

# AIHC

## SCHOOL OF BIBLICAL STUDIES



## GENERAL COURSE CATALOG

### 2022-2023

*Preparing To Serve*





# AIHC SCHOOL OF BIBLICAL STUDIES

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Freddie L Thomas, B.S., CLS  
**Chancellor**

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Granville Scruggs, B.A., Th.M., M.Div., D.Min.  
**President**

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Ingrid A. Thomas, B.A., M.Ed., Ed.D.  
**Dean**

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AIHC School of Biblical Studies takes pride in preparing our students to share the gospel of Jesus Christ all over the world. Galatians 3:28 states, "There is neither Greek nor Jew, bond nor free, male nor female, for ye all one in Christ Jesus." All applicants are welcome to apply for admission at AIHC School of Biblical Studies regardless of race, color, national origin, religion, creed, disability, age, or sex. All applicants are given the rights and privileges generally made available to students at AIHC School of Biblical Studies.

AIHC School of Biblical Studies is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.  
<http://state.tn.us/thec/>

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## *A WORD FROM CHANCELLOR*

I am pleased to welcome you to the AIHC School of Biblical Studies. You are now part of a talented group of individuals who share a passion for bible learning.

Here, at AIHC School of Biblical Studies, we understand the importance of being prepared for ministry. Our motto, "Preparing to Serve", recognizes that our first duty in building God's kingdom is to prepare oneself to serve.

I commend you on your decision to make ministry a part of your life. I'm also proud that you have chosen this school to prepare you for this endeavor. The faculty, governing board, and I extend to you our support and best wishes.

Again, welcome to AIHC School of Biblical Studies. I hope your year ahead is both challenging and successful.

Sincerely,

*Freddie L. Thomas*

Freddie L. Thomas, BS, CLS  
Chancellor

# *A WORD FROM THE PRESIDENT*

Dear Students,

It is with great pleasure that I take this time to congratulate you on your decision to make AIHC School of Biblical Studies the place to help further your ministerial endeavors. I, along with the other faculty members are committed to you and your educational pursuits.

As the President, one of my duties is to ensure that you receive the biblical knowledge that will help you achieve your goals.

The mission statement of this school embraces the core values of its parent body, Association of Independent Holiness Churches: to prepare you for practical ministry, to nurture your commitment to a life of service, and to promote the spirit of excellence.

Sincerely,

*Dr. Granville Scruggs*

Dr. Granville Scruggs,  
President

# History

AIHC School of Biblical Studies was established in 2011. It serves as a major entity of the Association of Independent Holiness Churches, which was founded by President Freddie L. Thomas, Sr. in 2009. Its purpose is to provide students with a holistic study in the bible and to help ensure that they are prepared to serve in their communities and/or at their local churches. President Thomas, who also serves as Chancellor of AIHC-SBS, and the Trustee Board insist that the school promote a spirit of excellence in training and preparing leaders for church and society.

Currently, the school offers a Certificate of Completion in Biblical Studies.

## Facilities and Equipment

AIHC School of Biblical Studies uses the facility of Christ Communion Temple which is 4,900 square feet. Christ Communion Temple is the headquarters of the Association of Independent Holiness Churches, the parent body of the school. Classes are held in the fellowship hall connected to the church's main building. The fellowship hall is 800 square feet and seats 50 people. The equipment used for classroom instruction and administrative purposes are the copier, projector, and computer.

## School's Mission

The mission is to prepare students for a life of service in the ministry of our Lord with emphasis on biblical teachings and practical ministry.

## School's Motto

*Preparing to Serve*

“And He said unto them, Go ye into all the world, and preach the gospel to every creature.”  
(St. Mark 16:15)

## *STATEMENT OF THEOLOGY*

- We believe that there exists one God who is expressed in the person of God the father, God the son, and God the Holy Spirit. That these three entities are one in purpose and existence.
- We believe that God is Omnipotent, Omniscient, and Omnipresent.
- We believe that God is the Creator and Sustainer of all that exist.
- We believe that there is no other God.
- We believe that God is love.

# **Institutional Purpose**

AIHC School of Biblical Studies is a major entity of the Association of Independent Holiness Churches. It is designed to equip its students for a life of service through holistic bible study and practical training.

We believe that the bible provides the basis for Christian education and that the principles taught should be at the heart of Christian service.

Individuals who have made a commitment to the ministry of our Lord, should take an opportunity to prepare themselves to serve God and His people. AIHC School of Biblical Studies strives to help our students fulfill the Great Commission of our Lord Jesus Christ through practical ministry.

# **Institutional Objectives**

AIHC School of Biblical Studies desires to educate our students toward achieving specific objectives. Graduates will be trained to:

1. Assist their pastors in building an effective ministry for the people of God.
2. Apply biblical principles and general knowledge received from the study of the bible and field experience sessions.
3. Assume leadership roles within the local churches such as teachers and worship leaders
4. Gain an awareness and appreciation in serving the needs of all individuals

# Institutional Values

Founded in historical “South Memphis”, our identity has been shaped by a strong sense of purpose, a superb determination, and humble surroundings.

Men and women who are connected to the inner city now prepare themselves to meet the challenge of social demoralization through biblical education and faith.

These noble characteristics of the human spirit of necessity have forged in us the following values:

AIHC School of Biblical Studies will not compromise the principles of Christianity as it incorporates proven methodologies of learning.

AIHC School of Biblical Studies seeks to promote tolerance and understanding of any whose beliefs may differ from the fundamentals of Christianity.

AIHC School of Biblical Studies is committed to providing the highest quality of education and training possible.

AIHC School of Biblical Studies is committed to provide opportunities for learning in a hospitable environment that will enhance the ministry of Pastors.

AIHC School of Biblical Studies affirms that all people are created in the image and likeness of God that they should prepare themselves for His service and His reward.

AIHC School of Biblical Studies affirms the presence of the Holy Spirit as the principal agent of our Lord upon the earth, and that He guides us into all truths concerning Jesus.

AIHC School of Biblical Studies seeks to mold men and women, who have a zeal toward God, into credible, informed, bible-based Christian Leaders.

# *Admissions Requirements*

AIHC School of Biblical Studies welcomes applications from all qualified students who have expressed faith in Jesus Christ and have submitted their lives to the will of God. They must express a willingness to support the school's mission and follow the school's policies. They must also be open to expanding their bible knowledge and receiving spiritual growth.

## **Basic qualifications**

To be admitted to the Bible school, the applicant must have a high school diploma or GED.

## **Application Process**

Applicants must complete and submit the following:

**1. Pre-Enrollment Checklist**

**2. Application form**

An applicant can complete an [online application form](#) or download a [printable application](#) to be submitted to the Administration office.

**3. \$50.00 Non-refundable application fee**

An application fee is required for processing your application.

**4. High school diploma or GED**

Official high school transcript or GED certificate must be sent to AIHC School of Biblical Studies

**5. Biography/personal statement**

Please give us some information about yourself briefly describing your background and telling us why you have chosen AIHC School of Biblical Studies. Also, include in your personal statement how this program will impact your ministry.

**6. References**

Each applicant must provide two references that speak to his or her character. One reference must be submitted by a pastor or church official at your current church. The other reference must be submitted by a non-relative (i.e., employer, friend, or mentor).

## **Admitted Students**

Each applicant must submit a complete application for review to the Administration office for acceptance into AIHC School of Biblical Studies. Once a student has been admitted to AIHC School of Biblical Studies, he or she will receive notification and important dates about student orientation, course registration, and Moodle log-in information.

**LATE ENROLLMENT** Late enrollment may be permitted under special circumstances.

Students are not permitted to register for credit after the second week of the term calendar. Late enrollees are held responsible for all coursework missed.

## WHEN TO APPLY

A student may apply for admission at any time. The Admissions Committee cannot act upon your application, however, until all materials are received. Materials received too late to be processed before the effective date of enrollment may result in a late registration charge. Students who have not completed all admission requirements and procedures will be enrolled as special students for one term.

**Special students** are permitted to take courses, but no credit can be applied toward the certificate until all admission requirements and procedures are complete.

All admissions materials and information submitted on the student's behalf becomes the property of AIHC School of Biblical Studies and are not returnable. Application materials will be considered valid for a period of one year from the date of acceptance by the Admissions Committee. If a student does not begin classes during the first school year of acceptance, a new application with all materials will need to be submitted.

## Deadline to Apply

<b>Terms of Attendance</b>	<b>Application Submission Deadline</b>	<b>Registration for Classes</b>
1 <sup>st</sup> Term Jan. 12 - May 4, 2023	Dec 29	Early Registration: Oct 27 - Dec 16, 2022 Reg Registration: Dec 29, 2022 - Jan 12, 2023 Late Registration: Jan 12 - Jan 19, 2023
2 <sup>nd</sup> Term May 11 - June 22, 2023	_____	_____
3 <sup>rd</sup> Term July 13 - Nov. 2, 2023	June 29	Early Registration: May 11 – Jun 22, 2023 Reg Registration: Jun 29 - Jul 13, 2023 Late Registration: Jul 14 – Jul 20, 2023

## **Special Admission: Audit Student Status**

Adults who wish to attend AIHC School of Biblical Studies without earning credit or receiving grades may register as auditors only if the space is available in the class desired and if the instructor approves the registration. Audit fee is charged for each course. Any adult student entering under audit classification who subsequently wishes to take courses must meet all requirements for admission to the college. The fee charged for auditing will then be applied to the tuition cost. The auditors are under no obligation for regular attendance, preparation, recitation, or examination. They receive no letter grades and no credit. The degree of their participation in class discussion, or field work shall be determined by the instructor of the class.

# *Financial Information*

## **TUITION AND FEES**

AIHC School of Biblical Studies offers an affordable tuition. Students are responsible for paying the full tuition during the term of enrollment. Students can opt to pay in installments. They must read, sign, and submit the Installment Payment Plan/Promissory Note form. Students can download this form from the financial information page on the school's website and submit it to the administration office. Students who do not meet payment obligation will be notified by the administration office. Students may be assessed a \$50.00 fee for late payment. No certificate will be granted or issued until all financial obligations have been paid.

## **GUARANTEED TUITION AND FEE RATE**

Upon enrollment at AIHC School of Biblical Studies each student signs an Enrollment Agreement form. This agreement outlines the total expected costs of the certificate program in which the student is enrolling. The Enrollment Agreement guarantees a student that the tuition and fee rates stipulated will not increase if the student remains continuously enrolled as a student and meets or exceeds the graduation requirements.

## **CASH DISCOUNT POLICY**

AIHC School of Biblical Studies does not offer cash discounts on tuition or fees paid before the scheduled due date.

## **CANCELLATION AND REFUND POLICY**

The refund policy applies to the enrollment period for which the student was charged.

- a) If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00).
- b) A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student; and
- c) In addition to b, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five (25%) percent the student owes the institution, less administrative fee of one hundred dollars (\$100.00);
- d) In addition to b, if after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the

student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00); or

- e) In addition to b, if after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.
- f) For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

The amount of refund due depends on the last day of attendance for the student. The last day of attendance shall be determined by one of the following:

- The date on the expulsion notice if a student is expelled from the institution;
- The date the institution receives a written notice of withdrawal from a student;
- When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or
- The date the student fails to return from an approved leave of absence.

## Tuition and Fees 2022-2023

All fees are charged per year unless otherwise indicated.

Tuition Fee per year	\$1000.00
Administration Fee	\$30.00
<b>Other Fees</b>	
Est. Books & Supplies	\$50.00
Graduation Attire Fee	\$50.00
<b>Total cost of Fees</b> (excluding application fee)	<b>\$1030.00</b>
<b>Miscellaneous Fees</b>	
Audit Fee per class	\$100.00
Late Registration Fee	\$50.00
Transcript Fee (Fee must accompany a transcript form request)	\$5.00

## *Student Life*



The learning experience students gain at AIHC School of Biblical Studies is one that helps ensure that they are equipped and prepared for a life of service. The school recognizes that improved biblical knowledge is necessary for students to develop and grow spiritually in Christ. Thus, students must commit to a thorough study of God's word by attending classes, completing reading and writing assignments, and making satisfactory performance.

### *Spiritual Life*

A student who develops a relationship with Jesus Christ is the most important aspect in fulfilling God's purpose. It is the foundation that leads students to a "whole and complete" life in Him. AIHC School of Biblical Studies wants to encourage students' personal walk with Christ. Also, it wants to foster an environment where students can mature and grow by studying the scriptures and applying them to their daily lives.

### *Christian Experience and Service*

Practical application of biblical principles is not only expressed in students' daily living but also by serving as effective leaders and workers in ministry. The field experience sessions and practicum have provided students with the opportunity to receive exposure and knowledge in how to carry out the gospel in various areas of ministry.

## *Code of Conduct*

AIHC School of Biblical Studies strives to maintain a positive learning environment where everyone is responsible and held accountable for their own actions. Along with complying to the overall mission of the school, students must also follow the Academic Integrity and Student Behavior guidelines.

### **1. Academic Integrity**

AIHC School of Biblical Studies is a bible learning community that fosters the pursuit and spirit of excellence. It is important that the school preserves the quality of education offered to its students. All members of this community have a responsibility to create an atmosphere that will support the academic integrity. Violation of academic integrity such as cheating, plagiarism, and falsification will result in immediate action from the school officials.

### **2. Student Behavior**

All students are always required to behave and act responsibly. The students of AIHC School of Biblical Studies commit themselves to acting accordingly with the Association's beliefs and principles. They must follow the values that include academic honesty, personal integrity and respect for their fellow peers, faculty, and staff.

## *Dismissal*

If any student is in compliance with the rules and regulations of AIHC School of Biblical Studies that exhibit behaviors that disrupts and interrupts the institution's learning environment, the student will be disciplined accordingly which may lead to expulsion. Behaviors that warrant disciplinary action are stated in the course catalog, student handbook, and code of student rights and responsibilities.

The behaviors include, but not limited to, the following:

- Physical harm or abuse to another student, faculty, or staff member
- Verbal threats or intimidation to provoke reasonable fear of a person's safety
- Academic Misconduct
- Sexual Battery or Misconduct
- Vandalism
- Theft
- Financial Irresponsibility

### **Appeals of Academic Integrity Violations**

1. If a student is found responsible by his or her professor/instructor for committing academic misconduct, he or she may request a review by the Dean within five business days of receiving the notice of the professor/instructor decision. The involved parties will present their information to support their case. After a thorough review of the material presented, the Dean will do the following:

- a. Uphold the action taken by the professor/instructor
- b. Modify the action taken by the professor/instructor

2. A student may request an appeal of the decision of the Dean by submitting a letter of appeal in writing to the Academic Integrity Committee within five days of the Dean's decision. The Trustee Board will then schedule an appeal hearing before the Academic Integrity Committee.

3. If a professor/instructor has deferred the disciplinary action to the Academic Integrity Committee, a student may appeal the decision of the Academic Integrity Committee by submitting a letter in writing to the Trustee Board within five business days of receiving the Academic Integrity Committee's decision.

### **Appeal Process for Misconduct**

If the student(s) disputes the alleged charges or sanctions, he or she has the right to appeal. A student who appeals must submit it in writing to the Dean. The appeal must include the basis for the appeal and must be received within 3 calendar days after a student has been notified of the imposed sanction. An appeal will be based on the following conditions:

1. The sanction imposed is grossly disproportionate to the offense.
2. The decision was not supported by substantial evidence.
3. New evidence has become available that would significantly alter the results.

### **Conditions for Readmission**

**Disciplinary Suspension:** The denial of enrollment, attendance, and other privileges at the college for a specified period. In cases where a student is suspended for the duration of the school year, clearance for re-enrollment must be received from the Dean of the school. A student who has been issued a disciplinary suspension sanction may be prohibited from visiting on campus or attending all social functions and is deemed "not eligible to return" to the college during the suspension period. The suspension period will follow a period of disciplinary probation. A student may be allowed to reapply for admission upon the termination of the period with or without conditions/restrictions.

**Expulsion:** The dismissal of a student from the college without the ability to apply for re-enrollment. Expulsion requires approval of the president and chancellor. A student who has been expelled is deemed "not eligible to return" to the college for a period of one academic school year. After that one-year period, the student may be allowed to reapply for admission.

### ***Student Concerns and Grievances***

AIHC School of Biblical Studies want to ensure that all students are protected from any actions or behaviors that are deemed unreasonable, unlawful, malicious or inappropriate. The school will strive to work with all members of the community in maintaining a positive environment.

The student grievance will be executed in a manner that will resolve any conflict or dispute between students and staff. The student grievance procedure is designed to handle all issues

pertaining to students, which include but not limited to academic or administrative affairs. Any student with grievances related to academic affairs are limited to final grades or satisfactory completion of an instructional program. Any other complaints that pertain to incidents of sexual, racial, and other harassment such as hate-crimes or bias-related behaviors should be filed with the Dean.

## Procedures

Students are encouraged to seek an informal resolution of the matter directly with the faculty, staff, or individual(s) involved. A meeting with the staff member or instructor should take place to try to reach an agreement to resolve the issue.

If matters persist or escalate between a student and a staff member or between a student and a professor, or if a student feels he or she has received unfair treatment from an instructor, the student is encouraged to follow the appeal process. If the situation is between students, the student is still encouraged to follow the appeal process.

1. Student must submit in writing your grievance to the Dean for consideration. It must identify the specific reason(s) for the complaint as well as any other information that would help the Dean to understand the situation and determine how to rule on the grievance. The nature of the complaint would determine whether the final ruling is made by the Academic Dean or must proceed to the next step. The following should be included in the letter: date and time of the alleged conflict or action, a summary of the incident, other person(s) involved, and the resolution you are seeking. The complaint must be submitted within 10 business days of the alleged conflict or action.
2. Upon receipt of the written complaint, a conference will take place with the student and the Dean.
3. The Dean will notify appropriate persons and request any information or documentation needed to resolve the complaint.
4. Based on the nature of the incident, the Dean may encourage discussion between the two parties or take appropriate action to resolve the complaint.
5. All relative documentation and possible outcomes must be submitted by the student or other appropriate persons within ten (10) business days of the date the complaint is filed.
6. When possible, the final resolution (or a finding of “unresolved”) will be filed in the Administration Office within fifteen (15) days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the Dean or an assigned official will notify the parties involved.

7. If the student is not satisfied with the outcome of the complaint, the Dean and assigned personnel will review the information and recommend a course of action to the President and Chancellor. The decision of the President and Chancellor will be final.

#### Documentation

A record of all written complaints and their resolution will be documented, and the records will be kept in the Administration office located at 1519 South Lauderdale St. Memphis, Tennessee 38106. The college's telephone number is (901) 239-2442.

#### Escalating Appeals

Students who wish to appeal any decision or action of the school should write out their grievances and present them to the Trustee Board. A meeting will be arranged with the Trustee Board located at 1519 South Lauderdale St, Memphis, TN 38106. A meeting with the board may also convene online.

Grievances not settled through this procedure may be reported to the Tennessee Higher Education Commission, Nashville, Tennessee 37243-0830, telephone (615) 741-5293. Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

### *Placement*

AIHC School of Biblical Studies does not offer a placement service. The college does not act as a clearing house for information from churches seeking ministers or other workers as well as ministers and other workers seeking positions with churches.

# *Academic Information*

Every effort is made to ensure that the information provided in this catalog is accurate. Terms, conditions, fees, certificate requirements, course offerings and course descriptions set forth in this catalog are in accordance with information available at time of publication. AIHC School of Biblical Studies reserves the right to change these conditions when necessary. Therefore, this catalog should not be considered a contract between the student and the institution.

Normally, a student will graduate under the requirements published in the catalog in effect at the time of his or her initial enrollment. Students who do not graduate within the allotted time frame for the certificate sought may be required to meet the certificate requirements published in a later catalog. The Dean has the authority to waive requirements or provide substitute courses where necessary.

## *Information Sessions*

These sessions provide information about our program, curriculum, and admission requirements. All prospective students who have expressed an interest in enrolling our school are welcome to attend. Please [register online](#) to attend a session.

## *Orientation*

Orientation is an event for all new and returning students. This event is MANDATORY for all new students. The purpose of the orientation is to provide students with information and support necessary to begin a bible learning experience at AIHC School of Biblical Studies.

## *Registration*

Students must give special attention to registering for classes for each term. They can refer to the class course schedule for the classes available for enrollment during each term. Those students enrolled in the certificate program must register for all courses offered in each term.

## *Faculty*

AIHC School of Biblical Studies is focused on providing students with a good quality Christian education. The faculty is well-qualified spiritually and academically to teach students and promote the mission of the school.

## *Attendance Policy*

AIHC School of Biblical Studies expects all students to attend all lectures, field experience sessions, and complete practicum hours. Student classes and field experience sessions are

scheduled on Thursday nights from 6:30 p.m.-9:00 p.m. Attendance of each student is recorded per class period. Practicum hours are completed on various days. Arrangements to complete practicum hours are made between the student and the designated party who is responsible for providing those hours. Verification of those hours with a signature must be submitted to the Administration office.

It is understood that unexpected circumstances can occur that may result in an absence. It is the student's responsibility to get all required materials and assignments from any missed class. Permission to make up work can be granted by professors for reasonable cause. It is also the student's responsibility to determine what each professor requires.

#### 1. Other Absences

Students who miss class due to illness, accident or any catastrophic event such as a house fire or a death of a loved one, should notify the dean and professor as soon as possible of the circumstances and the length of time that will be missed. Students will be required to provide documentation. They must also work with their professors to develop a plan to make up missed work.

#### 2. Extended Absences

If students have a medical condition that requires an extended absence from school during the first, second, or third term and they anticipate returning to school during that term, please notify the Dean and their professors immediately. We will need this notification in writing along with a copy of their medical statement. This notification will allow us to make accommodations for the students concerning missed work.

Please note that due to the format of the courses for each term, students may not have the option to make up missed work. In this case, they will be encouraged to withdraw or receive an incomplete for the course or term. Students can resume their studies the following term within the school year enrolled, after notifying the Dean. If students withdraw or receive an incomplete within the school year enrolled, they are required to retake the course or term missed on the following year before graduating from AIHC School of Biblical Studies.

#### 3. Unexcused Absences

Failure to notify your professor or dean of a missed day is automatically considered an unexcused absence. Three consecutive unexcused absences will result in an automatic withdrawal from AIHC School of Biblical Studies.

#### 4. Tardiness

A student is considered tardy if he or she arrives in class after the attendance is recorded or has begun class or if he leaves before the class hour is completed. Three (3) tardies are counted as one absence.

### Conditions for Readmission:

A student who withdraws from the school year based on medical reasons or an unforeseen event may apply for readmission.

A student who receives an automatic withdrawal due to unexcused absences and wants to reapply to AIHC School of Biblical Studies must notify in writing his or her reason for the absences and lack of notification for those absences. After careful evaluation, a student may be granted permission to apply for readmission. If a student is granted readmission to AIHC School of Biblical Studies, the student will be placed on attendance probation for one term of enrollment, in which the student will not be allowed any unexcused absences during that term.

### *Withdrawal from the College*

Students who wish to discontinue the program must submit a letter detailing their reasons for withdrawing from the college and notify the Dean. Failure to notify the college of withdrawal may result in the student forfeiting any refunds due.

## ***GRADING POLICIES***

A student's grade in each course is determined by the instructor of that course. To determine the final grade, the instructor considers class attendance, participation in class, required readings, written assignments, tests, and examinations.

### *Grading System*

The college follows the 4.0 grade point system and requires a 2.0 (C) average for graduation. The grades, grade points, and their interpretation are as follows:

A	4.0-3.5	Excellent
B	3.4-2.8	Good
C	2.7-2.0	Average
D	1.9-1.0	Passing
F	0.9-0.0	Failure
I	Not figured in GPA.	Incomplete
W	Not figured in GPA.	Course Withdrawal
S	Not figured in GPA.	Satisfactory

U	Not figured in GPA.	Unsatisfactory
AU	Not figured in GPA.	Audit
P	Not figured in GPA.	Pass

### *Satisfactory Academic Progress*

Satisfactory Academic Progress (SAP) is monitored for all students at AIHC School of Biblical Studies. Students who apply to AIHC School of Biblical Studies are obligated to make satisfactory academic progress toward their certificate. Students enter into a contract or agreement to attend class, complete their assignments, seek tutorial assistance if necessary, prepare for exams, and complete courses with a passing grade.

### *Progress Reports*

Accurate records are kept by the college on the students' progress per term. Students receive a progress report after the completion of each term through our student database system. AIHC School of Biblical Studies has also adopted the Moodle online platform that will allow students to check their progress in each class. Access to the Moodle portal (<https://aihc-sbs.moodlecloud.com>) is designated for students which requires a username and password. Students can request a printed copy of their grade reports and unofficial transcripts for their personal records.

### *Academic Probation*

Students whose cumulative grade point average falls below 2.0 (C average), after the 1<sup>st</sup> term, will be placed on academic probation. Since the college's academic year is divided in three terms, the academic dean and faculty will review each student's academic record and devise a plan to assist students improve their academic standing (i.e., participate in programs).

Failure to comply with the conditions of Probation may result in Academic Dismissal.

After a one year of academic dismissal, students can reapply and be admitted on an individual basis.

### *Graduation Requirements*

In order to qualify for graduation, students must:

1. Express a belief and commitment to the School's theology statement;
2. Fulfill all financial obligations to the school;
3. Pass all required courses and complete practicum hours;
4. Demonstrate eagerness and enthusiasm toward Christian service.

## *Graduation Honors*

Summa cum laude Students will be graduated “with highest honor” who have earned a cumulative grade point average of 3.90 – 4.0.

Magna cum laude Students will be graduated “with high honor” who have earned a cumulative grade point average of 3.70 – 3.89.

Graduation honors will be computed on all grades earned at AIHC School of Biblical Studies through the last term prior to graduation.

## *Transfer of Credits*

*In compliance with Tennessee State Legislation SB3789/HB3857 we provide the following statement which must be signed by the student at the time of first enrollment and retained as part of the student’s permanent record.*

“Credits earned at **AIHC School of Biblical Studies** may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by **AIHC School of Biblical Studies**. You should obtain confirmation that AIHC School of Biblical Studies will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at **AIHC School of Biblical Studies** to determine if such institutions will accept credits earned at **AIHC School of Biblical Studies** prior to executing an enrollment contract or agreement. The ability to transfer credits from **AIHC School of Biblical Studies** to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at **AIHC School of Biblical Studies** if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of **AIHC School of Biblical Studies** and of any other educational institutions you may in the future want to transfer the credits earned at **AIHC School of Biblical Studies** before you execute an enrollment contract or agreement.”

# Academic Program

## CERTIFICATE OF COMPLETION IN BIBLICAL STUDIES

The Certificate of Completion in Biblical Studies is a program that provides students with an opportunity to serve more effectively in their local churches and communities. The combined courses and practical experiences will instruct them on the basic principles of the bible and expose them to different areas of ministry. Students who complete this program will

- a. develop a comprehensive knowledge of the bible.
- b. develop a basic understanding of how to minister to the needs of individuals in different settings
- c. strengthen their knowledge in the principles of Christian living
- d. strengthen their ability to defend their faith

### Requirements

- a. Applicants must be at least 18 years old.
- b. The prerequisite for this certificate is a high school diploma or GED equivalent.
- c. A completion of all contact hours is required to receive this certificate.

### Core Requirements

AIHC-BS101 Bible Survey Old Testament	9 hours
AIHC-BS102 Bible Survey New Testament	9 hours
AIHC-BS111 Church History I	9 hours
AIHC-BS112 Church History II	9 hours
AIHC-BS262 Book of Romans	9 hours
AIHC-BS240 Ethics in Ministry	9 hours
AIHC-PM231 Practical Counseling Methods	9 hours
AIHC-BS259 Apologetics	9 hours
	<b>72 hours</b>

### Other Requirements

AIHC-GS100 Writing & Public Speaking Seminar	2.5 hours
AIHC-GS098 Cardiopulmonary Resuscitation (CPR)	2.5 hours
AIHC-GS089 Mental Health Awareness 101	2.5 hours
AIHC-PM220 Field Study & AIHC-PM210 Practicum	18.5 hours
	<b>26 hours</b>

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**Total contact hours** **98**

*\*The certificate is a one-year program that requires 98 contact hours to complete. The 98 contact hours is equivalent to an 8-credit hour certificate program.*

### Credit Toward the Certificate Program

AIHC School of Biblical Studies' certificate program is an introduction to bible learning. Thus, the college does not grant credit from previous education, training, and experience to be applied to the certificate program.

# Course Descriptions

*\*The number of hours is contact hours not credit hours.*

## ***Biblical and Theological Studies***

- AIHC-BS101 Bible Survey OT** **9 hours**  
A complete overview of the old testament, including the historical background, the major themes, and settings.
- AIHC-BS102 Bible Survey NT** **9 hours**  
A complete overview of the new testament, including the life, teachings, and redemptive work of Christ as well as major themes and settings.
- AIHC-BS111 Church History I** **9 hours**  
This course is intended to introduce students to the history of the church which includes the basic principles and practices of Christian truth.
- AIHC-BS112 Church History II** **9 hours**  
This course is a continuation to the introduction of Church history, including the basic principles and practices of Christian truth as well as the major developments of modern times.
- AIHC-BS262 Book of Romans** **9 hours**  
A general study that introduces students to the content, structure, and background of the book. The course also includes a discussion of the epistle's messages and major themes.
- AIHC-BS240 Ethics in Ministry** **9 hours**  
This course is designed to teach students acceptable behavior from a moral, social, and biblical ethical standpoint.
- AIHC-BS259 Apologetics** **9 hours**  
A study of the Christian faith and strategies and techniques on how to defend their faith.

## ***Practical Ministry***

- AIHC-PM 220 Field Experience** **12.5 hours**  
This course provides students with an opportunity to gain exposure and receive information about different area of ministries (e.g., hospital visitation). The various sessions include information concerning best practices, Christian ethics, and do's/don'ts.
- AIHC-PM210 Practicum** **6 hours**  
This course is designed to give students an opportunity to gain practical experience in a supervised area of ministry/ministries. It also allows them to apply the biblical knowledge and principles received from coursework to various local and/or outreach ministries in their church or community.
- AIHC-PM231 Practical Counseling Methods** **9 hours**  
The course is designed to present the basic counseling skills.

## ***General Studies***

- AIHC-GS100 Writing & Public Speaking Workshop** **2.5 hours**  
This seminar is designed to provide students with general tips on how to write and speak with clarity and precision. It will also include information about the do's and don'ts of formal writing and speaking.
- AIHC-GS098 Cardiopulmonary Resuscitation (CPR)** **2.5 hours**  
This session will train students on how to resuscitate/revive human lives and provide first-aid assistance to individuals in emergency situations. This training will also include practical steps one must take in providing CPR and first aid.
- AIHC-GS089 Mental Health Awareness 101** **2.5 hours**  
The session is a training course that teaches students about the common mental health conditions to reduce stigma and to help others who may be developing a mental health problem or experiencing a mental health crisis.

## *Administration*

**Freddie L. Thomas**

B.S., C.L.S., University of Tennessee Health Science Center in Memphis

**Chancellor**

**Dr. Granville Scruggs**

B.A., LeMoyne-Owen College; Th.M., Princeton Theological Seminary; M.Div., Memphis Theological Seminary; D. Min., Memphis Theological Seminary

**President**

**Dr. Ingrid A. Thomas**

B.A., University of Memphis; M.Ed., Freed-Hardeman University; Ed.D., University of Memphis

**Dean**

## *Faculty*

**Dr. Granville Scruggs**

B.A., LeMoyne-Owen College; Th.M., Princeton Theological Seminary; M.Div., Memphis Theological Seminary; D.Min., Memphis Theological Seminary

**Professor of Biblical Studies**

**Dr. Robert Griffin**

B.S., Mid-South Christian College; M.Div., Harding School of Theology; Ph.D., University of Memphis

**Professor of Biblical Studies**

## *Support Staff*

**Shervelle Thomas**

A.S., State Technical Institute; B.S., Southern Illinois University Carbondale; M.B.A., University of Cincinnati

**Curriculum Development Consultant**

**Connie R. Lopez**

B.S., Middle Tennessee State University; M.B.A., University of Phoenix

**Advisor to the Dean**

## *Trustee Board*

The trustee board has been assigned the duty of administering and overseeing the business, legal and educational affairs of this institution. It ensures that the policies that govern this organization are properly implemented and executed in a consistent manner. The board helps to maintain the educational equity and the academic program of the school. Also, it engages regularly with the major constituencies of this institution to promote a spirit of unity and brotherly love.

**Chairman**

**Mr. Greg Thomas**

### **Members:**

Lynn Edwards, Secretary  
Jacinta Hall, Esq.,  
Parliamentarian

Freddie L. Thomas, Jr.  
Antonio Lawson

Doris Lacy  
Shervelle Thomas  
Dr. Jarita Mitchell

# Academic Calendar for 2022-2023

(Dates are subject to change)

Early Registration

All application forms submitted for 1<sup>st</sup> term

New Student Orientation

Regular Registration

Late Registration

October 27-December 15, 2022

Thursday, December 29

Thursday, January 5 @ 6:30 p.m.

December 29 - January 12

January 13 - January 19

## **First Term** (January 12- May 4)

First Day of Class

**Martin Luther King, Jr. Day (admin. office closed)**

100% refund on class withdrawals  
*by the date specified*

75% refund on class withdrawals  
*by the date specified*

Deadline for course withdrawals w/o receiving W

**Presidents' Day (admin. office closed)**

25% refund on class withdrawals  
*by the date specified*

Annual Open House

Official Last day of Class

Final Exam Week

Thursday, January 12

**Monday, January 16**

Thursday, January 12 (*must withdraw before or*

Thursday, February 2 (*must withdraw before or*

Thursday, February 2

**Monday, February 20**

Thursday, March 23 (*must withdraw before or*

Thursday, April 6

Thursday, May 4

May 1 - May 5

## **Second Term** (May 11-June 22)

Field Study/Practicum/General Studies

**Memorial Day (admin. office closed)**

May 11 - June 22

**Monday, May 29**

Early Registration

Summer Break

**Independence Day Observed (admin. office closed)**

All application forms submitted for 3<sup>rd</sup> term

New Student Orientation

Regular Registration

Late Registration

May 11 – June 22

June 29 and July 6

**Tuesday, July 4**

Thursday, June 29

Thursday, July 6 @ 6:30 p.m.

June 29 – July 12

July 13 - July 20

## **Third Term** (July 13-November 2)

First Day of Class

100% refund on class withdrawals  
*the date specified*

75% refund on class withdrawals  
*the date specified*

Deadline for course withdrawals w/o receiving W

**Labor Day (admin. office closed)**

25% refund on class withdrawals  
*or by the date specified*

**Columbus Day (admin. office closed)**

Official Last Day of Class

Final Exam Week

Graduation Rehearsal

Holy Convention Week

Graduation

Thursday, July 13

Thursday, July 13 (*must withdraw before or by*

Thursday, August 3 (*must withdraw before or by*

Thursday, August 3

**Monday, September 4**

Thursday, September 21 (*must withdraw before*

**Monday, October 9**

Thursday, November 2

November 6-10

Monday, November 13 @ 7:00 p.m.

November 15-19

Friday, November 17 @ 7:00 p.m.