seek guidance, prayer, and accountability from their instructors and assigned advisors.

Biblical Foundation

“But grow in grace, and in the knowledge of our Lord and Saviour Jesus Christ. To him be glory both now and for ever. Amen.” (2 Peter 3:18, KJV)

Spiritual life at HTICU is not a separate activity but is integrated into every part of the educational experience.

Section 3 – Academic Life

HTICU is committed to providing students with academic excellence that is fully integrated with a biblical worldview. As an online Christian university, we expect students to uphold the highest standards of scholarship, integrity, and responsibility in every aspect of their academic journey.

Academic Integrity Statement

Academic integrity is central to both Christian character and scholarly practice. All work submitted by students must reflect honesty, originality, and diligence. Plagiarism, cheating, falsification, or academic dishonesty of any kind is strictly prohibited.

Code of Academic Conduct

- **Plagiarism** – Using another person’s words, research, or ideas without proper citation is forbidden.
- **Cheating** – Using unauthorized materials or receiving unapproved help during assignments or examinations is not permitted.
- **Falsification** – Fabricating academic records, research data, or personal information is unacceptable.
- **Stewardship** – Students are called to be faithful stewards of their time, talents, and opportunities by submitting assignments on time and to the best of their ability.

Student Rights

Students at HTICU have the right to:

- Be treated with fairness, dignity, and respect.
- Learn in an environment free from discrimination or harassment.
- Receive clear grading standards and feedback from faculty.
- Appeal academic decisions through established procedures.

- Access their own academic records.

Student Responsibilities

In addition to rights, students have the responsibility to:

- Act in a manner consistent with biblical values.
- Submit original, high-quality academic work.
- Participate respectfully in online forums and classroom discussions.
- Communicate promptly and professionally with faculty and staff.
- Meet financial, academic, and technological requirements for their courses.

Academic Support Services

HTICU provides resources to help students succeed in their academic journey:

- **Academic Advising** – Each student is assigned an advisor for guidance on degree progress.
- **Tutoring & Writing Support** – Assistance with writing, research, and course-specific challenges is available.
- **Digital Library Access** – Students receive access to online theological and academic resources.
- **Faculty Mentorship** – Professors serve not only as instructors but also as mentors for academic and spiritual development.

Section 4 – Code of Conduct

As a Christ-centered institution, HTICU expects every student to live in accordance with the teachings of Scripture and the example of Jesus Christ. Enrollment at HTICU is both an academic commitment and a spiritual covenant to pursue holiness, integrity, and servant leadership.

Spiritual Conduct

- Students must demonstrate Christlike character in speech, thought, and action (1 Peter 1:15–16).

- Participation in a local church is strongly encouraged for accountability and spiritual growth.
- Practices contrary to biblical teaching (e.g., occult activity, sexual immorality, substance abuse) are prohibited.

Personal Conduct

- Students are to exhibit honesty, purity, humility, and love in all areas of life.
- Profanity, gossip, dishonesty, and any behavior that harms one's witness for Christ are unacceptable.
- Romantic and family relationships should reflect biblical standards of fidelity and respect.

Community Standards

- Students must respect all members of the HTICU community, including peers, faculty, and staff.
- Conflict should be resolved according to Matthew 18:15–17, in a spirit of humility and reconciliation.
- Students are expected to contribute positively to online discussions, avoiding divisive or disrespectful behavior.

Online Etiquette

- Communication in online courses should always be professional, Christ-honoring, and respectful.
- Students must avoid disruptive comments, inappropriate images, or misuse of discussion boards.
- Social media use should not bring harm to the testimony of Christ or the reputation of HTICU.

Disciplinary Process

Violations of the Code of Conduct will be addressed with fairness and grace, seeking restoration where possible. Disciplinary measures may include:

1. Written Warning

2. Academic or Conduct Probation
3. Suspension from courses or programs
4. Dismissal from the university

All disciplinary processes will include prayer, pastoral care, and opportunities for the student to seek restoration.

Section 5 – Technology and Online Learning

Because HTICU is an online-only institution, technology is central to the student experience. Students are expected to maintain the tools and skills necessary to participate effectively in online learning while using technology in a way that honors Christ.

Technology Requirements

- A reliable computer or laptop with updated operating system.
- Stable internet connection capable of video streaming.
- Access to word processing software (e.g., Microsoft Word, Google Docs).
- Ability to use HTICU's online learning platform (Moodle LMS).
- Headset or microphone and webcam for online meetings, if required.

Online Classroom Etiquette

- Log in regularly to keep up with assignments and discussions.
- Post contributions in discussion forums that are thoughtful, respectful, and Christ-centered.
- Refrain from distractions during live sessions (if applicable).
- Submit all assignments electronically by the stated deadlines.

Responsible Use of Technology

- Use university resources (Moodle, library databases, email) for academic and ministry-related purposes only.
- Avoid inappropriate websites, social media misuse, or content that contradicts biblical standards.

- Students are responsible for backing up their assignments and maintaining proper file organization.

Communication Standards

- Check HTICU email and Moodle messages regularly.
- Communicate with faculty in a respectful and professional tone.
- Respond promptly to advisor or faculty communication to remain in good academic standing.

Integrity in Online Learning

- Students must complete their own work in quizzes, exams, and assignments.
- Sharing login information or allowing others to complete coursework is prohibited.
- Academic dishonesty in the online environment is subject to the same disciplinary process as in-person violations.

Section 6 – Student Services

HTICU is committed to supporting every student academically, spiritually, and personally. As an online institution, we provide resources designed to help students thrive in their studies while growing in their calling and relationship with Christ.

Academic Advising

Each student is assigned an academic advisor to provide guidance on:

- Course selection and registration
- Progress toward degree completion
- Academic challenges and strategies for success
- Preparation for graduate or doctoral studies

Counseling and Spiritual Support

- Students may request prayer, spiritual guidance, or pastoral counseling from HTICU faculty or staff.

- Christian counseling support is available to assist students with personal, emotional, or spiritual challenges.
- Advisors and faculty are committed to encouraging students in both academic and spiritual formation.

Online Library and Research Tools

- Students have access to digital libraries, databases, and theological journals.
- Tutorials and training are provided to help students use research resources effectively.
- Library access is included as part of the student technology fee.

Career and Ministry Services

HTICU prepares students for service in the Church, community, and global missions. Career and ministry support includes:

- Ministry placement assistance
- Resume and CV guidance
- Networking opportunities with churches, ministries, and partner organizations

Accessibility and Disability Support

- HTICU is committed to ensuring that students with disabilities have equal access to education.
- Reasonable accommodations can be provided for coursework, assessments, and technology platforms.
- Students seeking accommodations should contact the registrar's office for assistance.

Section 7 – Policies and Procedures

Admissions and Enrollment

- Students must complete the official application and pay the application fee.
- Admission is granted upon meeting program-specific requirements and receiving approval from the admissions committee.

- Enrollment is confirmed when tuition arrangements are completed and courses are registered.

Tuition Payments and Financial Obligations

- Tuition is due at the beginning of each session unless a payment plan is arranged.
- Students are responsible for maintaining good financial standing in order to continue in courses.
- Students with unpaid balances may be restricted from accessing classes, grades, or transcripts.

Refund Policy

- Students who officially withdraw from a course may be eligible for a partial tuition refund according to the university's published schedule.
- Application, technology, and graduation fees are non-refundable.

Attendance and Participation (Online)

- Since HTICU is fully online, attendance is measured by consistent participation in forums, assignments, and course activities.
- Students who fail to log in or participate for two consecutive weeks without prior approval may be administratively withdrawn.

Leave of Absence

- Students may request a temporary leave of absence due to illness, family emergencies, or ministry responsibilities.
- Requests must be submitted in writing to the registrar and approved by the academic dean.

Withdrawal from Courses or Programs

- Students wishing to withdraw from a course or program must notify the registrar's office in writing.
- Failure to officially withdraw will result in an "F" on the student's academic record.
- Students must complete all required coursework with the minimum GPA for their degree level.

- Students must file an Application for Graduation with the registrar at least one term prior to anticipated graduation.
- All financial obligations must be met before a diploma or transcript is released.

Section 8 – Community Covenant

At Harvest Time International Christian University (HTICU), we believe that education is both an academic pursuit and a spiritual journey. As members of the HTICU community, students commit themselves to a covenant of faith, integrity, holiness, and service. This covenant is both a privilege and a responsibility, reflecting our unity in Christ and our commitment to His Kingdom.

Covenant Commitments

Faith in Christ

- I affirm my personal faith in Jesus Christ as Lord and Savior.
- I commit to growing in my knowledge of God through Scripture, prayer, and worship.

Integrity in Scholarship

- I will pursue academic honesty in all of my studies.
- I will not plagiarize, cheat, or misrepresent my work.
- I will seek to glorify God in all of my academic endeavors.

Holiness in Life

- I will strive to live a holy life, avoiding practices that dishonor God.
- I will pursue purity, humility, and love in my conduct.
- I will reflect Christ in my personal, relational, and online interactions.

Respect for Community

- I will treat all members of the HTICU community with dignity and respect.
- I will resolve conflicts in a biblical manner, seeking reconciliation.
- I will contribute positively to the unity and witness of the body of Christ.

Commitment to Service

- I will seek opportunities to serve others in my church, community, and the world.
- I will use my gifts and education to advance the Gospel and build the Kingdom of God.

Covenant Acknowledgment

All students are required to affirm this covenant at the beginning of their studies at HTICU. By enrolling at HTICU, students agree to live by these commitments and to be accountable to God, their peers, and the leadership of the university.

Section 9 – Closing Blessing

Dear Students,

As you begin or continue your journey at Harvest Time International Christian University, I want to remind you that you are part of something greater than yourself. You are called by God, equipped by His Spirit, and strengthened by His Word to fulfill a purpose that will impact lives for eternity.

My prayer for you is that your studies here will not only enrich your mind but also transform your heart, shaping you into a servant-leader for Christ. May every assignment, every discussion, and every moment of growth draw you closer to the Lord and prepare you to serve His Kingdom with excellence.

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.” (Colossians 3:23, KJV)

On behalf of our faculty and staff, I bless you in the name of Jesus Christ. May the Lord establish your steps, empower your calling, and make you fruitful in every good work.

Blessings in Christ,

Dr. Samuel C. Hunter

President, Harvest Time International Christian University