

ASSOCIATION OF INDEPENDENT HOLINESS CHURCHES

AIHC
School of Biblical Studies



Preparing to Serve

AIHC SCHOOL OF BIBLICAL STUDIES

Preparing to Serve

Student Handbook
2020-2021



AIHC School of Biblical Studies Welcome

Welcome to AIHC School of Biblical Studies! AIHC School of Biblical Studies is a school dedicated to preparing our students for *A Life of Service* through bible teaching and practical application. The school is committed to assisting our students to successfully achieve their goals and fulfill the Great Commission of our Lord Jesus Christ.

Your experience at AIHC School of Biblical Studies will give you the opportunity to enhance your knowledge of the bible, form meaningful relationships, and grow spiritually.

The purpose of this handbook is to communicate our expectations to you which will allow us to maintain a safe, orderly, and harmonious environment. The proper ambience will promote your learning and spiritual growth.

We welcome you!

Ingrid A. Thomas, Ed.D.
Academic Dean

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Our Philosophy

The bible teaches us that Jesus fashioned himself as a servant, in that, He gave His life for us in fulfilling the will of His father. Those who have been buried and resurrected with Christ, are united with Him and have become ambassadors for Him in sharing the good news about ***His love, compassion, and saving grace*** for mankind.

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

AIHC School of Biblical Studies is a major entity of the Association of Independent Holiness Churches which provides education and training for individuals who have devoted their life to service.

Our mission is to prepare students for a life of service in the ministry of our Lord with emphasis on biblical teachings and practical ministry, which affirms the school’s commitment to equip leaders to work in their local churches and communities.

AIHC School of Biblical Studies is established on communal values and biblical principles that understand the importance of students being prepared to face the challenges of the world with boldness and confidence in our Lord Jesus Christ. Its established guidelines seek to foster an environment that will encourage students to develop a deeper and more mature love for God and His ministry.

The school holds every student, who matriculates through our program, accountable and responsible for clearly understanding the purpose, objectives, and values stated in our course catalog. In addition, students are to stay focused and in tune with God’s purpose for their lives and to allow themselves to be enriched by the biblical teachings and principles of God’s word.

General Information

School Mailing Information

AIHC School of Biblical Studies
P. O. Box 9473
Memphis, Tennessee 38190

Phone Numbers

Main Office: (901) 239-2442

Fax Number: (901) 443-5026

Website

www.aihcschools.org

Email Address

info@aihcschools.org

Emergency Telephone Numbers

Police/Fire/Ambulance.....911

Poison Center.....1-800-222-1222

Tennessee Dept. of Mental Health Statewide Crisis Line.....1-800-809-9957

Drug Helpline.....1-800-662-4357

MLGW 24 Hour Emergency Hotline.....901-528-4465

MLGW Outage Hotline 24 Hour.....901-544-6500

National Suicide Lifeline/Memphis Crisis Center.....901-274-7477

Tennessee Department of Child Services child abuse hotline..... (877) 237-0004

Shelby County Rape Crisis Center (RCC) hotline..... (901) 222-4350

Printing/Copying

Printing and copying are used for school purposes only.

Parking

Any student attending AIHC School of Biblical Studies will park on the parking lot of Christ Communion Temple (Headquarters of AIHC) for class and other events sponsored by the school.

Internet Use

Wi-Fi is available and requires a passcode for use in this facility. Only students and faculty can obtain this passcode to use during instruction, for research, or independent study. Use of the internet for reasons other than schoolwork is prohibited during class time.

Inclement Weather Emergency Closings

AIHC's inclement weather policy will be the same as Shelby County Schools inclement weather policy.

Sexual Misconduct

Please refer to the [Code of Student Rights and Responsibilities](#) for the sexual misconduct policy.

Academic Life

Attendance

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. 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 academic 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 you have a medical condition that requires an extended absence from school during the first, second, or third trimester and you anticipate returning to school during that term, please notify the Academic Dean and your professors immediately. We will need this notification in writing along with a copy of your medical statement. This notification will allow us to make accommodations for you concerning missed work. Please note that due to the format of some courses or the length of time away from a course, you may not have the option to make up missed work. In this case, you will be encouraged to withdraw from the course or receive an incomplete.

3. Unexcused Absences

Failure to notify your professor or academic 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.

Grading Scale

Refer to the [Course Catalog](#)

Academic Probation

Students whose cumulative grade point average falls below 2.0 (C average), after the 1st 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, students can reapply and be admitted on an individual basis.

Academic Integrity

AIHC School of Biblical Studies expects that all students will make choices that will reflect integrity and responsible behavior. The school understands that you are working adults and may feel pressured and overwhelmed to complete assignments. However, AIHC School of Biblical Studies still expects you to approach your work with honesty, trust the value of your own intellect, and give your best.

School officials ask that all students avoid the following behaviors:

Collaboration- Student submits a paper that contains another student's ideas or identical to another student's paper.

Plagiarism- Student submits a paper that contains someone's else ideas or identical to published or unpublished material without proper documentation.

Cheating- Student improperly using notes, books, another student's test, or other aids during examination.

Students guilty of any of the above behaviors will be addressed appropriately.

Withdrawal

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Academic Dean. The notice must include the expected last date of attendance, signature, and date.
- B. A student will be determined to be withdrawn from the institution if the student misses three consecutive instructional days and all the days are unexcused.
- C. All refund must be submitted within 30 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows:

Withdraw during the 1 st week of classes	Full Refund
Withdraw after 2 nd class session <i>Regardless of attendance</i>	50% of program cost
Withdraw after 3 rd class session <i>Regardless of attendance</i>	No Refund

Release of Student Records

AIHC School of Biblical Studies maintains student records and assures the confidentiality of such records. Student records are confidential and will be released to persons outside of the school upon written request of the student. School officials in the performance of their professional responsibilities may access student records.

Auditing

You may choose to audit the courses offered at AIHC School of Biblical Studies. You will be given access to the class materials, and you can choose whether to participate and complete class assignments. You must register for the course or courses. Auditing is \$75.00 per course.

Student Life

AIHC School of Biblical Studies is concerned about the spiritual and educational welfare of every student. We take pride in ensuring that all students receive a positive learning experience: an experience that's in accordance with God's purpose for their lives while fulfilling their personal desire to learn more about Him through His holy word. The school's focus on practical ministry realizes that a transmission of facts cannot stand alone in equipping and training the whole man for service. Although theoretical knowledge is given during class time, real life application is encouraged. Students are encouraged to participate in and contribute to the life of a local church. Student life at AIHC School of Biblical Studies promotes church involvement and urges students to take advantage of an opportunity to strengthen their spiritual growth through participation in church activities. AIHC School of Biblical Studies wants to partner with your local church in providing biblical knowledge and training for students to be prepared to render service within the body of Christ.

General Conduct

Students are expected to act in compliance with the rules and regulations that helps to ensure an environment conducive to learning. More importantly, AIHC School of Biblical Studies promotes Christian living and encourages all students to adhere to the teachings of the bible.

Respect For One Another

AIHC School of Biblical Studies will make every effort to promote a peaceful environment; in which, all members of this community are to demonstrate a high level of respect for each other.

Those individuals in leadership should be respected and addressed properly using their proper titles (e.g., President, Dr., Mr., Mrs., or Miss).

Respect is expected to be shown in the classroom and on/off campus events by arriving promptly, giving thoughtful attention, and engaging in material and discussions.

As members of this community, we should seek to show concern and care for others, which should be reflected in how we treat one another (i.e., being courteous, giving encouragement, putting other needs over your own).

In addition, this respect should guide how we communicate on social media. We should refrain from posting complaints about the school, comments that calls into question the character of other students, staff, or faculty, disagreements with individuals, or complaints about unresolved matters/issues).

Appearance and Dress Code

AIHC School of Biblical Studies encourages our staff, faculty, and student body to represent Jesus Christ at all times, which includes physical appearance. In pursuit of Christian character in word or deed, it is our responsibility to demonstrate a commitment to Holy living by dressing appropriately.

Diversity

AIHC School of Biblical Studies desires to be a college where all students have equal opportunity to flourish and experience academic success. It desires to promote unity in Christ and create a respectful environment where all students can learn and grow in their faith. Therefore, AIHC School of Biblical Studies welcomes diversity and seeks to embrace a student body with unique and distinct cultural backgrounds. I Corinthians 12:12 states, “For as the body is one, and hath many members, and all the members of that one body, being many: so also is Christ.”

The school expects the faculty, staff and student body to operate in the spirit of Godly love, thus removing any behavior or speech that would disrupt a harmonious environment.

Non-Discriminatory Statement

AIHC School of Biblical Studies takes pride in preparing our students to share the gospel of Jesus Christ all over the world. Galatians 3:26 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.

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 pertains to incidents of sexual, racial, and other harassment such as hate-crimes or bias-related behaviors should be filed with the Academic 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 Academic Dean for consideration. It must identify the specific reason(s) for the complaint as well as any other information that would help the Academic 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) involve, 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 Academic Dean.

3. The Academic 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 Academic 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 Academic Dean or an assigned official will notify the parties involved.
7. If the student is not satisfied with the outcome of the complaint, the Academic 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.

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.

Disciplinary System

A student admitted to AIHC School of Biblical Studies accepts the responsibility to conform to all the school’s rules and regulations. Failure to meet this obligation will justify appropriate disciplinary sanctions.

In administering any discipline, AIHC School of Biblical Studies is careful not to act carelessly or enforce any sudden or unaccountable changes on students’ behalf. Students must be treated fairly and given due process.

AIHC School of Biblical Studies’ procedure for disciplining students will work in compliance with the General Order ED025 805 released by the U.S. Department of Health, Education & Welfare. This order views the discipline of students in the educational community. It states:

“The voluntary attendance of a student in such institutions is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations

of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no invidious discrimination, no deprivation of due process, no abridgement of a right protected in the constitution, and no capricious, clearly unreasonable or unlawful action employed, the institution may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.” (pp. 5, 6)

Responsibility and Enforcement:

Trustee Board

The trustee board is responsible for making rules and regulations for the school and establishing policies that govern the conduct of the school, student body, faculty and staff.

The trustee board also orders and directs the president of the school to administer and enforce its policies instituted by its corporate body.

President

The president is entrusted by the trustee board to execute its policies and the internal government and administration of the school. In carrying out this responsibility, the president is granted the authority to take such disciplinary action as in his judgement the circumstances warrant. The president has delegated this function to the Academic Dean.

However, the president reserves the right to retain any case in which:

1. There is an alleged violation of a student regulation where school property has been damaged or destroyed.
2. There is an alleged violation of a student regulation where the conduct in question may threaten the safety of any member of the school community or any school property.
3. There is an alleged violation of a student regulation where the action in question would disrupt the educational process and/or orderly operation of the school.
4. There is an alleged violation of a student regulation where a federal, state or local law may have been violated.

Disciplinary Procedures

The following procedures will be followed when reports of incidents that alleging violate school policies or student/community life standards have surfaced: Two categories of violations based on the totality of the circumstances are minor infractions and major infractions.

1. Minor infractions
 - a. Reprimand- an oral statement to the student explaining that he/she has violated a student regulation and implies the student’s behavior is inappropriate and is not to be overlooked.
 - b. Issuance of a White Slip- a white slip is a written communique’ advising the student he/she has violated a school regulation.

- c. Censure- an official written statement to the student explaining that he/she has violated a student regulation. It is intended to communicate most strongly both the disapproval and the reprimand of the school community.
 - d. In-Kind Restitution- (may include but is not limited to) the reimbursement of costs for damage to, or destruction of, school property or property of any person; restitution in the form of appropriate service to be completed by the student; or required attendance to the appropriate social service or educational program based on the circumstances of the case.
 - e. Social Probation- indicates the behavior exhibited is socially unacceptable. Therefore, a designated period is set, and a specific action plan is agreed upon for the student to take corrective action and adjust behavior to socially acceptable standards.
2. Major Infractions
- a. Restriction of Privileges: The restriction of school privileges for a specified period. These restrictions may include, but are not limited to the following:
 - 1. Denial of the privilege to participate in any social events or activities
 - 2. Denial of the privilege to be elected or appointed as an officer for the student body or organization.
 - 3. Denial of the privilege to attend school functions on or off school campus.
 - 4. Denial of the privilege to vote in any school held elections.
 - b. Disciplinary Probation: A specified period of review and adjustment during which a student is under an official warning that his/her violation was very serious. While on disciplinary probation, a student will be “not in good standing” with the school and may face specific restrictions on his/her behavior and /or school privileges. Students involved in similar or additional disciplinary incidents while on probation may be recommended for immediate suspension or expulsion.
 - c. Disciplinary Suspension: The denial of enrollment, attendance, and other privileges at the school 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 Academic Dean. Permission to apply for conditions/restrictions. 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.
 - d. Expulsion: The dismissal of a student from the school without the ability to apply for re-enrollment. A student who has been expelled is deemed “not eligible to return” to the school for a period of one academic school year. Expulsion requires approval of the president and chancellor.

Other Policies and Events

Commencement

AIHC School of Biblical Studies holds one commencement ceremony during AIHC's Holy Convention. Students are eligible to attend commencement if they have completed all course requirements and are in good financial standing. Participation in commencement is optional; however, the school strongly encourages students to participate. There is no fee to participate in commencement.

Certificates will be issued to students during the graduation ceremony. If a student has not met all his/her financial obligations, he/she will not receive his/her certificate. A certificate of completion in biblical studies will not be granted until all financial obligations are met.