



HOGABC ONLINE

HOUSE OF GOD ACADEMY AND BIBLE COLLEGE ONLINE

STUDENT HANDBOOK 2022-2024



OFFICE OF STUDENT AFFAIRS
HOGABC P.O. BOX 22675
Nashville, TN 37202-2675
Email- Adm@hogabc.org

The HOGABC STUDENT HANDBOOK

The Student Handbook is an official document that is essential for all students. The Handbook communicates and explains important information and policies to help a student successfully complete his or her academic work, understand the different services the House of God Bible College Online offers, and prepare a student for future ministry. These policies and procedures have a direct bearing on all students, and each student is responsible for familiarity with the content and policies.

Therefore, we encourage each student to review and take seriously the information contained in the Student Handbook. The House of God Bible College Online reserves the right to change policies when necessary. All policy changes will be published promptly in the Student Handbook. Changes will be communicated promptly via electronic updates to the Student Handbook as necessary.

The House of God Bible College Online (HOGABC) STUDENT HANDBOOK

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WELCOME MESSAGE FROM THE PRESIDENT

As a student of the House of God Bible College Online, you are part of a community that values relationships, formation, academic rigor, and a global perspective. The Student Handbook is an official document that is essential for all students. The Handbook communicates and explains important information and policies to help students successfully complete their academic work, understand the different services the House of God Bible College Online offers, and prepare them for future ministry. These policies and procedures have a direct bearing on each student, and they are responsible for the familiarity of content and policies.

We encourage all students to review and take seriously the information contained in the Student Handbook. The House of God Bible College Online reserves the right to change policies when necessary. All policy changes will be published promptly in the Student Handbook. Changes will be communicated promptly via electronic updates to the Student Handbook as necessary.

Mission Statement

The mission of the House of God Academy and Bible College Online shall be to render services of education to the public and others that may desire to attend the educational institution of the Church by adhering to the following principles:

- a. the school shall be strictly a Christian institution free from the teachings of evolutionary theories and all other harmful and injurious theories, doctrines, and ideas of men that may be harmful to the faith of the Church.
- b. and to sound Bible doctrine as taught of God through the Holy Prophets and inspiration of the Holy Spirit of God.
- c. and as taught by Jesus Christ, and the Spirit of Christ in the Apostles and Disciples of Christ.

Board of Trustees

Dr. Clary K. Butler, Sr. BA, MA, D. Min.
Dr. Jacqueline Tuggle Taylor, D. Min, PhD
Dr. M. Christopher Brown, PhD
Dr. Jarris L Taylor, Jr., Ed.D
Mrs. Jeanette Lott
Mr. John Fonville, MA

The Board of Trustees of which the President has the oversight of the officers of the Bible College may provide a corporate seal which, if provided, shall be circular in form and shall have inscribed thereon the name of the Bible College, the State of incorporation, and the words "Corporate Seal."

We believe in God the Father, God the Son, and God the Holy Ghost, and that these three are one in the holy estate of power of the Godhead. (Decree pg. 63). We believe God the Father, God the Son and God the Holy Ghost are three powers of the holy union of heaven, being expressly called us! (Genesis 1:26; Decree pg. 63)

We preach and do firmly believe that Jesus Christ is the Son of the Living God and that He was spiritually conceived and born of the Virgin Mary, taking upon Himself the likeness of sinful flesh, and for sin, condemned sin in the flesh. That the righteousness of the law might be fulfilled in us who walk not after the flesh but after the Spirit. By which He was conceived in the Virgin Mary and brought forth in the likeness of every man to convince man of the very fact that human flesh can live in this world free from sin and condemnation. Roman's 8th Chapter. (Decree page 63)

We believe and do firmly preach that Jesus Christ is the Son of the Living God who was possessed of the full nature and disposition of humanity, but through obedience to the Father, He took on the whole armor of faith as an example to others of the same nature and He was thus made to resist the devil and to overcome the world. (Matthew 1:21; Luke 4:12; Ephesians 6:13-17; St. John 1:1-3; Revelation 3:21; St. John 16:33; I Peter 2:21; Decree pg. 63)

We believe that all who follow in His footsteps and example will likewise do no sin but shall be able to overcome the world as He did, who is the way, the truth, and the life of all men spiritually. (St. John 14:6; Decree pg. 63)

We preach and do firmly believe that Jesus Christ was born in the world through the Virgin Mary for a purpose and that purpose was and is to save His people from their sins, and that in Him is no sin, and if we abide in Him, we will commit no sin and he that committeth sin is of the devil. (Matthew 1:21; 1 John 3:6; I John 3:8; Decree pg. 63)

We believe and do firmly preach that Jesus Christ is the way, and our example giver who was baptized or filled with the Holy Ghost, and thereby was made able to resist temptations of the devil. (Matthew 3:16; 4:1-11; Decree pg. 63)

We believe that all Christian followers must be filled with the same spirit to be able to resist the temptations of the devil, to overcome the world, and to live free from sin in this world. (Matthew 3:11; Mark 1:8; Luke 3:16; St. John 1:33-34; St. John 8:34-36; Titus 2:11-14; Decree pg. 63)

We believe and do firmly preach that the Gospel of Jesus Christ is the power of God unto Salvation, unto every one that believeth it; that the gospel does remit sins; that the gospel began in and with the Apostles at Jerusalem by the Holy Ghost that was given unto them and that the Holy Ghost is the power of God and is the Gospel. (Romans 1:16; Luke 24:46-49; Acts 1:2-8; Decree pg. 64)

We believe and do firmly preach that the Bible evidence of receiving the baptism of the Holy Ghost and fire is speaking with other tongues as God giveth utterance as on the day of Pentecost and as mentioned in (Acts 2:1-4); that the tongue spoken in and through the utterance is given by the Spirit and may not be understood by man but is understood of God. (I Corinthians 14:2; Decree page 64)

We believe and firmly preach that people are justified and made clean through faith and by the words of Christ. (St. John 15:3) We believe that Jesus is the foundation of the Church, and that such a foundation was finished when He said on the cross it is finished. Read (St. John 19:30; Ephesians 2:19-22; Decree page 64)

We believe that God created man, male and female, in His own image and likeness and that man being in the image and likeness of God was perfect, pure and holy, and free from all sin so long as He remained and abided in the image and likeness of God. (Genesis 1:27; I John 3:1-5) We believe that through the fall of Adam from righteousness into sin because of disobedience that death reigned for a time over all men even unto all. (Romans 5:12-21; Decree page 64)

We believe that through the disobedience of one man, many were made sinners and that through the obedience of one, even Christ, many shall be made righteous. In and through Christ we have access to the tree of life to live again in the image and likeness of God, perfect, pure, and free from sin with the purposed experience and worry of sin and finally with the acceptance and high appreciation of salvation from sin through Christ the Lord from heaven and the tree of life. Amen. (Decree page 64).

Accreditation

The House of God Bible College Online is accredited by Transworld Accrediting Commission International (Transworld).

Office Location:

9085 California Avenue Riverside, California 92503 USA
office@transworldaccrediting.com Phone: (951) 901-5586
Fax: (951) 344-8236



Academic Integrity Policy

The House of God Bible College Online defines academic integrity as the complete, accurate, specific, and truthful representation of authorship, the origin of ideas, mastery of the material, and data, including access to and authorized use of resources.

The demonstration of academic integrity typically falls into four broad categories:

- Mastery of material. Students are responsible for the truthful representation of their mastery of material on tests or other academic exercises.
- Representation of sources. Students are responsible for the complete, accurate, specific, and truthful acknowledgment of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data.
- Truthful submission of work. Students are responsible for the truthful representation of data or other findings, projects, or other academic exercises.
- Access and use of resources. Students are responsible for ensuring that their access and use of resources comply with The House of God Bible College Online policies.

Academic Dishonesty

Faculty and administrators must report violations of academic integrity. Violations of the Academic Integrity Policy typically fall into the following categories: Cheating, Plagiarism, Fabrication, and Academic Misconduct. Violations of academic integrity must be reported by faculty and administrators. Students should report violations of academic integrity. To aid understanding of what constitutes academic dishonesty and violations of academic integrity the following definitions are provided:

Violations of Academic Integrity Policy

- **Plagiarism.** Plagiarism occurs when a person represents someone else's work, ideas, phrases, sentences, or data as one's own work.
- **Self-plagiarism.** Submitting identical or very similar work for more than one course without receiving permission from the current faculty member prior to submission.
- **Cheating.** Receiving unauthorized assistance or help on tests/examinations or other academic work.
- **Collusion.** Unauthorized collaboration with others for work offered as credit.
- **Fabrication.** Inventing or falsifying information or data.
- **Academic Misconduct.** Includes the alteration of grades, and involvement in the acquisition or distribution of un-administered tests.

Academic dishonesty will not be tolerated. Plagiarism and cheating will result in one of several sanctions, depending on the seriousness of the offense. Infractions of the academic honesty policy may result in receiving a failing grade for the assignment, receiving a failing grade for the course or even expulsion from school. These policies apply to both undergraduate and graduate students. For a full description of the Academic Honesty Policy and the possible sanctions, please refer to the (Appendix A – Academic Integrity).

Violations to the Academic Integrity Policy are a very serious matter and are officially documented in the student's record and preclude students from graduating with honors. Students who are found to violate this policy are subject to disciplinary action which are based on the type of violation and are cumulative throughout the student's tenure at the House of God Bible College Online. Violations that occur during a final examination are also included in the cumulative number of violations and are subject to the same sanctions outlined herein. Dropping or withdrawing from a course in which there is an Academic Integrity violation does not void the violation.

The following procedures are followed to address situations wherein students exhibit behavior in violation of academic integrity standards. Matriculation from one offense to the next is based upon formal notification from the College. Please note: the House of God Bible College Online reserves the right to amend the procedure as appropriate based upon the severity of the violation.

Plagiarism

Students found guilty of plagiarism, as defined within this policy, shall receive sanctions as outlined below:

First Offense

Students will be allowed to resubmit the assignment in question within 14 calendar days with corrections. Faculty have the discretion to penalize up to one letter grade.

Second Offense

Students will receive a zero on the assignment in question without the opportunity for resubmission

Third Offense

Students will receive a course failure for the course in question and will be placed on a list to meet with the institution's committee.

Fourth Offense

Students will be dismissed from the College.

Registering a Complaint

The House of God Bible College Online is committed to providing high-quality educational and related services for students. From time to time, students may have questions concerning administrative policies or operations. The Bible College encourages students to notify the institution when there is cause for concern in academic and non-academic matters.

Students may file a complaint by submitting the Online Letter of Complaint to the Dean of Students and/or designee of the Bible College within 15 days of the incident. A response to the complaint will be given within 30 days of the request.

Assignment Make-Up Policy

'Make-up' tests will be given ONLY in the event of a serious illness or other unusually compelling circumstance (as determined by the instructor's discretion). In the unlikely event of a make-up test/exam, you must obtain the instructor's permission in advance of the test day. If this is not possible (e.g., an emergency occurred the day before the test/exam), you must contact the instructor immediately (within 24 hours or less).

Note: An unexcused absence from the test/exam will result in a score of zero on the given test/exam.

Late Assignments Policy

The Assignment 'due dates' are critical for demonstrating progress and ensuring appropriate time for the instructor's feedback on assignments. Students are expected to submit their assignments on or before the due date.

Attendance Policy:

The House of God Academy and Bible College maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled classes, and examination periods each week. Students also are expected to attend all scheduled activities that are part of the class, including those activities scheduled during class time and those scheduled outside of class time. Students, whether present or absent from class, are responsible for knowing all that is.

announced, discussed, and/or lectured upon in class as well as for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class.

Students who fail to attend a class session will be given an absence for that session. Following the drop/add period, if a student misses 6 consecutive calendar days in an 8-week online course that meets twice per week, the student will be administratively withdrawn from the course. The last date of attendance will be the last day when the student met the attendance requirements. If a student is administratively withdrawn due to attendance with a passing grade before the 28th calendar day of an 8-week class, the student will receive a WP grade for the course. If a student is administratively withdrawn due to attendance with a failing grade before the 28th calendar day of an 8-week class, the student will receive a WF grade for the course.

Grading Policy

Final course grades will be based on class participation, written assignments, chapter quizzes, discussion forums, and a comprehensive final exam. Grades are based on the total number of points earned on the coursework described below. **Grades will be posted in the Gradebook. Please check your grades to ensure proper credit.**

Final grades are distributed based on total points earned in the course, as denoted below:

Final Grade	Total Point Range	Percentage
A	1000-900	90-100%
B	899-800	80-89%
C	799-700	70-79%
D	699-600	60-69%
F	599>	0-59%

Grading Rubric

The Grading Rubric is established for all assignments including written responses, discussion boards, and research projects. Grading rubrics are located within each course syllabus and in the online classroom.

Incomplete for Special Circumstances

At times, a student may encounter an unexpected situation during a course, which inhibits his or her ability to complete the course. Examples of such circumstances may include but are not limited to forward deployment, medical circumstances or surgery, natural disasters, family emergencies, death in the immediate family, or job relocation. Under these circumstances, the student may request one (1) Incomplete for Special Circumstances (ISC) per course. A maximum of two (2) ISCs will be granted, upon approval, per calendar year.

Institutional Academic Progress Policy

University policy requires students to maintain a minimum cumulative grade point average (GPA) of 2.0 and maintain successful academic progress in each course. These performance standards form a basis for the following academic classifications:

Good Standing Academic Probation Academic Dismissal

Guidelines and procedures for placing students in the above classifications include:

Good Standing (Active)

A student in good standing must maintain a minimum cumulative GPA of 3.0. In addition, a student performing research in support of their dissertation must make successful progress.

Academic Probation

Cumulative GPA falls below 2.0 Unsatisfactory Progress ("U") in the same course twice repeat pattern of consecutive withdrawals from courses impeding academic progress, the Office of the Registrar specifies the conditions of academic probation to students in writing.

Tuition Refund Policy

Students who wish to drop/withdraw (see Official Course Drop/Withdrawal Policy) from a course or withdraw from their program are encouraged to complete the Official Course Drop/Withdrawal Form. Students may also withdraw in any manner by contacting the Office of the Registrar. Any refunds due will be issued within 30 calendar days. All students who drop/withdraw from a course after the drop date (7 calendar days) will be charged a one-time 20% registration fee. The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

Time Frame for Percentage Returned to Student

Time Frame* Percentage Returned to Student

1st week: Full Refund

2nd week 80%

3rd week: 60%

4th week 40%

5th week: 20%

Student Records

Student records, including financial and academic records, are kept indefinitely in a secure file.

Hours of Operation and Contact Information

Address: House of God Bible College Online

2050 Hampton Avenue

Charleston, South Carolina 29405

Main Telephone Number 843.867-2220

Email Address: Adm@hogabc.org

Main Business Hours (EST) Monday-Friday 8 AM to 5 PM

Office of the Registrar

The Office of the Registrar maintains student records and monitors FERPA compliance. Additional responsibilities include evaluating traditional and non-traditional credit, assessing academic requirements, conferring degrees, as well as processing student requests.

The Office of the Registrar provides student support through the following teams:

The Degree Auditor Team completes audits for students nearing graduation to verify the student has completed all graduation requirements. Degree Auditors also receive and process Commencement registrations.

The Registrar Support Team responds to student requests, receives official transcripts, monitors records of current students, as well as keeps all student (past and present) records confidential and secure.

Graduation

Students within 12 hours of satisfying program requirements are encouraged to file a Petition for Graduation form (See Appendix A). Once submitted, an official audit of the student record is performed by the registrar's office, which includes but is not limited to, the number of credits earned, financial standing, and official transcript record.

A transcript bearing the university seal and signature of the registrar is the official copy of the student's permanent academic record. Students will receive one official transcript at the time of graduation. Additional transcripts may be ordered by submitting the Official Transcript Request Form.

Commencement Ceremony

Each year, a commencement ceremony is held for students who have completed their programs. The Bible College encourages all graduates to attend the commencement exercise and accompanying activities. The fees for the ceremony and regalia (cap, gown, and tassel) vary from year to year. Students are responsible for all travel arrangements and accommodations. Students interested in participating in the ceremony should visit the website for additional information and updates.

Requesting a Transcript

Once a student has completed the program, and course tuition has been received, the student may request an official transcript. A transcript may be requested by using the Official Transcript Request form and a transcript fee applies. Financial obligations to the Bible College must be met before the transcript can be released. Please allow 7-10 business days for processing. The record is mailed as a sealed official transcript to the institution or person indicated on the Transcript Request Form. An unofficial transcript may be emailed or faxed if indicated on the request form. Please note, the transcript processing fee only applies to the official transcript.

Writing Center Guidelines

The House of God Bible College Online works with faculty to promote students' growth as writers so that they can work independently and confidently on these skills as a student, as well as

after graduation in a professional setting. To work more efficiently and effectively with students and faculty, the writing specialist will facilitate the writing process so students can better understand how to function independently as writers and bring clarity and professionalism in writing their papers.

Library Resources:

Research Digital Library:

<https://www.theologicalbooknetwork.org/join-the-network/free-digital-resources>

www.amazon.com

www.barnesandnoble.com.

<https://www.christianbook.com/page/ebooks> , <https://www.christianbook.com/religionsintroduced-preeminent-scholars-tradition-ebook/arvind-sharma/9780062064264/pd/71140EB>

<https://www.christianbook.com/page/bibles/study-bibles>

[https://www.google.com/search?client=safari&hl=en-](https://www.google.com/search?client=safari&hl=en-us&tbm=vid&q=Audio+Bible++youtube&sa=X&ved=2ahUKEwj9j7O10Jn2AhWgm2oFHWozDdsQ8ccDKAp6BAqvECY&biw=375&bih=749&dpr=2#ip=1)

[us&tbm=vid&q=Audio+Bible++youtube&sa=X&ved=2ahUKEwj9j7O10Jn2AhWgm2oFHWozDdsQ8ccDKAp6BAqvECY&biw=375&bih=749&dpr=2#ip=1](https://www.google.com/search?client=safari&hl=en-us&tbm=vid&q=Audio+Bible++youtube&sa=X&ved=2ahUKEwj9j7O10Jn2AhWgm2oFHWozDdsQ8ccDKAp6BAqvECY&biw=375&bih=749&dpr=2#ip=1)

Technical Support

Technical Support provides support services for Moodle Learning Management System (LMS) and any associated 3rd party applications. Students encountering technical difficulties with their courses are encouraged to contact the Helpdesk at helpdesk@hogabc.org

Computer Requirements:

Operating System (OS)

Windows 7 or later; Mac OSX10.6 or later. For more information on OS/browser compatibility, visit help.blackboard.com.

Internet Connection

Minimum download speeds of 300Kb

Minimum upload speed of 300Kbps

Software

Students must have software capable of creating, editing, and saving Microsoft Office document files (.doc, .docx), Microsoft Excel spreadsheet files (.xls, .xlsx), and Microsoft PowerPoint presentation files (.ppt, .pptx). Students may access a 30-day trial version and/or purchase the required Microsoft software at <https://products.office.com/en-us/try>.

Plug-ins, Java, Acrobat Reader, and Quick Time.

Bible College Catalog

The Bible College Catalog is an important academic and institutional resource for new and existing students. The catalog provides information on degree program requirements, course information, tuition, fees, financial assistance, admission policies, and other valuable information.

Citation Guide

The Citation Guide provides students with an overview of APA formatting. It includes examples of in-text and reference citations as well as instructions on how to format formal papers. In addition, the guide provides a sample of an essay research paper and information on library resources. Refer to APA manual 7th edition 2021,(March 25, 2022). ISBN-13 : 979-8439744237.

[Citation Guide](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)-(APA 6th)

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Publication Code

A publication Code is required on publications from schools receiving federal funds that prohibit discrimination based on race, color, and national origin in programs and activities. The HOGABC ONLINE does not receive federal funds but acknowledges the following Publication Code. “House of God Academy and Bible College Online does not discriminate against students, employees, or applicants for admission or employment based on race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored.” (Tennessee State University).

Appendix A Academic Integrity

Academic Integrity Definition

Ethical conduct is foundational to a successful career. Students, faculty, and staff must commit themselves to the highest standards of honesty, fairness, and responsibility. Therefore, any deviation from these standards is a breach of the ethics that ensures the quality of HOGABC’s academic programs, and thus, is a violation of the Academic Integrity Policy.

Academic integrity demonstrates intellectual honesty by avoiding incidents of cheating, plagiarism, and self-plagiarism (unless otherwise approved). See the following definitions of plagiarism, cheating, and self-plagiarism:

Plagiarism is representing the words, ideas, or works of an author without giving proper attribution to sources used with in-text citations and references. Cheating is using or attempting to use unauthorized materials, information, study aids, or other information to fulfill scholastic requirements with the intent to defraud. Cheating includes, but is not limited to contract cheating, submission of another student’s work, purchasing assignments, collusion, or submitting an assignment with the intent to defraud. Self-plagiarism is submitting previously submitted coursework without prior professor approval.

assignments. APA is used to provide a standardized style format for written assignments while ensuring proper attribution is given to sources used in academic work using in-text citations and references. Resources to assist students in complying with APA standards. Violations of the Academic Integrity Policy include, but are not limited to:

Using unauthorized materials, or receiving unauthorized assistance in connection with any work completed or submitted Presenting the work or ideas of another as one's own without proper acknowledgment of the source, whether that material is paraphrased or copied in the verbatim or near-verbatim form Sharing, selling, buying, or uploading work or information related to any graded assignments Using another student's graded work to complete an assignment(s) Resubmitting, in whole or any portion of, a previously written work by the student without professor consent Using sources deemed as inappropriate by the university such as Internet essay/paper generators Homework assistant websites Using an alternate, stand-in, or proxy during an examination Violations outlined within the Final Examination Proctor Policy

Violations to the Academic Integrity Policy are a very serious matter and are officially documented in the student's record and preclude students from graduating with honors. Students who are found to violate this policy are subject to disciplinary action which are based on the type of violation and are cumulative throughout the student's tenure at House of God Academy and Bible College Violations that occur during a final examination are also included in the cumulative number of violations and are subject to the same sanctions outlined herein. Dropping or withdrawing from a course in which there is an Academic Integrity violation does not void the violation. Sanctions include but are not limited to:

Point(s) deduction Assignment failure Course failure Probation University dismissal Degree revocation The following procedures are followed to address situations wherein students exhibit behavior in violation of academic integrity standards. Matriculation from one offense to the next is based upon formal notification from the university. Please note: The House of God Academy and Bible College reserves the right to amend the procedure as appropriate based upon the severity of the violation.

Plagiarism

Students found guilty of plagiarism, as defined within this policy, shall receive sanctions as outlined below:

First Offense

Students will be allowed to resubmit the assignment in question within 14 calendar days with corrections. Faculty have the discretion to penalize up to one letter grade.

Second Offense

Students will receive a zero on the assignment in question without the opportunity for resubmission.

Third Offense

Students will receive a course failure for the course in question and be placed on a list to meet with the institution's committee.

Fourth Offense

Students will be dismissed from the university.

DEGREE PLAN

HOGABC ONLINE Associate of Biblical Studies Degree Plan 2022-2024

Student Name: _____ Student ID: _____

Year #1		Credits	Course Completed	Final Grade
Fall Semester – 8 Weeks	<i>September – October, 2022</i>			
	BIB 100: Origins of the Bible	3		
	OT 101: The Pentateuch	3		
	<i>November – December, 2022</i>			
	OT 102: History	3		
	OT 103: Poetry	3		
Winter Semester – 8 Weeks	<i>January – February, 2023</i>			
	OT 104: Major Prophets	3		
	OT 105: Minor Prophets	3		
Spring Semester – 8 Weeks	<i>March – April, 2023</i>			
	BIB 110: The Tabernacle	3		
	ENG 113: Biblical Journalism	3		
	<i>May – June, 2023</i>			
	BIB 150: Science and the Bible	3		
	LT 220: The Black Church	3		
Summer Semester	BIB 112: Liberation Theology	3		
TOTAL FIRST YEAR		33		

Year #2		Credits	Course Completed	Final Grade
Fall Semester – 8 Weeks	<i>September – October, 2023</i>			
	NT 201: The Gospels	3		
	NT 202: Pauline Epistles	3		
	<i>November – December, 2023</i>			
	NT 203: Paul's Missions	3		
	NT 204: General Epistles	3		
Winter Semester – 8 Weeks	<i>January – February, 2024</i>			
	NT 205: Revelation	3		
	NT 206: End Times	3		
Spring Semester – 8 Weeks	<i>March – April, 2024</i>			
	NT 212: The Acts of the Apostles and the Early Church	3		
	COM 230: Oral Communications	3		
	<i>May – June, 2024</i>			
	BIB 231: Pentecostalism	3		
	BIB 232: The Trinity	3		
Summer Semester	BIB 220: Virtual Learning Israel/Greece Tour	3		
TOTAL SECOND YEAR		33		
TOTAL OVERALL CREDITS		66		

*****Please note that to qualify for graduation honors (cum laude, magna cum laude, etc.) you must complete the minimum of the 66 credits hours at the HOGABC. Transfer of credits will not qualify for these honors.***

Jacqueline Tuggle Taylor, Ph.D., President

APPENDIX C- RUBRIC TEMPLATE

The House of God Academy and Bible College Online **Rubric Template**

Criterion (Score 0 if element is absent)	Below Expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	Score
Identify each grading element or criterion (example of a criterion element and descriptors follow below) Criterion 1	Describe typical problems, weaknesses, or errors that characterize student work that does not meet expectations for the assignment.	Describe characteristics of student work that meet expectations for quality on this criterion.	Describe characteristics of student work that make a submission stand out as exemplary work.	
Use of evidence to support assertions	Assertions based on personal opinion only. Assertions are based on empty citations: citation information is given as support for an assertion but no information is provided about the content of the cited work or how or why the cited work/author supports the assertion	Assertions are supported with appropriate evidence. Appropriate evidence includes an interpretation of empirical data, description of arguments, and evidence presented in a scholarly source that supports the assertion (with appropriate citation of the source). Evidence provided in support of an argument is	Assertions supported with evidence (as described in <i>meets expectations</i>). Assertions are supported by multiple sources of evidence based on primary sources. When relevant, opposing positions are considered and arguments discounting these positions are supported with relevant scholarly	

	made. Factual errors: the cited work does not actually support the assertion made in the assignment and/or is described inaccurately	described and interpreted correctly.	evidence. Synthesizes evidence to draw new, relevant, logical inferences.	
Criterion 2	Description s of typical problems	Descriptions of expectations for this criterion for the assignment	Descriptions of qualities that characterize exemplary work	
Criterion 3	Description s of typical problems	Descriptions of expectations for this criterion for the assignment	Descriptions of qualities that characterize exemplary work	
TOTAL				

Using the Rubric Template

This template was created using the Word table function.

Insert descriptions of grading criteria in cells in the first column. Cells will expand to accommodate additional text.

To create rows for additional grading criteria, right-click on a cell in a row. Select the **insert** menu and then select either **Insert Rows Above** or **Insert Rows Below** to insert one additional row. Repeat as needed.

To create a rubric with more than three levels of quality, right-click on a cell in a row. Select the **insert** menu and then select either **Insert Columns to the Left** or **Insert Columns to the Right** to insert one additional column. Repeat as needed.

NOTE: Describing more than three levels of quality in unambiguous language can be difficult. Adjust the numeric values for levels of quality to ensure that the most important grading criteria have the greatest impact on the overall grade when scores for rubric elements are summed.

APPENDIX D- FACULTY SCHEDULE

House of God Academy and Bible College Online

2022- 2024 FACULTY SCHEDULE

COURSE NAME	DATE	INSTRUCTOR
The Origin o f the Bible	September 12 - November 6, 2022	Jacqueline Taylor, Phd
		Todd Bush, D.Div.
		Sherry Tisdale, MA
The Black Church		Eloise Andrews, MBA
		Jonathan Lott, Sr., MPA
The Pentateuch	November 7 - December 31, 2022	Sherry Tisdale, MA
Biblical Journalism		Geraldine Gaffney, EdD
		Beverly Davis, MPH
Books of History	January 9 - March 5, 2023	Willie Moody, PhD
Books of Poetry		Brandon Hall, EdD
The Tabernacle	March 6 - April 30, 2023	Jonathan Lott, Sr., MPA
Oral Communication for the Bible		Brandon Hall, EdD
The Four Gospels	May 1 - June 25, 2023	Mary Ravenell, MA
Paul's Missionary Journey		Josephine Evans, MA
		Lisa Pearson, MBA
Liberation Theology	July 10 - September 3, 2023	Todd Bush, D.Div.
The Major Prophets	September 11 - November 5, 2023	Willie Moody, PhD
The Trinity		Jonathan Lott, Sr., MPA
The Minor Prophets	November 6 - December 31, 2023	Willie Moody, PhD
General Epistle		Christopher Coffee, MBA
		Monica Coffee, MBA
The Acts of the Apostles	January 8 - March 3, 2024	Ruthie Williams, PhD
Pentecostalism		Willie Moody, PhD
The Pauline Epistles	March 4 - April 28, 2024	Sherry Tisdale, MA
Science of the Bible		Dionne Taylor, PhD
The Book of Revelation	April 29 - June 23, 2024	Jonathan Lott, Sr., MPA
The End Times		Leslie Conyers, PhD
Practicum Project	July 8 - September 2, 2024	

HOGABC ONLINE

HOUSE OF GOD ACADEMY AND BIBLE COLLEGE ONLINE

Purpose

The Associate of Arts degree at House of God Academy and Bible College (HOGABC) is a two-year degree offered to students for the purpose of providing a foundational program in Biblical studies. Students successfully completing this program will demonstrate:

- General knowledge of the content of Scripture, and
- Knowledge and skills for accurate Biblical interpretation and application to life situations

Graduation Requirements

The following requirements must be met to graduate and receive an Associate of Arts degree in Biblical Studies from HOGABC:

- Students within 12 hours of satisfying program requirements are encouraged to file a Petition for Graduation form (See appendix).
- Once submitted, an official audit of the student record is performed by the registrar's office, which includes but is not limited to, the number of credits earned, financial standing, and official transcript record.
- Satisfactory fulfillment of all financial obligations to the College. No degree will be granted, or transcript provided to a student with an outstanding financial obligation to the College.
- Affirmative recommendation for graduation by the faculty, Vice President for Academic Affairs, and the Board of Directors.
- A transcript bearing the university seal and signature of the registrar is the official copy of the student's permanent academic record.
- Students will receive one official transcript at the time of graduation. Additional transcripts may be ordered by submitting the Official Transcript Request Form (See appendix).

HOGABC

House of God Academy and Bible College

Graduation Form

Name

Student ID

Do you plan to participate in the Graduation Ceremony? ☐ Yes ☐ No

Current Mailing Address (all graduation information will be sent here):

Address

City State ZIP Code

Cell or Primary Phone Number

E-mail

Degree Earned

The Information below is required to ensure that the size of your regalia is correct.

Height Weight

Head size or hat size

Submission of this Graduation Application verifies that the above information is correct and complete and has been submitted by the graduating student.

Signature: _____

The House of God Academy and Bible College Online

2050 Hampton Avenue Charleston, South Carolina 29405

Mailing Address

P. O. Box 22675, Nashville, TN 37202-2675 | Phone: [\(843\) 867-2220](tel:8438672220) | Email: admin@hogabc.org

WWW.HOGABC ONLINE

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HOGABC ONLINE STUDENT HANDBOOK