



# STUDENT HANDBOOK

For Undergraduate and Graduate Studies



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**STUDENT HANDBOOK**  
**2019-2021**

*Fourth Edition*

# HOSANNA BIBLE COLLEGE

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## **SECTION ONE: GENERAL INFORMATION**

### **A Message from the President**

Welcome to Hosanna!

We, in Administration, faculty and staff, are excited about having an expanded community of learning and faith. Your presence in the classroom whether on campus or in our online learning environment, is an important signal that you want to be more immersed in God's Word, desire to grapple with issues in ministry, are concerned with building the Church, and want to have a better understanding of God's Kingdom, as well as see God's hand moving in God's world and in your life. We attempt to be relentless in insisting on the best for you. We have not only recruited the best faculty and staff possible, but intend to make your learning experience one that expands your personal horizons, your capacity for ministry, and your potential for all that God intends for you to be. Do not hesitate to let us know of your learning needs. Also, point others to us because Hosanna is not just a college, but a Kingdom movement.

Soli Deo Gloria,

*Dr. Sherman R. Tribble*

Dr. Sherman R. Tribble, PhD  
President and Chief Executive Officer  
Hosanna Bible College

**Hosanna Bible College**  
**Biblical Foundation Statement**

The following is the Biblical foundation statement reflecting the theological position of Hosanna Bible College. This statement provides a basis for doctrinal agreement and unity. The Bible itself is the final authority of what we believe. This statement serves the purpose of providing a general outline of the belief system adopted and embraced by our institution. This statement is consistent with the Word of God and is in accordance and in agreement of the doctrine of the Holy Spirit.

**The Bible:** The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

**The Trinity:** The triune, Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.

**The Father:** God the Father, the first person of the Divine Trinity, is infinite Spirit—sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

**The Son:** The Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

**Holy Spirit:** The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

**Historicity:** The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

**Redemption:** The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

**Salvation:** Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

**Last Things:** The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

**Biblical Creation:** Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

**Satan:** The existence of a personal, malevolent being called Satan who acts as tempter and accuser for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

Hosanna Bible College  
**Mission Statement**

To maintain a standard of education that will fulfill the needs of our students, answer the mandate of our Savior, meet the needs of our community and satisfy our need to serve

**Hosanna Bible College**  
**Educational Outcomes**

Through the curricula offered by Hosanna Bible College (HBC), the following are educational outcomes wherein students of HBC should be able to reach by graduation.

1. Students should be able to obtain the theological tools to fulfill their calling to ministry.
2. Student should be able to acquire skills that adequately prepare them for practical ministry.
3. Student should be to gain a general knowledge of general education, the bible, liturgy, theology, divinity, Christian education, Christian counseling, and leadership.
4. Student should be able to acquire knowledge, research sources, and observe resources consistent to their area of interest in ministry.
5. Student should know how to apply the knowledge they have acquired.

**Hosanna Bible College**  
**Christian Philosophy**

The term Hosanna, originally understood as an appeal to God for deliverance and more popularly characterized as an exclamation of adoration and praise, is needed for every person called by God to serve.

The mission of Hosanna Bible College (HBC) is firmly based in the understanding that an appeal to God for salvation is not only limited to matters of redemption. Moreover, an appeal to God for understanding is the impetus that leads to redemption and many of the issues of life.

“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth (II Timothy 2:15).” This biblical passage is embraced as a mandate given to every Christian to study. As a result, Hosanna Bible College embraces the notion that in order to be effective in ministry and responsive to the mandate outlined in II Timothy 2:15 that God’s intervention is essential.

The cry of “hosanna” is an appeal for God’s intervention. Hosanna Bible College accepts the idea that as students enroll into this institution, that a cry for God’s intervention is being made. In the same way, as each student accomplishes successful matriculation, the appeal to God for deliverance is at that point satisfied. As students engage in their theological journey with HBC, a sense of fulfillment to God and to those whom they are called to serve will be experienced and appreciated.

**Hosanna Bible College  
Code of Honor**

The faculty, administration, staff students of Hosanna Bible College is committed to service to our God and His people in matters of ministry and service to humanity. As a result, the faculty, administration, staff, and students are required to sign the Code of Honor. This action reflects one's willingness to comply with the principles that are embraced by this institution to follow the message and teachings of Christ. The Word of God drives not only the doctrine but also the behaviors of a Christian in the context shaped and nurtured by Hosanna Bible College. The Code of Honor reflects the principles of individual integrity, faith in God, respect for others and the laws of the land.

The following will not be tolerated in the HBC context and prayerfully in the personal activities of those attached to this institution: illegal drugs, sexual immorality and perversion, and other worldly activities, which are inconsistent with biblical principles of Christ. Those who, through attitude or conduct, show their unwillingness to abide by the life-style set forth in this Code of Honor will be asked to meet the school's Disciplinary Committee and may be subject to dismissal from the School at the Administration's discretion.

**CODE OF HONOR PLEDGE**

THEREFORE AS A MEMBER OF THE HOSANNA BIBLE COLLEGE FAMILY, AND HAVING READ THE CODE OF ETHICS AS IT APPEARS IN THE STUDENT HANDBOOK AND SCHOOL CATALOG, AND AS THEY APPLY TO ME IN MY ROLE AS A MEMBER OF THE FACULTY, ADMINISTRATION, STAFF OR STUDENT BODY RESPECTIVELY, I PLEDGE MYSELF, WITHOUT RESERVATION, TO THE FOLLOWING LIFE-STYLE COMMITMENT.

As a Christian, I believe the Word of God to has the final authority in my life a believer. I accept its teachings as the final authority on all staff matters of faith and conduct; and as a student and/or faculty and staff member at Hosanna Bible College, I will maintain the moral and spiritual ideals of the School, render respect to those who are my peers, subordinates, and those in authority over me; conform to its social, academic and spiritual requirements; and recognize my responsibility according to the Word of God.

**Signed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## Hosanna Bible College **History**

In 1982, Pastor Donald Q Fozard and Elder Nora L. Fozard conceived the vision for Hosanna Bible College (HBC). Pastor Fozard, the senior pastor of Mount Zion Christian Church, Incorporated and his wife operated as co-founders and presidents of HBC respectively. Initially, the objective of HBC was to prepare preachers and teachers for the gospel ministry. However, the vision has expanded to include curriculum and training that would prepare laypersons, clergy and professionals who have a God consciousness. The vision came into fruition in August 1992. When the doors of Hosanna Bible College opened, 14 students enrolled and were excited about their journey in Christian education. During that time, all instructors were practicing pastors and brought a host of pastoral expertise and wisdom that would help shape and benefit the charter students of HBC.

Elder Melvin Tolbert served as the academic dean and helped to craft the academic model that would continue for more than a decade. In May of 2001, HBC began pursuing accreditation through International Christian Accrediting Association (ICAA). Due to organizational transitions, the process was not completed. But the vision of HBC was alive and well in the minds and hearts of the founders, staff and students of the institution.

Hosanna Bible College began as a two-year program. The first graduating class marched in May of 1994 with 14 graduates. There was not a graduate class in 1995. However, Hosanna Bible College continued to market and recruit students to remain an active and vibrant institution. In 1996, HBC extended its paradigm to a three-year program. Between 1996 and 2000, each year graduates successfully matriculated through the programs offered by HBC.

Under the leadership of President Donald Q. Fozard and Nora L. Fozard HBC remained active and continued to offer training in Christian education.

In 2014, Dr. Fozard resigned his position as president and was voted as the Chairman of the Board of Trustees of HBC. Shortly thereafter, Dr. John Chapman was voted in as President of Hosanna Bible College. With the grace of God, Dr. Chapman and a fresh team of excited and credentialed staff began working diligently to fulfill the original goal of bringing Hosanna Bible College to the glory that was foreseen by the founding visionaries when it first began in 1982. In August of 2019, Dr. Sherman R. Tribble, PhD, took the presidential reins to provide a much needed sabbatical for Dr. Chapman. From then to now, Hosanna Bible College has embraced the charge of having “A Standard to Keep and God to Glorify.”

**Hosanna Bible College  
Statement of Nondiscrimination**

Hosanna Bible College located at 3519 Fayetteville Street, Durham North Carolina admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and academic and athletic school administered programs.

**RECOGNITIONS**

**ACCREDITATION**

Hosanna Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Candidate Status as a Category IV institution by the TRACS Accreditation Commission on April 16, 2019. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

**EXEMPTION FROM LICENSURE**

**Hosanna Bible College has been declared exempt, by the appropriate state authority, from the requirements for Licensure under provisions of the North Carolina General Statutes, Section (G.S.) 116-12(d). Exemption from Licensure is not based upon any assessment of program quality under established licensing standards.**

**HBC MISSION STATEMENT**

To maintain a standard of education that will fulfill the needs of our students, answer the mandate of our Savior, meet the needs of our community and satisfy our need to serve.

**HBC VISION STATEMENT**

To be the region's premier comprehensive Bible College, recognized internationally for its ability to fulfill the educational needs of students, answer the mandates of God, meet the needs of the community, and satisfy our need to serve.

## **SECTION TWO: ADMISSIONS, FEES, AND FINANCIAL AID**

### **ADMISSIONS INFORMATION**

#### **Registration for Classes**

Students should register on the registration days which are listed in the college calendar. Students must register before attending a class. Each student, by the act of registration, agrees to remain during the semester and thereby assumes liability for the payment of all charges for the semester.

#### **Admissions Requirements**

The requirements for admission, as described in this section of the catalog, have been established by the college as providing minimum qualifications for admission. The college follows an open admissions policy for those who meet the spiritual and educational qualifications outlined. All applicants for admission to Hosanna Bible College must show evidence of Christian character and scholastic competency by providing a spiritual autobiography.

#### **Spiritual Qualifications**

The student shall subscribe to, or not be antagonistic toward, the Statement of Faith as outlined in this catalog. Successful applicants should also embody a godly life and possess a teachable spirit.

#### **Educational Qualifications**

A diploma from an accredited high school or GED is the standard educational requirement for admission to Hosanna Bible College.

#### **Special Admissions**

When a student does not possess a high school diploma or its equivalent, the student must demonstrate the ability to benefit from the educational programs offered by Hosanna Bible College. Such student must achieve an acceptable score on an independently administered test

that gives indication that the student may benefit from the training offered by the school. Life experience will also be considered.

Hosanna Bible College offers Associate in Christian Education and Bachelor of Theology degrees.

In order to graduate with a degree, the student must meet the following requirements:

1. Successfully complete 60 credit hours including all core courses and electives for Associate of Arts degree in Christian Education.
2. Successfully complete 128 credit hours including all core courses and electives for Bachelor of Theology degree.
3. All financial obligations must be met.

## **ACADEMIC ADVISING AND REGISTRATION**

Students accepted into a program of study have the opportunity to meet with academic advisors both in their program of study and in scheduled advising sessions during the registration period. All students are required to meet with an academic advisor prior to registration or during the registration period. The purpose of this meeting is to ensure that course selection is appropriate for the student's educational goals and skill levels.

## **TUITION and FEES \*(Subject to Change)**

One of the goals of the Hosanna Bible College Administration is to maintain a low-cost, high-quality education to the extent that sound business practices will permit. The annual cost for tuition and fees is much less than one would find at most private colleges or post-secondary schools.

All tuition and fee payments are due and payable at the beginning of each semester. Each student is encouraged to pay for the total semester charges at this time. For those students who are not able to make the complete payment at time of registration, the school has provided a deferred payment plan. Students using the deferred payment plan will not be considered fully registered

for classes until a deferment plan is signed by the student and authorized by an appropriate representative of the school. Investing in your personal education and development will yield tremendous benefits. However, Hosanna Bible College does not have the resources to underwrite the cost of a college education for any of its students. Grants and loans are available to all qualified students. If you need advice and consultation in this area, please contact the Business Office at 919 – 572–1625, ext. 7015.

## TUITION AND FEES

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As HBC continues to develop as an institution, we see an opportunity for students to benefit from our presidential scholarship plan. Students in financial need, while completing the financial assistance form, can indicate the amount he or she is able to contribute towards the full amount of tuition. This amount can not be less than \$300 per class. The student will then go through a screening to confirm the minimum amount paid is accurate based upon HBC's *standard of financial assistance*. If the student qualifies and agrees with the amount determined by the Financial Assistance department, a presidential scholarship will be awarded to supplement the balance of the tuition for that particular semester. This presidential scholarship shall be awarded on a semester basis and shall not survive beyond the student's eligibility to receive federal financial aid for Hosanna Bible College.

# **Hosanna Bible College**

## **Tuition and Fees Schedule 2019 -2021**

### **Undergraduate Studies**

- ✓ **Bachelor of Theology**
- ✓ **Bachelor of Ministry in Modern Music**

<b>Classes</b>	\$250/credit hour	\$750 per 3-hour class
<b>Application Fee</b>		\$25 (one-time fee)
<b>Technology Fee</b>		\$199 per semester
<b>Graduation Fee</b>		\$200 only in the year of graduation. It is due in January of the anticipated semester of graduation

### **Graduate Studies**

- ✓ **Master of Divinity**
- ✓ **Master of Christian Education**
- ✓ **Master of Christian Counseling**

<b>Classes</b>	\$300/credit hour	\$900 per 3-hour class
<b>Application Fee</b>		\$35 (one-time fee)
<b>Technology Fee</b>		\$199 per semester
<b>Graduation Fee</b>		\$200 only in the year of graduation. It is due in January of the anticipated semester of graduation.

### **Doctor of Ministry Studies**

<b>Tuition per semester**</b>	<b>\$2,500 per semester</b>
<b>Application Fee</b>	\$35 (one-time fee)
<b>Technology Fee</b>	<b>\$250 per semester</b>
<b>Graduation Fee</b>	<b>\$600.00.</b> This fee is to be paid in January of the year in which the student expects to participate in graduation. This fee covers: Quality Control, Examination, and Diploma

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\*Graduation fees do not cover cost of robes, invitations and other graduation items.

\*\* Doctor of Ministry Students who are beyond six semesters and are only completing the project/dissertation have a tuition cost of \$1,000 per semester for each semester enrolled until the completion of the degree.

\*\*\* Books and articles are extra.

## **METHOD OF PAYMENT**

We accept cash, personal checks, bank drafts, MasterCard or Visa. Students electing the use of the interest free promissory note deferred payment plan will make payments during the semester with the entire semester charges being due in full by the 15<sup>th</sup> of the final month in the semester or 8-week cycle. The deferred payment plan divides the student's semester charge into two (2) or four (4) payments for the Fall or Spring Semesters, and into two (2) payments for the Summer semester. At the time of registration for the Fall and/or Spring semester, the student would pay the first payment (called a down payment) as follows: Full-time –  $\frac{1}{4}$  or  $\frac{1}{2}$ . The remaining payments (depending on the two-payment or four-payment plan) are as follows:

<b>PAYMENT PLAN</b>	<b>UNDERGRADUATE</b>	<b>GRADUATE</b>	<b>DUE DATE</b>
Two-Payment Plan	$\frac{1}{2}$	$\frac{1}{2}$	At Registration
#2	$\frac{1}{2}$	$\frac{1}{2}$	15 <sup>th</sup> of 2 <sup>nd</sup> month
Four-Payment Plan	$\frac{1}{4}$	$\frac{1}{4}$	At Registration
#2	$\frac{1}{4}$	$\frac{1}{4}$	15 <sup>th</sup> of 2 <sup>nd</sup> month
#3	$\frac{1}{4}$	$\frac{1}{4}$	15 <sup>th</sup> of 3 <sup>rd</sup> month
#4	$\frac{1}{4}$	$\frac{1}{4}$	15 <sup>th</sup> of 4 <sup>th</sup> month

Students will be mailed a statement on or about the end of each month for any outstanding balances due. Students desiring to use the deferred payment plan will sign an agreement of understanding at the time of registration. Students who have not satisfactorily met their financial obligations to the school by the 15<sup>th</sup> of the final month will not be permitted to take final examinations, receive a grade for the course(s), or receive a transcript. All financial obligations from previous semesters must be satisfied before any student will be permitted to register for subsequent semesters.

If you have further questions, please contact the Financial Assistance Office at 1-844-HBC-4-YOU (1-844-422-4968) or [financialassistance@hosannabc.org](mailto:financialassistance@hosannabc.org).

## **SECTION THREE: ACADEMIC INFORMATION**

### **ACADEMIC POLICY AND REGULATIONS**

Students are admitted to HBC without regards to gender, race, color, age, national or ethnic origin, provided they meet basic requirements for admission. All students admitted have equal access to the rights, privileges, programs, activities and student aid afforded by HBC Graduate Programs and are governed without discrimination by the established policies and procedures.

All degree requirements must be completed within seven years of the date of admission, except in special circumstances which must be approved by the Provost.

### **ADMISSION POLICY**

HBC accepts students as graduate degree candidates, continuing education students and non-matriculated graduate students. Students who wish to enroll in the HBC Graduate Programs must provide an official transcript from the school(s) where they completed their undergraduate studies. Three references will be requested: two church related references, such as home church pastor, campus minister, or denominational official and one general character reference. Applicants are evaluated based on academic attainment, future promise for ministry and vocational clarity and commitment.

Students entering the Continuing Education program must complete an application for admission and provide any documentation needed; i.e. high school transcripts, GED, or life experience. Each applicant will also have to complete a spiritual autobiography. **Categories of Admission**

Regular Student – persons who are admitted into a degree program.

Non-degree Student – persons who are admitted as special students, who are not seeking a degree, but are interested in taking a few courses for their own interest.

### **Admission Acceptance**

Persons who do not matriculate at the time for which they were originally admitted forfeit admission, unless they present a written request for deferral to the Admissions Committee. HBC must also receive a final transcript verifying the conferral of the undergraduate, graduate, and seminary degree.

### **Potential Students**

Potential students are responsible for the following items to complete the application process.

1. Request an official transcript from their high school, college, etc.
2. Complete a spiritual autobiography.

3. Request two people to complete letters of reference.
4. Have their physician complete a health form.

### **Graduate Admission Requirements**

Students have access to the admission policy of HBC as found in the Graduate Student Handbook. Assessment forms and records are kept on file to assess that procedures are in place for monitoring how special students are benefited and serviced.

### **Special Admissions**

“When a student does not meet all the graduates standards for admission or its equivalent, the student must demonstrate the ability to benefit from the educational programs offered by Hosanna Bible College. Life experience will also be considered.”

### **Probationary Admissions/Ability to Benefit Services**

Ability to benefit services are also provided when students are placed on academic probation, have special learning disabilities, and are admitted under probationary status. Their assigned faculty advisors and the institution’s deans monitor these students. The institution has the right to reduce their academic course load and extend their date of graduation. If a student does not meet all of the admissions requirements, they may still be granted initial admission status. This student can only enroll for six credit hours. If this person meets the satisfactory requirements, after the first semester they will then be placed on provisional status. The next semester (they will be allowed to take nine credit hours) if they meet the satisfactory requirements in this second semester, they will be allowed to apply for regular student status by the Admission Committee of HBC for full-time student status. Confidential records on these students are kept in the registrar’s office. Follow-up is measured by course grades and institutional competencies.

### **Enrollment Limitations**

In an effort to maintain institutional effectiveness, enrollment limitations will be applied involving student enrollment for all courses. As a general rule, for undergraduate courses enrollment will be limited to 1- 25 students per course. For graduate courses, enrollment will be limited to 1-18 students per course. For post-graduate courses, enrollment will be limited to 1-10 students per course. Courses having additional instruction support such as teacher assistants will be allowed greater ratios. These limitations may be adjusted on a course by course basis by the registrar and the chief academic officer.

### **Dismissals/Suspension**

If a Divinity School student’s behavior is unacceptable and he/she can no longer benefit from the services that we have to offer, this person will be subject to dismissal. Re-admission will not be

considered until at least one full semester has passed and the student has given evidence in a change of his/her behavior.

### **Academic Probation**

Any student whose overall grade point average below a “C” will be placed on academic probation. If the student fails to bring their overall average to a “C” after two semesters of academic probation, they may be temporarily suspended or terminated. This student will have to sit out at least one semester and give evidence that they should be re-admitted. Students that are re-admitted will automatically be placed on academic probation during their first semester.

### **Re-admission**

Any student who has previously attended HBC but has not attended during the prior semester, or who withdrew from HBC before completing the prior semester is required to file an application for re-admission with the Admission Committee.

In the case where an applicant was granted admission but did not attend, the applicant need only to write a letter to the Admission Committee giving the date desired to report for registration. A student that has been dismissed from HBC may reapply after one full semester. A student who formally withdrew may apply for re-admission prior to the beginning of the next scheduled semester or Summer Session.

To be re-admitted, the student must complete the following requirements:

- 1) Submit a new application.
- 2) Submit an additional statement detailing reasons for withdrawal and reasons for seeking re-admission at this time, as well as describing activities and employment undertaken since withdrawal.
- 3) Submit the names of three persons willing to serve as references who will be contacted by the student, one of which must be an ecclesiastical official.
- 4) Transcripts of all academic work undertaken since withdrawal from HBC.

These additional materials, along with the student's original file, will be reviewed by the members of the Admissions Committee for an admission decision. An interview with the Academic Dean may also be requested prior to the processing of the application for re-admission.

### **Attendance Policy**

Classroom instruction and learning is a very important part of our educational process. Therefore, attending classes, being punctual, and fulfilling class requirements are vital to the academic and Christian character of the student. Faculty members are required to maintain attendance records and report student absences to the Registrar's Office and Office of the Dean on a monthly basis.

The student assumes responsibility for all absences and communication with the professor about

absences. Whether the absence is considered excused or unexcused for a particular class session is a matter to be resolved between the student and the professor. The professor will document whether the absence is excused or unexcused. Students are held responsible for the material covered in the class as well as for outside readings, textbooks, homework assignments, etc. Students who are not present, on time and prepared with all materials will find themselves at an extreme disadvantage.

### **Class Attendance:**

The school's policy regarding attendance is as follows:

1. The student is responsible for completing all assignments, written or oral, in each course for which he/she is enrolled, whether the student attends class or not.
2. Students will not receive credit for any course for which he/she fails to attend at least seventy-five (75%) of the total classes scheduled for that semester.

### **Drop/Add**

Classes may be added or dropped according to the academic calendar. Dropping or adding a class must be approved by the Instructor, Academic Dean and Registrar.

### **Withdrawal**

Students that wish to withdraw from a class must fill out the official withdrawal form with signatures of the Instructor, Academic Dean and the student.

Any student desiring to withdraw from the Masters Program must adhere to the HBC withdrawal policy by completing a withdrawal form with appropriate signatures. Students are to abide by the time frame specified for withdrawal on the school calendar. Refund policy on withdrawals is listed in the refund section of the catalog.

### **Absences**

Divinity School students are expected to attend class on a regular basis. If a student needs to be absent from class, they are expected to inform the professor.

### **Tardiness**

Penalties for tardiness are imposed at the discretion of the professor.

## **REFUND POLICY**

Laboratory Fees are Non-refundable—Tuition charges paid from grants or loans are restored to those funds on the same prorated basis.

Board—A prorated portion of the fees paid for board will be refundable if a student officially withdraws from HBC. Refunds will not be made for periods of less than one week.

Room Rent—Refundable only upon written approval of the Vice President for Student Affairs. Such written request must be received prior to August 1, for the first semester or December 1 for the second semester.

Room Deposit—Refundable only if the University is unable to assign housing.

Medical Withdrawals—Students withdrawing for medical reasons during the first fourteen calendar days after the first day of class will be granted a full refund. Withdrawals on the fifteenth day and thereafter will be based on the above refund policy.

Acceptance Fee--Non- refundable.

Other Fees—Non- refundable, except in the instances where it can be shown that an error in such charges occurred. (Fees paid for traffic violations, library fines, athletic equipment, etc. are not refundable.)

Process of Refunds—Refunds due are computed from the date of official withdrawal from HBC, official reduction of course load, official withdrawal from courses, or official withdrawal from housing.

No refund due is guaranteed until 30 days after the first day of classes each term.

Title IV Refunds/Return of Funds – If you are receiving financial aid from Title IV federal funds and you withdraw from HBC under any circumstances; either officially or unofficially, your aid will be terminated and a Return of Title IV calculation will be performed by the Office of Financial Aid to determine the amount of aid you are eligible to receive. If you received funds for which you were not eligible, you will receive notification from HBC for repayment of those funds.

If you plan to return to HBC and apply for assistance, you must pay off your balance owing. In order to receive financial aid, you must be meeting financial aid satisfactory academic progress. Please refer to the Satisfactory Progress Policy to determine your eligibility status for future applications for aid.

## **AUDITING A COURSE**

Students who audit a course submit no daily work, take no examinations or quizzes, and receive no credit for the course. The instructor is not required to give a final grade or final evaluation of the student's progress.

Formal application must be processed prior to the student's entering a class for audit. The student applies for admission to the class by writing to the instructor. After receiving the approval of the instructor and the Department Chair or the Graduate School Dean, the student presents such approval to HBC cashier with the required payment. The cashier validates the request and provides a copy for the Director of Records and Registration.

## **CHEATING & PLAGIARISM**

Cheating is a serious offense in any academic setting. Students who cheat will receive an "F" grade for that assignment or examination, and will be reported to the Academic Dean for further disciplinary action. To plagiarize is to steal and pass the ideas or words of another as your own, or to use a created production without crediting the source. Simply put, plagiarism is literary theft. Such conduct will not be tolerated in this institution. Students found guilty of such conduct may face discipline up to and possibly including suspension from Hosanna Bible College.

## **CLASSIFICATION OF STUDENTS**

Persons attending the college are classified as either curriculum or special students and as full-time or part-time students according to the following definitions:

Curriculum Students – Persons who have been fully admitted to a program of study leading to Associate, Bachelor or Graduate degree. Curriculum students are served by academic advisors in their programs of study.

## **EXIT INTERVIEW**

A comprehensive and oral examination is now administered to all graduate students prior to graduation. Exit interview questions are used with data generated by Faculty Senate Members in their area of expertise.

## **EXPULSION**

Expulsion is suitable in instances where there are repeated offenses. Flagrant violations of a disciplinary rule--or where the initial evidence in a case involves a civil or criminal indictment or flagrant expulsion--may become part of a student's permanent record.

## **GRADING SYSTEM**

### **Bachelors & Associate of Arts Program**

LETTER GRADE	4.0 GRADING SCALE	QUALITY POINTS
A	4.0 – EXCELLENT (100–90)	12.0
B	3.0 – GOOD (89 – 80)	9.0
C	2.0 – SATISFACTORY (79 – 70)	6.0
D	1.0 – PASSING (69 – 60)	3.0
F	0.0 – FAILURE (59 – 0)	0.0
I	Incomplete	
W	Withdrew	
WP	Withdrew Passing	
WF	Withdrew Failing	
AU	Audit	0.0

GRADE POINTS
A = 4
B = 3
C = 2
D = 1
F = 0
I = NOT COUNTED
W = NOT COUNTED
WP = NOT COUNTED
WF = 0

### **Non – Punitive Grades**

Non-punitive grades are those that are not computed into a student's grade point average (GPA). Grades of "I" and "W" are non-punitive grades.

### **Grade of Incomplete**

The incomplete "I" grade is given as a final grade, but is not necessarily the permanent grade. The "I" is assigned when the student, as a result of illness or some other acceptable circumstance beyond the student's control has occurred, and the student was not able to complete the work required for that course, provided that the student was otherwise passing.

All incomplete grades must be removed by mid-semester of the next semester in which the student is enrolled. If the "I" is not removed, it will become a permanent grade. A special examination period for the removal of an incomplete is provided and announced in the academic calendar for the convenience of faculty members and students.

The incomplete is a non-punitive grade that is not included in the computation of semester and cumulative averages. A special form for the removal of incomplete grades is available to the faculty members in the office of the Director of Records and Registration.

## **PLAN OF STUDY**

A student admitted to an Associate, Bachelor or Graduate degree program must meet the requirements listed on the curriculum's plan of study for the academic year during which the student was accepted.

Course loads for full-time students are established by the list of courses on the student's plan of study. Only courses listed on the student's plan of study and any officially approved substitute courses count toward graduation.

A student must receive a passing grade in each course required by the plan of study. Courses not completed satisfactorily must be repeated for the student to be eligible for graduation.

Students enrolling in other semesters should work closely with their advisors to plan their course sequence. In general, the student should follow the sequence of courses listed on the plan of study to meet all course requirements and complete the program in the allotted time frame.

## **POLICY ON RE-ADMISSION**

When a student withdraws or is suspended from school, re-admission is not automatic. In these situations, students must apply for re-admission through the Registrar's Office where a complete evaluation of the application and the previous situation(s) must take place prior to re-admission. A student that is suspended for academic reasons is ineligible for re-admission until one full semester of studies has passed.

## **REPEATING A COURSE**

Students may repeat only a course in which a final grade of "D" or "F" has been earned. Even though the course may be offered several times, academic credit can be counted only once. If a student's original grade was "D" and the grade achieved in repeating the course is higher, the "D" is then dropped and the higher grade replaces it in the calculation of the student's cumulative average.

If the original grade is an "F" (a punitive grade) and the grade achieved repeating the course is higher, both the higher grade and the "F" are counted in calculating the cumulative average. If a student fails a course twice the "F" grade counts only once in calculating the cumulative average.

## **SEMESTER LENGTH AND CREDIT HOUR CALCULATION**

Hosanna Bible College operates on a three-semester academic calendar. The Fall and Spring semesters are each 15 weeks long; the Summer semester is 6 weeks long. A credit hour at HBC, as required by the North Carolina Administrative Code, is calculated according to the following formula as based on 15-week semester. 2 hours of classroom instruction per week equals 1 credit hour. 1 hour of supervised laboratory instruction per week equals 1 credit hour.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require that all student financial aid recipients make satisfactory academic progress toward achieving a degree. Progress is measured by the student's cumulative grade point average (GPA) and credits earned in relation to those attempted and the length of the academic program. In order to assure that students make progress toward their degree program, both in terms of the number of hours completed and cumulative GPA, Hosanna Bible College will utilize the following satisfactory academic progress policy.

### **PROGRESS STANDARDS**

#### **A. Cumulative Grade Point Average (GPA)**

Academic standards of progress are reviewed at the conclusion of the spring semester each year by the Office of Financial Aid and are based on the following criteria:

A 4.0 – Excellent (100-90) 12.0

B 3.0 – Good (89-80) 9.0

C 2.0 – Satisfactory (79-70) 6.0

D 1.0 – Passing (69-60) 3.0

F 0.0 – Failure (59-0) 0.0

I Incomplete, W Withdrawn. WP Withdrawn Passing 0.0, WF Withdrawn Failing 0.0. AU Audit 0.0

#### **B. Hours Earned**

To demonstrate satisfactory progress, students must complete at least 67% of credits attempted within each academic year. To remain eligible for financial aid, students must earn 67% of total attempted hours for all previous enrollment periods. A program completion review will be performed at the end of the spring semester. For students enrolled in summer school, a second program completion review will be performed at the conclusion of summer school.

#### **C. Maximum Hours**

To remain eligible for financial aid, undergraduate students must complete their degree within 150% of the published length of their academic program. For example, a student in a program requiring 120 credit hours for graduation will be eligible for financial aid during the first 180 hours attempted. Students who have completed the requirements for their degree or reached 150% of attempted hours toward their degree will become ineligible for financial aid. NOTE: Students will not be considered to have reached the 150% hour maximum until after the semester in which they reach or exceed the attempted hours allowed.

#### **Transfer students**

Only officially accepted transfer credit hours and transfer credit hours specifically applied toward a student's degree program will be counted in the maximum number or allowable credit hours for financial aid eligibility. Transfer credit hours plus quality hours are used to determine academic status for transfer students.

#### **Repeat Coursework**

A student's term enrollment status is determined based on repeated courses as defined by federal regulation (34 CFR Section 668.2). Failed courses can be repeated and counted toward enrollment status multiple times as long as the student has never passed the course. Repeated courses in which a passing grade has been received will only be counted toward enrollment status for one repetition after passing the course. Any second or subsequent repetition of the passed course will not be included in the enrollment status for purposes of the title IV, HEA, programs. Federal

Title IV aid will be recalculated based on the student's adjusted enrollment status. The recalculation will be applied regardless of whether a student received aid for previous course enrollments.

#### **Annual SAP Review**

A year-end SAP review will be reviewed at the end of the spring semester. Students who are not meeting SAP will become ineligible for aid. A student who meets the requirements for fall and spring will also qualify for financial aid for the summer session. Students who are deemed ineligible for aid as a result of not needing SAP will not be eligible for aid the upcoming fall semester and any future terms until they meet the academic criteria as outlined above.

#### **Financial Aid Suspension**

Students who fail to make satisfactory progress will not be eligible for Title IV funding. Once a student has met the academic standards, the student must contact the Office of Financial Aid for a Satisfactory Academic Progress Review. It will be the student's responsibility to contact Office of Financial Aid, so that if eligible, their financial aid may be reinstated. Students who receive all F's, W's, or fail to complete at least 3 credit hours in courses attempted in any semester will be removed from financial aid without a probation period. In evaluating satisfactory progress for financial aid and "I" will be considered a grade of "F". A student's aid will be withheld pending the submission of a grade change for any course in which an "I" grade is received. Students must notify the Office of Financial Aid of grade changes so that a program review can be performed, and eligibility determined.

#### **Appeals**

Students who have extenuating circumstances that contributed to their failure to meet satisfactory academic progress will be given an opportunity to appeal for reinstatement of financial aid. A typed written request and justification for an appeal should be addressed to the Director of Financial Aid. Reasons that may be acceptable for an appeal are: (1) serious illness or accident involving the student; (2) death, accident or serious illness in the immediate family; (3) additional hours accumulated as a result of transferring from another institution; (4) other extenuating circumstances may be acceptable and will be considered. The Financial Aid Appeal Committee will review the request and if necessary, schedule a hearing. If the Appeal Committee has justifiable evidence of extenuating circumstances (as indicated by the Academic Review Board), the student may be considered for financial aid for one additional semester. The student will be notified in writing within 10 business days of the Financial Aid Appeal Committee's decision. Students appealing for reinstatement of eligibility remain ineligible to receive aid and should be prepared with other resources to pay all educational expenses. Students whose appeals are approved may have their eligibility for aid reinstated.

#### **Financial Aid Probation**

Students who fail to meet the academic standards of progress but have an approved financial aid appeal are considered to be on financial aid probation. Students on financial aid probation are eligible for federal financial aid for one semester and must agree to the conditions of the appeal by the end of the semester. At the conclusion of the probationary period, students must meet the conditions as outlined in the individual academic plan.

**The decision of the Financial Aid Appeal Committee is final and cannot be appealed.**

## **STANDARDS OF PROGRESS**

Since a minimum grade point average of 2.0 is required for graduation, students are urged to maintain at least 2.0 each semester. Students with either a cumulative or semester grade point average of less than 2.0 are not considered to be making satisfactory progress. HBC supports a system of academic intervention rather than academic dismissal. Students whose cumulative grade point average has fallen below 2.0 will receive a letter from the Office of Admissions encouraging them to consult with their faculty advisor, consider a reduced course load, and seek academic assistance from their advisor.

## **STUDENT-INSTRUCTOR RESPONSIBILITIES**

At HBC, the student and the instructor are obliged to meet a number of reciprocal responsibilities within the student-teacher relationship. The student is responsible for arriving at all classes on time and preparing to participate in assigned work or activities; obtaining assignments from the instructor before an absence whenever possible so that work may be submitted upon returning; requesting to make up assignments missed due to legitimate absences (make-up assignments will follow procedures stipulated by the instructor at the outset of the course); and seeking instructor assistance when clarification or additional assistance is needed to complete an assignment.

The college does not permit a student to attend class with a child or leave a child unattended on campus while attending class.

The instructor is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the semester; providing students with complete information on the objectives and requirements of the course, including the resources available to students outside the classroom or laboratory; maintaining an accurate record of attendance on all students and consulting promptly with students on any attendance problems; and being available to students outside of class in the event additional assistance is needed in meeting course requirements.

## **SUSPENSION**

Suspension is the right of the institution to require that a student be separated from the institution for a specified period of time. Suspension is suitable in cases where questionable behavior has threatened the development of the student as a potential Minister or threatened the community fellowship.

## **TRANSFER POLICY**

Transfer applicants are required to provide any transcripts of credits from all postsecondary schools. All transcripts must be signed and sealed by the authorized official of that institution, and then provided to the Admission Committee.

It is the student's responsibility to request that all transcripts and other records be forwarded to the Admission Committee. Copies of all transcripts should be received before enrollment.

Course work transferred in or accepted for credit, toward a degree must be completed at an institution accredited as degree granting by an accrediting commission recognized by the United States Department of Education, at the time the course work was completed. Exceptions may be

allowed at the discretion of HBC. Transfer credit is given only for courses in which the student earned a final grade of "C" or above.

To earn a degree from HBC, students transferring from an accredited Community College or four-year institution are required to successfully complete at least 30 semester hours in one academic year of study at HBC. Students transferring from a two-year institution are required to complete at least 30 semester hours for the Associate degree, and at least 50 semester hours for the undergraduate degree at HBC. They may transfer no more than 70 credit hours. Students transferring from a senior college are required to complete at least 30 semester hours at HBC. They may transfer no more than 90 credit hours.

Credits from another institution will normally be limited in the Master of Divinity and Master of Arts in Christian Counseling programs to one third of the total number of credits required for graduation by the Divinity School and up to one quarter for the Master of Christian Education. A student applying for transfer to HBC Master Programs from another seminary must include the following with the required application materials:

1. A statement of explanation and purpose for the proposed transfer.
2. A letter of honorable dismissal written by the Academic Dean or Registrar of the seminary from which the transfer is sought.
3. A letter of recommendation written by the Director of either Field Education or Student Life of the seminary from which transfer is sought.

### Official Transcript(s)

Transcripts reflecting the academic progress and standing of current and former students will be issued by the Registrar's Office upon written request by the student. Official transcripts will only be sent to persons, institutions or agencies after written approval is received from the student. The school will not process requests for transcripts until all outstanding balances have been settled by the student. Mid-semester and final grade reports are only issued to students and do not take the place of official transcripts. The charge per official transcript is \$5.00.

### Transfer Credits For Current HBC Students

In order for a currently enrolled HBC student to pursue courses of any type at another institution for transfer credit towards an HBC degree, the student must obtain, in advance of registration for such courses, written approval from his/her Advisor and the Academic Dean(s). Credits are appropriately processed and entered on the transcript of the student showing courses, descriptive titles, and course credit hours. Grades are transferable and are recorded and computed in the student's paradigm.

### **Midterm Exams/Reviews**

Midterm exams/reviews are conducted during the midterm of the Fall, Spring and Summer semesters with the results issued to students. The grades will help the instructor and the student to know his/her standing in a given course.

## **Return to Title IV Procedure**

### **Hosanna Bible College Return to Title IV Funds Requirements**

#### Treatment of Title IV Aid When A Student Withdraws

The law specifies how Hosanna Bible College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Hosanna Bible College and/ or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Hosanna Bible College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Hosanna Bible College may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with HBC). Hosanna Bible College needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow HBC to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or HBC or parent receive on your behalf ) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or

2. the entire amount of excess funds.

Hosanna Bible College must return this amount even if it didn't keep this amount of your Title IV program funds. If HBC is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to HBC to cover unpaid institutional charges. HBC may also charge you for any Title IV program funds that the school was required to return. If you don't already know HBC's refund policy, please refer to the refund policy section of this handbook. In addition, please visit the withdrawal section of this handbook for requirements and procedures for officially withdrawing from HBC.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <https://studentaid.ed.gov/sa/>.

### **Withdrawal Process**

The Registrar's Office must be notified if a student decides to withdraw from all courses at the University. The notification may be in writing, by phone, by e-mail, or in person. The student's withdrawal date is the date that the official notice is sent and received by the registrar.

For students who fail to withdraw officially, the institution may administratively withdraw the student. The withdraw date for an administrative withdrawal will be determined by three options, and they are as follows: 1. the midpoint of the enrollment period, or 2. the last documented date of attendance at an academically related event, or 3. the date an event occurred which prevented the student from officially withdrawing from the institution. Such events include illness, grievous personal loss, or other such circumstances beyond the student's control.

To be considered 'withdrawn' a student must have ceased enrollment in all classes. If a student reduces their course load, the reduction represents an enrollment change, not a withdrawal.

### **Refund Policy**

Students who withdraw, drop out, or are expelled from HBC within the drop/add period receive 100% refund of tuition and related fees.

Students who withdraw, drop out, or are expelled from the HBC after the 60% point of the enrollment period will receive no refund.

Students who withdraw, drop out, or are expelled from the HBC after the drop/add period and before 60% of the enrollment period has been completed may be entitled to a refund as identified below:

### **Students Who Do Not Receive Federal Title IV Financial Aid**

The refund shall be determined by computing the percentage of the enrollment period remaining after the date of withdrawal times the tuition and fees originally assessed the student. At no time will refunds be awarded after the 60% point of the enrollment period.

Students Who Receive Federal Title IV Financial Aid (R2T4 Policy)

### **General Information**

The US Department of Education requires institutions to apply the Return to Title IV Funds policy. The Title IV programs include: Federal Pell Grants and Direct Loans (Sub and Unsub).

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws before the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if HBC provides no refund to the student. This means the student could owe the HBC and/or the U.S. Department of Education a significant amount of money.

### **Post Withdrawal Disbursement**

If the student did not receive all of the funds that were earned before withdrawing, a post-withdrawal disbursement might be due. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.

### **Documenting Attendance**

Before processing a Return to Title IV Funds, HBC must verify the student began attendance in all classes used to determine financial aid eligibility. HBC will contact all instructors to verify class attendance. If a faculty member indicates that a student never attended, HBC will first adjust the disbursed aid if there is a resulting change in eligibility and then calculate the Return of Title IV Funds. As a result, the student may end up owing the institution for the amount of unearned aid. If the student never attended any classes, all aid will be canceled, and the student billed for all outstanding charges.

### **Determining Earned Aid**

Though your aid is posted to your account at the start of each semester, you earn the funds as you complete the semester. Title IV financial aid is earned by the calendar day, not a class day. This includes weekends, holidays, and breaks of less than five consecutive days. HBC is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse

any additional funds the student may be entitled to up to the amount earned, or return funds over the amount earned which the student has already received.

If you withdraw during your enrollment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you might be able to receive those funds. If you received more assistance than you earned, the excess funds must be returned.

When a student receiving Federal Title IV financial aid withdraws from HBC during the enrollment period, the amount of the Title IV funds that the student earned during the enrollment period is calculated as of the student's withdrawal date.

Title IV funds are earned at a fixed rate on a per day basis up to the 60% point in the enrollment period. Title IV funds are 100 percent earned if the withdrawal date is after the 60% point in that period.

If the date a student withdraws from HBC is before or on the 60% point of the semester, HBC is required to determine the portion of the aid disbursed that was "earned" by the student before the withdrawal date. The "unearned" Title IV funds must be returned to the respective federal aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned based on attendance in the enrollment period.

For example: If \$1000 in federal aid is disbursed, and the student withdraws at the 30% point of the term, \$700 of the aid is unearned and needs to be returned to the identified aid program.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least five days long)
- The payment period is the entire semester. For students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.
- The percent unearned is equal to 100% minus the percent earned.

### **Order of Aid to be Returned**

In accordance with federal regulations and HBC's policy, if you are eligible for a refund of tuition and fees and housing/meal plan costs, and you are a Title IV aid recipient for the enrollment period, the refund will be returned to the student aid programs. Returned Title IV Funds are allocated in the following order:

- Direct Unsubsidized Loans
- Direct Loans (subsidized)
- Federal Pell Grants

### **Grant Overpayment**

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half the grant funds that were received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Arrangements must be made with HBC or the Department of Education to return the unearned grant funds. The student will be notified of any grant overpayment within 30 days of the date the school determined the student withdrew.

### **Notification to student**

Once the Return to Title IV Funds calculation has occurred, the Financial Aid Office will notify the student of the results of the calculation and the aid that was returned. The Business Office will notify the student of any outstanding balance now due to the institution as a result.

### **Unofficial withdrawals**

Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdrawals. The Return to Title IV Funds policy requires HBC to calculate the "earned" amount based on the last day of attendance of the semester. If the student stopped attending before the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

## **SECTION FOUR: CAMPUS GUIDE**

### **GUIDE TO CAMPUS SAFETY**

**THIS INFORMATION IS PROVIDED TO DEMONSTRATE OUR COMMITMENT TO THE PERSONAL SAFETY OF OUR FAITH COMMUNITY WHILE ON THIS CAMPUS, AND IN ORDER TO COMPLY WITH PUBLIC LAW 101-542.**

The safety of our students is of paramount importance to the Board of Trustees and administration of Hosanna Bible College. We believe and teach that criminal activity of any type is wrong and will not be tolerated at this institution. Though our campus is in a community that has an excellent safety record, the policies are nonetheless critical and will inform students how and where to proceed in case of an emergency and to whom they should report.

This section of the catalog includes statistics relative to campus crimes. Additionally, you will have telephone numbers to use if an emergency arises.

#### **CAMPUS LAW ENFORCEMENT**

Hosanna Bible College does not employ security guards or campus police due to our fine record of safety. We do, however, encourage the faculty, administration, staff and students to take every precaution necessary for personal safety and to report any suspicious behavior.

#### **If the Fire Alarm Sounds**

It is important to exit the building as quickly as possible. Find the nearest exits. Move quickly but do not run. Do not stop to gather valuables.

Before you open a door, feel it near the top for heat. If the door is cool, open it slowly. If smoke is present, close the door and use another exit. Always close the door behind you to minimize the spread of fire and smoke.

If you must pass through heat or heavy smoke, remember that both heat and smoke rise. Crawl (keeping your face to the floor). You should do this when you are opening doors as well. Stay low and reach up to the knob.

Once you are out of the building, move far away from it. If a safe area has been designated, proceed to that area. Do not leave the scene because it may be assumed that you are trapped in the building.

Do not re-enter the building for any reason until an appropriate school official officially informs you that it is safe to do so.

### **If You Discover Fire or Smoke**

You should warn others immediately and then proceed quickly to exit the building. Locate a telephone at a safe location and then call Durham Fire Department – 919-560-4427. Give the building name and location of the fire and/or smoke. Our address is Hosanna Bible College, 3519 Fayetteville Street Durham, N.C. 27707.

<b>EMERGENCY NUMBERS</b>	<b>911</b>
<b>DURHAM POLICE DEPARTMENT</b>	<b>(919) 560-4427</b>
<b>DURHAM COUNTY SHERIFF</b>	<b>(919) 560 0900</b>
<b>DURHAM FIRE DEPARTMENT</b>	<b>(919) 560-4242</b>

### **INCLEMENT WEATHER POLICY**

In the event of inclement weather that prohibits the college being open for classes, students should call the school and listen for information concerning the cancellation of classes. Secondly, look at the following channels to see if the school is listed:

**WRAL- TV, CHANNEL 5, RALEIGH, NC**  
**WTVD- TV, CHANNEL 11, DURHAM, NC**

### **ON CAMPUS ACCESS:**

#### **I.D. Cards**

I.D. cards are issued to each student enrolled at Hosanna Bible College. This card serves a number of functions and should be carried at all times. It identifies a student at HBC and it is required to check out books and other materials from the library. The card is valid during periods of continuous enrollment. Cards are void when student's enrollment ends or is interrupted. I.D. cards are provided at no charge. A fee of **\$5.00** is charged to replace I.D. cards. Replacements are made at the Administers Office.

#### **Parking**

Hosanna Bible College provides adequate parking for faculty, students, visitors and the physically challenged. All persons using parking area be guide by North Carolina Department of Motor Vehicle regulations.

#### **Security**

The seminary has an excellent relationship with the Durham Police Department, which regularly patrols our seminary property. Precautions should be taken to prevent losses from cars. Comprehensive insurance on automobiles and personal property is recommended. Local insurance agents can handle any questions concerning automobile insurance. In case of theft, contact the Durham Police Department (919) 560-4427.

## **Visitors**

The Admissions Office welcomes the opportunity for you to visit our campus. To make arrangements, contact the campus Admissions Office (919) 572-1625.

# **STUDENT RESOURCES**

## **Bookstore**

Books are available for student purchase through the Hosanna Bible College Online Book Store, [www.hosannabc.org](http://www.hosannabc.org)

## **Copy Room**

Student photocopying service is available during school hours.

## **Food Services**

Snacks are available in the vending machine in the student area.

## **Library and Research Facilities**

The library and research/study rooms are centrally located in the Educational Building. The library volumes continue to grow and contain an excellent collection of resources for reference, research, and circulation. The school has established research and study rooms which are accessible to students. These rooms are also equipped with computers for use by students. Additionally, a computer lab is operational and provides students with the latest technology to accomplish assignments on campus, if necessary.

## **Lost and Found**

Students at HBC are encouraged to report all lost/found items to the Administration Office with a detailed description of the item.

## **Mail Boxes**

Faculty mail boxes are located in the Registrar's Office.  
Student mail boxes are located in the back hallway.

## **SOLICITATION**

Solicitation is defined as the seeking of funds or other support by students, registered student organizations or university employees.

### **General Rules on Solicitation**

Individual students or members of student organizations may not be given authority to solicit for personal benefit. Faculty, staff or student organizations may not solicit or post advertising for regular business enterprise sales.

## **SECTION FIVE: STUDENT & OTHER ORGANIZATIONS**

### **STUDENT GOVERNMENT ASSOCIATION**

All students of Hosanna Bible College are eligible for membership in the Student Government Association. This association is given a large measure of self-government in planning for, implementing, and handling matters of general student concern. The affairs of the association are directed by the Student Senate, composed of elected representatives from both the undergraduate and graduate programs. The Student Government Association strives to further the aims of Hosanna Bible College through cooperation among school organizations, student body, faculty, and administration.

### **ALUMNI ASSOCIATION**

The membership of the Alumni Association is comprised of all graduates of the Associate of Arts Degree in Christian Education, Bachelor of Theology, Master of Divinity or any other degree which is being offered at HBC. Members of the alumni must have current membership dues paid.

### **TUTORIAL SERVICES**

Members of HBC student body who are experiencing problems with a particular subject and are in need of tutoring services, must make an appointment with the professor teaching the course. Negotiations will be determined by the student and the professor in resolving the matter.

## **SECTION SIX: STUDENT SERVICES**

### **COUNSELING**

#### **Advisory Counseling**

Students will be assigned an advisor/mentor to guide them throughout their degree program. Students are encouraged to seek advisement regarding their programs, class schedules, and other needs from their assigned advisors. Students are required to get approval of their advisor at registration.

<b>All Students Contact</b>	-	<b>Liaison Counselor of Students &amp; Faculty</b>
<b>Undergraduate Students Contact</b>	-	<b>Undergraduate Dean</b>

**\*Chaplain Assistance is Available to All Students**

#### **Career Counseling and Advising**

The Career Counseling and Advising Office is available to assist students in the career decision-making process as well as with seeking employment. HBC counselors/advisors work closely with students to assist them in finding employment by providing workshops, resources and guidance.

#### **Financial Counseling**

Financial counselor(s) assist the students of HBC to understand their relationship with their money; rescue skills from debt; recognize and reform habits that no longer work; create spending/saving plan; and manage day-to-day finance.

#### **Spiritual Counseling**

Spiritual counseling is geared to assist individuals in a variety of ways. Some of the issues that may encompass spiritual counseling include:

- Grieving – including dealing with the loss of a loved one
- Developing a deeper understanding of the spiritual realm
- Releasing of emotional blocks that hinder spiritual growth
- Expanding your philosophies in the diversified teachings of religion

## **SECTION SEVEN: STUDENT DEVELOPMENT**

### **FIELD EDUCATION**

Each student enrolled in the Hosanna Bible College is expected to successfully complete at least three (3) semester hours in Field Education. This requirement is based on the conviction that theory alone is not enough to equip a student for ministry. In the discipline of theology, theory and practice must work hand-in-hand with each other.

Hosanna Bible College provides the opportunity to integrate theology and practice. This should enhance the student's academic studies with practical experience. With appropriate supervision and direction, the host agency of the Field Education assignment, as well as the student, should gain valuable insights from this shared experience.

Candidates for the Master of Divinity degree may satisfy this requirement for Field Education by enrolling in a Clinical Pastoral Education (CPE) at a center certified by the Association of Clinical Pastoral Education. There are several such centers in the Triangle area (Raleigh, Durham, and Chapel Hill), such as: Duke, Wake Med., UNC, and John Umstead hospitals. Note: Other settings for Field Education will be discussed later in this document. Students with a concentration in Pastoral Care will be required to take three (3) courses in this area (e.g., CPE, Pastoral Care and one other course of the student's choice).

#### **Program Objectives**

The Field Education experience at the Hosanna Bible College is designed to assist the students in practical growth and development in their desired field of vocation. The objective of the experience is as follows:

- The student will be able to gain experience in the varied tasks of the ministry of their choice.
- The experience will provide a context for giving, learning, testing, and reconstructing the theological theories learned in the classroom.
- The student will have the opportunity to develop his/her God-given talents and abilities in ministry.
- This experience will give the student time to critically think and reflect on what was learned in the classroom and in the workplace.
- The experience will allow students to achieve a level of professional competence and bring their personal experiences and critical reflections into meaningful dialogue for effective ministry.

## **Requirements**

One of the following courses in Field Education is required before placement on a field assignment:

- ✓ Supervised Ministry for Students Serving as Pastors
- ✓ Supervised Ministry for Students in an Institutional Context
- ✓ Creating a Ministry
- ✓ Concurrent Internship
- ✓ Supervised Ministry in the Parish
- ✓ These courses will be directed-study in nature.
- ✓ Student/Supervisor Learning Contract which will include the following:
  - ✓ Project design (theory, practice, goals, weekly objectives approved by advisor, student, instructor, Field Education supervisor, and dean).
  - ✓ Participant-observation Model.
  - ✓ Weekly supervisor/student evaluation session to update, reflect and redesign (if necessary) the project.
  - ✓ A weekly journal.
  - ✓ Critical reflection paper (15 pages on the outcome, results, conclusions of the experiences in the field assignment).

## **Other Settings for Field Education**

- ✓ Church ministries such as Assistant to the Pastor, Youth Ministry, Senior Citizen Ministry, Church Administration, Evangelism/Missionary work, Bible Study/Sunday School teaching, development, etc.
- ✓ Prison Ministry, G.E.D. preparation, Chaplain work, etc.
- ✓ Federal and state community correction agencies where the student can learn counseling techniques in the area of rehabilitation ministry.
- ✓ General Baptist State Convention.
- ✓ Other ministries: e.g. YMCA, YWCA, Young Life Ministries, Boys and Girls Club, etc.
- ✓ Other specialized field placements may be developed between the student, Director of Field Education, and the Dean to meet the student's specific ministerial needs.

## **SPIRITUAL LIFE/CHAPEL SERVICE**

It is the desire of the Board of Trustees and the President of Hosanna Bible College that the school be characterized by the pervading presence of the Holy Spirit. They recognize that a theological school, however faithful at its birth to the truth of God's Word, can, over a course of years, decline from emphasis upon the prominence of the Word of God and the humble dependence upon the Holy Spirit. For this reason, the very strongest emphasis is placed upon cultivating and maintaining the spiritual life of the school, faculty, staff, and students.

Chapel services are conducted once a week from 7:30-8:30 P.M. on Wednesday. All students with classes on chapel day are required to attend service. These services are designed to contribute to the on-going spiritual growth and development of the entire Hosanna Bible College family. The Director of Student Development along with the President and Deans will coordinate these services. Students, faculty, and staff are expected to attend.

## **SECTION EIGHT: STUDENT RIGHTS & RESPONSIBILITIES**

### **Student Rights & Responsibilities**

1. Students have the right to expect equitable and consistent academic policies. The student also has the responsibility to be enrolled in class and meet all academic requirements as specified by HBC's policies and procedures.
2. Students have the right to prepare for Christian ministry in a campus environment that is free from gender and race bias, and free from sexual harassment. Students have the responsibility to treat other students and HBC's staff with respect and Christian courtesy.
3. Students have the right to expect HBC to maintain behavioral standards among students and staff that are consistent with what churches expect from their ministers. Students have the responsibility to abide by HBC behavioral standards and to maintain active membership in a church.
4. Students have the right to hold different theological positions than those expressed in HBC statement of faith documents. Students have the responsibility to express personal convictions courteously, respectfully, and in accord with class decorum established by each professor.
5. Students have the right to participate in appropriate student groups as well as have the responsibility to follow the rules and honor the stated purposes of the student group.  
Students have the right to apply for financial aid. If aid is granted, students have the responsibility to abide by the terms of the financial aid.  
Students have the right to expect HBC to apply the institution's financial policies equitably. The students have the responsibility to pay all applicable bills and fees when they are due.  
student has the right to expect HBC to make the institution's principles and procedures explicit and public. Students have the responsibility to abide by HBC's policies and procedures.

Students have the right to express disagreement with HBC's policies, and the application of those policies, through established channels. Students have the responsibility to accept and abide by HBC's decisions regarding student complaints.

### **Dress & Appearance Standards**

Casual dress is acceptable in the classroom as long as it is neat and Moderation in the manner of dress and conduct is the safe guide for Hosanna School of modest. Students are reminded that dress and appearance may maximize or minimize opportunities to effectively witness to others about our Lord Jesus Christ.

### **CODE OF CONDUCT**

Disciplinary action may result whenever students are involved in behavior, which is not acceptable in the Hosanna Bible College community. The following are examples of conduct, which is unacceptable by the Administration, Faculty, and Board of HBC and subject to disciplinary action:

1. Academic misconduct such as plagiarism, cheating or making false representation.
2. Neglect of personal financial obligation.
3. Giving false information or altering records.

4. Behavior (verbal, physical, emotional) which is demeaning, harassing or abusive of another person; and behavior that is profane or vulgar.
5. Any use of alcoholic beverages, illegal drugs, on campus is prohibited.

## **DISCLOSURE STATEMENT**

The information contained in this Hosanna Bible College publication reflects the current practices, policies, procedures and regulations. The school reserves the right to change programs of study, academic requirements, tuition, fees, policies, procedures and regulations at any time without prior notice.

## **EDUCATIONAL RIGHTS & PRIVACY ACT OF 1994**

Your personal academic record will always be on file in our academic office. You are entitled to review your file upon request. We respect your right to privacy and will not, under any circumstances, give any information to another party without your written permission to do so. This includes your transcript.

## **PRIVACY OF EDUCATIONAL RECORDS**

Hosanna Bible College's policy concerning access to student records is governed by the Family Education Act of 1974, commonly known as "The Buckley Amendment." This school will not convey to any other party, agency, or organization any information from a student's record without first obtaining the written consent of the student. Likewise, no information will be conveyed to college officials, teachers, other schools, or authorized federal agencies without first obtaining the written consent of the student. The formal forms for validating the release of student information are available in the Registrar's Office.

# **Student Grievance Policy**

## **Policy Statement**

Hosanna Bible College students have the right to pursue timely, legitimate grievances against employees of the College. Therefore, Hosanna shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the college employee against whom a grievance may be lodged.

## **Purpose**

The student grievance procedure provides a process for resolving student disputes with employees. This procedure applies to all student issues, including but not limited to academic issues, student services, or administrative concerns. Grievances involving academic issues are limited to final course grades and satisfactory completion of instructional program requirements.

The grievance procedure may be used by persons who were enrolled as students at Hosanna at the time the incident occurred. The person filing the grievance must be the subject of alleged unfair treatment that is related to his or her status as a student or program participant. A grievance cannot be filed on behalf of another person.

## **Definitions**

**Academic Issues** - Grievances involving final course grades or satisfactory completion of instructional program requirements.

**Additional Accommodations** - Assistance for students requiring language or interpretation assistance, disabilities accommodations, or alternate arrangement for online/distance learning students.

**Appeal** - The procedure for further consideration of a grievance if the student or employee believes there were exceptional circumstances that affected the grievance procedure decision. An appeal should not be pursued if either the student or the employee simply disagrees with the decisions made during the grievance procedure.

**Appropriate Vice President** - The Vice President of Operations or Vice President responsible for the division within which the involved party works.

**Bias** - “A tendency to believe that some people, ideas, etc., are better than others that usually results in treating some people unfairly.” (Source: Webster’s online dictionary)

**Department Head** - Person who oversees a department at Hosanna (e.g., Department Dean). Refer to the organizational chart for specific information.

**Discrimination** - Unequal treatment based on race, gender, color, sexual orientation, age, disability, ethnicity, or religion

(Source: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>)

**Exceptional Circumstances** - The discovery of new evidence not presented in the initial grievance and/or an allegation of serious bias or discrimination at some level of the student grievance procedure and/or documentation showing that the grievance policy was not properly followed by the College. Extenuating Circumstances: Documented medical illness, death of a family member, work or family situations that significantly interfere with normal life functions.

**Formal** - The informal communication regarding an incident has not led to resolution through initial steps in the procedure and rises to the level of complaint, and the student files an official grievance form. All formal grievances are documented and logged in the Dean of Students office.

**Harassment** - Severe, pervasive, and offensive behavior that negatively affects another's access to an educational opportunity or other college benefit [Source: Davis v. Monroe County Board of Education, 526 U.S. (1999)].

**Incident** - The situation or circumstance that the student perceives as grievable.

**Informal** - The communication regarding an incident is simply at the inquiry stage and open to resolution without a formal procedure. Working Days: Days the College is open and operating under a normal schedule. This excludes weekends, closings due to weather conditions, and holidays observed by Hosanna.

**Reasonable Accommodations** - Under Section 504 of the Rehabilitation Act of 1973, Hosanna is required to take reasonable steps to accommodate disabilities unless it would cause the College undue hardship.

**Student Grievance Form** - The electronic form a student uses during the grievance procedure, available on the College website.

**Title IX** - "Title IX promotes equal opportunity by providing that no person may be subjected to discrimination on the basis of sex under any educational program or activity receiving federal financial assistance." (Source: <https://www.justice.gov/ovw/protecting-students-sexual-assault>)

## Procedure

The student grievance procedure provides a process for resolving student disputes with teaching faculty, staff and administrators. This procedure applies to all student issues, including but not limited to **academic issues**, (terms that appear in **boldface** type are defined above) student services, or administrative concerns. Grievances involving academic issues are limited to final course grades and satisfactory completion of instructional program requirements. Students who need **additional accommodations** at any time during this procedure should contact the Dean of Students office.

The grievance procedure may be used by persons who were students at Hosanna at the time the **incident** occurred. The person filing the grievance must be the alleged subject of unfair treatment that is related to his or her status as a student or program participant. A grievance

cannot be filed on behalf of another person.

Throughout the grievance procedure, it is up to the student to present evidence to support the claim. Students are advised to keep written notes and maintain documentation to provide evidence of complying with each step of this procedure. All allegations arising from a single event must be presented in one grievance.

The procedure involves specific deadlines for pursuing a grievance. Students are required to follow the steps and timeline outlined within this procedure. Issues presented past the deadlines will not be considered unless there are specific, **extenuating circumstances** that make pursuing the complaint by the deadline extremely difficult. To request an extension due to extenuating circumstances at any point in the procedure, the student, employee, or supervisor must make a request in writing within the timelines listed. Requests for deadline extensions should be submitted to the applicable department head. Should extenuating circumstances be present, documented, and approved, the department head will determine and communicate in writing an appropriate revised timeline and next steps to all involved parties.

If college officials determine that the student cannot continue to attend class, participate in clinical experiences, or participate in student activities for a specified period because of the potential for harm to self or others, the Dean of Students after consultation with other College Officials, may issue specific restrictions and will provide the rationale in writing. If at any time in the procedure the grievance or appeal involves claims of **discrimination** or **harassment** (including **sexual harassment**), the matter must be forwarded immediately to the **Vice President of Operations**, who must investigate the situation and determine next steps within **six working days** of the notification.

### **Grievance Steps for Students**

**Step 1. The student meets with the employee with whom they have the concern within six working days of the incident.** This conversation should be an **informal** attempt on the part of the student to resolve the issue in an efficient manner. Following the conversation, both parties should document the facts and possible outcome for their own records. If the student is not satisfied that the concern has been resolved, he/she may move to Step 2.

**Step 2. The student meets with the employee's supervisor to present the grievance within six working days of the meeting with the employee in an attempt to resolve the issue.** Following this additional informal conversation, all parties should document the facts and possible outcome for their own records. If the issue is not resolved at this step, the supervisor provides information about the **formal** grievance procedure to the student, which begins with Step 3.

**Step 3. The student submits the formal Student Grievance Form within six working days from the meeting with the supervisor.** If the student feels that the conversation with the employee and his or her supervisor did not satisfy the issue in question, he/she should initiate the formal grievance procedure. The student is encouraged to meet with a counselor in the Dean of Students office for assistance with the following tasks:

- Identifying the specific issues involved in the grievance;
- Reviewing the steps of the procedure and strategies for preparing each step;
- Developing verbal and written approaches appropriate to the grievance and in compliance with the Student Grievance Procedure;
- Determining when immediate support and other assistance is necessary, especially if the matter involves claims of discrimination or **sexual harassment**; and
- Completing the **Student Grievance Form** (hereafter “form”);
  1. The student completes the electronic form documenting the dates of any meetings and prior discussions held to resolve the grievance.
  2. Within six working days from the meeting with the supervisor, the student submits the form and any accompanying documentation, which is routed directly to the Dean of Students (or his/her designee).
  3. Within six working days of receipt of the form, the Vice President, Dean of Students (or his/her designee) logs the formal grievance and determines whether the student has met the guidelines outlined in this procedure. If so, he/she moves the case to the appropriate department head of the employee against whom the grievance has been filed, and notifies the appropriate Vice President. If not, he/she denies the grievance and responds in writing to the student explaining the rationale for the denial.

**Step 4.** Within six working days of receiving grievances approved for consideration, the department head determines whether the concern meets the guidelines for being heard as a grievance case. If so, he/she creates the official case, notifies the employee and supervisor involved that a grievance has been filed, requests a written response, and monitors the procedure through the subsequent steps. If not, he/she denies the grievance and responds in writing to the student explaining the rationale for the denial.

**Step 5.** The employee and supervisor submit a written response (hard copy or electronic copy) to the department head within six working days of receiving the request. (Employees should consult with Human Resources if they are in need of assistance at any point in this procedure.) The department head uploads this documentation and adds it to the official case file.

**Step 6.** The department head meets with the student to discuss the official grievance case within six working days of receipt of the written response noted in Step 5 and shares the information gathered regarding the case. Following the conversation, both parties should document the conversation and possible outcome for their own records. The department head will determine the appropriate action/resolution within six working days of the meeting with the student and communicate the decision to the student, employee, direct supervisor, the appropriate Vice President, and the Dean of Students in writing. The decision of the department head is final except in the circumstances outlined in the following appeals procedure. All records of formal grievances are kept within the College’s approved system for management and tracking of cases.

### **Procedure for Appeal**

If the student believes that **exceptional circumstances** justify reconsideration of the decision made by the department head, the student may file an **appeal**. An appeal should not be pursued if the student simply disagrees with the decisions made during the grievance procedure. The discovery of new evidence not presented in the initial grievance and/or an allegation of serious

bias or discrimination at some level of the student grievance procedure and/or documentation showing that the grievance policy was not properly followed by the College are allowable exceptional circumstances. To request an appeal, the student follows these steps:

**Appeal Step 1.** Within ten working days of receiving the written decision in the grievance case, the student files a written appeal with the assistance of a college counselor, who will have access to the appeal form within the College's approved system for managing and tracking cases. The appeal is sent within the system to the Dean of Students who then routes the form to the appropriate Vice President who oversees the department head involved in the case. To file an appeal, the student must work with a counselor from the Dean of Students office to complete the written appeal, with a clear explanation of what qualifies the grievance for an appeal based on the definition of exceptional circumstances noted within this procedure. The student should be as specific as possible and attach documentation to support the need for an appeal. The name of the counselor assisting the student is required on the appeal form.

**Appeal Step 2.** Upon receipt of the appeal, the appropriate Vice President reviews the appeal based on the definition of exceptional circumstances noted within this procedure. If he/she determines that the grievance is not eligible for appeal, he/she communicates that decision to all involved parties and closes the case within ten working days. If he/she determines that the grievance is eligible for appeal, he/she conducts an appeal investigation of the case and renders a final decision within ten working days of receiving the appeal. During this time, the appropriate Vice President has the option of requesting further meetings with any party involved in the grievance procedure if he/she feels that such conversations will aid in the ability to come to a final decision. The appropriate Vice President sends a copy of the decision to the student, employee, the department head, and Vice President, Dean of Students within the College's approved system for managing and tracking cases. The decision is final. No further appeal is available after the appropriate Vice President has rendered a final decision.

All records of the appeal are logged and maintained within the College's approved system for managing and tracking cases.

## **STUDENT COMPLAINTS**

In order to file a complaint, a student must fill out a student complaint form located in the administrative office. An appointed official will review the complaint and respond appropriately. Each student filing a complaint will be notified of the administration's response.

If students are unable to resolve a complaint through the institution's grievance procedures, they may review the Student Complaint Policy, complete the Student Complaint Form (PDF) located on the State Authorization webpage at <https://www.northcarolina.edu/stateauthorization>, and submit the complaint to [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu) or to the following mailing address:

North Carolina Post-Secondary Education Complaints  
c/o Student Complaints  
University of North Carolina System Office  
910 Raleigh Road, Chapel Hill, NC 27515-2688

# **Hosanna Bible College Policy/Guidelines Concerning HIV/AIDS & Transmittable Diseases**

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Issued April 2004 Standard 8.2C

The following policy and procedures/guidelines are designed for Hosanna Bible College, faculty, staff and students. These guidelines are consistent with current epidemiological data indicating that the HIV virus is not spread by casual person-to-person contact and that students or employees with HIV/AIDS do not pose a health risk to other students and employees in an academic setting. Present North Carolina laws govern our policy:

## **Confidentiality of HIV status**

*North Carolina laws governing confidentiality:*

[N.C.G.S. 130A-148](#) (AIDS Testing and Anti-Discrimination Provisions)

[N.C.G.S. 130A-143](#) (Confidentiality)

[N.C.G.S. 130A-25](#) (Enforcement)

[N.C.G.S. 130A-148](#) (Discrimination)

## **North Carolina Public Health Laws**

State and local health directors are responsible for AIDS/HIV testing and measures to prevent transmission of HIV ("control measures"). Below are some of the most important public health laws and regulations concerning AIDS/HIV:

[N.C.G.S. 130A-148](#) (AIDS Testing and Anti-Discrimination Provisions)

[N.C.G.S. 130A-144](#) (Investigation and Control Measures)

[15 NCAC 19A .0201](#) (Control Measures Generally)

[15 NCAC 19A .0202](#) (Control Measures - HIV)

[15 NCAC 19A .0206](#) (Control Measures in Health Care Setting)

[15 NCAC 19A.0207](#) (HIV & HEP B Infected Health Care Workers)

**POLICY:** Students and employees with the Human Immunodeficiency Virus (HIV) shall be afforded unrestricted classroom attendance, working conditions, use of institution facilities and participation in co-curricular and extracurricular activities as long as they are physically and psychologically able to do so.

**RESPONSIBILITY:** HBC has established an AIDS Coordinating Committee, made up of the Director of Student Development, a Public Health Official, Deans and one representative from the Trustee Board. The Committee is responsible for planning a comprehensive educational program and to develop administrative procedures that address campus issues related to HIV/AIDS. Communication links have been established with county health agencies and community HIV/AIDS centers in order to obtain current medical and referral information. There are a number of resources available in the area for students and employees who are concerned about HIV/AIDS. Appropriate education and/or counseling shall be provided on campus or referral shall be made to appropriate community agencies for those persons with continuing fears or concerns about the disease.

**PROCEDURES/GUIDELINES:** The following procedures/guidelines are intended to provide direction for dealing with HIV/AIDS related issues in order to protect the rights of persons with HIV/AIDS to create an informed and supportive campus community and to prevent the spread of the virus.

1. HBC shall provide reasonable accommodation and shall provide assistance in obtaining appropriate medical care and education for employees and students with HIV/AIDS in a manner consistent with that provided for other medical problems. HBC shall comply with the Americans with Disabilities Act of 1990.
2. In accordance with HBC procedures and requirements, medical conditions and medical records are confidential and may not be released without permission, except as otherwise provided by law.
3. There shall be no screening of students and employees for HIV/AIDS, and no consideration of the existence of HIV/AIDS shall be made in a decision for admission to HBC or employment with the Institution.
4. Those who are known to be immunologically deficient should be excused from institutional requirements for certain live, attenuated vaccines as the benefit and/or risks of these vaccines is uncertain at this time (e.g., measles and rubella).
5. Access shall not to be restricted for persons with HIV/AIDS, to worship facilities, libraries, labs; student social, cultural and eating areas; working/study environments and other common areas at HBC.
6. HBC shall take necessary steps to ensure the safety of individuals participating in learning activities; projects, clinical programs and group experiments. Students participating in fieldwork experiences in community health care settings shall be provided assurance by the training facility used by HBC that it is in compliance with the United States Public Health Service's guidelines for the handling of blood, blood products and body fluids such as is in the hospital Clinical Pastoral Education.
7. Confidential regular medical follow-ups shall be encouraged for those who have HIV/AIDS. Special provisions to protect the health of persons with HIV/AIDS shall be considered during periods of prevalence of such contagious diseases as measles, rubella and chicken pox.

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SIGNATURE

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DATE

# **Hosanna Bible College Handicapped Policy**

## **INTRODUCTION**

Section 504 of the Federal Rehabilitation Act of 1973 prohibits institutions from denying access to their programs to individuals solely on the basis of the individual's handicap. The purpose of this policy statement is to assure compliance with handicapped regulations.

### **STATEMENT OF POLICIES**

There shall be no discrimination on the basis of a handicap in Hosanna Bible College's programs, operations and activities, in hiring, terms and conditions or privileges of employment or any matter directly or indirectly related to such employment, or in the admission, education and treatment of students.

Handicapped students who plan to enroll at Hosanna Bible College should notify the institution, upon their acceptance if they require any special needs.

Prior to enrollment, handicapped students should seek a determination of eligibility from the State Vocational Rehabilitation Agency for receipt of funding of auxiliary aids under Title I of the Rehabilitation Act. Additionally, HBC will work with the prospective student to seek other alternative external funding sources for the provision of necessary auxiliary aids. In the event that a prospective student is declared ineligible for assistance under Title I and no external funding sources are available, HBC will work to accommodate the student.

# **Hosanna Bible College Medical Needs Policy**

### **STATEMENT OF POLICIES**

There shall be no discrimination on the basis of medical needs in Hosanna Bible College's programs, operations and activities, in hiring, terms and conditions or privileges of employment or any matter directly or indirectly related to such employment, or in the admission, education and treatment of students, faculty and staff.

Students, faculty and staff who plan to enroll or be employed at Hosanna Bible College are required to fill out a medical form, indicating their current health status and identifying any special medical needs.

In an emergency, 911 is available for medical assistance is used at HBC: If needed they will provide emergency transportation to an emergency medical facility.

All medical incidents at HBC must be reported to the appropriate dean who will fill out files an accident report. One copy of the report will be placed in a secure file and the other in the student, faculty or staff person file.

**HOSANNA BIBLE COLLEGE**  
**MEDICAL/ACCIDENT REPORT FORM**

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Building: \_\_\_\_\_ Telephone: \_\_\_\_\_

**THIS FORM SHOULD BE FILLED OUT BY THE INJURED STUDENT AND THE HBC DEAN**

Date: \_\_\_\_\_ Time accident/illness: \_\_\_\_\_

Area in which accident/illness occurred:

Class attending when accident/illness occurred:

Nature of Injury			Part of Body Injured		
Abrasion	Cut	Scratch	Abdomen	Face	Leg
Amputation	Dislocation	Shock	Ankle	Finger	Mouth
Asphyxiation	Fracture	Sprain	Back	Foot	Nose
Bite	Laceration	Splinter	Chest	Forearm	Shoulder
Bruise	Poisoning	Strain	Ear	Hand	Teeth
Burn	Puncture		Elbow	Head	Wrist
Concussion	Repetitive Stress Injury		Eye	Knee	
Other (specify)			Other (specify)		
<b>Description of Accident/Illness</b>					
How did the accident/illness happen? What was the student doing? .					
<b>List environmental conditions that may have contributed to the accident/illness (e.g. distracted, heat, noise, light, etc)</b>					
1.			2.		
3.			4.		

**THE FOLLOWING QUESTIONS SHOULD BE ANSWERED BY THE ACCIDENT VICTIM**

Did accident/illness occur during class time?

If so which class area?

Other school area?

Outside or off campus place?

Did you apply or receive first aid? Yes; No. Who gave the first-aid treatment? \_\_\_\_\_

Did you go to the emergency room for treatment? \_\_\_\_\_

**Follow-up status (to be completed within 48 hours by Dean) \_\_\_\_\_**

Printed Name (Student) \_\_\_\_\_ Date \_\_\_\_\_

Signed Name: (Student) \_\_\_\_\_

Dean Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

## **Crime Statistics**

Public Law 101–542 - The Student Right-to-know Act, mandates that colleges and other institutions publish statistics for certain crimes and arrests on campus, in order that students, faculty and staff are aware of the criminal and safety record on the school campus. While school campuses are relatively safe environments, national patterns clearly indicate that there is a need for vigilance by all community members against crime on campus.

The following statistics are being provided for your information in accordance with Public Law 101–542. Amendments to this law require Hosanna Bible College to present the campus statistics in the format below for increased awareness.

### **Number of Incidents Reported**

OFFENSE	2016	2017	2018	2019
<b>Murder</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Forcible Sex Offense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non forcible Sexual Activity</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **Number of Arrests for**

OFFENSE	2016	2017	2018	2019
<b>Liquor Law Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Abuse Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Weapons Possessions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Please note that all liquor law and drug abuse violations result in actual criminal arrest. Allegations of alcohol and/or drug policy violations on campus by students may be adjudicated by way of the campus judicial system or by Administrative disciplinary processes.

## **Campus Law Enforcement**

Hosanna Bible College employs independent security guards and campus police. In addition, our lease provides after hours building security and fire alarm monitoring security for the property. However, we encourage the faculty, administration, staff and students to take every precaution necessary for personal safety and to report any suspicious behavior.

## WHO WE ARE

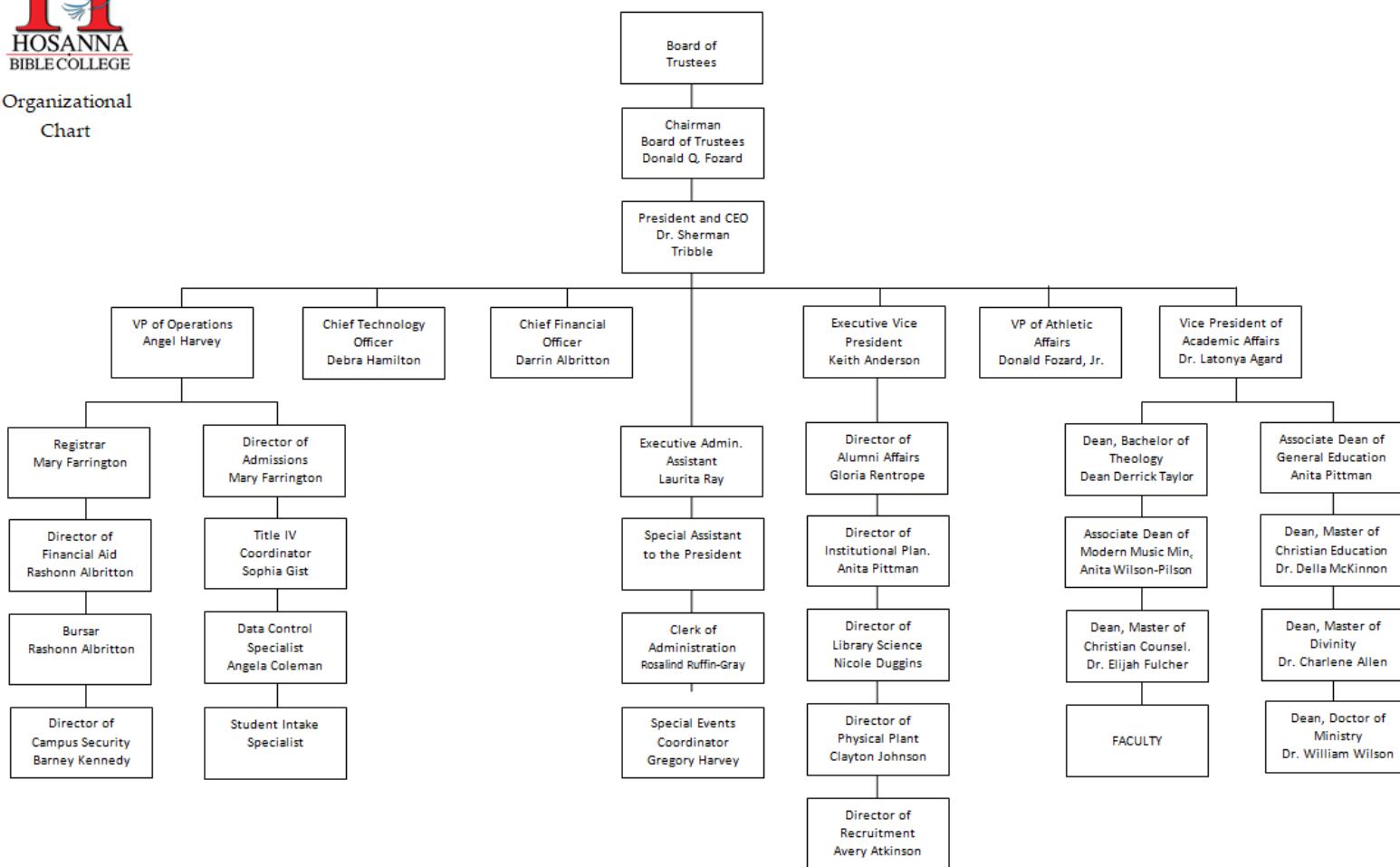
Hosanna Bible College Contact List (Administration, Faculty, and Staff)

Code	Name	Title
A	Albritton, Darrin	Chief Financial Officer
A	Albritton, Rashonn	Bursar; Capital Campaign Coordinator
A	Atkinson, Avery	Director of Recruitment
A	Brandon, Kimberly	Director of Resource Development
A	Brown, Ms. Audrey	Data Control Specialist
A	Tribble, Dr. Sherman R.	President/CEO
A	Duggins, Nicole N.	Director of Library Science
A	Farrington, Mary	Registrar
A	Fields, Mr. Damien	College Accountant
A	Fozard, Dean Nora L.	Co-Founder
A	Fozard, Miss Charisma	College Attorney
A	Fozard, Mr. Donald Jr.	VP of Athletic Affairs
A	Fozard, Mr. Titus	Media and Technology Specialist
A	Gist, Ms. Sophia	Title IV Consultant
A	Hamilton, Mrs. Debra	Chief Technology Officer
A	Harvey, Mr. Greg	Event Specialist and Dean of Students
A	Harvey, Mrs. Angel	Chief Operations Officer
A	Johnson, Clayton	Administrative Assistant to the President
A	Kennedy, Mr. Barney	Director of Campus Security
A	Langley, Dr. Vernon	Doctor of Ministry Faculty
A	Pittman, Dr. Oliver L. Sr.	Special Assistant to the President
A	Ray, Laurita	Executive Administrative Assistant to the President
A	Rentrop, Elder Gloria	President of Alumni Association
A	Ruffin-Gray, Rosalind	Clerk of Administration
A	Tolbert, Dr. Melvin C.	Executive Chaplain and Dean Emeritus
F	Akinbinu, Prof. Bankole	Faculty
F	Alexander, Prof. Terry	Faculty
F	Allen, Charlene Dr.	Dean, Master of Divinity
F	Barnes, Dr. Reginald	Adjunct Faculty
F	Chapman, Dr. John J.	Faculty
F	Hormenoo, Dr. David K.	Faculty
F	Lewter, Bishop Andy C. Jr.	Faculty
F	McKinnon, Dr. Della	Dean, Master of Christian Education
F	Pittman, Dean Anita	Associate Dean of General Education Studies
F	Roberson, Dr. James T. Jr.	Faculty
F	Royal, Dr. McKinley	Faculty
F	Seymour, Dr. James	Faculty

F	Agard, Dr. Latonya	Provost; VP of Academic Affairs
F	Tribble, Professor Joseph	Faculty
F	White, Dr. Harry L.	Faculty
F	Wilson, Dr. William	Dean of Doctor of Ministry
F	Wilson-Pilson, Dean Anita V.	Assoc. Dean (Bachelor of Ministry in Modern Music Ministry)
F	Taylor, Derrick L.	Dean, Bachelor of Theology
F	Fulcher, Dr. Elijah	Dean, Master of Christian Counseling



Organizational  
Chart



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-422-4968  
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