



HARDING SCHOOL OF THEOLOGY

STUDENT HANDBOOK

A Guide to Attending

HARDING SCHOOL OF THEOLOGY



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WELCOME FROM THE DEAN

Welcome to Harding School of Theology! I hope your time here will be used by God to bless you richly. From my desk, I see much more than you can see on our website or in our catalog.

Beyond a list of degree programs I see men and women who were transformed and equipped for service through the training they received here. I have heard many of them say that their life and ministry would not have been the same had they not studied here.



Dr. Allen Black
Dean

I see a dedicated staff that works tirelessly to provide quality student services. All our staff views their work at HST as a ministry. You will be blessed by their servant hearts as they assist you with registration, guide you in course selection, and manage your housing on campus.

I see many people who faithfully and generously support the school each month as well as those who left some or all of their estates to endow scholarships. I am grateful that they valued ministry enough to invest generously in it to make it affordable.

The catalog shows you where we are but I also see where we are going. The dynamic of our curriculum involves the constant revision of courses, developing new courses, and creating new programs. All of this takes place long before it appears in the catalog.

I see the networking, building of community, mentoring, chapel, an active Student Association, and the social interaction that takes place in the library that students will also experience here.

As you begin or continue your educational program at HST, know that behind it lies a team of Christian servants committed to blessing you on your spiritual journey. HST is a wonderful place to dive deeper into the Word, to know Christ better, and to enhance your spiritual formation.

Dr. Allen Black

Dean, Harding School of Theology

INTRODUCTION

Harding School of Theology is a composite organism made up of trustees, administration, faculty, staff, alumni, students, and campus. Each has its own contribution to make toward the attainment of the objectives for which the institution exists and by which the school maintains its place in the nationwide community it serves today and has served in the past. HST is also a Christian school whose faculty and staff seek to do God's will as we all strive to follow Christ and all He taught. Attendance at Harding is considered a privilege with responsibility and accountability.

This handbook offers all students a convenient form of reference to essential information concerning the general principles by which our student life is organized. It is not intended to replace or to be a substitute for the online academic catalog -- every student is expected to know the requirements contained in the academic catalog.



YOUR RESPONSIBILITIES AS A STUDENT

Your primary obligation is to develop a high standard of scholarship with an emphasis on preparation for Christian service. This means you will meet all academic appointments, which include classes and conferences with members of the faculty, and complete assignments on time. If absent from classes for any reason, it is your responsibility to notify your professor and to complete the missed work.

You will always demonstrate Christian character, recognizing the immeasurable value of personal integrity. This includes honesty in the preparation of assignments, the writing of papers, and the taking of examinations. You will show respect for the property of others and in meeting all financial obligations with the school and the community.

You will conduct yourself in such a manner as to support social wellness, which means that students in the Christian university environment must avoid all forms of sexual immorality, pornography and profanity.

You will also stress personal wellness, which means that you will completely abstain from the use of illegal drugs, and abstain from alcohol (regularly or socially), or tobacco in any form while on the HST campus.

You will realize the importance of respecting the rights of others as a fundamental Christian principle necessary for harmonious personal relationships. You will be considerate in the use of all school facilities including the library, classrooms, recreational, and parking areas.

If you are an on-campus student, you are expected to abide by a positive housing code designed to encourage Christian living.

You will dress modestly at all times (see p. 17).

You are encouraged to develop a servant-leadership-ministry lifestyle. Students are encouraged to integrate faith, learning and living.

You are expected to be involved in a local congregation and chapel to grow spiritually in a community of faith.

As a Harding student, you recognize as one of the objectives of your education the development of a Christian philosophy of life. We are grateful that you have included us in your spiritual journey.

ACADEMIC INFORMATION

Registration Load

Graduate education is different from undergraduate education in many ways. Graduate students are expected to exhibit a high degree of maturity in fulfilling their responsibilities as a member of a community of scholars. Your first responsibility will be to organize activities of study, recreation, worship, and social life so as to reserve ample time to engage in other worthwhile activities without neglecting your studies. If you are employed outside school, allow for the essential hours of employment before computing the time left for classes and other activities. The final decision regarding the number of credit hours you take should be made in conference with your academic advisor.

Changes in Registration

Through the first week of class, you may add or drop classes using pipeline. If you wish to drop after the first week of class, contact the associate dean (smcleod@hst.edu).

Students may drop a course with a “W” notation up to 35 calendar days before the last day of classes for the semester. Withdrawal from a course during the last 35 calendar days of the semester may result in a failing grade. No course may be added for credit after the third class meeting.

Class Attendance

All students, whether local, online, or distance, are expected to do their own work, attend classes as scheduled, and turn in assignments on time. A student will benefit immeasurably by being regular in attendance at classes whether on campus or online. Online students should be logged in at the designated times and post assignments by the deadline. Should absences for any cause be excessive in a course, a grade commensurate with attendance may be given at the discretion of the professor.

Inclement Weather Policy

The general rule is that classes will be held even in inclement situations, since missing one class session at HST means missing the equivalent of a week of valuable class time. If the professor cannot make it to class, the professor may cancel the class or teach via HST LIVE. Students should not take undue risks. If you are unable to attend because of the inclement situation, contact the professor to make arrangements for make-up assignments.

Transcripts

Requests for transcripts should be made to the Dean's office. A transcript request form may be downloaded from our website.

Thesis and Guided Research Requirements

Students wishing to write a thesis or guided research should obtain instructions from the HST website.



FINANCIAL INFORMATION

Payment of Semester Accounts



Brenda Curtis
Business Office Mgr

All accounts are payable at the time of registration. However, a deferred payment plan is available. A monthly finance charge will be assessed. (See below)

Final examinations cannot be taken, and neither grades nor transcripts released until account is paid.

TUITION AND FEES: At the beginning of the semester all tuition and fees are due unless other arrangements have been made with the Business Office. The balance of the account may be paid in monthly installments to be set up by the Business Office. Monthly finance charges will be assessed at a rate of 5 percent per annum. Finance charges are not assessed during the summer semester. Registration for subsequent semesters will not be allowed until balances are paid in full.

Students who are unable to meet this schedule should make special arrangements in the Business Office BEFORE the time designated for registration. Balances from prior semesters cannot be carried over to the next semester.

Students who have Government Loans pending will not be bound by this payment arrangement. Loan applications must be in by August 15, however, for students to be exempt.

RENT for students living on campus will be due on the first of each month and is considered late after the 5th unless other arrangements have been made with the Business Office (i.e., student loans, etc.).

The Business Office accepts cash or checks.

You may pay electronically through Pipeline:

- Credit Card: Discover, American Express, or MasterCard ONLY: there is a fee for each credit card payment.
- Electronic Check: there is no charge to pay with electronic check.

No checks will be cashed on campus.

Students must leave their forwarding address with the Business Office prior to graduation or leaving school.

Refunds

When a student withdraws entirely from a course or from the school, refunds will be governed by the policy outlined in the Catalog.

Note: One-week intensive courses and online courses will be governed by the same refund policy as that of semester-length courses. The beginning date for refunds for intensive courses will be two months in advance of the first class meeting. The refund schedule for monthly courses is 50% after the first class meeting, 20% after the second class meeting.

A student changing from credit to audit is also governed by these policies.

General Business Office Regulations

- a. Students will not be permitted to register for subsequent semesters until all financial obligations have been paid in the Business Office and Library.
- b. No diploma, certificate, transcript or letter of recommendation will be granted to students who have failed to take care of indebtedness to the school.
- c. At the discretion of the administration of the school, students may be suspended for non-payment of their indebtedness.

Examinations by Special Arrangement

Examinations taken out of scheduled order present an added burden to the faculty. Any student desiring to take an examination out of order must obtain permission from the professor and pay the fee (listed in the catalog) for each examination to the Business Office. The student will be permitted to take the examination out of schedule when the professor receives payment notification from the business office.

Students who lack the required undergraduate prerequisites in Bible and religion may be permitted to satisfy in part the requirement by special examination. There is a fee for each examination. Permission to take these examinations must be obtained from the Dean and the professor in the area concerned.

TEXTBOOK AND POSTAL SERVICES

Limited postal services are available in the library.

Students have outside access to their Post Office Box. See the catalog for current Post Office Box rental fee.

HST does not operate an onsite bookstore. Students may purchase textbooks through Amazon. If you enter Amazon through our affiliate link at <https://hst.edu/students/textbook-services/>, HST will receive a percentage of any purchases you make without affecting the cost of your book order. Required textbooks for each course with correct editions and ISBN numbers are also found at <https://hst.edu/students/textbook-services/>.

LIBRARY INFORMATION

The L.M. Graves Memorial Library is a first class theological library. Students should visit hst.edu/library to learn more about this vital tool for graduate studies and the policies governing library use.



STUDENT SERVICES

Student Services concerns itself primarily with non-classroom activities in the life of the student. While every department of HST exists to serve students in some way, Student Services seeks to coordinate and provide a variety of services that will further enable students to develop as whole persons, academically, physically, socially, emotionally, and spiritually.

Services and opportunities available to HST students include: housing, general services (defined later in this handbook), student participation in institutional government, and student discipline.

Housing



Bethany Moore
Housing Supervisor

On-campus housing is available for both married and single students -- twelve single-bedroom apartments, six two-bedroom apartments, and five two-bedroom townhouses. This necessitates an order of priority in making housing assignments.

General order of priority: The date the housing reservation form is received with the housing application fee establishes the basic order of priority for all on-campus housing. The order of priority is further established by the following:

1. Harding-Brewer Apartments:

The two-bedroom apartments are reserved for couples with children, with preference given to those with small and/or school-age children who are in the home full-time. Two-bedroom apartments may be rented to couples without children (or without small children) if they are not otherwise occupied. In this case, however, if a one-bedroom apartment is available and the two-bedroom apartment is needed for a couple who meets the above criteria, the couple who does not meet these criteria will be asked to relocate to the one-bedroom apartment.

2. Benson Townhouse Apartments:

These two-bedroom townhouses are reserved for single students, with up to four single students living in each apartment. If any of the apartments are not being used by single students, they can be made available next to married students with children, and finally to married students with no children.

Requests for all campus housing should be made to the Housing Supervisor. Each request must be accompanied by a reservation fee (see catalog for current reservation

fee). Housing is assigned on a priority basis determined by the date on which the reservation and its accompanying fee is received. This fee is applied to the first month's rent and is refundable only when housing is unavailable, or when written cancellation is received 30 days prior to move-in.

A housing security deposit is required for all campus housing.

Housing regulations are in the housing rental agreement.

Rent for students living on campus will be due the first of each month unless other arrangements have been made with the Business Office (i.e., student loans, etc.). Rent is considered late after the 5th and finance charges will apply.

Students wishing to terminate residency in campus housing must give official notice to the Housing Supervisor. Refunds of the security deposit will be made only after the Business Office has cleared the account, the premises vacated, inspected, and the keys returned.

Apartment rent will be refunded for unused time except any part of a month in which a move occurs will be counted as a full month of occupancy.

Students are liable for loss and/or damage beyond normal wear and tear. Security deposits will be held as a retainer against damages until such accounts are paid in full. NOTE: The furniture in any furnished apartment is to remain in that apartment. It is not to be stored or moved out of the apartment. Any changes to the accommodations must have the written approval of the Housing Supervisor.

NOTE: THERE IS NO STORAGE SPACE AVAILABLE ON CAMPUS.

In addition to managing campus housing, the Admissions Office offers assistance to anyone seeking to live off campus while attending HST.

General Services

Counseling

The Vice President, the Dean, the Associate Dean, and the Director of Admissions are available to students and their families for educational, vocational, brief personal and family counseling, and as a reference source for students desiring further professional counseling.

Personal counseling. The pressures of graduate study with its financial demands can create periods of frustration, discouragement, marital stress, and spiritual growing pains. It is wise to talk through such difficulties, as the Scriptures suggest, while they can be easily handled and as they are encountered. HST reserves the right to require a student to receive mental health evaluation and treatment, at student's expense.

Vocational counseling. Time spent at HST is usually a time of reflection concerning the direction one's life should take for students with little ministry experience. Vocational counseling can help students assess their talents and options, make satisfying decisions, and set worthy goals for future ministry.

Academic counseling. Questions concerning academic matters such as course requirements, academic probation, and degree programs are answered by the Associate Dean. Additionally, the entire faculty is available to assist students in academic and vocational matters. The Associate Dean will assign a faculty advisor to each student to give academic advice prior to registration.

Placement

The Admissions Office offers help to any student or student's spouse in obtaining employment while attending HST. This office posts a listing of church-related job openings for current students and alumni on the school website under "Ministry Job Opportunities." Secular jobs are also posted on campus bulletin boards, and more detailed information is available upon request.

Financial Aid

Certain scholarships and loans are available to students who qualify. Loan information and application forms are available in the Business Office and on the website.

Scholarships are provided by individuals and congregations interested in assisting those who wish to equip themselves for greater Christian service. These scholarships are not tuition discounts. Each dollar a student is awarded in scholarship is a dollar given by one of our donors. Applications for such scholarship assistance are available on the website.

Scholarship applications should be submitted by March 1 and are awarded for the next academic year (fall, spring and summer). Since scholarships are awarded annually, students desiring continued scholarship assistance must re-apply each year by March 1.

Student Records

Policies on student records are formulated in harmony with the guidelines of the American Association of Collegiate Registrars and Admissions Officers.

Student transcripts are in a locked vault and/or maintained by the school's third-party campus administration program, which has full security and disaster-recovery protocols in place. All other information that pertains to the student's status and progress is filed in the student's confidential folder in the Associate Dean's office.

It is the School's policy not to release a student's transcript or other confidential information without written permission from the student. Directory information may be released at the School's discretion unless the student has submitted a written request restricting such information.

Student Participation in Institutional Government/Student Association

Students are served by a student association composed of a president, vice president, secretary/treasurer, communications director, and representatives from various groups. The Student Association strives to plan a year of useful and enjoyable activities (picnics, chapel, devotionals, etc.) in which the student body can participate, and is in charge of maintaining athletic equipment. The Student Association also enables students to influence institutional policy by serving on committees and by voicing concerns and suggestions for improving campus life. Annual events for the student body include "Coming Together," Fall Fest and Christmas parties, and Spring Thing.

The Student Association coordinates student involvement in at least three other areas:

1. Small Group Fellowships. When warranted, groups form to pursue activities for students interested in particular areas of interest.
2. Communications. With the diverse nature and staggered schedules of the student body at HST, communication must come through various channels. The Communications Director is elected each year as a Student Association officer.
3. Chapel Services. A brief opportunity to worship occurs each day that classes meet in the morning in the chapel of the E. H. Ijams Administration Building. The Student Association vice-president is responsible for chapel devotionals. Chapel attendance is expected on the days that a student has classes on campus. Important announcements

and school communication occur during chapel periods as well as the building of a sense of community.

Student Discipline

Harding School of Theology expects the highest level of behavior from its students. In case disciplinary problems arise, however, the following procedures have been approved to deal with such matters:

Specific rules to be followed by students are published in the Catalog and Student Handbook. Rules and Regulations for occupants of campus housing are distributed and signed by all occupants.

Statement of Student Rights:

1. The right to equitable treatment by the administration, faculty, and staff.
2. The right to fair process as described below.
3. The right to representative government.

Policies on Dismissal and Readmission

The following activities will subject the student to dismissal from the School: Use or possession of alcoholic beverages on any Harding campus and/or illegal use or possession of narcotics, depressants, stimulants, hallucinogens or solvents; sexual immorality; and lying, especially to an Administrator or the Student Affairs Committee in a disciplinary or appeals situation.

The online access services in the library and on campus are for research only. Improper use could result in loss of these services. Pornography is not allowed in any form on campus.

A student may be subject to dismissal for any of the following: gambling or wagering on the HST campus, abuse of property, dishonesty (including falsification on tests or assignments, plagiarism, forgery, theft, etc.), possession or use of any firearm or weapon on any Harding campus, harassment in any form (including sexual harassment), and persistent failure to comply with administrative requests.

Misuse of Electronic Devices: Electronic devices (e.g., cell phones, laptops, iPads, music players, and similar devices) shall not be used in a manner that causes disruption in the classroom, library, chapel, or within any university-owned or university-operated facility. Abuse of any electronic devices with photographic or video-recording capabilities, use of devices for purposes of photographing test questions or other notes

and materials is clearly a violation of academic honesty and will not be tolerated. Photographing individuals in secured areas such as bathrooms, the fitness room, and other areas where there is a reasonable expectation of privacy and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited. Abuse of any electronic devices with audio-recording capabilities, recording classes, conversations, or other meetings public or private without the express permission of all parties is strictly prohibited. Electronic transmission of audio-recording of any person without their express permission is strictly prohibited. Students who misuse electronic devices will be subject to discipline from HST.

Sharing music and movies illegally is a form of theft and will be dealt with as theft especially if HST resources are used to accomplish this. Students violating copyright laws will be subject to disciplinary action.

Should a student wish to appeal disciplinary action by the School, please consult catalog for the appeal process.

A student dismissed from the School may, after one full semester, apply for readmission to the Associate Dean, who will consider the request in consultation with the Student Affairs Committee.

Dress Code

All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. HST is a relaxed, professional, academic environment, and dress is expected to be business casual.

Students are expected to dress modestly at all times. SHORTS AND CAPS ARE NOT PERMITTED IN CLASSES OR CHAPEL. Shorts which are mid-thigh or longer may be worn on campus for casual wear.

Hair should be neat, clean, and free of extreme styles. Neatly trimmed beards are permitted for men. Tank tops and body shirts are acceptable only for gym and athletic participation.

Women's skirts and dresses should have the hemline to the knee. Tight-fitting attire is not appropriate for campus or classroom wear. Halter tops or garments that leave the midriff exposed are not acceptable. Shoulder straps on dresses should be at least two inches wide. Leggings are permitted if the outer garment comes to the knee.

Questions that may arise concerning appropriate dress should be brought to the Dean.

ADVANCEMENT OFFICE INFORMATION



Greg Muse
Director of
Advancement

Education is very expensive. It is one of the largest investments made by our cities, counties, states, and even the federal government. Graduate education is the most expensive. The HST Advancement Office is responsible for raising funds to meet these financial needs.

The Advancement Office help students by raising scholarship support in two ways. In recent years, Advancement has raised over \$400,000 per year to go directly for scholarships. In addition, the Advancement Office raises funds each year that go into the endowment, which generates interest income that also funds scholarships.

You can participate by suggesting individuals or congregations to whom we can go to seek support for your scholarship grants and that of other students.



Run for the Son, our annual 5K Race, raised over \$13,000 for scholarships in 2013.