Student Handbook

City of Hope Bible College
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Student Manual

(Notation: This manual is intended to be complete, but is not all-inclusive. Therefore, there may be other policies and measures not mentioned that will also be considered policy.)

Welcome to the City of Hope Bible College! You are about to embark upon an exciting adventure as you begin your college career with us. Be prepared to experience a rich potential in growth, offering opportunities to deepen your faith in Jesus Christ, pursue academic excellence and develop friendships that will last a lifetime. We, the faculty and staff of the City of Hope Bible College, look forward to partnering with you during your time of study at our campus.

On one occasion Jesus said, "A new command I give you: Love one another as I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another" (John 13:34-35). At the City of Hope Bible College, we are committed to following the path of love in every area of life as we study, worship and live together as a college family. You will be challenged to live an authentic Christian life that makes a difference in the lives of the people around you. Whether you are called to missions, church planting, Christian education or any other ministry, God wants to use you to reach a lost and dying world with the transforming message of Jesus Christ. We have assembled a dedicated faculty and staff who want to help you build a solid foundation so that you can achieve the full potential that God has given you.

MISSION STATEMENT:

The City of Hope Bible College is an affiliate campus of International Bible Training Center in Daytona Beach Florida. It has a distinctive vocation to equip students for faithful leadership and critical reflection on the role of the church in a dramatically changing **global culture.**

The primary focus of the City of Hope Bible College is teaching with the commitment to maintain excellence in academic programs that foster intellectual enhancement. Additionally, we stress character development, which includes religious, cultural, social and ethical values. We endeavor to graduate students with demonstrated competencies in their chosen fields of study.

The purpose of the City of Hope Bible College is to obey in letter and spirit as expressed in the Great Commission given by our Lord in Matthew 28: 18-20, "And Jesus came and spoke unto them, saying, all power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: teaching them to observe all things whatsoever I have commanded you: and lo, I am with you always, even unto the end of the world. Amen."

PURPOSE STATEMENT:

The City of Hope Bible College exists primarily for the development of students and to prepare them for personal and public ministry. The City of Hope Bible College want to educate men and women for Christian ministries on the collegiate level through a program of Biblical and theological studies, Christian education, the pastoral ministry, world missions and church vocational areas deemed desirable. Therefore, the Bible is the center of all studies. To fulfill this purpose, the College endeavors to encourage student growth and development through its pursuit of the following objectives:

a. Students will develop an informed Christian world and life-view through the integration of biblical truth in all areas of the curriculum.

b. Students will acquire both a cognitive and affective knowledge of biblical truth through classroom instruction, faculty-student interaction and personal bible study.
c. Students will learn to think critically, from different doctrinal views, and from a Biblical perspective and maintain intellectual and spiritual integrity in all areas of study and research interpreting and applying scripture in accordance with sound historical, grammatical and exegetical principles.
d. Students will master study and research methods and develop the motivation necessary for lifelong learning.
e. Students will be able to meet contemporary challenges to historic, biblical Christianity with a working knowledge of Christian theology and apologetics.

STATEMENT OF FAITH:
We Believe...
...there is one God eternally existing and manifesting Himself to us in three persons--Father, Son and Holy Spirit.
...Jesus Christ is truly God and truly man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the scriptures. He is now at the right hand of the Majesty on high as our great High Priest.
...the Holy Spirit is a divine person, sent to indwell, guide, teach and empower the believer, and convince the world of sin, of righteousness and of judgment.
...the Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.
...man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only though the atoning work of the Lord Jesus Christ.
...salvation has been provided through Jesus Christ for all men; and those who repent and believe on Him are born again of the Holy Spirit, receive the gift of eternal life and become the children of God.
...the church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood and are born again of the Holy Spirit. Christ is the head of the body, the church, which has been commissioned by Him to go into the entire world as a witness, preaching the gospel to all nations.
...the local church is a body of believers in Christ who are joined together for the worship of God, for prayer, fellowship, the proclamation of the gospel, and the observance of the ordinances of baptism and the Lord's Supper.
...there shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, and a resurrection unto judgment.
...the second coming of Jesus Christ is imminent and will be personal, and visible. This is the believer's hope and is a vital truth, which is an incentive to holy living and faithful service.

VALUES FOR LIVING:
As a Christian Bible college we are committed to using the Scriptures as our final

authority in every area of life. The Bible presents absolutes that are rooted in God's character; they are timeless and apply in all cultures and under all circumstances. These biblical absolutes help to direct our thinking and behavior. The Bible calls us to be transformed in Christ, loving all people and treasuring mercy, justice, and humility. The Bible also directs us to be full of the Holy Spirit, and to speak to one another with kindness and respect.

In addition to absolutes, the Bible is full of principles to guide our decision making and behavior. At the City of Hope Bible College we are intentional about fostering a campus culture that is characterized by our love for Christ and others. This love expresses itself through the principles of holy living, purity in relationships, respect for peers and authority, and good stewardship of resources.

HOLY LIVING:

One of the marks of a believer is the transforming work of the Holy Spirit leading us from sinfulness to holiness. Before God created the world it was His desire that we would become holy (Ephesians 1:4). To be holy means that we are no longer enslaved to all that is sinful, impure, and morally imperfect. Rather, in Christ, we are free to honor God with our life as we are filled with the fruit of the Holy Spirit-love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. As we -5- surrender to the Lordship of Christ, we fulfill God's instruction to "be holy, because I am holy" (2 Peter 1: 16).

PURITY IN RELATIONSHIPS:

In every relationship Christians should strive to maintain high standards for purity. The principle of purity governs not only our behavior, but also our thoughts and motives. At the City of Hope Bible College we encourage you to examine your heart and the motives that affect your speech and behavior toward others. Ephesians 5:3 reminds us that "among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people."

RESPECT FOR PEERS AND AUTHORITY:

Part of being a Christian is to live in peace and harmony with those around you. II Peter 2: 17, for example, tell us: "Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king." NHBC is a gathering place for people from many different backgrounds and perspectives. When you join the City of Hope Bible College community, we ask that you make it your ambition to respect all individuals, including those who are different from you. We also ask that you comply with the City of Hope Bible College community standards, even if they go beyond your personal preferences or convictions.

Scriptures also instructs us to honor those in authority. Please respect the faculty and staff members, who are responsible for guiding and instructing you during your time at the City of Hope Bible College.

Address your professors by their highest title. If they are a doctor, refer to them as "doctor."

ORIENTATION:

Class orientation usually takes place on the first night (or day) of class. At this time you will be expected to present your application package along with all fees due at that time. This is a mandatory class and must be attended by every student enrolled.

The student may elect to present the application package prior to orientation by sending it to the

City of Hope Bible College office via mail or in person.

STEWARDSHIP:

The principle of stewardship recognizes that everything we have is a gift from God, given to us for our enjoyment. In addition, God instructs us to use our resources to bless those around us by being generous and willing to share with those who are less fortunate (I Timothy 6:17-19).

ACADEMIC INTEGRITY:

Academic honesty is a mark of Christian character and a value embraced by the college. Unfortunately, research conducted by The *Center for Academic Integrity* shows that the majority of students report having engaged in at least some cheating. Types of academic dishonesty include, but are not limited to:

Cheating on exams or quizzes
Plagiarism
Falsifying reading reports, ministry service hours, or attendance records

The consequences for dishonesty range from receiving no credit for the assignment to failing the course, or even, depending on the seriousness of the offense, to dismissal from the college.

The City of Hope Bible College reserves the right at any time to place on probation, suspend or dismiss a student whose academic standing, financial obligations, progress, or conduct is not deemed as satisfactory by the administration.

EXAMINATIONS GRADING CRITERIA

The Bible Course will include homework, quizzes, final exams, required attendance at events, required reading, and Christian Service hours. **Any students who are absent from school on exam day will make up the missed examination(s) on the day they return.** Any exam that is not made up on the day a student returns to class will be recorded as a "failure" on that specific exam. Documented proof of a medical emergency or a family crisis must be presented to the Administration Office for approval in order to postpone taking the exam. Appropriate study time will be determined in such cases.

GRADING SCALE

93— 100 % = A
86— 92 % = B
71— 85 % = C
60— 70 % = D
59 % and below = Fail

FAILING AN EXAM AND RETESTING

If a student's overall percentage for the term is less than 60%, then the following must be implemented: If the student has between 50% and 59% as a final average percentage, they may retake specific course exams once to try and raise their final average percentage to 60% or greater. *If the student has less than 50% in their final average percentage, they need to retake the course online with a passing grade within four weeks.*

GRADING CRITERIA

The grading criterion for COHBC is based on several areas: Exams, Homework, Required reading assignments, Special Events, Church Attendance, and Christian service hours per session. Your overall grade will be determined by your performance in all areas.

APPEALING GRADES

Students enrolled at COHBC are subject to the following policies related to an appeal for a grade in any course of study.

Policies

Students who disagree with any grade received on a final exam may appeal the grade **up to one calendar week after receiving the grade. When one calendar week has passed, no appeal will be accepted.** Appeals will adhere to the following guidelines:

1. Be certain that you are correct in questioning your grade.
2. Contact the Administration Office to present your appeal.
3. The Dean/Director of COHBC will review the grading process.
4. The Dean/Director will contact the student to answer any questions. If a grading discrepancy is found, the appropriate adjustment will be made to the student's grade.
5. All decisions regarding the appeal are final and no further attempt may be made to change the grade.

TARDINESS

Classes will start promptly at the scheduled time. If you are not seated in the classroom at the time class starts, you are considered tardy. Excessive tardiness (2 x in one term) will constitute one unexcused absence.

BREAKS

Break time in between classes is a time to relax and get better acquainted with your fellow students. Breaks normally do not last longer than five minutes in duration. Drinks and snacks are permitted during breaks, but please observe the following:

1. Respect the facility and keep the room clean.
2. Wipe up any spills.
3. Place all wrappers, cups, and cans in the trash before returning to class.
4. Eating is NOT allowed during class.
5. Be punctual in returning to the classroom to avoid being tardy.

GUESTS

Authorized guests are permitted to attend COHBC class session after first obtaining permission from the administration office. A student who invites a guest to sit in on a class should obtain permission ahead of time. Guests will sit in the rear of the classroom and should not participate in the question and answer period. Guests are limited to two visits per trimester.

CLASSROOM PROCEDURES

Students should take organized notes during the instruction. These notes will be extremely useful for future reference and examination reviews. Instructors are in complete charge of the classroom and the conduct of their classes. When an instructor steps in front of the classroom, this automatically means to give your full attention.

There will be no interruptions, challenges, or questions asked during the conduct of the class. At times, the instructor will allow a question and answer period at the end of their instruction. Speakers will generally announce how they intend to conduct class. Students are expected to show proper courtesy and respect to the speaker by not talking, sleeping, texting or conducting themselves in any manner that might be a distraction to the speaker or fellow students.
Cell phone usage of any kind is prohibited during class.

PERSONAL COMPUTERS:

We invite you to bring your computer along with you to campus to aid you in your school work. While computers are a profound blessing, they can also serve as a distraction to relationship-building and to completing academic requirements so use them with discretion

ONLINE STUDENTS

All online students are required to meet the same criteria and standards as those physically attending COHBC in the classroom. All information must be submitted electronically via e-mail in order to receive credit for the assignments and tests. Online students will receive a secured web address, a user name and a password.

COHBC INFORMATION CENTER

COHBC bulletin board is located in the lower part of the Church. Only information posted by the COHBC staff is allowed. No personal, business or networking of any kind is permissible. Thank you for your cooperation.

DRESS CODE

COHBC students should always dress in a manner that represents good taste and exemplify a strong Christian character.

Women– Are highly encouraged to wear appropriate attire, dresses/skirts (no more than 1 inch above the knee) blouses, dress pants suits or jeans with proper undergarments. No shorts, strapless, low-necked tops or dresses, athletic clothing, or tight fitting and revealing clothing will be allowed in class or services. Heels, flats, sneakers and sandals are acceptable footwear.

Men– Are highly encouraged to wear collared shirts, dress shirts, jeans or slacks to all classes. Sport coats or suits are also acceptable. Dress shoes, casual dress shoes, sneakers or sandals are proper footwear. No athletic clothing or shorts will be allowed in class or service.

Exceptions will be announced in advance.

TUITION

Students paying in full at registration/orientation may pay with cash, cashier's check, money order or credit card (Master Card and Visa Card only).

Payment Schedule- The $35 application fee is due when your application for registration is submitted to the Administration Office. The application fee is non-refundable. In some cases the application fee will be waved, this is up to the Administration or Dean of COHBC. The minimum balance of tuition is due as follows for students:

Payment for the year
Full Program $1200.00 per year

Payment for the Quarter
Full Program $300.00 per quarter

Payment by the Month (at 12 months)
Full Program $100.00 per month

Payment for the year
Full Online Program $1800.00 per year

Payment for the Quarter
Full Online Program $450.00 per quarter

Payment by the Month (at 12 months)
Full Online Program $150.00 per month

All students on a payment plan must remit payment no later than the 5th of each month; with the exception being weekly and bi-weekly payment plans. If payments are not received by the 5th of the month the student will not be able to attend class until payment is rendered, at that time the policies regarding unexcused absences will go into effect. Failure to make payments on time will be evaluated on an individual basis and may constitute dismissal.

REFUND POLICY
Students withdrawing from COHBC will be refunded according to the following: Refunds will be issued on an individual basis. Partial refunds will be available to those who have paid tuition for the entire year. If a student has paid for a full quarter's tuition, a partial refund will be available up to 30 days following the start of that term. No refunds will be given to students paying tuition on a monthly basis.

CONSULTATION
At COHBC, staff members are available to discuss any and all student needs. We would like to maintain an "open door" policy. In order to effectively accommodate students, please e-mail the Dean/Director or call the church office to make an appointment. Please feel free to make a request if you need an appointment. **No need is too small.**

Church Office: (864)879-7080
Tameisha Stripling e-mail: **nhbcgreer@gmail.com**
Vincent Anderson e-mail:**Vincent.Anderson@sealedair.com**

CLASS NOTES

Each COHBC student is required to take notes. In some cases, the instructor will handout student outlines. In addition to the student outlines, students are encouraged to take additional notes. The notes taken in these sessions will become a resource of spiritual insight for many years. Many notable ministers refer to their school notes when preparing to teach or preach. Therefore you should take additional notes. Each student is responsible for taking his or her own notes. You may share class notes, but they may not be reproduced in their entirety and given or sold to another student who simply does not take their own notes.

The Bible says to study to show yourself approved. Violations of this rule display's poor Christian character and conduct on the part of the student and would result in failing grades which is grounds for immediate dismissal. If a student misses a class, he or she may watch the

archived class online or pick up a copy of the class on CD, and should take notes from the sources listed and submit them to the instructor by the next scheduled class. In extreme circumstances, a student may give notes to another student upon approval from the Administrative Office. While you are encouraged to help one another, you are not permitted to do someone else's work.

GROUP STUDY

Group study is encouraged. Iron always sharpens iron; you will discover this as you go over classroom material with each other. You will find that it is an effective way to prepare for examinations.

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WITHDRAWAL

COHBC takes the matter of student withdrawals very seriously. A student should take this into consideration before withdrawal. All registered students who wish to withdraw from COHSM must strictly adhere to the following procedures:

1. Request of intent to withdraw must be submitted.
2. Student is required to have a personal interview with the Dean/Director and Pastor.
3. Remaining tuition balance for the quarter must be paid in full.

A student who officially withdraws from the COHBC will receive a grade of "WP" for all courses in which he/she has a passing grade at the time of withdrawal; otherwise, a grade of "WF" will be *given.* An honorable dismissal will be granted a student provided he has met *all* his financial obligations to the College, has completed the necessary forms, and is in good standing at the time.

Contact Information:

Church Office: (864)879-7080

Tameisha Stipling e-mail: nhbcgreer@gmail.com
Vincent Anderson e-mail:**Vincent.Anderson@sealedair.com**

CHRISTIAN SERVICE HOURS

Minimum of (6) hours per year of Christian Service hours are needed to receive your degree in Biblical Studies. These hours are needed in order to graduate. Christian Service hours are required to help you put into practice all you have learned in the classroom. It allows you hands on training in various ministries of the local church and helps you better understand your calling. The Christian Service hours are to be submitted before the end of the Term.

Christian service hours at New Hope Baptist Church are composed of the following:
-Helps Ministry-Greeters, Usher, Bookstore, Hospitality, Kitchen, Custodial
-Children's Ministry, Nursery, Youth Choir, Youth Dance ministry
-Outreach and Evangelism in the community, Hospital visitation, Nursing Home volunteer
-Administration-Clerical duties

If you are involved in another local church you may volunteer in any comparable ministries. Any questions or concerns regarding Christian Service please contact the Dean/Director of COHBC.

CODE OF CONDUCT

All students are expected to maintain exemplary conduct at all times. Jesus Christ is our example of good conduct. Each student should maintain these standards of Christian lifestyle:

1. Maintain a good strong relationship with Jesus Christ
2. Be a student of the Word of God.
3. Be a person of prayer.
4. Abstain from anything that could possibly hinder your relationship with God.
5. There should be evidence of the fruit if the Holy Spirit in your life.
6. Labor to please God in every area of your life.
7. Attend church on a regular basis. One Sunday and/or Wednesday Service.

Tobacco:
The COHBC prohibits the use of tobacco products on its property.

Drugs and Alcohol:
The COHBC prohibits the non-medicinal use of drugs and alcohol, and, the unlawful possession, use, or distribution of illicit drugs and alcohol by its students.

Weapons:
For the safety and security of our students and campus, we prohibit guns, ammunition, explosives (including fireworks), knives, martial arts weapons, paintball equipment (including ammo), and any other weapon.

DISCIPLINE OF STUDENTS

The Dean/Director and Pastor's of NHBC/COHBC will handle any severe discipline problems that may arise. Any student acting in manner that will bring discredit to the Kingdom of God, NHBC and/or COHBC will be disciplined up to and including the expulsion from school.

CLASS ATTENDANCE

Attendance is required in **all classes. We expect you to be present and on time!** Attendance is taken for every class. No student should leave the classroom while class is in session except for an emergency or if the Instructor/Director grants permission. Being on time for all class activities will be continually emphasized during the year. If you are absent or know you will be absent, you are required to write or e-mail the director and cc the Instructors in advance for an excused absence.

ABSENCES

The impact that unexcused absences will have on your grade during each trimester will be as follows:

1. Missing **three (3)** days of any class meeting, unexcused will automatically lower your grade one level through the grading system.
2. Five (5) unexcused absence will terminate your enrollment. The only exceptions to be considered are **extreme** circumstances such as a death in the family, medical emergency or extreme sickness.
3. Any request for exceptions must be made in writing to the Administrative Office before class is dismissed on the day you return. Failure to do so will result in the absences being unexcused.
4. Make-Up Assignment
   -For missed classes or missed assignments you may:
   Contact your instructor for assignments or fellow students for notes.
   It is your responsibility to get the information you need to be current.

DEGREE REQUIREMENTS

Breakdown of Credit Hours

1.50 credit hours per class
4.50 credit hours per term (3 classes per term)
.50 credit hours = 1 hour Christian Services (1 hour of Christian Service per term for a total of 6 hours per year)

4.50 credit hours per class and multiply by 6 terms this totals 27.0 hours.
Take .50 credit hours and multiply by 6 hours of Christian Services this totals 3.0 hours
Total hours 30.0 credit hours for the 1st year
Repeat for the 2nd year for a total of 60 credit hours (Associate Degree).
Repeat for the 4th year for a total of 120 credit hours (Bachelors Degree).

*Note: Each school year is 48 weeks which is equal to 1 calendar year. This curriculum will actually require 2 years to complete the Associate Degree and 4 years to complete the Bachelor's Degree.