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INTRODUCTION TO THE POLICIES MANUAL

This manual is intended as a general summary of policies, rights, responsibilities, benefits and information for employees of Horizon University. The provisions of the policies contained in this manual, and any other similar written policy or document developed or disseminated by the University, are designed and intended to provide guidance and information. This manual was prepared in accordance with the university's current policies and applicable state and federal laws. This manual is not intended to substitute, replace, overrule, or modify any existing federal and state laws, agency rules, regulations or policies, nor be inclusive of every policy.

No provision of this manual, or any other policy or like document developed or disseminated by Horizon University, creates an employment contract, binding agreement, agreement to continue your employment, or any other obligation on the part of the university in regard to employment.

Employees are responsible for reading and understanding this manual and for abiding by the university’s policies and procedures. The final interpretation of the provisions contained in this manual and in other similar written policies or documents developed or disseminated by the University is the exclusive responsibility of the management of the University.

If you have any questions regarding this manual, please contact the Director of Operations.
INSTITUTIONAL INFORMATION

PROGRAMS OF STUDY

Horizon University is an evangelical Christian university that offers educational programs in a wide variety of areas. We have a diverse faculty of teachers, church leaders, and scholars that come from all areas of the Christian spectrum.

Horizon University offers the following programs:

- Bachelor of Theology
- Master of Divinity
- Master of Theology

PHILOSOPHY

Horizon University (HU) was founded upon Christian doctrine and religious principles. We strive to provide the highest standard of education to Los Angeles and the surrounding communities. HU focuses on providing degree programs to students of all backgrounds, in order to serve the expanding local and global communities of the world. Upon the completion of our degree programs, students will be able to enrich and serve with the moral, spiritual, and professional values our Christian education provides.

MISSION STATEMENT

Our mission at Horizon University (HU) is to educate the next generation of strong Christian leaders who will selflessly serve their churches, communities, and beyond with their diverse skills and vital knowledge gained during their studies of theology, the Bible, and practical ministry here at HU.

VALUES

Horizon University prides itself in upholding core Christian values and doctrines daily in not only our educational pursuits, but in all that we do. We have identified and summarized our three core values:

- We value the mission and dedication of all Christian members and the talents and skills they bring to the Church community; focusing on the service and communicating of the Lord’s message.
• We strive for the highest level of academic success, integrity and professionalism focusing on the Christian faith and developing a relationship with our savior, Jesus Christ.

• We dedicate ourselves and our students to serve as role models in our local and global communities, churches, and work place.

VISION

Our vision at Horizon University (HU) is to enrich and spiritually improve the world around us by preparing Christian leaders dedicated to work in the areas of ministry and theology. Our students will inspire, motivate, and drive others to live a life defined by Christian principles, and they will be shining examples of the outstanding educational experience at HU. They will be leaders that guide their communities to greatness in the name of Jesus Christ.

OBJECTIVES

The fourfold goal of Horizon University (HU) is to educate students to become academically successful and intellectually confident, gain cultural awareness and tolerance, and obtain the practical skills and knowledge necessary for professionals, in order to serve as dedicated Christian leaders who have a foundation in Biblical knowledge and Christian values and are able to employ Christian principles within their career and interpersonal relationships.

First, students will be academically successful and intellectually confident, which are important qualities for overall professional success. Students will achieve skills necessary to analyze and absorb important information in their discipline, and students will apply their knowledge to real world situations.

Second, students will develop cultural awareness and tolerance in order to be compassionate and fair leaders. Students will evaluate differences that may arise while at work in various communities and will create a space built upon inclusion and Christian love.

Third, the education received at HU will grow strong professionals who have superior knowledge and skills of their respective professional fields. Students will acquire practical skills that they are able to demonstrate in the field.

Our fourth and most important goal is to mold and cultivate strong, dedicated spiritual leaders who are well-versed in Biblical knowledge and Christian values. Students will apply Christian principles to pursue their vision and mission in life and deliver their knowledge to others in a mature and compassionate manner.
INSTITUTIONAL INTEGRITY POLICY

Horizon University is committed to integrity as a central element of our mission and values. HU’s daily operations are conducted with honesty and transparency, which are also reflected in the way the institution represents itself to students, the public, and other organizations with which it partners. All members of our university are expected to abide by ethical and professional standards at all times. HU further abides by federal and state laws and other regulations, as well as policies set by the university and board. At HU, we all share responsibility for preserving this value, in order to promote an environment of integrity within our community.

APPROVALS

Horizon University (HU) is a non-profit university operating under a non-profit exemption verified by the California Bureau for Private Postsecondary Education. HU is a university owned, controlled, and operated and maintained by a religious organization lawfully operating as a nonprofit religious corporation, and has met the exemption from regulation under the Act, pursuant to California Education Code (CEC) section 94874 (e) (1).

The California Bureau for Private Post-secondary Education (BPPE) has a formal complaint process. If you have a dispute that you have not been able to resolve directly with the school, you may contact the Bureau at Bureau for Private Postsecondary Education.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (916) 431-6924
FAX: (916) 263-1897
or online at http://www.bppe.ca.gov/consumer_complaint.pdf.

Horizon University (HU) is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees.

The U.S. Consulates/Embassies issue F-1 visas for all students from overseas that are accepted for full-time study at HU. The rules for Visa Application may vary from country to country. Students should contact the U.S. Consulate in their country for the latest instructions on how to apply for a Student Visa. The code issued by the DHS is LOS214F51064000.

CODE OF CONDUCT

In support of Horizon University’s central functions as an institution of evangelical higher learning, a major responsibility of the administration is to support, protect, and encourage the faculty in its teaching, learning, and public service. The authority to discipline faculty members
in appropriate cases derives from the shared recognition by the faculty and the administration
that the purpose of discipline is to preserve conditions hospitable to these pursuits. Such
conditions, as they relate to the faculty, include, for example:

1. Free inquiry, and exchange of ideas;
2. The right to present controversial material relevant to a course of instruction;
3. Enjoyment of constitutionally protected freedom of expression;
4. Freedom to address any matter of institutional policy or action when acting as a member
   of the faculty whether or not as a member of an agency of institutional governance;
5. Participation in the operation of the university;
6. The right to be judged by one’s colleagues, in accordance with fair procedures and due
   process, in matters of promotion, tenure, and discipline, solely on the basis of the faculty
   members’ professional qualifications and professional conduct.

CONTACT US

For further inquiry, please contact the administrative office for more information.

Horizon University
2040 S Brea Canyon Rd Suite 100
Diamond Bar, CA  91765
Phone: 909-895-7138
Fax: 909-895-7143
Email: info@horizonuniversity.org
GENERAL POLICIES

ACADEMIC FREEDOM POLICY

Freedom of inquiry and the open exchange of ideas are fundamental to the success of Horizon University (HU). The principles of academic freedom are critical to ensure higher education’s important contribution to the common good. Basic academic freedom includes the ability to do research and publish ideas, the freedom to teach, and the freedom to communicate extramurally.

HU is committed to assuring that all persons may exercise the rights of free expression, speech, and assembly, and affirm below the following statements and principles:

1. HU affirms its fundamental mission to discover and disseminate biblical knowledge to its students and the society at large. HU shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the unhindered exchange of ideas among faculty, students, and staff. HU and its community recognize that quality education requires an atmosphere of academic freedom and academic responsibility to the University and its students, staff, and faculty.
2. HU affirms that academic freedom for students rests first upon their access to a high-quality education and their right to pursue a field of study that they deem appropriate and desirable.
3. HU reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and university environment that fosters civil discourse, respect, open inquiry and freedom of expression.

FREEDOM OF SPEECH

Freedom of speech is a fundamental American freedom and a human right. There is no place that this right should be more valued and protected than in academic settings such as the classroom. The right to speak freely in the expression of one’s ideas is encouraged as long as the students follow acceptable norms. If problems should arise, refer to the executive officers for resolution of the problems.

STATEMENT OF NONDISCRIMINATION

Horizon University does not discriminate on the basis of race, color, national or ethnic origin, gender, age, disability, medical status, status as a veteran, or any other characteristic protected by law, except where the university is exempt based on its religious tenets. This nondiscrimination policy applies to the university’s admission, programs and activities, and employment.

In addition to this legal stance, HU has a biblical stance regarding cultural diversity. The ultimate, eternal community of believers, according to Revelation 5:9, will be comprised of “every tribe, tongue, and people and nation.” The desire of the university is to enjoy this same
diversity and unity of believers while training culturally sensitive ministers for effective service to the entire world.

**STUDENTS WITH DISABILITIES**

Horizon University is an Equal Opportunity Educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students are encouraged to disclose and submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the university’s review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined for the student to begin his/her education. Once formal approval of your accommodation has been granted, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course. If you would like additional information, you should visit the Registrar’s Office to speak with the university Registrar.

**SEXUAL HARASSMENT**

Sexual Harassment is defined as unwelcome conduct of a sexual nature that is severe or pervasive, and that creates a hostile or abusive learning, working, or living environment, thereby unreasonably interfering with a person’s ability to learn or work, and the conduct has no legitimate relationship to the subject matter of an academic course or research. Sexual harassment also includes behavior not sexual in nature, but behavior directed toward a person because of the person’s sex and/or gender, including harassment based on the person’s nonconformity with gender norms and stereotypes.

The university takes harassment very seriously, and any reported incident is reviewed by HU. Disciplinary action will be taken in cases where culpability rests.

**INTELLECTUAL PROPERTY**

Horizon University (HU) fosters and supports an environment that encourages creativity and the development of new intellectual works in their various forms. In appropriate cases, with early disclosure of the effort, HU will recognize ownership in the creator(s) of the work with a right of the university to use the work for its educational mission and the development of its employees, and to participate in an appropriate royalty share in external marketing of the work by its creator(s). However, with respect to intellectual works that are created at the direction of HU to support administrative/non-instructional functions and other works specifically designated by the university, HU will generally retain ownership and rights to the work, subject to specific written agreements to the contrary.

**THE UNIVERSITY’S ROLE**
Horizon University (HU) will ensure fair treatment of all parties and will take the following actions:

1. Provide a supportive environment;
2. Use reasonable effort to exploit and protect intellectual property generated by its faculty and students;
3. Maintain fairness and adequate incentives in the distribution of residual income;
4. Consider proposals from individuals with respect to exploitation and protection of intellectual property.

THE FACULTY’S ROLE

Horizon University (HU) faculty is required to:

1. Report any work undertaken on behalf of an external body and any conflicting outside commercial interests;
2. Report the development of any intellectual property as it arises;
3. Keep key information confidential until it is protected;
4. Report any potential conflict of interest.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

Horizon University (HU) recognizes that accomplishment of its mission may be facilitated by the use of works owned or created by others. It is the policy of HU that students, employees, and other individuals who use university facilities and/or equipment—and students, employees, and other individuals who use off-campus non-university facilities and/or equipment in connection with university activities or on behalf of the university—shall recognize those accomplishments by respecting the intellectual property of others and using such works only to the extent such use would be permitted by law. For example, this policy applies when photocopying is undertaken at all central copying center, machines in the library, or on any other reproduction equipment owned or leased by HU or used in connection with university activities or on behalf of the university.

Students, employees, and other individuals subject to this policy who use material originated by others shall not, as a matter of policy, when using such materials, infringe on those rights of the originator which are protected by copyright laws and shall secure permission to use or reproduce copyrighted works when such permission would be required under copyright law and/or pay royalties when such payment would be required. Students, employees, and other individuals subject to this policy are expected to obtain permission from the copyright owners unless the intended use is clearly permitted under the doctrine of “fair use.” Students, employees, and other individuals subject to this policy are expected to be selective and sparing in copying. “Fair use” shall not be abused. HU does not condone copying instead of purchasing copyrighted works where such copying would constitute copyright infringement. For purposes of this policy, copyrighted material means any work or intellectual property which may be subject to copyright under the laws of the United States. This includes, but is not limited to, literary works, including computer programs and compilations; musical works, including any accompanying words;
dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. For example, this policy applies to photocopying for classroom use, use of computer software, use of videocassettes, and off-air videotaping.

This policy is not intended to waive any rights, remedies, immunities, or defenses available to the university in the event of an infringement or alleged infringement.
INSTITUTION-WIDE POLICIES

ORGANIZATIONAL CHART

Board of Directors

President/CEO

Director of Academics/CAO

Theology Department Director

Divinity Department Director

Librarian

Director of Operations/COO

Director of Admissions

Director of Student Services

Director of Finance

Registrar
EMPLOYMENT CATEGORIES

It is the intention of Horizon University to clarify the definitions of employment classifications so that you may understand your employment status and benefit eligibilities.

EXECUTIVE OFFICERS

Employees in this group are officers of the institution, defined as Chief Executive Officer/President, Chief Academic Officer/Director of Academics, and Chief Operating Officer/Director of Operations.

ADMINISTRATIVE PROFESSIONALS

Employees in this group provide administrative, supervisory, and/or professional support directly or indirectly to executive officers.

SUPPORT STAFF

Employees in this group provide administrative support. Positions include clerical/secretarial, receptionist, and service/maintenance support for the educational and administrative functions of the university.

FACULTY (PROFESSORS)

These employees are those holding degrees from accredited colleges and universities. They are paid, at will, on a quarter to quarter basis. They are expected to complete all tasks in the job description for faculty members and are not paid for hours other than those in the classroom.

REGULAR FULL-TIME

Employees in this group include executive officers, administrative professionals and support staff. Anyone employed at least forty (40) hours a week is considered full-time. A full-time employee is eligible for all employee benefits, including health insurance, paid holidays, paid vacations, paid sick leave, etc.

REGULAR PART-TIME

Employees in this group include administrative professional and support staff (clerical/secretarial and service/maintenance) employees. Anyone employed for less than forty (40) hours a week and paid on an hourly basis is considered part-time. A part-time employee is not eligible for any employee benefits.

TEMPORARY

Temporary staff employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated
period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notification of a change is received in writing by the Director of Operations.

INDEPENDENT CONTRACTORS

Independent contractors are not employees. Independent contractors are not covered by workers' compensation insurance. Individuals desiring an independent contractor status must consult the Director of Operations to whom they will provide services prior to any work being commenced and/or authorized. All independent contractors will be required to complete the necessary forms required by the University. Independent contractors are ineligible for any and all benefits provided to employees. In the event Horizon University desires the services of the individual independent contractor status, the University will grant an employee status to the individual in accordance with the above defined categories at the time such services are authorized.

SUPERVISORY RESPONSIBILITIES

In order for Horizon University to operate efficiently, it is essential that supervisors carry out their delegated responsibilities while maintaining the organization's mission, goals, and objectives. It is the responsibility of an effective supervisor to:

1. Assign and review work ensuring the proper completion of day-to-day work in his or her area of responsibility.
2. Provide appropriate on-the-job training and employee orientation.
3. Actively promote equal opportunity and affirmative action.
4. Promote safe work practices and conditions.
5. Establish standards and expectations for work performance.
6. Advise and counsel employees regarding their performance.
7. Serve as the primary resource for employees to assist with their work-related problems whenever appropriate.

Almost any action taken concerning employees begins with the recommendation of the supervisor. The responsibilities listed above cover the essential part of a supervisor’s duties, but this list is not intended to be exclusive.

RESPONSIBILITIES OF ADMINISTRATIVE STAFF

Horizon University seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. These responsibilities include, but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense to anyone, but they are listed to prevent any misunderstanding between the University and its staff members. These responsibilities are:

1. To perform each task quickly, safely, and well.
2. To be at work when scheduled, fulfilling the regular work hours/day.
3. To notify the supervisor no later than your normal starting time if you are unable, for any reason, to report as scheduled.
4. To use work hours for work related activities only.
5. To cooperate with reasonable requests from co-workers.
6. To respect the confidentiality of sensitive information.
7. To keep all school and office related matters undisclosed to people unaffiliated with Horizon University.
8. To respect the rights of others.
9. To respect the property of others and Horizon University and to use the university’s property only for legitimate work purposes, unless specific authorization has been received by the executive officers of Horizon University.

JOB DESCRIPTIONS

DUTIES OF THE CHIEF EXECUTIVE OFFICER/PRESIDENT

The President serves as the Chief Executive Officer (CEO) of Horizon University (HU) and is responsible for the success of HU. In collaboration with the Board Members, the CEO assures the University's relevance in the community and the fulfillment of the mission and objectives of HU in order to best serve our students.

The CEO delegates responsibility for management and day-to-day operations to the Director of Academics and Director of Operations and has the authority to carry out these responsibilities in accordance with the direction and policies established by the institution. The CEO is responsible for providing strategic leadership by working with other executive officers and incorporating directions from the Board Members to establish long-range goals, strategies, plans, and policies. The CEO is also responsible for establishing organizational objectives and priorities to further the objectives and mission of HU.

Duties and Responsibilities:

1. Corporation and Legal Compliance
   a) Communicates with professionals and consultants regarding legal, financial, and other matters pertaining to the corporation;
   b) Approves contracts between the institution and schools and other agencies;
   c) Keeps corporation in compliance with laws affecting personnel, licensing, name registration, etc.;
   d) Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.

2. Mission, Policy and Planning
a) Collaborates with the Board Members to define and articulate Horizon University’s values, mission, vision, and short and long-term goals and to develop strategies for achieving those goals;
b) Discusses with the Board Members about trends, issues, problems and activities in order to facilitate policy-making and recommends policy positions;
c) Actively promotes the institution’s mission with the public, students, school districts, and regulatory and governmental organizations;
d) Approves the university’s publications.

3. Management and Operation
   a) Ensures a working atmosphere and culture that recruits, retains and supports quality staff and faculty;
   b) Reviews and approves processes for selecting, development, motivating, and evaluating staff and faculty;
   c) Acts as the final authority in the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations;
   d) Reviews and approves the fiscal activities of the organization including budgeting, reporting and audit.

4. Community Relations
   a) Facilitates the integration of the university into the fabric of the community by using effective marketing and communications activities;
   b) Acts as an advocate, within the public and private sectors, for issues relevant to the university and its academic programs, services and constituencies.

**DUTIES OF THE CHIEF ACADEMIC OFFICER/DIRECTOR OF ACADEMICS (CAO)**

The Chief Academic Officer/ Director of Academics (CAO) reports directly to the CEO/President. The CAO maintains regular communication between the Board Members and the faculty. The CAO is responsible for providing campus-wide leadership, guidance, and direction for the academic area of HU. The CAO is responsible for all programs and curricula to ensure they meet the school’s mission and vision, and to assure academic excellence. The CAO works with the CEO/President and faculty to deliver high quality instruction and services that meet the needs of students.

*Duties and Responsibilities:*

1. Academic Programs and Services
   a) Provides leadership, guidance, and motivation to ensure that HU develops, evaluates, and delivers a comprehensive array of instructional programs and services that reflect HU’s goals;
   b) Oversees in the development, review, and implementation of school policies, procedures, and operational activities related to academic areas;
   c) Provides structure and guidance to faculty for planning and implementing educational programs and services that support the school’s mission and strategic plan;
d) Assists in campus emergencies, resolving students’ issues and complaints in a timely manner through implementation of HU’s policies and procedures;

e) Assures the quality and effectiveness of all academic programs, offerings, and services through systematic review and evaluation of curricula and instruction using appropriate evaluations and assessments, benchmarking, and institutional accreditation;

f) Ensures ongoing relevant professional development and regular evaluation of faculty members;

g) Prepares, Plans, and oversees all aspects of the graduation ceremonies;

h) Approves all textbook selections;

i) Assures all publications and websites related to academic programs are accurate, current and relevant.

2. Organization and Planning

a) Develops and oversees class schedules including classroom and facility utilization and coordinates programs and services with other campus personnel;

b) Assists in the planning of new facilities and integrating up-to-date instructional equipment and technology;

c) Provides input in strategic planning by establishing annual and multi-year operational goals designed to implement the strategic goals of Horizon University and the CEO/President.

d) Formulates and enforces academic policies.

3. Budget

a) Supports in the preparation and implementation of the annual budget for all academic departments;

b) Approves reimbursement of professional development activities;

c) Supports in library material acquisitions.

4. Scheduling

a) Manages the academic calendar, class schedules, and the final exam schedule;

b) Monitors class schedules and assists department chairs to plan and forecast course offerings based on changes in student enrollment;

c) Promotes the efficient use of instructional space, classrooms, and library.

5. Faculty

a) Calls and conducts faculty meetings and maintains minutes;

b) Coordinates, offers, and documents professional development and training for academic faculty;

c) Coordinates faculty selection and recommends changes in faculty status.

DUTIES OF THE CHIEF OPERATING OFFICER/DIRECTOR OF OPERATIONS (COO)

The Chief Operating Officer/Director of Operations (COO) oversees institution-wide operations at Horizon University and is responsible for the smooth and efficient operation on a day-to-day basis.
basis. The COO works with the CEO/President and Director of Academics to continually refine and implement the strategic growth plan in order to expand and position the University as a leader in providing quality Christian degree programs in the industry. The COO plans and directs all aspects of Horizon University's operational policies, objectives, and initiatives in collaboration with the other Directors. The COO provides the leadership and management necessary to ensure that Horizon University has the proper operational controls and administrative procedures for institutional growth and operating efficiency.

The COO supervises human resources activities, such as determining staff requirements and training new employees. The COO enforces necessary changes in policies that reflect the needs of the university and determines areas of improvement to meet local, state and federal regulations.

Duties and Responsibilities:

a) Determines the effectiveness of all operating processes, internal and external, and provides direction to the management and administrative staff to adhere to Horizon University's goals and policies;
b) Recruits, interviews, hires, and trains professional staff, evaluates performance, and recommends merit increases, promotion, and disciplinary actions;
c) Analyzes and recommends changes in Horizon University's organizational systems, policies, and procedures to ensure their implementation on a day-to-day basis;
d) Ensures that all activities and operations of the University are performed in compliance with local, state, and federal regulations and laws governing business operations;
e) Coordinates with other administrative staff to develop and modify the University’s publications.

DUTIES OF THE DIRECTOR OF ADMISSIONS

The Director of Admissions is responsible for recruiting students, evaluating potential students and admitting students to ensure a high achieving and diverse student body. This individual serves at the point of contact for interested students who seek more information about what the school has to offer. The Director of Admissions ensures that the University follows procedures and policies regarding admissions testing, transcript review, applications processing, and correspondence with students. The Director of Admissions also works with Horizon University’s Registrar and Director of Finance by assisting with enrollment, as well as financial and attendance issues.

Duties and Responsibilities:

a) Serves as primary contact for the prospective students, student body, and other audiences requesting admissions information about Horizon University;
b) Directs and coordinates the admissions recruitment, outreach, and application review;
c) Plans, coordinates, and supervises the admissions, records, and registration procedures of Horizon University's degree programs and courses in accordance with state, federal, and institutional regulations;
d) Coordinates and implements registration and enrollment policies and procedures in consultation with other student services offices and directs the activities of the Registrar in transcribing and evaluating academic records of students applying for admission to Horizon University;

e) Oversees the handling of official records submitted by students applying for admission to the University and ensures that all records are filed and stored properly and securely;

f) Oversees language proficiency examination;

g) Verifies and notifies students of admissions and academic eligibility, and issues official documents and letters including, but not limited to, acceptance letters, verification of enrollment, failure to register, etc.;

h) Assists with the development, implementation, monitoring, and revision of policies and procedures relating to admissions.

DUTIES OF THE REGISTRAR

The Registrar facilitates effective student registration and enrollment at the University and maintains student data files. The Registrar has responsibility in gathering, recording, maintaining, and reporting student records within local, state and federal guidelines. The Registrar coordinates the processes for the communication of transfer credits, enrollment and degree verification, graduation and certification of the university’s degree programs, and processing and production of diplomas, in addition to managing commencement lists and ceremonies. This also includes ensuring that all requirements have been met prior to graduation and that diplomas are factually correct. The Registrar also oversees aspects of academic record keeping, student grading, attendance, and management of student and teaching faculty databases. This individual ensures the integrity, accuracy, and security of all records of current and former students and maintains and processes requests for academic documentation on up-to-date course schedules, catalogs, final examination schedules, grade sheets, attendance rosters, progress reports, and official transcripts.

Duties and Responsibilities:

a) Administers academic policies related to degree requirements of the major programs of study at Horizon University;

b) Coordinates Horizon University's registration activities, facilitates student registration and enrollment procedures;

c) Administers pre- and post-tests to measure student learning outcomes;

d) Maintains class attendance records;

e) Maintains official academic records of Horizon University and ensures security and integrity of student records in accordance with Horizon University's policies;

f) Analyzes statistical data on registration and enrollment for administrative use in formulating policies;

g) Evaluates students’ progress toward completion of degree or program of study and certifies completion of degree requirements;

h) Processes requests for official transcripts;

i) Coordinates with the Director of Academics regarding transfer student transcripts and eligibility;
j) Directs compilation of information, such as class schedules and graduation requirements, for school publications;
k) Coordinates class schedules with room assignments for optimum use of buildings and equipment and assigns rooms for student activities.

DUTIES OF THE DIRECTOR OF FINANCE

The Director of Finance oversees the overall student financial services such as invoicing and tuition receivables and develops the University’s annual budget with the CEO/President in conjunction with the external accountant. The Director of Finance is entrusted with the university's financial matters and is responsible for developing and implementing financial policies and systems that track and record the university’s expenditures and revenues. In addition, the Director of Finance communicates with students and administrators regarding the status of student accounts. Other duties include maintaining student financial records, issuing receipts, issuing refund checks, and reconciling invoicing and billing issues.

Duties and Responsibilities:

a) Receives registration fee and tuition payments, and issues receipts;
b) Accounts for all income and prepares deposits for crediting to proper bank accounts;
c) Develops and maintains sound working relationships with banks and other financial institutions in accordance with local and state statutes and institutional policies;
d) Maintains, manages, and verifies bank account transactions;
e) Manages the set up and maintenance of computerized accounting records and student financial services;
f) Maintains student financial records of payments and contacts students with information and options concerning tuition payment deadlines, balances, and adjustments;
g) Resolves student billing issues;
h) Develop annual budget with CEO/President;
i) Maintains the fixed asset inventory.

DUTIES OF THE DIRECTOR OF STUDENT SERVICES

The Director of Student Services provides students counseling on personal or academic problems, employment opportunities, student orientations, and extracurricular activities. The Director of Student Services is also responsible for creating and maintaining a safe, healthy, and supportive environment and culture that synthesizes the intellectual, physical and social development of Horizon University’s students in a holistic way.

Duties and Responsibilities:

a) Manages and promotes a positive student learning environment and development opportunities;
b) Helps establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership;
c) Works with the student groups and other members of the university in developing extracurricular programming, assuring integration with the academic life of the institution and encouraging student personal growth and development;
d) Develops and coordinates policies and procedures relative to all student activities;
e) Serves as primary contact for the student body, including prospective students and other audiences requesting information about student life and other student services at Horizon University;
f) Supervises and provides guidance as the Horizon University Student Association plans activities;
g) Provides career services that include, but are not limited to, instruction and counseling to students in career development issues, implementation of job seeking skills workshops, expansion of resources for employment opportunities, and employment assistance to international students such as Optional Practical Training (OPT);
h) Oversees the maintenance of all records and statistics on job placement and ensures that resources are properly allocated to achieve graduate job placement goals across all programs;
i) Invites and coordinates with guest speakers from the local business community;
j) Maintains effective relationships with local community agencies or employers to provide students with the opportunity to explore volunteer experiences;
k) Performs student orientation;
l) Monitors graduation rates;
m) Conducts and monitors student satisfaction survey, graduate satisfaction survey, and employer satisfaction survey.

DUTIES OF THE LIBRARIAN

The Librarian, in collaboration with the Department Chair and Teaching Faculty/Professors/Instructors, is responsible for adequate provision of library resources and information services, appropriate to the academic level and scope of the institution’s programs, and is essential to teaching and learning. This individual is also responsible for overseeing the library facility, materials, and service and operations at the Horizon University campus.

Duties and Responsibilities:

a) Serves as the chairperson of the Library Committee;
b) Evaluates library resources and information services on a regular basis;
c) Processes library materials used by Horizon University students and faculty;
d) Provides training to students and faculty to better utilize library resources as an integral part of the learning process;
e) Develops library policies and procedures;
f) Inputs data needed for computer circulation and the catalog system and keeps records of circulation and materials;
g) Compiles lists of books, periodicals, articles, and audiovisual materials on particular subjects;
h) Develops and indexes databases that provide information for library users;
i) Evaluates materials to determine outdated or unused items to be discarded;
j) Helps maintain the appearance and functionality of the library by organizing collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access;
k) Maintains library supplies and equipment;
l) Oversees the computer systems in the library.

**DUTIES OF THE THEOLOGY DEPARTMENT DIRECTOR**

The Director of the Theology department is responsible to the academic dean for the proper and effective administration, assessment, and improvement of the program and for leadership in development of Bachelor of Theology and Master of Theology students.

**DUTIES AND RESPONSIBILITIES**

1. Implement academic policies within the academic program.
2. Assist the academic dean in the recruitment of new faculty members.
3. Facilitate and monitor the academic progress of B.Th. and M.Th. students in the program and provide academic advising and spiritual counseling.
4. Arrange teaching assignments to make the most efficient use of the faculty.
5. Prepare the budget proposal for the program.
6. Evaluate student achievement of the stated program learning outcomes.
7. Participate in developing curriculum for the B.Th. and M.Th. programs.
8. Participate in reviewing proposed curriculums for the B.Th. and M.Th. programs.
9. Participate in the program review for the B.Th. and M.Th. programs.

**DUTIES OF THE DIVINITY DEPARTMENT DIRECTOR**

The director of the Master of Divinity degree program is responsible to the academic dean for the proper and effective administration, assessment, and improvement of the program and for leadership in development of M.Div. students.

**DUTIES AND RESPONSIBILITIES**

1. Implement academic policies within the academic program.
2. Assist the academic dean in the recruitment of new faculty members.
3. Monitor progress of M.Div. students in the program and provide academic advising.
4. Arrange teaching assignments to make the most efficient use of the faculty.
5. Prepare the budget proposal for the program.
6. Evaluate student achievement of the stated program learning outcomes.
7. Participate in developing curriculum for the M.Div. program.
8. Participate in reviewing proposed curriculum for the M.Div. program.
9. Participate in the program review for the M.Div. program.
DUTIES OF THE GENERAL EDUCATION DIRECTOR

The director for the General Education program is responsible to the academic dean for the proper and effective administration of the program, including assessment of levels of achievement of the stated student learning outcomes.

DUTIES AND RESPONSIBILITIES

1. Maintain, improve, and assess curriculum, resources, and effectiveness of GE requirements.
2. Arrange teaching assignments to make the most efficient use of the faculty.
3. Prepare the budget proposal for GE requirements.
4. Evaluate student achievement of the GE learning outcomes.
5. Participate in developing curriculum for GE requirements.
6. Participate in reviewing proposed curriculum for GE requirements.
7. Participate in the program review for GE requirements.

DUTIES OF THE FACULTY

The fundamental responsibility of a faculty member is teaching. Teaching responsibilities include preparation of lessons, implementation of curriculum, conferring with students on course material, assessing papers and projects, guiding classroom activities, monitoring and reviewing examinations, supervising all work inside the classroom, and effectively managing presentations and other projects.

In addition to teaching, the responsibilities of this position include curriculum development in the form of updating syllabi, administrative responsibilities pertaining to the teaching assignment(s), attending faculty and other meetings, and providing some services to the University and the community as needed.

For faculty to remain viable, they need follow a path of professional development which may include furthering their formal education; attending seminars, workshops, and other professional meetings; and in general staying current and relevant in their field of specialization as well as in their teaching skills and methodology.

Faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

DUTIES AND RESPONSIBILITIES

1. Prepare and deliver lectures, leading seminars and group activities, as well as other forms of instruction that facilitate learning on topics central to their assigned course;
2. Plan, evaluate, and revise curricula, course content, and course materials;
3. Select and prepare course syllabi and assignments, choosing textbooks and other material necessary for the course;
4. Compile bibliographies of specialized materials for outside reading assignments;
5. Prepare, administer, and evaluate examinations, classwork, assignments, and papers;
6. Keep up-to-date with developments in their field by reading current literature, talking with colleagues, and participating in professional organizations and conferences;
7. Initiate and moderate appropriate intellectual classroom discussions;
8. Maintain regularly scheduled office hours to advise and assist students in academic and vocational affairs;
9. Maintains student attendance records, grades, and other required records.

ACADEMIC POLICIES

GENERAL ADMISSION REQUIREMENTS

BACHELOR OF THEOLOGY
1. Application Form and Fee;
2. Proof of Graduation - High school (or equivalent) or highest degree earned;
3. Personal Identification;
4. Copy of valid Passport (International Students Only);
5. Copy of visa, and I-94 (International Students Only);
6. Previous School’s Form I-20 (International Students Only – If applicable); and

MASTER OF DIVINITY
1. Application Form and Fee;
2. Proof of Graduation - Bachelor’s degree (or equivalent) or highest degree earned;
3. Personal Identification;
4. Copy of valid Passport (International Students Only);
5. Copy of visa, and I-94 (International Students Only);
6. Previous School’s Form I-20 (International Students Only – If applicable); and

MASTER OF THEOLOGY
1. Application Form and Fee;
2. Proof of Graduation - Bachelor’s degree (or equivalent) or highest degree earned;
3. Personal Identification;
4. Copy of valid Passport (International Students Only);
5. Copy of visa, and I-94 (International Students Only);
6. Previous School’s Form I-20 (International Students Only – If applicable); and
GRADUATION REQUIREMENTS

BACHELOR OF THEOLOGY
Successful completion of 180 quarter units with minimum of 2.0 grade point average.

MASTER OF DIVINITY
Successful completion of 108 quarter units with minimum of 3.0 grade point average.

MASTER OF THEOLOGY
Successful completion of 64 quarter units with minimum of 3.0 grade point average.

DEFINITION OF A CREDIT HOUR

For all HU degree programs and courses bearing academic credit, the “credit hour” is defined as “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom instruction and a minimum of two hours for undergraduate study to three hours for graduate study of out-of-class student work each week for one quarter hour of credit; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

A credit hour is assumed to be awarded for each 50-minute class session per week.

TRANSFER OF CREDIT

Horizon University (HU) welcomes the transfer of course work from accredited institutions. (Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation or CHEA). In order to request this transfer, you should arrange for an official transcript (signed and sealed) to be mailed or faxed directly from the previous institution to HU’s Admission Office.

Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of “C” or higher is transferable for the
bachelor program and grade of “B” or higher is transferable for the master’s program. Grades from transfer credits do not compute into the student’s HU GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, HU takes steps to ensure that course work taken from previous institution is comparable to course work offered by HU. These steps include one or more of the following:

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution;
- Analysis of historic experience regarding the success of transfers from the previous institution.

If the student wishes to apply transfer credit to his/her program, the transfer should be arranged immediately upon receiving a letter of acceptance, and before registering for courses at HU. Undergraduate and graduate students must complete at least 50 percent of the total credit requirements at Horizon University.

ATTENDANCE POLICY

Regular and punctual attendance is necessary to achieve satisfactory academic progress. Attendance is strictly monitored. Students may not miss more than 20% of class sessions. Three (3) consecutive absences require formal notice. If the student is absent, he/she may be required to make up all work missed. It is the student’s responsibility to check on all assignments. The 20% allowance is to provide for serious illness, serious injury, serious illness in the family, death in the family, and other unforeseen emergencies. Note that failure to enter the classroom and be seated at the beginning of class may result in being counted absent.

In addition to the 20% policy, individual professors may impose additional attendance and participation requirements that have the potential of impacting students’ course grade. See the course syllabus for details. If further questions persist, students may discuss policies with the instructor.

It is important that students keep an accurate record of any absences from class, including dates and reasons. This information could prove essential in the event of a discrepancy and/or an appeal. They should not rely upon professors or the administrative staff to supply tallies, warnings, or notifications.

The faculty members may require additional work to make up for an absence. If a student is absent from a significant portion of the course or is frequently late for class meetings, even due to extenuating circumstances, this may result in a lower grade of even a failing grade for the
TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

CLASSROOM PARTICIPATION

Horizon University (HU) places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability.

Students should be present and punctual for all class sessions except in the case of rare extenuating circumstances. Students are expected to complete their assignments before the class session, so that they are prepared to answer questions and enter into the discussion. For details of how their participation grade is computed, see the course syllabus.

GRADING POLICY

Individual faculty members determine the grading policy for each course. Faculty members clearly state in their course syllabus the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Only the faculty member has the authority to change grades.

GRADING SYSTEM

Horizon University (HU) uses a 4.0 grading system to grade the quality of course work and to determine the grade point average. Faculty members assign letter grades based on this table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>94-97</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>70-73</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>67-69</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>64-66</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td></td>
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<tr>
<td>W</td>
<td></td>
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</tbody>
</table>

The Registrar translates letter grades to grade points in accordance with the table below.
A    Excellent    4.00
A-    3.70
B+    3.30
B    Good    3.00
B-    2.70
C+    2.30
C    Satisfactory    2.00
C-    1.70
D+    1.30
D    Barely Passing    1.00
D-    0.70
F    Failure    0.00

ABILITY-TO-BENEFIT

The university does not accept students under Ability-to-Benefit determination.
FACULTY POLICIES

FACULTY HIRING
Whenever a vacancy exists, the Director of Operations (COO) advertises the vacated position(s) through general or specific publications as appropriate. The Director of Academics (CAO) collects any credentials submitted, reviews them and makes his recommendation to the CEO/President for appointment.

Documentations required of the candidate are:

2. Proof of legal residency in the U.S.

Once the candidate has been approved by the CEO/President, the COO and/or CAO schedule a faculty orientation with the new faculty member. The orientation includes a review of the documents that need to be submitted to complete the employee’s personnel file; distribution of the school catalog, faculty handbook, and employment contract; and a campus tour. Special emphasis is placed on the importance of the new faculty’s official transcripts, course syllabus, faculty development plan, and expectations of participation in faculty meetings.

FACULTY RESPONSIBILITY
Horizon University seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. These responsibilities include, but are not limited to:

1. To perform each task quickly, safely, and well.
2. To be at work when scheduled, fulfilling the regular work hours.
3. To notify the supervisor no later than your normal starting time if you are unable, for any reason, to report as scheduled.
4. To use work hours for work related activities only.
5. To cooperate with reasonable requests from co-workers.
6. To respect the confidentiality of sensitive information.
7. To keep all school and office related matters undisclosed to people unaffiliated with Horizon University.
8. To respect the rights of others.
9. To respect the property of others and Horizon University and to use the University’s property only for legitimate work purposes, unless specific authorization has been received by the Directors of Horizon University.
GENERAL RESPONSIBILITIES OF FACULTY

1. To be aware of and abide by the mission, goals, and purpose of Horizon University;
2. Each member of the faculty shall perform services in instruction, advising, committee work assemblies and other such duties that may be assigned by the University;
3. All faculty, full or part-time, must attend regularly scheduled faculty meetings and in-service trainings;
4. All faculty, full or part-time, must submit an annual professional development summary.

SPECIFIC RESPONSIBILITIES OF FACULTY

All faculty members are expected to adhere to the following policies and assume these specific responsibilities as follows:

1. Faculty members are not to be absent from a class without first informing the Director of Academics.
2. Each faculty member is expected to be available for office hours and conference periods.
3. All faculty members must attend faculty meetings and in-service trainings as well as other school functions unless arrangements have been made prior to the event.
4. A copy of the course’s syllabus must be submitted to the Director of Academics before the beginning of the course;
5. Faculty members must be prepared for class before every session; follow the outline specified in the syllabus; and offer outside help to all students by appointment.
6. Exams must be prepared and administered according to the exam schedule of the University.
7. The student attendance policy must be enforced by recording student absences in the attendance roster as supplied;
8. Participation in meetings is required by the Director of Academics.
9. All faculty members are expected to maintain open, honest, and respectful communication with all students, faculty, administration, and staff.
10. All must assist in keeping the facilities clean and orderly.
11. Participation in developing curriculum for the departments of the university
12. Participation in reviewing proposed curriculum for the departments of the university
13. Participation in the Program Review for the programs of the university

All faculty members are expected to know the academic policies as published in the catalogue, faculty handbook, and student handbook.

As with the full-time faculty, part-time faculty members are under the supervision of the Director of Academics. Part-time faculty members have the right to participate fully in faculty meetings.

FACULTY DEVELOPMENT

Whenever possible, Horizon University provides opportunities for the education, training, and development of the faculty. Emphasis is placed on courses and programs, which have been
determined to be necessary, and of general or specific benefit to an individual or a group of employees.

Specially designed training programs tailored specifically for all the university’s employees are periodically provided, in addition to on-the-job training provided by many individual departments.

PROFESSIONAL DEVELOPMENT BENEFITS

Horizon University holds an annual in-service training for all faculty members for professional development.

The university will support faculty members, once a year, in attending an outside seminar or conference. This professional growth opportunity, conducted outside of Horizon University, must be approved by both the Directors of Academics and the Director of Operations to ensure the activity falls within the faculty member’s field of expertise.

SPIRITUAL DEVELOPMENT

HU faculty members are expected to be models of spirituality for the students, who are being educated to be the next generation of strong Christians leaders who will selflessly serve their churches. Therefore, faculty members are to prioritize their own spiritual lives, including the maintenance of their own spiritual disciplines and active involvement in their churches. Faculty members are expected to demonstrate a growing commitment to Jesus Christ as Lord by obedience to Scripture in all areas of life.

The university will support faculty members in attending a conference once a year for spiritual formation and self-advancement. The university will also hold a prayer meeting for faculty members every quarter as part of their spiritual development. One of the faculty members will lead the prayer meeting each time, and all faculty members will be given opportunity to lead the meeting. Faculty members are to encourage each other to grow spiritually by sharing their service, experience, and commitment. The university will provide pastoral counseling from experienced personnel to any faculty who wish to grow in their spiritual life.
STUDENT GRIEVANCE POLICY

Students have a right to submit grievances and complaints any time they desire. They may submit them to any member of Horizon University’s administration or faculty. Students who have a complaint or grievances are encouraged to talk to a member of the university administration.

For grievances regarding grades, the procedure is as follows:

1. The student must address the complaint, dispute or grievance with the appropriate faculty no later than 3 weeks after grades are posted for a final grade, or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the faculty’s resolution of their grade, the student has a right to submit a written request concerning the grade to the Registrar.
2. The submission of a grievance concerning a grade must be in writing to the Registrar. The Registrar will review and investigate the grievance using their discretion to interview sources as needed. The Registrar will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Registrar and the faculty within ten (10) days. Any decision resulting from this interview shall be deemed final.
4. All the records of students’ complaints in regards to grades should be maintained in the office of the Director of Student Services.

If a student believes that non-academic criteria have been used in determining his/her grade in a course, he/she may follow the procedures described in below. Non-academic criteria means criteria not directly reflective of academic performance in the course, which may include discrimination on political grounds, or based on a protected trait, including but not limited to a student's gender, race, religion, national origin, sexual orientation, or disability.

1. The student must attempt to resolve the grievance with the instructor within the first month of the following regular academic quarter.
2. If the grievance is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the department director, who shall attempt to adjudicate the case with the instructor and the student within two weeks.
3. If the grievance still is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the Dean of Academics, who shall attempt to adjudicate the case with the instructor. This request must be submitted before the last day of instruction of the quarter following the quarter in which the course was taken.
For all other grievances, the procedure is as follows:

1. The student must file a written grievance with the Director of Student Services within ten (10) days of being notified of any action taken against the student. The Director of Student Services shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request and interview with the Director of Student Services and a faculty member or administrator of their choice within ten (10) days. Any decision resulting from this interview shall be deemed as final.
3. The student also has the right to file a grievance with the Bureau for Private and Postsecondary Education (BPPE).
4. All the records of students’ complaints should be maintained in the office of the Director of Student Services.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site www.bppe.ca.gov.

STUDENT DISCIPLINARY POLICY

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of HU. Students who do not maintain such standards may be denied the opportunity to continue in this school or to graduate from it.

Student Rights to Due Process and for Grievances

A student who believes that disciplinary procedures are unwarranted or unfair, or who has a grievance, has the right to due process. The sequence of steps starts with a meeting with the Director of Student Services to make sure the student understands the offense and to evaluate the student’s attitude. At that meeting, the administrative representative will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the later three steps begin, a student may notify the administrator that he or she wants to appeal his or her case to a committee of disinterested faculty, administrators and students (i.e. members of the student government unless they are somehow involved). A final appeal can be made to the administrative council. In regard to discipline and due process, the student has the following rights:

1. The student has a right to know the charges against him or her and to receive them in writing.
2. The student has a right to have a hearing consisting of a committee of disinterested faculty (two) and students (preferably two members of the student government) and the
Director of Student Services. This committee will make a recommendation to the administrative council, which will assist Horizon University in making the final decision. The final decision will be signed by the President and a copy will be given to the student.

3. The student also has a right to confront his or her accusers (e.g. explain his or her side of the story, cross-examine witnesses, bring his or her own witnesses)

4. A student may be represented or assisted (e.g. a character witness’s testimony) by anyone he or she chooses.

5. The student has a right to the minutes of the proceedings and a written copy of the decision.

6. The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the President and a copy will be given to the student.

**Disciplinary Procedures**

The primary goal of discipline at HU is restorative (i.e., not punitive) and the physical, emotional, and spiritual protection of the community. The first step in student discipline is a meeting with the Director of Student Services to make sure the student understands the offense (admonition) and to evaluate the student’s attitude. At that meeting, the Director of Student Services will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the later three steps begin, a student may appeal his case to a committee of disinterested faculty and students (see Student Rights and Due Process above). A final appeal can be made to the administrative council. Legal restrictions can cause exceptions to the above procedures. In an event where the administration believes a crime has been committed, the administration will report the matter to the proper law enforcement agency. If the administrative council finds the student not guilty of all charges, the student will be readmitted.

**MAINTENANCE OF RECORDS**

Horizon University (HU) preserves all the educational records of all the current and previous students. It is the policy of the university to retain in the campus building all the vital student records for a minimum period of five years and all student transcripts for fifty years, in compliance with the State of California Education Reform Act and Regulations. Should you need to have transcripts sent to future potential employers, the Registrar’s Office will assist you in handling this. All records will otherwise be kept strictly confidential, with only authorized personnel having access to them.
FINANCIAL POLICIES

REFUND POLICY

Student’s Right to Cancel

Horizon University (HU) shall refund 100 percent of the amount paid for institutional charges, less an Application/Registration Fee not to exceed one hundred dollars ($100), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Cancellation shall occur when you deliver written notice of cancellation to the address of the university. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

HU advises each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be enrolled.

The refund policy for students who have completed sixty (60) percent or less of the period of attendance shall be a pro rata refund.

Withdrawal from Course

All students have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, which is until midnight of the first business day following the first class you attended, the school will remit a refund less an Application/Registration Fee, if applicable, not to exceed one hundred dollars ($100) within thirty (30) days following your withdrawal. You are obligated to pay only for educational services rendered.

The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Students whose entire tuition and fees are paid by a third-party organization are not eligible for a refund.
INVESTMENT

Considerations for the allocation of funds for any investment under the University account are first reviewed and discussed between the Chief Financial Officer and the president. If after thorough review, an investment is considered to assist and further the goals and mission of the university, a proposal will be created and submitted to the Board of Directors to be presented at the next board meeting. A review will then be completed by the Board. If approved by the Board, the Chief Operating Officer may then proceed with the investment with full authority to complete the transactions necessary. If not approved, the Board may decide to revisit the discussion on the potential investment at a later meeting or deny the investment.

Any board member who may have the appearance of a conflict of interest when making an investment decision for the university should be excused from discussing, contributing, or voting in that decision.

DEFAULT

A default by the university should trigger the following events:

- Potential students should be informed of the current financial situation of the university and that there is a possibility that they may not be able to complete their studies at the University.
- Current students who wish to transfer to a different university should be informed of the rights and limitations as transfer students.
- All survey and questionnaires regarding alumni should continue as normal.
- There should be no change to the retention policies and processes.
- Graduation rates should take into consideration and note the reasons for students not being able to graduate from the university.
- Student services should continue as normally as possible.
FACILITIES AND EQUIPMENT POLICIES

DRUG-FREE CAMPUS POLICY

It is the objective of Horizon University (HU) to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess or use a controlled substance on campus grounds and in any of HU’s facilities.

SECURITY AND SAFETY

The building in which the university is located is generally safe and secure. While this is generally true, all students must be aware of any unusual activity, which might put the community in danger. All unusual situations should be reported to the closest staff member or security personnel so that appropriate steps for safety can be taken.

Emergency Plan

• Evacuation: Used to move students and staff out of the building. With a simple evacuation, students and staff leave and move to a nearby pre-designated safe location and return to the school building right after the cause of evacuation is resolved. Schools practice evacuations regularly (often monthly), including fire drills.

• Relocation: Used to move students and staff to a pre-designated alternate site following evacuation when it is determined that returning to the school building will not take place within a reasonable period of time. Depending on the time of day and the circumstances, students may be released early or put on hold until they are able to return to the school building. Plans should also be in place for students and staff with limited mobility who may need assistance moving to the relocation site.

• Shelter-in-place: Used during severe weather or other environmental threats (e.g., air contamination due to a local fire). This is a precaution aimed to keep people safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) In schools, shelter-in-place involves having all students, staff, and visitors take shelter in pre-selected rooms that have phone access and stored disaster supplies kits and preferably access to a bathroom. The room doors are then shut.

• Lockdown: Used when there is a perceived danger inside the building.

A lockdown includes securing each occupied room by locking the door(s) and directing people to move away from windows and doors. Hallways are cleared of students and school staff. Typically, local law enforcement arrives to secure the site and arrange for evacuation or return to usual building activities. Students are kept in their classrooms or other secured areas in the school until the lockdown has ended.
• Lockout: Used to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood.

During a lockout, access to the building is restricted, but there may be some limited movement within the building.

HOUSING POLICY

The university does not operate a dormitory or other housing facility but will assist students in locating adequate housing near the campus. Some students find housing in a local residence hotel. Others share an apartment or rent a room from members of a local church.

ACCESS TO EQUIPMENT AND MATERIALS

Each classroom is furnished with appropriate equipment for instructional purposes such as student desks, an instructor’s podium, and a desktop computer connected to a projector for in-class presentations. The library has a spacious facility with a collection of books, electronic resources, and audio and video materials designed for educational purposes. The library is equipped with a number of computer systems with LCD monitors, in order to support the students’ and instructors’ research activity. Horizon University Information Resources and technology makes the Internet available to the community. Students and instructors who have Ipads, laptop computers, or PC tablets in hand can have access to the internet anywhere on campus.

ACCESSIBILITY FOR THOSE WITH DISABILITIES

All equipment, materials, and use of facilities should be deemed fully accessible for use by those with disabilities. Every effort should be made to accommodate for full and unimpeded access and use. If help or special attention is required at any time, the administration office should immediately provide for those necessities.

The university facilities are on a single level on the ground level of the building. All offices, classrooms, the library, and restrooms are accessible.
BOARD POLICIES

MEETING PATTERN

A regular meeting is summoned two times a year (March and September). All members should make attendance at the board meetings a high priority in their calendar. A chairman or majority of members should be able to have power to call special meetings.

The schedule for board meetings should be set two years in advance. The board will meet at least two times each year for a full day (including committee meetings).

CONFLICT OF INTEREST POLICY

The purpose of this conflict of interest policy is to protect this tax-exempt corporation’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. The governing board obtains signed statements from each board member annually. By signing, the policy members agree to disclose potential and actual conflicts and act in accordance with the policy.

BUDGET POLICY AND PROCEDURE

The annual budgeting process begins the second week of July, when the Director of Finance sends the Preliminary Budget Request Worksheets to all administrators who are authorized to manage Horizon University funds.

After Preliminary Budget Request Worksheets are due, the budget committee (President, Chief Operating Officer and Director of Finance) will have about two weeks to develop our preliminary budget. The preliminary budget will include proposed allotments to each department requesting funds.
To develop the preliminary budget, these administrators will review prospective enrollment, revenue, key needs, major expenses and the total amount of funds requested through Preliminary Budget Request Worksheets. The total of funds for all departments cannot exceed 85% of the anticipated income from tuition, donations and other sources.

By August 15th, the Director of Finance will send a Preliminary Budget Response Memo to each department that requested funds.

During mid-August, the budget committee will complete their final proposal for the upcoming year’s budget. This budget will be submitted to the President (if the President delegated his or her authority and participation in this process) by the end of August. Unless the President requests further work on the budget, it will be submitted to the executive committee of the Board of Directors by September 1st. The Board will vote on this proposed budget at their stated meeting.

INVESTMENT POLICY

1. The Board of Directors will maintain responsibility for all investment matters of the corporation. It shall form a Finance Committee consisting of three or more members of the board who will be duly nominated and elected to such positions.

2. The board shall nominate and elect committee members that have significant knowledge and experience with regard to investing. The Finance Committee will propose and/or maintain policies and procedures that the full board will periodically review and revise, including investment policies for the corporation. Such policies and procedures must protect the interests of the corporation in the fulfillment of its non-profit and tax-exempt mission, purposes and objectives. These policies and procedures are also to be in accord with biblical principles.

3. Daily supervision of transactional and administrative paperwork pertaining to investments may be delegated either to a business manager or to the Finance Committee.

4. Investment policies shall be conservative, prioritizing safekeeping of principal. Aggressive growth funds that present higher risk shall be avoided. Normal growth funds may be suitable, in some cases, and any funds designed for growth shall be well diversified. The investment policies shall specify that a certain percentage of various accounts must be kept in bonds, CDs or other conservative investments. Three to six months of reserve capital shall be kept in a liquid account that is FDIC insured. No more than $100,000 shall be kept in any one bank account, so as to remain below the limit of FDIC insurance.
5. Our specific policies for diversification of endowed funds are as follows:

The target balance of endowed funds is to be 60% equity at cost basis and 40% in fixed income and money market funds. No more than 5% of endowed funds will be invested in a single stock. Of the equity portion of funds, the equity manager will weigh the holdings to large cap and global equities. Of the fixed income portion of funds, bonds will be either corporate or government bonds rated B or better.

6. Our policies for ethical implications of investments are as follows:

Companies whose primary products are pornography, alcoholic, tobacco or gambling are not to be used in the portfolio.

7. Our policies for careful safeguarding of funds are as follows:

An independent, third party will hold endowed assets of financial instruments and submit monthly statements of accounts.

8. As a measure to prevent mistakes, fraud, embezzlement and conflicts of interest, two types of audits will be conducted. A qualified individual will conduct an outside, opinioned audit. Since the corporation’s independent auditor will not review all financial transactions, the board will conduct a regular review of the expenses of high-level administrators.