

Mission Statement

Hayfield University exists to provide trained personnel for the global proclamation of the Gospel and for serving in leadership roles in Bible believing churches.

HAYFIELD

U N I V E R S I T Y

CATALOG

2018-2020



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Table of Contents

Table of Contents.....	2
A Word from the President.....	5
Introducing the University.....	6
Statement of Purpose.....	6
Mission and Vision Statement.....	7
State Approval and Accreditation.....	7
Retention of School Records.....	7
The Main Campus.....	8
Orientation.....	8
Chapel.....	8
Privileges.....	8
Statement of Faith.....	9
Educational Objective.....	11
Admissions.....	12
Prerequisites.....	12
Application.....	12
Personal Interview.....	12
Spiritual Requirements.....	12
Health Insurance.....	13
Equal Opportunity.....	13
Application Deadlines.....	13
Foreign Students and Visas.....	13
Admissions Tests.....	13
Admissions Procedure.....	13
Transfers.....	14
Prior Experiential Learning.....	14
Challenge Exams.....	15
Re-Admission.....	15
Degree Programs.....	16

Bachelor’s Degree Program.....	16
Bachelor in Theology (4 years program- 120 units).....	16
Graduate Degree Programs.....	21
Master of Divinity (3 years program – 90 units).....	21
Distinctions between Levels of Study (BAT and M.Div.)	25
Undergraduate Courses Description.....	27
Graduate Courses Description.....	31
Academic Policies	35
Credit Hour Definition.....	36
Residence Requirement	36
Grading	36
Auditing.....	37
Class Attendance	37
Small Group Interaction	37
Conduct.....	37
Time Limits for Completion of Degree.....	38
Academic Probation	38
Requirements for Graduation	38
Application for Graduation.....	38
Academic Freedom Policies	38
Right to Review the Academic Record	39
Leave of Absence	39
Registration.....	39
Graduation/Bible Examination	39
Thesis/Dissertation	40
Full/Part Time Status.....	40
Contract, Cancellation and Dismissal.....	40
Retention of Student Record.....	40
Code of Academic Ethics	40
Schedule of Current Charges.....	41
General Schedule.....	41
Refund Policies.....	42
Payment Schedule.....	43
Federal and State Aid	43

Student Tuition Recovery Fund.....	43
Financial Assistance	44
Scholarships.....	45
Student Life and Services	46
Student Fellowship	46
Student Government Council	46
Worship and Spiritual Life	46
Facilities.....	47
Housing.....	47
Meals	47
Student Complaint Procedure	47
First Aid Kit.....	47
Sexual Harassment	47
Discipline.....	48
Counseling Services	48
Student Pasturing and Preacher's License.....	48
Career Planning and Placement Services	48
Alumni.....	49
Tutorial Assistance	49
Learning Resources	49
Library Services.....	49
University Leadership.....	51
Board of Trustees:	51
Administrative Staff	51
Faculty	51
Academic Calendar.....	53
Request Form.....	54

A Word from the President

Welcome to Fullerton, California! This just may be the place for you. We have outstanding faculty who love the Lord and love the church. We have great facilities and a swash-buckling city full of sports, culture, arts, and all sorts of interesting attractions. It's the city of champions! But, of course, you won't want to get distracted by how much fun a town like Californian can be. After all, you will be coming here to study and learn, right? Well, that's sort of true.

You will also be coming to grow your way into this idea of ministry and your place in it. If you do come here, and I hope you do, you will find yourself being spiritually formed by professors, peers, and of course God, into the pastor you will someday become. That can be a little scary, but it's also incredibly exciting and enriching.

I am grateful to each of you for all that you do to help fulfill the mission of Hayfield University as we prepare leaders who proclaim with great joy God's message of good news in both word and deed! Your prayers, words of encouragement, and gifts of financial support provide the "faithful cloud of witnesses" that runs this great race with us. May God's blessings be with you!

If God called you and directed you providentially to apply for Hayfield University, you made a right choice. You have our word that we will surely do our best to assist you to fulfill your mission in Christ.

Thank you very much.
Hayfield University

Introducing the University

Statement of Purpose

Hayfield University exists to provide understanding in the content and interpretation of the Word of God, an in-depth biblical philosophy of ministry, and detailed instruction in applied ministry skills. Our degree and certificate programs are designed to meet the needs of the student, balancing academic with flexibility and value.

You can work toward your goals by earning a degree or certificate part time, at the pace that complements your life style. The HU is determined by three great central convictions: First, the Christian, as set forth in the Westminster Confession of Faith on the basis of Holy Scripture, is true; second, the Christian requires and is capable of scholarly exposition and defense; third, the Christian is founded upon Christian doctrine as set forth in the Word of GOD.

Our programs are designed to prepare pastors, church staff members and missionaries to preach and to teach the inerrant word of God and to win people at all cultures to Christ. Teaching is to be true to the great Christian fundamentals, including the pre-millennial return of Christ. The University is to show forth in the lives of its directors, faculty and students an attitude of deep consecration to the things of God; of constant dependence upon prayer, and of unceasing devotion to the task of spreading the knowledge of the saving power of Christ throughout the world.

The university requires confidential references from a Minister and purpose for wanting to attend HU. God's mission through the church also obliges the university to prepare persons for other types of ministry. HU provides specialized training in such areas as youth ministries, missions and evangelism, church education, diaconal ministries, and pastoral care and counseling.

Mission and Vision Statement

1) Mission and Vision Statements

A. Mission

HAYFIELD UNIVERSITY exists to provide trained personnel for the global proclamation of the Gospel and for serving in leadership roles in Bible believing churches.

B. Vision

Mission of Hayfield University is accomplished through curricular programs of biblical, general, and professional studies that integrate classroom instruction and practical experiences to foster spiritual, personal, and social development.

2) Institutional Goals

Based on its Mission Statement, HAYFIELD UNIVERSITY will endeavor:

- Pursue God
 1. Knowledge of the Word of God: To instruct students in biblical knowledge based on the authoritative, inerrant Word of God.
 2. Biblical Holiness Perspective: To challenge all students to understand and believe the gospel of Jesus Christ.
- Learn to Learn
 3. Academic Development: To stimulate within students a spirit of inquiry, investigation and critical thinking so as to equip them to be lifelong learners.
 4. Skills to minister effectively: To help students integrate biblical principles into the personal, social and professional areas of their lives.
- Prepare to serve
 5. Contextualize Ministry, Commitment to Serve God: To equip students for various kinds of service in the context of the local church and other Christian ministries.
 6. God places on their participating, Supplying Leaders: To train students to communicate and serve effectively to impact their world

State Approval and Accreditation

Degree programs of study offered by Hayfield University have been found exempt from the requirement of licensure by the BPPE for exemption from licensure with respect to religious education.

Retention of School Records

The Board of Trustees of the Hayfield University have adopted a resolution to the effect that all school records of the university shall be retained for a minimum of five years with the exception of individual student records which shall be kept for a period of fifty years. The Audit Committee of the Board of Trustees will from time to time verify that the school administrators are in fact adhering to the requirements of this resolution. All records of the University are located in the main office. The important records, including each student's file, grade reports, and financial records, are stored in a

safety fire-proof cabinet and on computer disks. In case of the closing of the school, the Presbyterian Church will be responsible to retain all documents.

The Main Campus

Hayfield University
2495 E. Orangethorpe Ave. Fullerton, CA 92831
T. 714.738.1461, F. 714.738.1440

Orientation

The HU offers academic orientation each semester for all new students and all continuing students. The orientation sessions are designed to introduce new student's school life, policies, regulations, faculty members, administration, and the surrounding community.

Chapel

Chapel worship service is conducted once a week under the direction of the faculty. All regular students are expected to attend the chapel. Chapel service is designed for the spiritual growth and fellowship of the students.

Privileges

The school seeks to provide a place and support for the graduates and undergraduates who want to do mission work or ministry. The students must meet all the requirements of becoming Christian ministers in their vocations and show the genuine desire to serve God.

The students who graduate from the seminary with the M.Div. degree can be ordained as church ministers once the students meet the qualifications set by the ordination committee of the denomination concerned.

The HU will do its best to provide scholarships to the students who want to continue their studies at the advanced degree level.

The HU, particularly the seminary, may offer mission field education courses through internship ministry (in places such as South America, South-East Asia).

The HU as long as the college and seminary has a need for it. However, the administration of HU itself is run by the school administrators appointed at the Board of Trustees Meeting.

Statement of Faith

We Believe:

1. **The Holy Scripture:** We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy 3:16-17).
2. **The Godhead:** We believe in one Triune God, eternally existing in three persons- Father, Son, and Holy Spirit-co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; 2 Corinthians 13:14).
3. **The Person and Work of Christ:** We believe that the Lord Jesus Christ, eternally God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary , in order that He might reveal God and redeem sinful men (Luke 1:35; John 1:1,2,14). We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitution sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; Ephesians 1:7; 1 Peter 1:3-5; 2:24). We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1: 9-11; Romans 8:34; Hebrews 7:25; 9:24; 1 John 2:1-2).
4. **The Person and Work of the Holy Spirit:** We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13-14). We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; Ephesians 5:18; 1 John 2:20,27).
5. **The Creation and Man:** We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire human race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literal, twenty-four hour days, as detailed in Genesis chapter one. We believe that man was created in the image and likeness of God, but that when man sinned the human race fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition. (Genesis 1:26-27; 5:2; Psalm 51; Romans 3:22-23; 5:12; Ephesians 2: 1-3,12).
6. **Salvation:** We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:1-5; Ephesians 1:7; 2:8-10; 1 Peter 1:18-19). We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith are then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:3-4; 1 Corinthians 12:13; Ephesians 1:3-4; 2:8-9; Philippians 2:13; Titus 3:5; 1 John 2:2).
7. **The Eternal Security and Assurance of Believers:** We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans

- 8:1, 38; 1 Corinthians 1:4-8; 1 Peter 1:5). We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13-14; Galatians 5:13; Titus 2:11-15; 1 John 5:10-13).
8. **The Two Natures of the Believer:** We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13; 8:12-13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:9-10; 1 Peter 1:14-16; 1 John 3:5-9).
 9. **Separation:** We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12:1-2, 14:13; 2 Corinthians 6:14-7:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11).
 10. **Missions:** We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the 9 Gospel to all mankind (Matthew 28:19-20; Mark 16:15; Acts 1:8; 2 Corinthians 5:19-20).
 11. **Ministry and Spiritual Gifts:** We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helps, leadership, administration, exhortation, giving, mercy, and teaching; that the gifts of prophecy, speaking in tongues, and the working of sign miracles ceased as the New Testament Scriptures were completed and their authority became established (Romans 12:6-8; 1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12; 1 Peter 4:10). We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; James 5:14-15; 1 John 5:14-15). We believe in the autonomy of the local church (Acts 13:1-4; 20:28; Romans 16:1; 1 Corinthians 3:9, 16; 5:4-7; 1 Peter 5:1-4). We recognize the ordinances of water baptism and the Lord's Supper as a scriptural means of testimony for the church today (Matthew 28: 19-20; Acts 2:41-42; 18:8; 1 Corinthians 11:23-26).
 12. **The Personality of Satan:** We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the lake of fire (Job 1 :6-7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:11).
 13. **The Second Advent of Christ:** We believe in that "blessed hope," the personal, imminent, pre-tribulation and premillennial coming of the Lord Jesus Christ for the church; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom, which will begin only after the second advent (Zechariah 14:4-11; Thessalonians 1:10; 4: 13-18; 5:9; Revelation 3: 10; 19:11-16; 20:1-6).
 14. **The Eternal State:** We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-6; 22:12). We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when soul and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; 3:32; 1 Thessalonians 4:16-17; Revelation 20:4-6). We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment

(Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15).d

Educational Objective

To develop servant-leaders with global evangelistic vision:

1. To instruct students in biblical knowledge based on the authoritative, inerrant Word of God.
2. To help students integrate biblical principles into the personal, social and professional areas of their lives.
3. To train students to communicate effectively to impact their world.
4. To stimulate within students a spirit of inquiry, investigation and critical thinking so as to equip them to be lifelong learners.
5. To equip students for various kinds of service in the context of the local church and other Christian ministries.
6. To challenge all students at the college to understand and believe the gospel of Jesus Christ.

Admissions

Prerequisites

Students who apply for the Bachelor of Arts in Theology (B. Th.) degree must hold a high school diploma or its academic equivalent. Students who apply for the Master's degree at the Hayfield University must hold a four-year College degree (B.Th.) or its academic equivalent. No exception will be made for degree-seeking students. Students who desire to take a course by audit will not be subject to this prerequisite.

Application

The HU's academic programs and facilities are open to students of all Christian denominations who meet the standard requirements for admission. The HU desires only qualified students and personnel who are committed to Jesus Christ. However, HU does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarships, or any other programs and activities. The following documents must be included in the application process.

1. The application form
2. A non-refundable application fee (\$100.00)
3. Three letters of recommendation
4. A statement of the applicant's Christian faith
5. One recent photograph
6. Official transcripts from all schools attended including high school.

The application form and other forms can be obtained from the admission office, requested by either phone or mail. The mailing address and phone/fax numbers are:

Hayfield University
2495 E. Orangethorpe Ave. Fullerton, CA 92831
T. 714.738.1461, F. 714.738.1440.

Personal Interview

Each applicant is required to have a personal interview with a team of faculty members. All applicants will be notified of the time for this interview.

Spiritual Requirements

University is to prepare and equip men and women to be Christian leaders; it is committed to the Bible as God's Word and to the confessions and confirms the fact that they have accepted Christ as their personal Savior. Primary requirements of the university are the applicant's personal qualifications, spiritual development and preparation of ordained ministers of the Christian Ministry. The University requires confidential references from a Minister and purpose for wanting to attend HU. God's mission

through the church also obliges the university to prepare persons for other types of ministry. HU provides specialized training in such areas as youth ministries, missions and evangelism, church education, diaconal ministries, and pastoral care and counseling.

Health Insurance

Every student must have some form of health insurance to be allowed to register. All full-time degree students (8 units or more for graduate students; 12 units or more for all others) are required to have health insurance. Bring proof of insurance to registration. All students are strongly urged to enroll all dependents. International students are required to enroll ALL dependents accompanying them to the United States. ALL international students are required to have proof of insurance, regardless of number of units or degree status.

Equal Opportunity

HU seeks a diverse student body. All applicants receive consideration for admissions regardless of race, color, age, sex, physical condition, or national origin.

Application Deadlines

The deadline for fall semester application is approximately August 20, and for spring semester approximately January 20, each year. For foreign students, it is approximately July 20 and approximately December 20 respectively. Check the schedule for exact dates.

Foreign Students and Visas

At the moment HU is authorized by the U.S. Government to issue the I-20 form for visas from foreign countries. As soon as it is approved by the State in the near future, it will be authorized to do so.

Admissions Tests

HU employs Composition and Bible tests in its admissions process. All undergraduate applicants must take an admission test as part of the entrance process. There is a Composition Test and a Bible Admissions Test. The Composition Test is used to evaluate the ability of students for advanced academic study and writing. The minimum passing score is a "C+." The Bible Admissions Test is used to evaluate the ability of students for academic study. The minimum passing score is a "C+." The results of tests can apply to the awarding of academic scholarships if the applicant proves worthy.

Admissions Procedure

After the Admission Director reviews the documents and confirms the completion of each applicant's file, the director will notify the applicant to take the appropriate tests. Each applicant is required to have a personal interview with a team of faculty members. Each student is required to show proof of health insurance. The admissions committee finalizes the admission based on the following criteria:

1. A sense of calling from God for Christian ministry
2. Regeneration experience and baptism with water
3. Active and fruitful church participation
4. Acceptable test results

5. Recommendations
6. Evaluation from interview

The applicant will be officially notified either by phone or mail, and the admitted students will receive registration information and forms from the school.

Transfers

As part of its admissions process, Hayfield University accepts transfer credits from other institutions. However, the credit must be from a college that is approved by the Council of Private Postsecondary Vocational Education or accredited by an accrediting association that is recognized by the U.S. Department of Education. If a degree student wants to transfer credit from another postsecondary school to HU, an official transcript stating the course(s) and grade(s) must be submitted to the Director of Admissions prior to beginning courses. For undergraduate degree students, the maximum amount of transfer credit from another approved or accredited institution shall be 94 semester units or its equivalent. For master degree students, the maximum amount of transfer credit from another approved or accredited institution shall be six semester units or its equivalent. The transcripts from foreign educational institutions can be confirmed by letter. HU can ask to evaluate the schools in foreign countries through the American Council for Education.

Prior Experiential Learning

Maximum Credit Limits:

1. Of the first 60 semester units awarded a student in an undergraduate program, no more than 15 semester units may be awarded for prior experiential learning.
2. Of the second 60 semester units (i.e., units 61 to 120) awarded a student in an undergraduate program, no more than 15 semester units may be awarded for prior experiential learning.
3. Of the first 30 semester units awarded a student in a graduate program, no more than 6 semester units may be awarded for prior experiential learning.
4. Of the second 30 semester units (i.e., units 31 to 60) awarded a student in a graduate program, no more than 3 semester units may be awarded for prior experiential learning.
5. No credit for experiential learning may be awarded after a student has obtained 60 semester units in a graduate program. Also, no credit will be awarded for the doctoral program.

Qualifying the Experience

Credit for Prior Experiential Learning shall only be granted by the Dean of Academic Affairs upon the written recommendation of a faculty member and may grant such credit only if all of the following conditions apply:

1. The prior learning is equivalent to a University or university level of learning.
2. The learning experience demonstrates a balance between theory and practice.

3. The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.
4. The student has documented each University or university level learning experience for which credit is sought in writing.
5. In evaluating prior experiential learning, Hayfield University staff may factor in the assessment of certain external organizations based on published guidelines.

HU relies on internal evaluations of credit from foreign institutions of higher education.

Challenge Exams

Students who have been admitted to HU in selected programs may take an exam to “challenge” a course in the curriculum, if an exam exists for the course, and thereby receive credit for the course. Typically, the challenge exam for a course will be an exam similar but different from the course’s final exam that is designed and administered by a faculty member teaching that course. The student must pass the challenge exam by the Grade Point Average of C (70%) and above in order to receive credit for the course. There are limits as to the amount of credit a student can earn through challenge exams. For undergraduates, no more than 25 percent, or 30 semester units, of the bachelor’s curriculum can be challenged. For the 96-unit Master of Divinity students, the limit is 9 semester units and other restrictions apply. The course taken by challenge exam can be counted as one of the courses normally taken in the school semester. The transcript of any student successfully challenging a course will list the course, the exam grade as the final grade, and will carry a designation that the course was met through challenge. Any student wishing to challenge a course must apply in writing to the Dean of Academic Affairs and list the course they would like to challenge, the preferred date, and the amount of credit they wish to receive if they successfully challenge the exam. A non-refundable \$50 challenge exam fee must be paid at the time the challenge exam is taken.

Re-Admission

Any student who either canceled or was canceled from the enrollment must re-apply for re-admission. The Admissions Committee will review the re-application and decide on it.

Degree Programs

Bachelor's Degree Program

Bachelor in Theology (4 years program- 120 units)

General Description

Hayfield University offers a Bachelor's degree in Theology based on 120 semester units of credit. The program lasts four academic years, includes general education courses, and is designed to equip the student for more effective communication of the Gospel. Each course is worth from one to four semester credits and the program consists of approximately 40 courses in each of 3-units including an introduction to the theory and practice of Church History, Missiology, the Old and New Testaments, Systematic and Practical Theology.

Bachelor in Theology Program-Specific Student Outcomes

The outcomes of the program are to help the student attain a fundamental grounding in Theology, The program allows students to master enabling skills for autonomous learning and to develop a deep understanding in a specific area of theological knowledge. The elective segment provides the opportunity for students to choose diverse exposure to other areas of interest.

Bachelor in Theology Program-Specific Student outcomes are included as follows:

- Bachelor in Theology graduates are able to demonstrate an adequate background to pursue advanced degrees geared to professional Christian ministry and world missions.
- Bachelor in Theology graduates are able to demonstrate a thorough knowledge of scripture, a thorough knowledge of Biblical Theology, Systematic Theology, Church History, Practical Theology, and Missiology.
- Bachelor in Theology students achieve the planned goals and outcomes for the institution and the program.

Admissions Requirements

The criteria for entrance to the Bachelor of Arts in Theology degree in Theology are:

1. Completion of Application Form for Admission.
2. Three letters of recommendation from faculty, counselors, school administrators, employers, or church leaders.
3. Possession of or candidacy for a high school diploma or GED.
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. Official transcripts from all schools attended including high school.
7. Evaluation of personal interview with a team of faculty members.
8. A sense of calling from God for Christian ministry.
9. Regeneration experience and baptism with water.
10. Active and fruitful church participation.
11. Payment of \$100.00 application fee.

General Education

The Bachelor degree in Theology requires that a minimum of 28 percent of course units be earned in General Education courses. General Education courses include courses in religion, psychology, sociology, philosophy and other fields.

Method of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations on the Bible. Except for internships and field trips, all instruction is conducted in a classroom setting.

Graduation Requirements

The Bachelor's degree program in Theology requires the completion of a minimum of 120 semester units of credit and the passage of a comprehensive exam. The units can be a combination of transfer credits and completion of course work with a Grade Point Average of C (2.0). At least 25 percent of the completed work must be in general education. As much as 75 percent of the 126 semester units (or 94 semester units) may be satisfied through transfer credit. A minimum of 25 percent of the credits must be completed at Hayfield University. In addition to the course work, to graduate, the student must be examined on his/her knowledge of the Bible by a written examination. To pass, a student must correctly answer a minimum of 100 out of 150 questions (75 from the Old Testament and 75 from the New Testament). Exam Procedure. The student will secure the request form to take the examination and the request shall be submitted 10 days prior to the date of the examination. The examination shall be taken at any regularly scheduled testing period. The student will be allowed to retake the examination as many times as the student wishes.

Course Titles and Level

All courses are at the Bachelor degree level. Courses are numbered 100 thru 499. Course descriptions are provided separately.

Degree	General Education	Major Required	Professional Studies	Free Elective	Total Units	Exam
Bachelor in Theology	36	36	24	24	120	Bible Comp. Exam

Bachelor in Theology Curriculum

<p>Biblical/Theological Studies-36 Credit hours Required</p> <p>___ NTE 101 Introduction to the New Testament</p> <p>___ NTE 102 New Testament History</p> <p>___ NTE 104 Synoptic Gospel</p> <p>___ NTE 105 Pauline Epistles I</p> <p>___ NTE 110 Pauline Epistles II</p> <p>___ OTE101 Introduction to the Old Testament</p> <p>___ OTE 202 Old Testament History</p> <p>___ OTE 205 Pentateuch</p> <p>___ OTE 115 Introduction to the O.T. Prophets</p> <p>___ OTE 215 Minor Prophets</p> <p>___ THE 201 Systematic Theology I</p> <p>___ THE 202 Systematic Theology II</p>	<p>General Studies-36 Credit hours Required</p> <p>___ ENG 100 English Composition</p> <p>___ ENG 101 Intro. to Writing and Research</p> <p>___ ENG 201 Introduction to Literature</p> <p>___ GE 101 Intermediate Computer Skills</p> <p>___ GE 102 Introduction to Philosophy</p> <p>___ GE 103 Introduction to Sociology</p> <p>___ GE 104 Speech Communication</p> <p>___ GE 105 Basic Mathematics</p> <p>___ GE 205 Biblical Archeology</p> <p>___ HIS 215 History of World Religions</p> <p>___ GE 306 Introduction to Psychology</p> <p>___ GE 307 Physical Science (Health Care)</p>
<p>Professional Studies-24 Credit hours Required</p> <p>___ ED 115 Introduction to Christian Education</p> <p>___ ED 215 Church Administration</p> <p>___ PRA 310 Homiletics</p> <p>___ PRA 312 Introduction to Missions</p> <p>___ PRA 313 Evangelism</p> <p>___ CHMN 401 Small Group and Discipleship</p> <p>___ LEAD 401 Christian Leadership</p> <p>___ COUN 420 Christian Counseling</p>	<p>Electives-24 Credit hours</p>
<p>Total 120 Credit hours</p>	

The Number of Hours Required by Semester and Year

1 st Year (30 units)			
Semester		Fall	Spring
Required	General Studies	ENG 100 English Composition GE 101 Intermediate Computer Skills	ENG 101 Introduction to Writing and Research GE 102 Introduction to Philosophy
	Biblical/Theological Studies	NTE 101 Introduction to the New Testament	NTE 102 New Testament History
	Professional Studies	ED 115 Introduction to Christian Education	ED 215 Church Administration
	Sub-total	12 units	12 units
Electives		3 units	3 units
Grand Total		15 units	15 units

2 nd Year (30 units)			
Semester		Fall	Spring
Required	General Studies	ENG 201 Introduction to Literature GE 103 Introduction to Sociology	GE 104 Speech Communication GE 105 Basic Mathematics
	Biblical/Theological Studies	NTE 104 Synoptic Gospel	NTE 105 Pauline Epistles I
	Professional Studies	PRA 310 Homiletics	PRA 312 Introduction to Missions
	Sub-total	12 units	12 units
Electives		3 units	3 units
Grand Total		15 units	15 units

3 rd Year (30 units)			
Semester		Fall	Spring
Required	General Studies	GE 205 Biblical Archeology HIS 215 History of World Religions	GE 306 Introduction to Psychology GE 307 Physical Science
	Biblical/Theological Studies	NTE 110 Pauline Epistles II	OTE101 Introduction to the Old Testament
	Professional Studies	PRA 313 Evangelism	CHMN401 Small Group and Discipleship
	Sub-total	12 units	12 units
Electives		3 units	3 units
Grand Total		15 units	15 units

4 th Year (30 units)			
Semester		Fall	Spring
Required	General Studies		
	Biblical/Theological Studies	OTE 202 Old Testament History OTE 205 Pentateuch OTE 115 Introduction to the O.T. Prophets	OTE 215 Minor Prophets THE 201 Systematic Theology I THE 202 Systematic Theology II
	Professional Studies	LEAD401 Christian Leadership	COUN420 Christian Counseling

Graduate Degree Programs

Master of Divinity (3 years program – 90 units)

General Description

The Master of Divinity is a resident university degree which is specifically designed to prepare a person for a ministry in the local church or on the mission field. The Minister should be an advocate of truth, a personable convincingly to argue for the credibility of the faith in our contemporary pluralistic setting, and to witness to the revelation of God in Christ in the confidence of the Spirit of Truth. The program is designed to foster ministry that is intellectually articulate. The Minister should understand the doctrines and traditions of the Church as they have come to expression over time, and be able to reflect on them with insight and to interpret them compellingly for our own time.

The Minister should also be one who empowers the people of God so that they too are enabled confidently to discern and clearly to articulate God's Word for our world. The Master of Divinity concentration in ministry is designed to prepare the student for ordained ministry in churches, par church organizations, and other ministries.

Master of Divinity Program-Specific Student Outcomes

It provides students with a strong foundation in biblical, historical, and theological studies as well as an opportunity to develop competencies useful in ministry to people recovering from abuse, addiction, or trauma. The basic M.Div. curriculum in biblical and theological studies is combined with courses in ministry and internships to prepare the graduate for professional service.

Master of Divinity Program-Specific Student outcomes are included as follows:

- Master of Divinity graduates are able to demonstrate an adequate background to pursue masters degrees geared to professional Christian ministry and world missions.
- Master of Divinity graduates are able to demonstrate a thorough and advanced knowledge of scripture.
- Master of Divinity students become licensed as JDSN and to be prepared a qualified Pastor

Admissions Requirements

Applicants must hold the Bachelor degree or its equivalent. All applicants must have been engaged in a recognized form of professional ministry for at least two years, and references, the Director of Admissions submit the applicant's file to the faculty Committee.

Things to note:

1. The Committee's decision will be made known to the applicant by letter from the Admissions.
2. A non-refundable application fee. Late application may be approved by special action of the appropriate Department chairperson if there are extenuating circumstances. A late fee is added for applications received after the deadlines indicated above.

3. A brief resume of the applicant's experience in ministry, including service as a student and/or as an ordained minister.
4. A church reference on a University form from the applicant's supervisor or from the moderator or secretary of the official board under which the applicant is serving or has most recently served.
5. The University may require the applicant to have a personal meeting with a representative of the University. The policies pertaining to international students are the same for all degree programs.
6. Applicants not previously registered at Hayfield must present the following credentials to the Director of Admissions.

Method of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations on the Bible. Except for internships and field trips, all instruction is conducted in a classroom setting.

Waiving Courses

As many as 20 units of the 90 unit program may be waived based on the following criteria: (1) The student had an undergraduate major in Theology or Theology as indicated on his or her transcript; (2) only designated courses may be waived; (3) the student had to have taken the comparable courses in the same theological major with the satisfactory grade of B (3.0) and above.

Graduation Requirements

To graduate from the Master's degree program of study, each student is required to have completed a minimum of 96 semester units beyond the Bachelor's degree and pass two comprehensive exams. These can be a combination of transfer credit and course work with a Grade Point Average of 2.5 and above. At least 81 semester units must be completed at Hayfield University. Students must pass a written **Graduation Comprehensive Exam**, correctly answering a minimum of seven out of ten questions (70%) selected out of thirty study questions which are prepared in advance in the fields of Biblical Theology, Systematic Theology, Historical Theology, Theology of Mission, and Practical Theology.

The graduation comprehensive examination can be substituted by a thesis or dissertation.

Exam Procedure: Upon completion of the residency requirement, the student will secure the request form to take the examination and the request shall be submitted 10 days prior to the date of the examination. The examination will be compiled by the departments involved and shall be taken at the regularly scheduled testing period.

The student will be allowed to retake the examination only two times during the next scheduled testing periods. Students must also pass the **Bible Comprehensive Exam**, which tests the student on his/her knowledge of the Bible by written examination. To pass, the student must correctly answer a minimum of 100 out of 150 questions (75 from the Old Testament and 75 from the New Testament).

Exam Procedure: To satisfy the graduation requirements, the student will secure the request form to take the examination and the request shall be submitted 10 days prior to the date of the examination. The examination shall be taken at any regularly scheduled testing period. The student will be allowed to retake the examination as many times as the student wishes.

To satisfy the graduation requirements, the student should take a ministry-oriented and professionally-oriented courses that are included practical experiences and applied knowledge through practicums, internships, or other appropriate means. Hayfield University provides two courses, IM523 Immigrant

Ministry: An Internship Case Study for 3 (three) units awarded of practical learning experiences and PT591 thru 596 Supervised Ministry VI for internships of 6 (six) semester each of 3 (three) units awarded as requirement courses.

Course Titles and Level

All courses are at the Master's degree level. Courses are numbered 500 - 699. Course descriptions are provided separately. Those courses marked by * refer to courses which can be waived by their advanced standing for those students who took them in the B. Th. degree program in the same theological major.

Degree	Foundation Studies Required	Language	Biblical Studies Required	Professional Studies	Practicum Internship	Free Elective	Total Units	Exam / Project
Master of Divinity	24	12	9	9	21	15	90	Bible Comp Grad. Comp

M. Div. Curriculum

<u>Foundational Studies (24 Credit hours) Required</u>	<u>Language (12 Credit hours) Required</u>
CHHI 510 History of Christianity NTO 501 New Testament Orientation BIBL 650 Hermeneutics OTO 551 Old Testament Orientation I THE 530 Systematic Theology I THE 540 Systematic Theology II THE 601 Contemporary Theological Issues IE502 Evangelism	GRK 510 Beginning Greek GRK 550 Greek Syntax HEB 510 Beginning Hebrew HEB 550 Hebrew Syntax
<u>Professional Studies (9 Credit hours)</u>	<u>Bible Studies (9 Credit hours) Required</u>
PRA 520 Worship PRA 540 Spiritual Formation PRA 570 Church Planting	BIBL 602 Acts BIBL 603 Synoptic Gospels BIBL 609 Pentateuch
Electives (15 Credit hours)	<u>Practicums, Internships (21 Credit hours) Required</u>
	IM523 Immigrant Ministry: Case Study PT591 Supervised Ministry I PT592 Supervised Ministry II PT593 Supervised Ministry III PT594 Supervised Ministry IV PT595 Supervised Ministry V PT596 Supervised Ministry VI
Total 90 credit hours	

Note: Three (3) credit hours of each course.

Course Number Reference:

Level 100 - 400 for Bachelor in Theology degree courses;

Level 500 - 600 for Master of Divinity degree courses

The Number of Hours Required by Semester and Year

1 st Year (30 units)			
Semester		Fall	Spring
Required	Foundational Studies	CHHI510 History of Christianity NTO501 New Testament Orientation	BIBL650 Hermeneutics
	Bible Studies		BIBL603 Synoptic Gospels
	Language	GRK510 Beginning Greek	HEB510 Beginning Hebrew
	Practicums, Internships	PT591 Supervised Ministry I	PT592 Supervised Ministry II
	Sub-total	12 units	12 units
Electives		3 units	3 units
Grand Total		15 units	15 units

2 nd Year (30 units)			
Semester		Fall	Spring
Required	Foundational Studies	OTO551 Old Testament Orientation THE530 Systematic Theology I	THE540 Systematic Theology II
	Bible Studies		BIBL602 Acts
	Language	GRK550 Greek Syntax	HEB550 Hebrew Syntax
	Practicums, Internships	IM523 Immigrant Ministry: Case Study PT593 Supervised Ministry III	PT594 Supervised Ministry IV
	Sub-total	15 units	12 units
Electives			3 units
Grand Total		15 units	15 units

3 rd Year (30 units)			
Semester		Fall	Spring
Required	Foundational Studies	THE601 Contemporary Theological Issues	IE502 Evangelism
	Bible Studies	BIBL609 Pentateuch	
	Professional Studies	PRA520 Worship	PRA540 Spiritual Formation PRA570 Church Planting
	Practicums, Internships	PT595 Supervised Ministry V	PT596 Supervised Ministry VI
	Sub-total	12 units	12 units
Electives		3 units	3 units
Grand Total		15 units	15 units

Distinctions between Levels of Study (BAT and M.Div.)

Differences between Undergraduate (Bachelor in Theology) Graduate (Master of Divinity) Expectations are as follows:

1. Progression of courses from foundational to advanced studies
2. Degree and level of education offered
3. Curriculum content and educational rigor
4. Context of student classifications and learning methodologies

Graduate studies are fundamentally different than undergraduate studies. This is not merely a matter of reading more pages and writing longer papers.

Graduate students are expected to take significant responsibility in determining what to learn, how to learn it, and in finding learning resources. In addition to submitting course work to professors, graduate students will often submit or orally present work to their peers for comments, suggestions, and ideas for improvement.

Sometimes this involves team projects. A research paper at the Bachelor in Theology level may primarily require that a student report what authors have said. Instead of simply reporting what authors say, Master of Divinity students will often be required to evaluate an author's work, or suggest applications to their ministries.

In short, graduate students are responsible to take initiative – they are partners with their professors in their own equipping.

Eventually, each graduate syllabus must explain how the above philosophy will be implemented and what activities will be used to implement the graduate guidelines. To require graduate quality studies, describe how the class will implement any of the following:

- Evaluation assignments (e.g. of an author, peer review of other students')
- Original quantitative or qualitative research (i.e. not just library research)
- Oral presentations
- Group projects
- Experiential learning from a ministry context
- Other assignment

Description of how this class will implement the Philosophy of Graduate Education (Choose at least one of the following.)	
Evaluation assignments (e.g., evaluate a liberally biased paper, identify the un-provable assumptions of a writer, peer evaluation of first draft of term paper, use criteria from class material to evaluate a church or ministry and make recommendations for change)	
Original Research Expectations	

Oral Presentations expected	
Group Projects	
Experiential Learning from a Ministry Context (e.g., apply class material in a ministry formation assignment, teach a lesson or workshop in a ministry context based on class materials)	
Other assignment that implements our philosophy of graduate education (please describe and obtain authorization from the academic dean)	

Assignment Requirements

In addition to qualitative differences between graduate and undergraduate studies, there are also differences in the quality of work required. The following table helps illustrate some quantifiable differences between graduate and undergraduate expectations:

	Bachelor in Theology	Master of Divinity
Average pages of book reading per semester	600	1200
Number of pages in major term papers (double spaced, 12 points font)	5	15
References Cited (different books, articles, <i>credible</i> websites, online databases)	Minimum 5 citations with at least 2 from books and 2 from periodicals, full-text data bases or <i>credible</i> websites	Minimum 10 citations with at least 4 from books and 4 from periodicals, full-text data bases, or <i>credible</i> websites

Undergraduate Courses Description

General Studies

GE101 Intermediate Computer Skills (3 units)

With the increasing need dependence on computers today, this course is designed to help equip the students for their effective use. It covers the basics of computers, including some practical skills of running application programs.

GE102 Introduction to Philosophy (3 Units)

This course is a study of the ideas and techniques used by man in his quest for reality through an analysis of the basic problems of metaphysics, epistemology, logic, and ethics placed in historical perspective.

GE103 Introduction to Sociology (3 Units)

This course provides an analysis of social interaction, the social processes, society, culture, social structures, and other concepts fundamental to sociological understanding.

GE104 Biblical Speech Communication (3 units)

A study of effective speaking to an audience, platform poise, and clearness of expression. Emphasized are the informative, persuasive, and hortatory modes of speech. The course objective is to communicate any message clearly and effectively to a broad spectrum of audiences via several media.

GE105 Basic Mathematics (3 units)

A survey course for liberal arts majors including a review of algebra and an introduction to logic, probability and statistics, mathematical structure, problem solving, number theory, geometry and consumer applications.

GE106 Religious Music Appreciation (3 units)

An introduction to a creative and artistic expression of music with emphasis on the literature and composers of various style periods in Western music, giving special attention to sacred forms. Works are heard from recording, and creative listening habits are developing through classroom guidance.

GE107 Gospel and Christian Life (3 units)

A practical course of instruction designed to acquaint the student with the fundamental areas of the Christian life and the methodology for effectively presenting the gospel message to another person. Emphasis is placed on the student's personal walk with God and his responsibility for sharing his faith with others.

GE205 Introduction to Biblical Archeology (3 units)

A survey of the principal physical features of the land of Israel, and a review of the historical geography of Israel for all the important periods in the Old and New Testaments, with attention to the relationship between Israel's geography and its history.

GE306 Introduction to Psychology (3 Units)

This survey course is designed to introduce basic concepts, principles, and phenomena in the science of behavior. Basic topics of psychological measurement, scientific methodology, human growth and development, sensory systems, motivation and emotion, perception, learning, and behavioral deviancy are presented.

GE307 Physical Science (Health Care) (3 units)

This course deals with general knowledge of medical science including the basic understanding of physiology, the proper use of medicine, and the basic skills of emergency measure, with some practical training.

HIS 215 History of World Religions (3 units)

This course examines most of the major religious traditions of the world in terms of their history, worldviews, practices, goals and ideals. Primary emphasis is placed on historical and geographical origin. This class will contextualize world religious within the larger contours of human history and relevant issues from comparative religious studies.

ENG 100 English Bible Composition (3 units)

This course is a general introduction to the principles of academic writing with emphasis on writing process, thesis, context, purpose and audience. We write to communicate and convince others that our position has validity. For that matter, the process of writing is epistemological – a way of coming to know. Writing can become a medium for self-reflection, self-expression, and communication, a means of coming to know for both the writer and reader. During the course, we will read four types of essay samples, discuss the topics, learn structures and mechanics relevant to each style, and finally create each type of essays on various topics.

ENG 101 Introduction to Biblical Writing and Research (3 units)

This course is an introduction to writing a research paper by further developing writing skills acquired from ENG 101. During the course, we will read “Unchristian” which shows what non-Christians think about Christians. We will discuss why they have such impressions and how churches should approach non-Christians.

ENG 201 Introduction to Biblical Literature (3 units)

The short story, poetry, and drama are introduced through a basic study of each genre. This course focuses on how to read critically, the importance of identifying the writer’s worldview, and how to critically analyze each of these genres.

GRK 201 Greek I (3 units)

The basic elements of New Testament Greek vocabulary, morphology and grammar for theological students preparing to read and interpret the Greek New Testament.

GRK 202 Greek II (3 units)

The further study of basic elements of New Testament Greek including vocabulary, morphology and grammar for the theological reading and interpreting of the Greek New Testament.

Biblical / Theological Studies

NTE 101 Introduction to the New Testament (3 units)

An introduction to the authorship and contents of the New Testament books. Special attention will be given to important persons, places, events, as well as to key chapters in the New Testament revelation.

NTE 102 New Testament History (3 units)

This course is designed to introduce to the student the meaning and significance of the New Testament and knowledge of the historical setting, major events and church history in the first century AD.

NTE 104 Synoptic Gospel (3 units)

This course is designed to deal an expository and historical study of the life of Christ in three Gospels: Matthew, Mark, and Luke. Major issues for the study of gospel literature will be introduced. Jesus' life and his teaching are analyzed and studied.

NTE 305 Pauline Epistles I (3 units)

A Study of the Pauline Epistle I is designed to provide a biblical understanding of six books of the Pauline Epistles; Romans, Galatians, Ephesians, Philippians, 1 Thessalonians, and 2 Thessalonians.

NTE 310 Pauline Epistles II (3 units)

A study of the Pauline Epistles II designed to provide a biblical understanding of the Pauline Epistles. This study deals with the multiple personal and institutional problems of the first century Gentile church.

OTE 101 Introduction to the Old Testament (3 units)

An evaluative, critical, and in-depth study of the authorship, dated, literary style, and each book's relative place within the entire Old Testament will be learned. Various theories of the origin and nature of each book are examined in depth. This course will survey the historical, literary, cultural and theological heritage in ancient Israel from its earliest beginnings to the start of the Christian era. Special attention will be paid to the geographical and historical contexts in which the Jewish Scriptures arose, their social settings, political biases, and theological message.

OTE 115 Introduction to the O.T. Prophets (3 units)

The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judeo Christian thought.

OTE 202 Old Testament History (3 units)

This course deals a historical study of the national and religious life of the Hebrew and includes reading of the source material from the Old Testament on the history of the people from the earliest times to the period of restoration.

OTE 205 Pentateuch (3 units)

The contents and theology of the first five books of the Old Testament. Primary attention will be given to the literary nature and structure of the theological message; theories of origin and genetic development will also be covered.

OTE 315 Minor Prophets (3 units)

A study of personalities, times, and messages of the 12 minor prophets. Special emphasis will be given to social and individual morality as taught by these prophets.

THE 201 Systematic Theology I (3 units)

This is a general survey of Bible doctrine designed to synthesize and outline each of ten major areas of systematic theology, including prolegomena, bibliology, theology proper, Christology, angelology, and pneumatology.

THE 202 Systematic Theology II (3 units)

This is a continuation of general survey of Bible doctrine designed to synthesize and outline each of the ten major areas of systematic theology. Survey II includes anthropology, hamartiology, soteriology, ecclesiology and eschatology.

THE 350 Theological Issues (3 units)

Background and development of important theological movements and leading figures of contemporary theology.

BIBL 301 Romans (3 units)

An introduction to the core of Pauline theology through the exegetical interpretation of selected texts in Romans.

BIBL 401 Hermeneutics (3 units)

A study of the nature, methods, and issues of biblical interpretation. This course will expose students to a variety of different approaches, demonstrate the crucial importance of hermeneutics and the role genre plays in interpretation, and assist them in developing their own hermeneutical method.

CHHI 301 History of Christian Church (3 units)

Preparation of the ancient world for the coming of Christianity; the founding and early development of the Christian church; a brief outline of history from the apostolic age to the reformation; a more careful study of the reformation era; spread of the Protestant church in Europe; the transplanting and growth of the church in North America.

Ministry Studies

ED115 Introduction to Christian Education (3 units)

An examination of the Biblical foundation with theological and practical implications for developing an effective Christian education ministry. Introduction to local church administration and teaching, focusing on the aims, principles of organization and development of a local church educational program and on the goals, curriculum, methods, media, and evaluation of the teaching process.

ED215 Church Administration (3 units)

A study of administrative principles and practices for the local church. The course examines staff, finances, buildings, and public relations in churches and integrates material from both religious and secular sources.

PRA310 Homiletics (3 units)

A study of the nature and development of the sermon. Practice is given in preparation and writing of expository sermons. This course is designed for men preparing for the pastorate.

PRA312 Introduction to Missions (3 units)

An introduction to the study of the Christian mission with the primary emphasis given to the theological and historical basis for mission together with discussions of the present status of Christian missions, current issues, philosophies, impediments, and alternatives open to Christians and churches engaged in missions. It also deals principles and processes of communicating from one culture to another and various types of mission structures.

PRA313 Evangelism (3 units)

An in-depth study of how to lead people to Christ. Special attention will be given to the theology of all aspects of evangelism including the follow-up. Various methods of approach and presentation will be considered. Emphasis will be placed on evangelism and the local church for conservation of results.

CHMN301 Child & Youth Ministry (3 units)

The nature and needs of adolescents and a study of the principles, methods, and materials for effective ministry in the local church and Christian youth organizations. The mental, physical, emotional, social, and spiritual aspects of growth, the needs of children and a study of the church's program in relation to children including materials and methods for ministry to children and a unit on the evangelism of children.

CHMN 401 Small Group and Discipleship (3 units)

In-depth training in making disciples of Jesus Christ through the Christian principle of discipleship training. Roles of small groups in the church in providing fellowship, mutual ministry and edification. Skills for organizing and leading groups.

LEAD 401 Christian Leadership (3 units)

A study of the believer's leadership, including principles of Christian leadership and ethical behavior; designed to encourage proper development of relationships and ethical decision-making through the spirit-filled life, for the leading of the world and the church community. Explores biblical perspectives on leadership, including such topics as styles, spiritual gifts, modeling, emergence patterns, and church structures.

COUN 420 Christian Counseling (3 units)

A course designed to introduce the student to the field of counseling in a survey fashion. A definition of counseling, counseling theory and practice, the counselor's relationship skills will be considered.

Graduate Courses Description

Biblical Studies

BIBL601 Romans (3 units)

An analytical, exegetical, and expositional study of the biblical text organized around the doctrines of sin, justification, sanctification, law, and grace with applications for the believer in terms of obligation to God, to authorities and to fellow human beings.

BIBL602 Acts (3 units)

A study of the emergence of the early Christian church as recounted in the Acts of the Apostles. Attention is given to the historical context of the work, the literary techniques of the author, and the abiding theological lessons for Christian faith and practice today.

BIBL603 Synoptic Gospels (3 units)

This course is a general introduction to the document theory and other issues of the Synoptics, an in-depth study of the Synoptics and the Gospel of John particularly in relation to the Old Testament while investigating such questions as John's relationship to other Gospels.

BIBL604 Revelation (3 units)

The study of apocalyptic as a genre of literature in the New Testament with a focus on the book of Revelation; The original setting, meaning and purpose of the book of Revelation and its imagery in relation to the Old Testament, inter-testamental literature and other Jewish writings of antiquity; perspectives in prophetic interpretation along with potential ways in which Revelation may be sensibly preached and taught in the church.

BIBL605 Corinthians I & II (3 units)

An expository study of the two letters of Paul to Corinth. Special attention is directed to discovering the major doctrinal themes developed by Paul and how these are applied to the numerous personal and institutional problems of the first century Gentile church.

BIBL 606 Hebrews (3 Units)

An intensive exegetical study of Hebrews. The course includes an investigation of the doctrines of Christ, especially His mediatorship and priesthood and the use of the Old Testament in this book. A verse-by-verse exposition will follow a brief study of authorship, background, destination and purpose.

BIBL 607 Pastoral Epistles (3 Units)

An expository treatment of the epistles to Timothy and Titus, emphasizing the personal responsibilities and the public functions of the pastor as he administers the affairs of a local church. Attention is given to such introductory matters as date, authorship, occasion, and purpose.

BIBL 608 I and II Peter (3 Units)

An intensive study of I & II Peter. Attention is directed to discovering the major doctrinal themes developed by Peter, and how these are applied to the personal and institutional problems of the first-century church. Application will also be made to the personal and spiritual life of each class member and to the contemporary church.

BIBL609 Pentateuch (3 units)

This course offers a general introduction to the Biblical Theology and content of the Pentateuch. Pertinent matters pertaining to Old Testament history, geography, and cultural background will be drawn in. Questions of authorship, date, and authenticity, as well as literary and form-critical issues will receive their attention. The course will focus on biblical theology, and the role of the Pentateuch as the theological foundation for the rest of Scripture. Students will gain an understanding of the five books of Moses in light of their historical background and theological message. The course will examine biblical theology in the books of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy.

BIBL 610 Deuteronomy (3 Units)

An intensive examination of Deuteronomy legislation in its historical and cultural setting.

BIBL 611 Psalms (3 Units)

An in-depth study of representative types of psalmic materials. Attention is given to questions of historical setting and literary form as they relate to major religious ideas and teachings.

BIBL 612 Joshua-Kings (3 Units)

A survey of the historical books of the Old Testament with a brief special introduction to each, followed by a detailed study of the history of Israel from the era of conquest to the era of restoration.

BIBL 613 The Poetry of the Old Testament (3 Units)

A survey of the historical background, nature, and purpose of divine revelation in the poetic literature of the Old Testament. An analysis of the form and content of the poetic books of the Old Testament: Job through Song of Solomon, and Lamentations.

BIBL 614 Isaiah (3 Units)

Careful attention is given to the special introductory aspects of the book: 1) unity, authorship, date; 2) historical background; 3) themes, motifs, or emphasis; 4) purpose(s); and 5) literary features. A detailed exposition of the major portions of the text will be presented, especially the Messianic sections.

BIBL 615 Jeremiah and Ezekiel (3 Units)

A detailed investigation of two of Judah's great major prophets in the late kingdom and exilic periods, with special emphasis on their historical setting and literary compilation.

BIBL 616 Daniel (3 Units)

An intensive study of the book of Daniel. Attention will be given to the historical setting, questions of date and authorship, the nature of Hebrew prophecy, parallel eschatological passages, and basic teachings. The best critical literature will be utilized.

BIBL 617 Minor Prophets (3 Units)

An expositional study of the twelve minor prophets of the Old Testament. Each book will be covered from the historical and theological perspective in addition to devotional value.

Foundational Studies

CHHI 510 History of Christianity (3 units)

A survey of the history of the church ranging from its New Testament foundations to the apostolic age, middle ages, reformation era, and on into contemporary events of significance.

CHHI 520 History of Baptists (3 units)

A survey of the Anabaptist background and influences on English Baptists and Baptist progress to the present day. Includes various Baptist groups, large and small, of differing theological persuasions, denominational, and independent.

NTO 501 New Testament Orientation I (3 units)

A general introduction to the New Testament Gospels, General Epistles, and Revelation, emphasizing matters of text, canon, authorship, date, authorial purpose, and theme development. Also a special introduction, involving current issues of criticism and interpretation, such as the synoptic problem. The general principles of interpretation (hermeneutics) will be introduced as well as the special principles concerning parables, symbols and types, and prophecy.

NTO 502 New Testament Orientation II (3 units)

A continuation of NTO 501 with a general and special introduction of Acts and the Pauline Epistles. The study of hermeneutics will continue with emphasis upon word meaning, figures of speech and other linguistic matters.

OTO 551 Old Testament Orientation I (3 units)

An examination of the current status of research in studies relative to the Pentateuch and Historical Books. Special attention will be given to biblical introduction, hermeneutics, and the acquiring of a strategic grasp of the historical setting, literary genres, and structure of each book, as well as areas of particular critical concern.

OTO 552 Old Testament Orientation II (3 units)

An examination of the current status of research in studies relative to the poetic and prophetic books. Special attention will be given to biblical introduction, hermeneutics, and the acquiring of a strategic grasp of the historical setting, literary genres, and structure of each book, as well as areas of particular critical concern.

BIBL 650 Hermeneutics (3 units)

A study of principles for sound interpretation and application of the Bible, including analysis of presuppositions, general rules and specialized principles for the various Biblical genre and phenomena.

THE530 Systematic Theology I (3 units)

A course beginning the study of systematic theology with special attention given to prolegomena the doctrines of Scripture, God, angels, humanity and sin.

THE540 Systematic Theology II (3 units)

A course completing the study of systematic theology with special attention given to the doctrines of the person and work of Christ, the Holy Spirit, salvation, the church, and last things. Such issues as nature and extent of salvation, the origin, nature and future of the church, and the eternal state are explored.

THE601 Contemporary Theological Issues (3 units)

Against the backdrop of philosophical development from the time of the Enlightenment, representative figures in theology are studied in order to grasp current hermeneutical methodologies and the development of biblical criticism.

Language

GRK510 Beginning Greek (3 units)

Introduction to Greek grammar, vocabulary, and pronunciation for the beginning student. The student completes the study of grammar and begins a study of translation of the New Testament.

GRK Greek Syntax (3 units)

An intermediate study of the function or syntax of Greek grammar, focusing upon case, tense, participles, infinitives, and clauses.

GRK 650 Greek Exegesis (3 units)

Advanced study of Greek utilizing sound principles and tools toward the careful and meaningful study of selected Greek New Testament texts.

HEB510 Beginning Hebrew (3 units)

The basic elements of Hebrew grammar with stress upon morphology and vocabulary.

HEB550 Hebrew Syntax (3 units)

A study of Hebrew tools and syntactical principles that will serve as guides to sound exegetical procedure.

HEB650 Hebrew Exegesis (3 units)

The development of exegetical principles (including text critical, grammatical, historical, and theological factors) and their application to selected readings from the Hebrew Old Testament

Professional Studies

PRA 500 Discipleship (3 units)

In-depth training in making disciples of Jesus Christ through the Christian principle of discipleship training. Roles of small groups in the church in providing fellowship, mutual ministry and edification. Skills for organizing and leading groups.

PRA 510 Contemporary Evangelism (3 units)

A study of the evangelistic imperative and various methods of personal witnessing. Particular emphasis is given to follow-up, discipleship, and memorizing key Bible verses.

PRA 520 Worship (3 units)

Biblical and historical theology of worship with analysis of contemporary traditions.

PT530 Sermon Preparation and Delivery (3 units)

This course encourages the development of crucial resources, skills, and confidence in communication of the Gospel. Both theological and practical questions about the nature of preaching are explored and discussed.

PRA 540 Spiritual Formation (3 units)

This course focuses on the development of the spiritual life in ministry. Attention is given to the spiritual disciplines, the prayer life, and the biblical nature of calling, ministry and character.

PRA550 Church Administration (3 units)

A study of the pastor's responsibility for the management of ministry, including recognizing needs, planning, organizing, motivating, evaluating and revising church programs.

PRA 560 Pastoral Counseling (3 units)

An introduction to the distinctive ministry of pastoral counseling. Centers on the work of the pastor-counselor of the local church and gives attention to the ministry of the pastoral counseling specialist.

PRA 570 Church Planting (3 units)

A study of the biblical mandate to establish local churches among the entire people group of the world. An introduction to the skills and knowledge needed to plant a New Testament church "in culture." A survey is given of the various schools of church planting with an evaluation of their strengths and weaknesses.

PRA580 Pastoral Leadership (3 units)

This course examines the functions or tasks of leadership: planning, organizing, directing, staffing, and controlling. A unit is included on time management and personal planning for the Christian worker. The emphasis is to improve leadership abilities of the students and to prepare them to develop leadership in others.

PRA 590 Church Growth (3 units)

The historical development of the church growth movement as well as basic principles and procedures of church growth. The principles and methods of church growth and the effectiveness of church ministry are examined and discussed in terms of both qualitative and quantitative concepts of church growth.

PRA 650 World Mission (3 units)

Viewing history and the world through the biblical, historical, culture, and strategic lenses, this course provides an analysis of the development, spread, and social impact of Christianity as a worldwide religious and social movement. Special attention is given to the role and impact of the church on the cultures of two-thirds of world countries and on traditionally non-Christian cultures.

Through research and extensive reading, students are equipped with the knowledge that will enable them to develop a deeper commitment to the cause of home and foreign missions.

The school year at Hayfield University is divided into two regular semesters, fall and spring. The fall and Spring Semesters have 15 weeks of class work. The Fall Semester typically begins the last week of August and ends in December. The Spring Semester typically begins the last week of January and ends in May.

Students must be enrolled for a minimum of 12 semester hours in all degree programs in order to be classified as full-time students. Special permission must be granted to enroll in more than 18 hours per semester. Such permission must be approved in writing from the Petitions Committee before registration.

Credit Hour Definition

The basic unit for credit earned is the semester hour, represented by one hour of class work and two hours out-of-class student work per week for 15 weeks. In field education, 30 hours of work is required for one unit.

The university measures academic credit in credit hours. In accordance with federal regulations, a credit hour for all courses and programs at the university is an 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 or direct faculty instruction and a minimum of two hours of out- of- class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; 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 university, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
3. For purposes of the above definition, fifty minutes of classroom or direct faculty instruction reasonably approximates one hour of classroom or direct faculty instruction. The fifteen- week period may include an examination period.

The above definition does not dictate particular amounts of classroom time versus out- of- class student work. Also, credit hours may be assigned to courses for an amount of work represented by verifiable student achievement of institutionally established learning outcomes.

Credit may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.

Residence Requirement

A minimum of 4 semesters in residence for the B.Th. degree or 3 semesters for the M.Div. degrees is required at Hayfield University.

Grading

Hayfield University utilizes letter grades. Grades are reported to students in writing from the Registrar's Office. Grades are designated as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0
E	(Retest)*
I	(Incomplete)**
CR	(Credit)***
NC	(No Credit)
H	(Hold)
P	(Pass)
NP	(No Pass)

* A grade of "E" can be raised up to a grade "B" by passing the retest.

** A grade of "I" can be raised up to a grade "B" by the end of the next semester when all course requirements have been satisfied.

*** A grade of "CR" will not be included in the computation of grade point average.

Auditing

Regularly matriculated students as well as those not enrolled in the School may audit a course upon the written permission of the professor involved and the Dean of Academic Affairs. An application to audit must be submitted and tuition must be paid before auditing. Credit is not given to auditing students. There are no scholarships available for auditing students. The auditing fee is normally 50% of the regular tuition.

Class Attendance

Regular classroom attendance is crucial in preparation for ministry. Students, therefore, are expected to attend class sessions. Those with absences may be penalized at the discretion of the professor. Absences exceeding one third of the total scheduled class periods will result in automatic failing grades. The student who has been absent due to illness or family crisis must explain the absence directly to the professor. In certain exceptional cases, such as an extended illness or family crisis in which it is impossible for a student to complete a semester's work, he or she may present a written request to the Dean of Academic Affairs for permission to withdraw from all courses in the semester without penalty.

Small Group Interaction

Some classes include time for small group interaction so that students may process what they learn through discussion, sharing, and prayer.

Conduct

Students are expected at all times to conduct themselves as mature Christians. Student conduct is under the supervision of the Dean of Student Affairs. The School reserves the right to dismiss any student whose conduct is found to be unsatisfactory on the basis of the moral, spiritual and ethical principles found in Scripture and Hayfield University standards.

Time Limits for Completion of Degree

All courses and examination requirements must be completed within eight years for the B.Th., 6 years for the M.Div., beginning on the date of the student's first registration for courses at Hayfield University. An extension can be granted only for special circumstances.

Academic Probation

To remain in acceptable academic standing, a student must maintain a grade point average of 2.0 in all course work taken at Hayfield University. The school will notify the student whose cumulative average falls below 2.0 and will place the student on academic probation. A student may be dismissed if the student fails to attain a 2.0 average or above during the probationary period.

Requirements for Graduation

In addition to the regulations outlined under the sections dealing with degree requirements in this catalogue, a degree candidate must satisfy the residence requirement, and all assigned work for a prospective graduate must be completed. A grade point average of 2.0 or above is required for graduation in bachelor and master's degrees. A Bible comprehensive examination is required to all degree awarding students, with a minimum passing score of 100 out of 150 questions correctly answered. A graduation comprehensive examination is required for all master's degree level students with a minimum passing score of seven out of ten questions (70%) selected out of thirty study questions which are prepared in advance in the fields of Biblical Theology, Systematic Theology, Historical Theology, Theology of Mission, and Practical Theology. The graduation comprehensive examination can be substituted by a thesis or dissertation.

Application for Graduation

Students must file their applications and pay their graduation fee for graduation at the time of enrollment for their last semester of resident study. All financial accounts are to be in satisfactory order before a student is permitted to graduate. Students are expected to be present for graduation. Graduation in absentia will be permitted only by special approval of the Dean of Academic Affairs in response to a written request which cites reasons.

Academic Freedom Policies

Academic Freedom is endorsed at Hayfield University by the following policy based on materials provided by the American Association of University Professors. Academic freedom at the Hayfield University is, not to promote any individual teacher's interest or the interest of the institution, but to preserve the common good. Academic freedom in teaching is fundamental for protections of rights of the teacher in teaching and the student in freedom to learn.

1. Teachers are entitled to full freedom in research and in publication of results, subject to adequate performance of their other academic duties; but research for monetary return should be based upon an understanding with authorities of the institution.

2. Teachers are entitled to freedom in the classroom in discussing subject matter, but they should be careful not to introduce into their teaching controversial matters which have no relation to the subject.
3. Instructors bring three social roles to their work; they are citizens, members of a learned profession, and employees of Hayfield University. When instructors speak or write as citizens, they should be free from institutional censorship or discipline. As instructors and employees, they should remember that the public may judge their profession and Hayfield University by their utterances. Therefore, instructors should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the University.
4. Students also shall have academic freedom to address topics to be learned without bias or constraint. Students should remember that they have freedom to freely express their views on subject matters in the classroom. However, rules of common courtesy and the rights of all students to express their views should be respected as classroom discussions touch on topics about which there is a diversity of opinion.

Right to Review the Academic Record

Students have the right to review their own academic records on file. To review them, a request form must be filed. Any error will be corrected.

Leave of Absence

In the case of discontinuing course work due to serious illness or other valid reasons, permission for a leave of absence will be granted by the Dean of Academic Affairs. The student, however, must submit a petition through a form provided in the office.

Registration

To begin study, all students without exception must submit registration forms each semester, approved by the instructor, advisor, and/or dean. Student information, the title and number of the course, instructor and financial charge must be written down correctly on the registration form. The tuition of pre-registered students can be reduced by 5% of the total amount, and late registration brings a penalty charge of 5%.

Graduation/Bible Examination

All prospective graduates in the bachelor's and master's degree programs must pass a Bible comprehensive examination. The exam is offered twice a year, normally once in the Fall and once in the Spring. Out of 150 questions (75 from the Old Testament and 75 from the New Testament) at least 100 questions are to be answered correctly in order to pass. Students may take the examination an unlimited number of times. The questions are from the text of the Bible itself. A graduation comprehensive examination is required to meet the qualification of the master's degrees. This exam aims to test the basic knowledge of the core courses in the fields of Biblical Theology, Systematic Theology, Historical Theology, Theology of Mission, and Practical Theology. Students must write correct answers to seven questions out of ten, which are selected out of the thirty study questions which are prepared in advance. The passing score will be 70% or above.

Thesis/Dissertation

Students who enroll in the M.Div. degree programs can write a thesis as a substitute for the graduate comprehensive exam. There will be three approval items for the thesis and dissertation:

1. The approval of the subject.
2. The approval of the outline and bibliography.
3. The approval of the first draft and following drafts.

These are to be read and evaluated by two readers and the dissertation by three readers. Approved dissertations should be kept in the library.

Full/Part Time Status

The students who register with 12 or above semester units are considered full time students. The normal load for full time student is 15 to 18 hours a week. Any student who's GPA in a previous semester is 3.5 or above can register up to 21 semester units with the dean's approval.

Contract, Cancellation and Dismissal

Since registration is a kind of contract between students and the school, it could be canceled anytime by students without hindrance. The contract and cancellation form is ready in the office. Concerning refunds see the Finance and Scholarship section. Any student who does not register consecutively for more than two semesters without written notification will be dismissed automatically for academic reasons. Any dismissed students who desire to be re-admitted must submit the application form for re-admission.

Retention of Student Record

Important documents including student registrations, transcripts, and finances are preserved in a fire-proof cabinet and in the form of a computer disc. In the case of the permanent closing of the school, the Presbyterian Church will preserve the documents. Student academic and financial records will be maintained for five years, student transcripts are kept for fifty years.

Code of Academic Ethics

It is assumed that each student who enrolls at the HU should be in accord with the school's aims and should cooperate in furthering these purposes by adhering to the regulations governing student behavior. HU reserves the right to terminate the enrollment of any student when such action is deemed to be in the best interest of the university or of the student.

The code of academic ethics attempts to stimulate not only intellectual growth, but also spiritual, ethical, and emotional growth. The HU code of academic ethics fosters among students, faculty, and administrators a spirit of community where such development can take place. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern where openness and integrity prevail. The code emphasizes the dignity of each individual in pursuing self-improvement and developing full personal potential. It provides free competition and independent intellectual effort, without tolerating dishonesty, cheating, or plagiarism in any form. Each member of the HU community is expected to adhere to and enforce the code. A full statement of the HU's Code of Academic Ethics is included in the HU College Student Handbook. It is the obligation of every student to be familiar with this code.

Improper conduct for which students are subject to discipline includes dishonesty in any form. Furnishing false information to the school with prior knowledge, or forgery, alterations, or misuse of any HU documents are violations of this principle.

HU expects from all of its students and employees the highest standard of moral and ethical behavior in harmony with its Christian philosophy and purposes. HU reserves the right to refuse admittance to, or to expel from, the campus any person who violates these principles.

Schedule of Current Charges

Please note that all fees except tuition are non-refundable. All tuition and fees are mandatory and are subject to change without prior notice.

General Schedule

<u>NAME AND PURPOSE OF CHARGE</u>	<u>AMOUNT</u>
Registration Fee (Each Semester)	\$ 50.00
Tuition (Each Unit):	
Undergraduate	\$ 120.00
Graduate	\$ 150.00
Auditing Fee (Each Unit)	\$ 60.00
Bible Comprehensive Exam	\$ 20.00
Graduation Comprehensive Exam	\$ 20.00
Thesis/Dissertation Fee	\$ 200.00
Graduation Fee	\$ 100.00
Student Council Fee	\$ 50.00
Transcripts per copy	\$ 5.00

Schedule of Estimated Total Expenses for One Year:

1. For Undergraduate Students:

Tuition	\$ 3,960 (33 units x \$120.00)
Registration Fee	\$ 80
Textbooks	\$ 500
Other fees*	<u>\$ 60</u>
Total	\$ 4,600

2. For Graduate Students:

Tuition	\$ 4,950 (33 units x \$150.00)
Registration Fee	\$ 80

Textbooks	\$ 700
Other fees*	<u>\$ 60</u>
Total	\$ 5,790

*An approximate amount that includes exam and Student Council fees, as applicable, as indicated above.

Except as noted, HU does not supply or charge for equipment, housing, transportation, supplies, or other expenses. There are no shop or studio fees at HU.

Schedule of Estimated Tuition by Program

Degree Programs

B.Th. degree program:	\$ 120.00/unit
Total for degree:	\$ 15,360.00
M.Div. degree programs:	\$ 150.00/unit
Total tuition and fee charges for M.Div. degree	\$ 14,700.00

Refund Policies

Refund during Cancellation Period

If a student cancels a course on or before the first day of instruction at a degree-granting school, the student must receive a refund of 100 percent of the amount paid for institutional charges, less a registration fee not to exceed \$100. Please note that the student must cancel in writing.

Cancellation Example

A student enrolls in the degree program 13 days before it is scheduled to start and pays \$3,000 toward the full tuition. Three days before the scheduled start the student decides he no longer wants to enroll. That same day the student submits a cancellation form to HU. Thirty days later the student receives a refund equal to the full amount paid, minus \$100 for the registration fee, for a total of \$2,900.

Refund after Cancellation Period

If a student withdraws from a course at HU after the first day of instruction, the student is entitled to only a partial refund. Please note the student must withdraw in writing. The refund policy is pro-rata to the 60 percent point of the course. Except for those who cancel the course, the formula for refund through the 60 percent point of a course is as follows:

Total Amount				Adjusted
Actually Paid				Amount
For Instruction	–	Registration	=	Actually

(Includes all fees except equipment)	Fee	Paid for Instruction	
Adjusted Amount	Hours of Instruction Not Received but for which Student Has Paid		Final
Actually paid for Instruction	x	<hr/>	Refund
		=	
	Hours of Instruction for Which the Student Has Paid		

Refund Example

A student enrolls in a degree program, in which the student pays for one year's worth of tuition in advance. Three-quarters through the program the student withdraws. If a student has paid for the entire year and withdraws after completing three quarters of that year's program, *the student would not receive a refund*, because he or she has completed over 60 percent of the first year.

Withdrawal Definitions

For the purposes of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs (a) You notify HU of your withdrawal or the actual date of withdrawal; (b) School terminates prior to your enrollment; or (c) You fail to attend classes for a three-week period.

Payment Schedule

All tuition and fees are due at registration. Students taking nine (9) semester units or more for graduate students, and twelve (12) semester units or more for undergraduate students, who are financially unable to pay all tuition and fees at registration may be allowed to pay by installment as follows:

- 1/2 tuition and fees at registration.
- 1/4 tuition and fees by the end of the 4th week.
- 1/4 tuition and fees by the end of the 8th week.

Students will not be permitted to register for a new semester unless all financial obligations of prior semesters at the school have been settled. HU requires a payment of five (5) percent of the annual interest in the amount which is still due pursuant to the payment schedule.

Federal and State Aid

HU does not provide any Federal or State Government Aid at this time.

Student Tuition Recovery Fund

America law requires that, upon enrollment, fees be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the America Legislature to reimburse those students who might otherwise experience financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for the prepaid but unused tuition. Institutional participation is mandatory. It is important that enrollees keep a

copy of any enrollment agreement, contract, or application in order to document enrollment; tuition receipts or canceled checks in order to document the total amount of tuition paid; and records which show the percentage of the course which has been completed. Such records substantiating a claim for reimbursement from the STRF, which to be considered, must be filed within one year following school closure. For further information or instructions, contact:

Financial Assistance

HU offers a variety of institutional scholarships semi-annually to both incoming and current students for the purpose of achieving better quality of education. The conditions for receiving this assistance differ with each scholarship. Applicants may obtain the information and applications by writing to or visiting the office of student financial assistance. Please note that HU does not participate in government financial aid programs.

The preferences for awarding institutional scholarships are based on the following:

1. Leadership potentiality
2. Academic excellence
3. Need
4. Graduate student level
5. International student status
6. Full time student status
7. Student spouses who are both enrolled

Student Loans

Student loan resources will be not available for HU students.

Scholarships

Students cannot be awarded more than one scholarship each semester except in the case of a student employment scholarship. The scholarship will be awarded at the beginning of each semester and the recipients will receive the credit for the amount of scholarship toward the tuition. The total scholarship cannot exceed the tuition that the student should pay.

1. Scholastic Achievement Scholarship

In recognition of scholastic achievement, one student is chosen at the end of each regular semester. All or part of the tuition of the recipients will be waived during the next semester. To qualify for this scholarship, the student must obtain a G.P.A. of 3.5 or above for the semester.

2. Overseas Mission Scholarship

This scholarship shall be awarded to those students who came for study from other countries with the missionary purpose of being trained at Hayfield University to be pastors, teachers or missionaries. The amount of this scholarship, whether full or partial, shall be decided by the Scholarship Committee of the school.

3. Student Couple Scholarship

The student couple scholarship shall be awarded to one of the student couples when both of them are registered as full-time students. The one selected shall be awarded with the full amount of his/her tuition.

4. Student Employment Scholarship

This scholarship will be awarded to a student who shows financial need. This is a work-study program. The school does make an effort to place every student desiring work on or off campus according to a student's ability, capacity to handle the added burden of employment, and financial need. The work assignment and pay-rate are decided by the dean of the school. This scholarship must be renewed every semester.

5. Tuition Assistance Scholarship

A tuition assistance scholarship shall be given to those students with financial difficulty who have applied for various scholarships of the school but have not been selected as recipients of any specific scholarships. This scholarship shall be given to those applicants according to the proportionate amount of tuition decided by the Scholarship Committee of the school.

All applicants for scholarship should attain a 3.0 GPA or above in the previous semester. However, exceptions can be allowed for up to two semesters in rare cases of overseas students who have a Korean

language problem. Other matters that are not stipulated clearly shall be discussed and decided by the Scholarship Committee of the school which is ordinarily held once each semester.

Scholarship Applications

Any student who wants to receive financial assistance must submit a scholarship application form at the time of registration each semester. The form will be supplied at registration or can be obtained at the office.

Scholarship Committee

The Scholarship Committee has a task of screening the awarding scholarships, fund-raising, and managing the fund. The scholarship committee includes the following: President (Chair), Dean of Academic Affairs, Dean of Student Affairs, Business Director, Directors of the Board, others whom the Chair recommends.

Procedure of Scholarship Remittance

After the scholarship applications are reviewed and finalized by the Scholarship Committee, the awarded students will be notified. The student must pay all the tuition and fees, and the school pays the scholarship to the student in five working days after the student clears his/her balance due.

Foreign Students

Foreign students are admitted to HU based upon the regular admissions criteria and proof of financial ability. The school limits the employment only to campus work.

Student Life and Services

Student Fellowship

Every student enrolled in the Hayfield University is a member of the Student Fellowship. The student activity fee funds student activities. It seeks to stimulate prayer and fellowship among students and organizes the mountain prayers and “Praise the Lord” program.

Student Government Council

Comprised of students elected annually by the general student body, the Student Government Council promotes students’ interests and conducts activities which directly relate to student life. For example, the Student Government Council nominates students to serve on various faculty/student committees, presents the needs and desires of students to the seminary, and organizes social events for fellowship during the school year.

Worship and Spiritual Life

Students, faculty, and staff at the HU gather together regularly for worship. Chapel services are held once a week during the school year. The Student Government Council arranges a time and place for mountain prayer.

Facilities

HU has a spacious chapel which holds more than 100 people, two classrooms, administrative office, and a library with more than 20,000 volumes.

Housing

HU does not have dormitories. However, the school assists students in finding apartments or houses for rent near the school. Such housing is available in the vicinity of the university, but is limited. Please note that the university is not able to guarantee that it can assist students in finding housing.

Meals

HU does not have any cafeteria facilities. Meals are provided by the student himself or herself.

Student Complaint Procedure

Students with complaints relating to a particular class, grade or instructor should discuss them first with that instructor. If the complaint is not resolved satisfactorily, the student should then contact the Dean of Student Affairs. The Dean of Student Affairs will review the complaint with all parties concerned, and investigate all documents. The complaint will be determined either unfounded and rejected or valid, at which time a compromise or settlement will be determined and monies will be returned. The Dean of Student Affairs will write a decision within five days, notifying the student(s) by mail and a copy of the decision and complaint will be placed in the student's academic file. The complaint will be logged on the complaint record. The Dean of Student Affairs' decision is considered final. If you feel your grievances were not adequately resolved and would like further assistance, please contact the University president.

First Aid Kit

The first aid kit is provided at the school office. It may be utilized free of charge.

Sexual Harassment

As required in CEC 94385, Hayfield University has a policy prohibiting any act involving sexual assault or harassment by any of its employees, students, staff, faculty, or anyone conducting business on University premises, which includes University's classrooms and classroom buildings, the resort area and any location used for an off-site school function.

Sexual Assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.

If you, as the victim, believe a sexual assault act has been committed, report the assault immediately to the nearest faculty or staff member who will, in turn, notify the school Dean of Student Affairs and the police.

Any observer of a sexual assault crime should notify the school Dean of Student Affairs immediately rather than take the initiative to contact the police. It is critical that the rights of victims are protected so that they accurately report the crime to authorities.

The police will arrive to review the crime, take a description of the attacker, etc. and ensure that the victim and his or her escort are transported to a medical facility.

Confidentiality is required in order to protect all parties involved with the assault. Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to the University Dean of Student Affairs to avoid misrepresentation of the facts and breach of confidentiality.

Efforts will be made by the school staff or faculty member to help the victim deal with academic difficulties resulting from the crime.

Should another student, faculty members, or staff member be accused of the crime, appropriate disciplinary action will occur until a formal investigation is completed. The victim will be informed of any further disciplinary action or appeal in connection with the sexual assault.

Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

Discipline

Any student who violates a law or regulation of the school intentionally and continuously will be disciplined. Any student whose GPA is below 2.0 on the 4.0 scale will be put on probationary status. Any students whose moral standard falls seriously short of the Christian faith will be disciplined. Especially, any cheating, plagiarism, drunkenness, sexual assault, physical violence, adultery, homosexual conduct, and stealing will be taken seriously and disciplined. Discipline will be finalized through the procedure of the Student Discipline Committee. There are four categories of discipline, namely: warning, probation, suspension and dismissal.

Counseling Services

Personal counseling services are available to interested graduate and undergraduate students without any fee. The Dean of Academic Affairs and school office personnel, Dr. Chang Kim are ready to meet the need of counseling on academic affairs. For psychological or adjusting problems, professional counseling services will be provided by appointment. The request form for counseling is found in the office. In the case of an emergency, a full-time faculty member can be contacted. Although a counseling center is not in operation, we can refer students to outside counseling services when necessary. During monthly office meetings, the effectiveness of counseling services is assessed.

Student Pasturing and Preacher's License

All the enrolled students are encouraged to be involved in various types of ministries, including local church pasturing. Students who enroll in the M.Div. degree program may be declared student preachers after completing 48 semester units. Upon graduation from graduate school, such students can obtain a preacher's license which is issued by the denominational agency.

Career Planning and Placement Services

HU provides career planning and placement services to its students. Students will be encouraged to complete a personal career plan prior to graduation. Cooperating with local churches whose congregations are Korean-Americans, HU provides employment placement services. HU will often provide introductory letters to sister churches of the Presbyterian Church and mission organizations.

Also, information on job openings is posted. If requested, staff can assist students in the preparation of a resume. Please note that HU does not guarantee jobs for its graduates.

Alumni

Every graduate of this school with a degree is a Hayfield University Alumni. The Alumni membership fee will be collected annually and funds alumni activities. It seeks to assist alumni members' ministries and the sharing of experiences and provide various information in different areas.

Tutorial Assistance

HU does not have a formal tutorial assistance program. Students who are in need of additional assistance on a topic are asked to contact their instructor, who will attend to their need.

Learning Resources

A library holding about 20,000 volumes is maintained by the HU. The library participates in the Library Network which is a computerized system of shared cataloguing.

Library Services

User

Persons associated with Hayfield University (students, faculty and staff) or the Presbyterian Church (registered member) has borrowing privileges. Any student may receive a library card free of charge. Others must pay a membership fee (\$50.00 or yearly \$20.00) in order to borrow materials. Books may be checked out for three weeks.

Library Hours

Monday - Friday	11:00 a.m. - 6:00 p.m.
Saturday-Sunday	closed

CD-ROM Database

Computerized indexes and abstracts on CD-ROM are available: Books In Print & Theological Abstracts; ATLA Religion Database includes Religion Index One, Religion Index Two, Index to Book Reviews in Religion (IBRR), Research in Ministry: Project Reports and Theses (RIM), and Methodist Reviews Index.

Special Sections

Dissertations, Christian Business Books and Books about Korean immigrants are located separately.

Copiers

Photocopies and copies made on the microform reader-printer and CD-ROM printer are all five cents per page.

Lending Policy

1. All borrowers are required to fill out a library user application form.

2. All borrowers must show a library card with student ID (for students) to check out books.
3. Books are loaned for a 3 week period. Patrons are limited to having 2 books checked-out (4 books for students) at one time.
4. The overdue fine for circulating books is 25 cents a week.
5. Renewals can be made twice unless another patron requests them.
6. Reference books and periodicals cannot be checked out.
7. The reserve shelf is located behind the circulation desk. The material is loaned for a 2 hour period and must be used in the library. Reserve items may be checked-out overnight, but they cannot leave the library until a half hour before closing and must be returned within a half hour after the library opens the following day.
8. Those borrowers who lose or severely damage a library book will be charged the replacement value (\$ 10.00 minimum) or need to bring in a new book of the same title.

Library Rules

1. Unnecessary or excessive noise, or any disruptive behavior will not be permitted.
2. Consumption of food or beverages is not allowed in the library.
3. Do not re-shelve library materials. Return books to the book cart.
4. Periodicals must be returned to the original place.
5. All the library users must have their bags or books checked at the circulation desk.
6. Due to the closing library duties, please have your books checked out or renewed 10 minutes before closing.
7. Persons not complying with these policies can be asked to leave.

University Leadership

Board of Trustees:

Chairman	Dr. Bong Hee Kim
Secretary	Dr. Mike Yim
Treasury	Dr. Young Ja Dahn
Director	Dr. Chul Mo Shin
Director	Dr. Boram Hong

Administrative Staff

Dr. Steve Hong	CAO & Accreditation Liaison & Administrator
Dr. Suk Young Kim	Dean of Student Affairs
Ms. Yoonshin Ro	CFO & Director of Admission & Registrar
Ms. Laurie Anderson	Librarian
Rev. Dai Sun Lee	Chaplain
Ms. Spring Park	Assistant Director of Admission

Faculty

The faculty of the Hayfield University is committed to the Evangelical faith as an accurate expression and application of the inspired and infallible Word of God, the final authority for faith and life. In equipping students for ministry it seeks to instill and encourage fidelity to the Word of God, soundness of theology, and appreciation for academic excellence, coupled with the warmth and compassion of genuine piety and fervent concern for evangelism and missions, and for the building up of God's people toward maturity in Christ.

The basic qualification of faculty in academic career is at minimum the holder of a Master's degree in an accredited school around the world. However, the doctorate degree holder is preferred. Also in the music department a performance career is preferred.

Prof. Helen Chon

UCLA Herb Alpert School of Music (Bachelor of Art in Music Composition)

UCLA Herb Alpert School of Music (Master of Music Degree in Choral Conduction)

Dr. Dvae Han

Yale University Divinity School: Research Fellow 1991-1993

Hamburg Universitaet, Dr. Theol., 1991(studies from 1987-1991), in Germany

Philipps Universitaet Marburg (Studies from 1985-1987), in Germany

Presbyterian College and Theological Seminary: M. Div., 1985, in Seoul, Korea

Chung Ang University: B.A., 1982, in Seoul, Korea

Dr. Steve Hong

D. Min, Fuller Theological Seminary, Pasadena, CA. 2009.

Th.M. Course work completed, Calvin Theological Seminary, Grand Rapids, MI. 2002.

M.Div., San Francisco Theological Seminary, San Anselmo, CA. 1996.

M.Div., Presbyterian Theological Seminary in America, Santa Fe Springs, CA. 1992.

B.S. in Engineering Han Yang University, Seoul, South Korea. 1982.

Dr. Suk Young Kim

Kernel University (Doctor of Sacred Music)

Midwest Theological University (Doctor of Church Music)

Hope International University (Master of Church Music)

Azusa Pacific University. M.A.

Bethesda Christian University. B.A.

Pierce College (Vocal of Music)

Prof. Die Sun Lee

S.T.M. Dallas Theological Seminary. 1986.

M.Div. Korean Presbyterian Theological Seminary, 1972

BA Tai Jun College, 1968

Academic Calendar

Spring Semester 2020

Last day to Registration	Jan. 10, 2020
Martin Luther King Jr. Day- Academic Holiday	Jan. 20, 2020
New Students Orientation	Jan. 27, 2020
Beginning of Semester and First day of Fall Classes	Jan. 28, 2020
Last day to Add / Drop Classes	Feb.14, 2020
President Day- Academic Holiday	Feb. 17, 2020
Spring Break-Academic Holiday	April 06-10, 2020
Good Friday	April 10, 2020
Easter Sunday	April 12, 2020
Last day of Classes	May 07, 2020
Final Examinations	May 05-07, 2020
End of Semester	May 08, 2020

Fall Semester 2020

Fall Registration	July 06
Last day to Registration	Aug 08
New Students Orientation	Aug 22
Beginning of Semester and First day of Fall Classes	Aug 24
Labor day - Academic Holiday	Sep 07
Last day to Add / Drop Classes	Sep 08
Columbus Day- Academic Holiday	Oct 12
Veterans Day- Academic Holiday	Nov 11
Thanksgiving day – Academic Holiday	Nov 26
Last day of Classes	Dec 05
Final Examinations	Dec 01~03
End of Semester	Dec 05
Next Spring Semester	Jan 25, 2021
Fall Registration	July 06

Request Form

SEND TO: Admissions
Hayfield University
2495 E. Orangethorpe Ave. Fullerton, CA 92831
T. 714.738.1461, F. 714.738.1440

I am interested in the Hayfield University and would like to receive the following material(s):

- () Information Literature
- () Application Form
- () Current Catalogue

Name:

Address: _____

Phone: () _____

** Please make a photo copy of this page and fill it out.