

HUNTSVILLE BIBLE COLLEGE



STUDENT HANDBOOK

2020

STATEMENT OF NONDISCRIMINATION

Huntsville Bible College admits students without regard to race, color, gender, and national or ethnic origin. While free discussion of beliefs and ideas is encouraged, staff, faculty members, and students will respect the convictions of others and will not engage in any form of coercive behavior.

HUNTSVILLE BIBLE COLLEGE

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Huntsville Bible College operates under the authority of the Board of Directors and is licensed by the State of Alabama as a 501 (c) (3) private school approved by the Department of Education, Alabama Community College System, P.O. Box 302130, Montgomery, AL 36130, Ph. (334) 293-4500; website www.accs.edu. It holds full accreditation status at the undergraduate and graduate levels with the Commission on Accreditation of the Association for Biblical Higher Education, 5850 T. G. Lee Blvd, Suite 130, Orlando, FL 32822; Ph. (407) 207-0808.

Called to Serve...Equipped to Lead

Updated June 2020

TABLE OF CONTENTS

PRESIDENT’S MESSAGE 1

ABOUT HUNTSVILLE BIBLE COLLEGE.....2-6

INSTITUTIONAL PROFILE..... 2

MISSION STATEMENT 4

INSTITUTIONAL GOALS 4

STATEMENT OF FAITH 6

ADMISSIONS 7

Admission Requirements (Undergraduates)..... 7

Admission Requirements (Master of Ministry)..... 8

Admission Requirements (Doctor of Ministry)..... 9

Admission of Non-Accredited College Applicants 9

First-Time Students 9

New Student Registration 10

Late Registration 10

Transfer Students..... 10

Transfer of Credits 11

Instructional Programs 12

FINANCIAL INFORMATION 13

Tuition and Fees..... 13

Explanation of Fees..... 14

Payment..... 14

Refund Policy 15

FINANCIAL AID..... 16

Veterans’ Aid..... 16

Scholarships 16

Federal Financial Aid 16

Financial Aid Attendance Policy..... 16

Federal Financial Aid Advance Policy 17

Administrative Withdrawal Policy 18

Procedure for Administrative Withdrawal..... 19

Financial Aid Distribution of Refunds 19

ACADEMICS.....	20
<i>Classes.....</i>	20
DROP/ADD PERIOD.....	20
<i>On-line Courses.....</i>	20
<i>Degree Completion Timeframe.....</i>	22
<i>Grading System.....</i>	22
<i>Incompletes (I).....</i>	24
<i>Withdrawals (W).....</i>	24
<i>Satisfactory Academic Progress (SAP).....</i>	25
<i>Repeating A Course.....</i>	25
<i>Academic Probation.....</i>	26
<i>Class Attendance (Campus & On-line).....</i>	26
<i>Withdrawal from College.....</i>	26
<i>Graduation.....</i>	27
STUDENT LIFE.....	28
<i>Confidentiality of Student Records.....</i>	28
<i>New Student Orientation.....</i>	28
<i>Social Life.....</i>	29
<i>Spiritual Development.....</i>	29
<i>Student Government Association (SGA).....</i>	30
<i>Physically Challenged Students.....</i>	31
<i>Academic Advising.....</i>	31
<i>Counseling Program.....</i>	31
<i>Library (Learning Resource Center).....</i>	31
<i>Ministry Formation Program (Practical Christian Service).....</i>	30
<i>Technology Fee.....</i>	32
<i>Bookstore.....</i>	32
POLICIES AND PROCEDURES.....	33
<i>Conduct.....</i>	33
<i>Computer Use Policy.....</i>	34
<i>Discipline.....</i>	36
<i>Due Process.....</i>	36
<i>Attire.....</i>	37
<i>Complaints.....</i>	38
SAFETY.....	40
<i>Security.....</i>	40
<i>Smoking.....</i>	40
<i>Accidents and Illnesses.....</i>	40
<i>Fire Evacuation.....</i>	40
<i>Tornado Alert.....</i>	41

PERSONNEL	42
HBC FACULTY	42
<i>Undergraduate</i>	42
<i>Graduate</i>	43
<i>Doctorate</i>	44
BOARD OF DIRECTORS.....	45

A Message from the President



Welcome to Huntsville Bible College! Since 1986, the College has been dedicated to the preparation of leaders for ministry, support of missions at local churches, and assisting students in achieving their career goals. Today, more than ever before, we need leaders who are aware of critical world issues that challenge our faith and are ready and willing to confront these issues with biblical principles and the power of the Holy Spirit.

We have embarked upon a new era in the life of the College. Preparations are being made with you in mind to enable you to achieve your goals, aspirations, and special needs. You are the reason for our existence, whether you are a high school graduate, adult leader, bi-vocational minister, or just an interested person seeking spiritual enrichment or a career change. We are here to serve you.

This handbook has been prepared to provide information regarding the operation of the College, the programs, finances, admission requirements, student life, and course offerings. We encourage you to explore this material as well as our website at www.hbc1.edu to find your interest. We would like to have you become a part of our college family. We are here to help you “*Shape Your Life so you can Shape the World.*”

Dr. John L. Clay, President

INSTITUTIONAL PROFILE



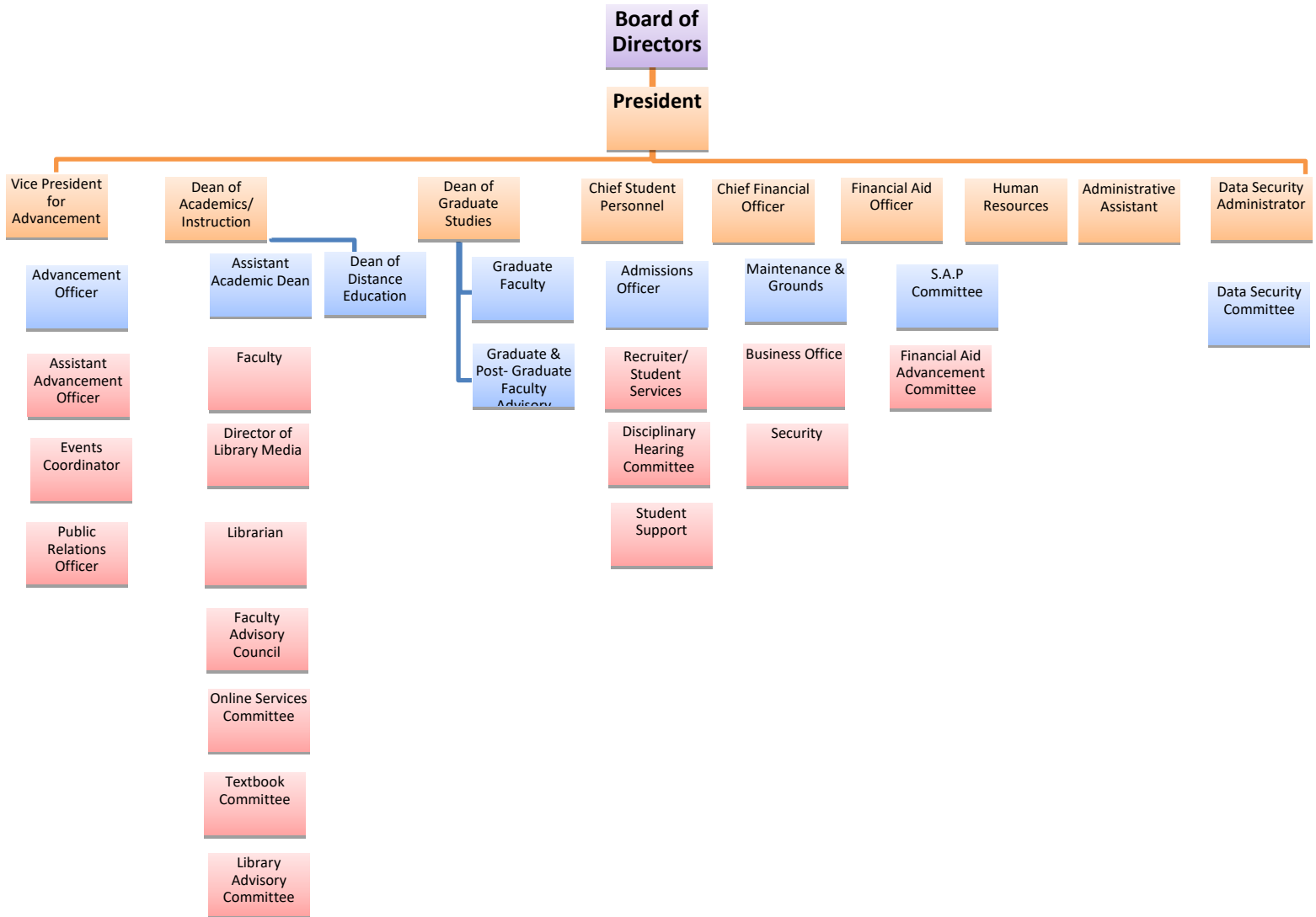
Huntsville Bible College (HBC) is a postsecondary biblical institution that believes it is important to balance the responsibilities of family, church and work to meet the needs of each individual in a personal way. HBC, formerly Huntsville Baptist Institute, was established in 1986 as a 501 (c) (3) institution of higher education to prepare individuals to become preachers and church leaders by assisting local churches to carry out their mission. To meet the future needs of the students and the community, HBC has expanded its program offerings to multiple fields of study.

HBC is a non-traditional institution that offers daytime and evening classes for the adult learner on campus, on-line, and on Saturdays in a small setting. The College is licensed by the Alabama State Department of Postsecondary Education as a Private Institution and is accredited by the Association for Biblical Higher Education, 5850 T.G. Lee Blvd., Suite 130, Orlando, Florida, 32822, to award certificates, Associate of Arts, Bachelor of Arts, Master of Ministry and Doctor of Ministry degrees.

Huntsville Bible College has a diverse faculty population by gender, ethnicity, and faith. The College is nestled quietly in the center of Huntsville approximately two miles north of the Madison County Courthouse on Oakwood Avenue across from the Huntsville Emergency Medical Services, Inc. (HEMSI).



ORGANIZATIONAL CHART



MISSION STATEMENT

Huntsville Bible College is an institution of academic and spiritual excellence, committed to training and educating men and women for the work of ministry and to prepare students for life.

HOW THE MISSION IS ACHIEVED

HBC seeks to foster spiritual growth and development as well as providing educational opportunities for students through training for:

1. Life/careers in job related fields;
2. Church leadership in pastoral ministry;
3. Service for Christian ministers, missions and evangelism workers, and other ministries and organizations; and
4. Leadership for Christian education teachers, youth workers, and church leaders for local church congregations.

INSTITUTIONAL GOALS



HBC exists for the purpose of educating Christian men and women to live according to biblical principles consistent with the will of God and to become effective communicators of the Gospel of Jesus Christ for the saving of the lost and the healing of the hurting. To assist in accomplishing its mission, the College has established the following institutional goals:

- To provide a comprehensive educational system that includes the teaching of biblical and theological studies, general education that contributes to life-long learning, and professional studies related to Christian ministry.
- To provide an educational environment conducive to an effective teaching-learning process.
- To foster an educational climate that encourages students to think critically and to discuss freely their ideas, beliefs, and opinions with regard to matters of their education.
- To provide adequate educational resources through the HBC library (Learning Resource Center) that will enable students to achieve their educational goals.
- To encourage academic freedom on the part of instructors consistent with the policies established by the College Board of Directors.
- To provide educational opportunities for the Christian community through special courses, seminars, and workshops.
- To deliver educational services from a biblical perspective to its students and the community with a high degree of integrity appropriate to institutions of higher education.
- To provide educational programs to meet the general and specific needs of those whom it seeks to serve.

STATEMENT OF FAITH



HBC is committed to training disciples for Christ for the glory of God and the betterment of humankind. In support of our commitment, we strongly and sincerely believe:

- There is only one God and the Trinity of the Godhead is the Father, Son, and the Holy Spirit.
- The Scripture of the Old and New Testaments are the Word of God and the only rule of faith and practice.
- Man is born with a sinful nature and is inclined to be evil by choice and cannot save himself.
- God so loved the world that He gave His only Begotten Son, that whosoever shall confess with the mouth the Lord Jesus, and shall believe in their heart that God hath raised Him from the dead, shall be saved.
- Believers are to be guided by the Holy Spirit through faith in the Lord Jesus Christ.
- Faith is the gift of God, and good works are the fruit of faith.
- Those born again are justified in the sight of God alone by the righteousness of Jesus Christ imputed to them by faith.
- That marriage is between a man and a woman.
- God's plan for the present day disciple is to go and make disciples of all nations through the witness of every believer and to teach them to obey His commandments.

ADMISSIONS

HBC believes that admission is central to student success in any academic program. Student outcome depends, to a large measure, on what a student brings to a program of study.

Admission Requirements (Undergraduates)

- High school diploma or G.E.D. (official transcripts required)
- Application for Admission with \$35 non-refundable fee
- Student Recommendation Form
- Statement of Faith
- Placement Testing (*as required*)

Placement Testing

Placement Testing – Required for all undergraduate students, except transfer students with passing grades in English and Math. All students are required to take the ABHE Bible Knowledge Test for proper placement in Bible courses.

1. Applicants with an ACT score of 18 or higher in Math and Reading are considered college ready and are accepted to Huntsville Bible College without taking the placement tests. *ACT scores may not be more than five years old.*
2. Applicants with an ACT score of 17 or less in Math and Reading or do not have an ACT score are required to take the **Placement Tests for Math and English.**
3. Applicants with a composite G.E.D. score of 165 or higher are considered college ready and are accepted to Huntsville Bible College without taking placement tests. *G.E.D. scores may not be more than five years old.*
4. Applicants with a composite G.E.D. score of less than 165 are required to take the **Placement Tests for Math and English.**

5. Transfer student applicants are required to take Placement Tests unless they have a passing grade of “C” or better in English and Math.

If a student scores below the following placement baselines, enrollment in remedial courses are required, as shown in the following chart.

Subject	Placement Test Score	Required Course
Math	Below 800	MH090 Basic Math
English	Below 900	EG090 Basic English

All undergraduate students are required to take the ABHE Bible Knowledge Test for proper placement in Bible courses. Students scoring below 30 are required to enroll in the BL101 Introduction to the Bible course.

If a student scores below the combined 1700 placement test score, he or she may be admitted on a probationary status, receiving no financial aid, and must take the EG 095 Basic English and MH 090 Basic Math courses, at their own expense, and pass with a ‘C’ or better.

Admission Requirements (Master of Ministry)

The applicant must have:

- Earned bachelor degree from an accredited Bible college or an accredited college or university
- A score of 50 or better on the ABHE Bible Knowledge Test if bachelor’s degree is not in Bible/Theology
- Application for Admission with \$50 non-refundable fee
- Statement of Faith

Admission Requirements (Doctor of Ministry)

The applicant must have:

- Regionally or Nationally accredited graduate degree with at least a 3.0 GPA
- Current professional resume or vita
- Minimum of three years of Christian Service in ministry or related field
- Two professional letters of recommendation
- A score of 75 or better on the ABHE Bible Knowledge Test if graduate's degree is not in Bible/Theology
- Christian Faith statement, one to two pages

Admission of Non-Accredited College Applicants:

Applicants with degrees from non-accredited colleges will be reviewed and accepted based on the following standards:

- A. An acceptable score on the ABHE Bible Knowledge Test
 - a. 75 or better for acceptance into the **Doctor of Ministry Program**
 - b. 50 or better for acceptance into the **Master of Ministry Program**
- B. A 300-word paper stating your personal Christian Faith
- C. A recommendation by the HBC Interview Team (two faculty and one staff person)

If the applicant passes all three areas, they will be admitted as a regular student and all current policies will apply.

First-Time Students

Applicants seeking admission to a degree program at HBC are required to have at least a high school education, substantiated by an official transcript or a GED transcript.

New Student Registration

Registration will close one week before classes begin each semester. All new students will need to make sure all paperwork is submitted one week prior to the start of the semester.

Late Registration

Late registration is only allowed for returning students during the first week of the semester. Therefore, the initial financial aid refund distribution will be delayed.

Transfer Students

HBC accepts students from other colleges and universities with similar admission requirements and academic credits. To be admitted with transfer credits, HBC requires that the student must:

1. Be in good standing (no previous expulsions) with the school last attended.
2. Have official transcript(s) from all schools previously attended sent to HBC.
3. Have less than 4 semesters of prior college experience of receiving financial aid in order for Satisfactory Academic Progress (SAP) to not be considered.
4. Have a SAP percentage of 67 percent or higher for 4 or more semesters of prior college experience while receiving financial aid in order to receive financial aid. Those who are 50 percent or higher may qualify for a waiver based on professional judgement or extenuating circumstances; otherwise they may be admitted as a special student and not receive financial aid their first semester.

The transferring student:

- Is accepted on a conditional basis until transcripts and all other required documents are received. If transcripts and documents are not received by the end of the drop/add period, the student will be removed from the course roster.
- Must complete at least 36 hours at HBC to earn a Bachelor's degree and 24 hours to earn an Associate's degree.

TRANSFER OF CREDITS

In order for a student to receive credits from other colleges and universities, he/she must request transcripts from each college or university he/she previously attended. Official transcripts from these institutions must be sent directly to the Office of Admissions at HBC. After examining the courses to be transferred, the Academic Advisor will determine the courses and the credit hours that HBC will accept from another college or university.

INSTRUCTIONAL PROGRAMS

HBC offers certificates and degrees in the following programs:



Certificate

Biblical Studies
Church Ministry

Associate of Arts

Business Management
Information Technology
Christian Education
Missions and Evangelism
Pastoral Ministry
Christian Education with concentration in Child Development

Bachelor of Arts

Pastoral Ministry
Missions and Evangelism
Social Work
Christian Education

Master of Ministry

Biblical Leadership
Pastoral Ministry

Doctor of Ministry

Biblical Leadership

FINANCIAL INFORMATION

TUITION AND FEES

HBC reserves the right to increase fees and other charges without prior notice.

Undergraduate:

Application Fee – Undergraduate (one-time, non-refundable)	\$ 35.00
Registration Fee (per semester)	\$ 35.00
Library Fee (per semester)	\$ 35.00
Tuition (per credit semester hour) 1-11 credit hours	\$ 185.00
Tuition (per credit semester hour) 12-18 credit hours	\$ 175.00

Master of Ministry:

Application Fee – Graduate (one-time, non-refundable)	\$ 50.00
Registration (per semester)	\$ 50.00
Library Fee (per semester)	\$ 50.00
Tuition (per credit semester hour) 3-6 credit hours	\$ 248.00
Tuition (per credit semester hour) 9 -12 credit hours	\$ 235.00

Doctor of Ministry:

Application Fee – Graduate (one-time, non-refundable)	\$ 50.00
Registration (per semester)	\$ 50.00
Library Fee (per semester)	\$ 50.00
Tuition (per credit semester hour) 3-6 credit hours	\$ 300.00

Other Fees:

Audit Fee (per audit semester hour)	\$ 90.00
Graduation Fee (undergraduate)	\$ 75.00
Graduation Fee (graduate)	\$ 100.00
Transcript Fee (after the first copy)	\$ 5.00
On-line Fee (per Course)	\$ 50.00
Technology Fee (all students per semester)	\$ 75.00

EXPLANATION OF FEES

Application Fee – Charges to students when submitting an application for admission (non-refundable). This charge also applies to former HBC students returning after an absence of five years or more.

Registration Fee – Charges to students each semester in order to register for classes.

Library Fee - Charges to students each semester for using and to maintain the Library (Learning Resource Center) and its services. (*This fee is waived for non-commuting students*).

Tuition Fee – Charges per credit hour for each course taken during a semester.

Audit Fee – Charges to audit a course. No credit hours and no grade will be earned by auditing a course.

Graduation Fee – Charges to graduating students receiving a certificate or a degree.

Transcript Fee – Charges to students for the cost of preparing and mailing transcripts after the first copy. The first copy is FREE.

On-line Fee – Charges for taking a course through the online system, Edvance360.

Technology Fee – Charges to all students for use of College computers and printers. (*This fee is waived for non-commuting students*).

PAYMENT

Payment of tuition and other fees are due at the time of registration or by the first day of class. Payments can be made through financial aid, cash, checks, credit cards, and payment plans. Those on payment plans must pay 1/3 down at registration with the remaining balance divided into monthly payments and paid through the end of the semester. Students who have not paid tuition and other fees will not have access to grades, awards, or transcripts until their balance is paid in full. Students also may not be able to register the next semester with an unpaid balance.

50/50 PLAN (Undergraduates)

Students attending for the first time at HBC and do not receive financial aid will receive a 50 percent discount for taking two classes for their first year. Students with qualifying GPA may also request an additional year extension. Under the 50/50 Plan, a student taking two classes will pay \$130 per month for five months; the first payment must be received before registration can be completed. Monthly payments for students taking more than two classes are computed using 50 percent of the costs divided by 5. The 50/50 Plan is only for Fall and Spring semesters.

25/75 PLAN (Master of Ministry)

Students taking 9 hours or more are eligible for 25 percent off tuition. Under this plan a student taking 9 hours is estimated to pay \$300 per month for five months. The first payment must be received before registration can be completed.

COHORT PLAN (Doctor of Ministry)

Students taking 6 hours will pay \$375 per month for five months, registration and library fee are included. The first payment must be received before registration can be completed.

REFUND POLICY

It is anticipated that because of certain conditions, a student may find it necessary to withdraw from the College or withdraw from a particular course before the end of the semester in which he/she has enrolled. When this occurs, HBC will refund tuition according to the schedule below. The official date of withdrawal will be the date the Admissions Officer receives notification (in-writing) from the student.

Before classes begin	100%
During the first two weeks (drop/add period)	100%
After the second week	No Refund

FINANCIAL AID

VETERANS' AID

Financial assistance may be available to veterans of the armed services or their family members. Questions concerning eligibility should be directed to the Financial Aid Office. Once eligibility has been established, it is the student's responsibility to notify the Financial Aid Officer.

SCHOLARSHIPS

Huntsville Bible College provides limited scholarships for students who may not be able to pay the full tuition and exhibit the ability to complete a college program. To qualify, an applicant must complete the scholarship application and obtain a recommendation form. Students receiving scholarships must meet all requirements of that scholarship. Students requesting a scholarship should contact the Financial Aid Office.

FEDERAL FINANCIAL AID

HBC participates in the Federal Pell Grant and Federal Direct Student Loan program. Pell Grants are usually awarded to undergraduate students and Direct Student Loans to both undergraduate and graduate students with financial needs. The Financial Aid Officer will gladly assist students with the necessary information to apply.

FINANCIAL AID ATTENDANCE POLICY

Attendance in class is critical to securing and maintaining financial aid.

- If a student does not attend any classes prior to the add/drop period without a viable excuse, financial aid will be revoked for that semester.
- If a student misses more than 50 percent of his/her classes during a semester, financial aid for the next semester may not be granted. A student may appeal for extenuating circumstances.

FEDERAL FINANCIAL AID ADVANCE POLICY

Students who are facing a financial emergency may request a Financial Aid Advance on any expected grant or loan payouts. In other words, if a student has Grant or Loan money forthcoming, and will have a credit balance after all tuition, fees, and books have been paid, the college may provide an emergency financial advance on that balance to be used for unexpected expenses. Financial aid advances may not be given until after the end of the drop and add period.

Emergency Financial Aid Advances can take a variety of forms, including tuition waivers or financial aid advances. These measures are designed to help students avoid an interruption in their college studies due to an unforeseen emergency. The most common situations that may lead to a student's eligibility for emergency financial aid include:

- a sudden health emergency
- unexpected loss of income
- death in the family, or other family emergency
- rent in arrears, and risk of eviction
- natural disaster

Academic Criteria:

Emergency aid is only available in extreme circumstances, and students will be expected to meet certain academic criteria in order to qualify. Typically, applicants must be Full-time students, with an acceptable minimum GPA. Half-time students may be permitted in certain circumstances, however, less than half-time student will not be considered for financial aid advances. Students applying for emergency aid will also be required to provide adequate documentation of the crisis leading to their need for emergency funds. Students considering an emergency financial aid advance should understand that these programs offer limited help. The emergency advances are limited to \$700 - \$1200. Financial Aid Advances are limited to no more than two per semester. This is only a stop-gap measure in a crisis and not a secondary form of college funding. Those who wish to apply for these funds must complete a Financial Aid Advance Emergency Request Form and submit it to the Financial Aid Office. Students approved for Financial Aid Advances, must also understand

that the funds acquired will be deducted from their Financial Aid refund. Advance Requests will be reviewed and or approved within 24-48 hours.

ADMINISTRATIVE WITHDRAWAL POLICY

The Administration has the right or may withdraw a student from a class or classes for one of the following reasons:

1. ***Attendance:*** The Administration may withdraw a student from a class/classes if the student:
 - a. Does not attend class at all during the first four week period of the semester; or
 - b. Has three or more absences from class during the first four week period of the semester.
 - c. Has five or more absences from class during the first ten weeks of the semester

2. ***Payment:*** The Administration may withdraw a student from a class/classes if :
 - a. Full payment or monthly payments of tuition and fees are not paid at the time of registration or by the first day of class; or
 - b. One-third of tuition, fees, and a signed payment plan are not in place; or
 - c. The student is not eligible for financial aid; or
 - d. There is no other official written agreement with the College in place.

3. ***Documentation:*** Huntsville Bible College must receive all transcripts from all colleges and universities attended along with all financial aid documentation during the Drop/Add period. If required documentation is not received and sufficient, the student will be subject to administrative withdrawal.

4. ***The Return of Financial Aid Funds:*** When a student withdraws from all classes prior to completing 60% of the semester, the return of financial aid funds will be initiated.

PROCEDURE FOR ADMINISTRATIVE WITHDRAWAL

The administrative withdrawal will be initiated by the Admissions Officer. The withdrawal initiation will begin after all data has been verified and approved by the Academic Dean.

Students facing the prospect of administrative withdrawal will be notified by the Academic Dean by both email and first-class mail informing them of the action about to be taken by the college administration. The student will have five business days to reply. At this time, the student has the opportunity to meet with the Academic Dean, Admissions Officer, and Financial Aid Director and review his/her situation. Once the student has been officially dropped, the Financial Aid office will be notified by the Admissions Officer, and the appropriate financial aid action will be taken. After the administrative withdrawal has been exercised, the student will be informed of such action by letter from the Admissions Officer.

FINANCIAL AID DISTRIBUTION OF REFUNDS

All new students and students on academic probation due to unsatisfactory class performance will receive refunds in the following increments:

1. 75% during the fifth week of class; and
2. The remaining 25% in 30 days after the initial refund.

Note: New students and students on SAP will not receive refunds in increments during summer sessions due to the length of the term. All other students will receive 100% of their refund distribution during the fifth week of class.

*Refund distributions may change based on current Department of Education guidelines.

ACADEMICS

CLASSES

Each class period consists of 150 minutes of instruction. Outside class assignments by the instructors may be, in some cases, considered as class time.

DROP/ADD PERIOD

The drop/add period is the first two weeks of class during the spring and fall semesters and the first week of class during the summer semester. During this period, a student may add or drop a course without penalty. No grade will be assigned if a course is dropped during this period, and the student is removed from the course roster.

The attendance record for a student will carry from one course to another so that the student will not be penalized in their attendance during the Drop/Add period. For example, if a student has attended a class for two weeks and decides to drop it and add another course then that course will not count against the student as having missed two classes since the student was in attendance in the class that was dropped.

A student may be purged from a class roster if the student:

- Fails to attend class or fails to log-in to an online class or fails to pick-up books during a semester's drop/add period, and
- Fails to communicate his/her intentions regarding attendance during a semester's drop/add period.

ON-LINE COURSES

On-line courses are available at HBC. Students taking an online course are required to have the following:

1. Their personal computer (desktop or laptop)
2. Microsoft Office 2007 or later version (earlier versions may not be compatible)



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3. Google Chrome or Firefox browsers, Adobe Flash Player, and a working email account
4. Completion of Edvance360 on-line tutorial
5. A working knowledge of Microsoft Office applications (Word, Excel, PowerPoint)
6. Understanding of how to download, attach, and upload files
7. The ability to read and comprehend written material
8. Complete a test demonstrating knowledge and proficiency of these skills
9. On-line admissions and retention will be treated like live classes, especially regarding the failure of classes. Satisfactory Academic Progress (SAP) percentage will apply as with all students. Students that are struggling with on-line classes will be advised and documented to take live classes (*in classroom*) but will be informed that the SAP rate of 67 percent will apply.

DUAL ENROLLMENT (*Undergraduates*)

This policy provides the opportunity to students who are in their senior year of an undergraduate program to apply for dual enrollment in Huntsville Bible College's graduate program.

Students who qualify for Dual Enrollment are required to meet with their advisor and the Dean of Graduate Studies during the semester prior to their dual enrollment taking place to ensure that all pre-requisites have been met so that students can transition into their graduate studies when the new semester begins.

For a student to have dual enrollment status, the following conditions must be met:

1. The student is in the final year of their undergraduate degree program; with less than 12 hours to complete before graduation.
2. The student has met with their advisor and received permission to apply for graduation. [All requirements for completing their current undergraduate academic program will be satisfied prior to graduation date].

3. The student has a GPA of 3.0 or above.
4. The student has met with the Dean of Graduate Studies and received their approval to register for graduate courses.

Notes:

1. A separate application is required to be admitted into the graduate degree program.
2. Graduate courses taken count for graduate credit only.
3. Even during Dual Enrollment, graduate courses taken count toward the graduate GPA.

DEGREE COMPLETION TIMEFRAME

If a student does not complete an associate degree within four years or a bachelor degree within eight years they will be governed by degree programs in the most recent school catalog.

GRADING SYSTEM

All students are encouraged to achieve to the maximum of their potential. Student achievement is reported as grades earned in a course of study. Instructors post grades from assignments, quizzes, mid-terms, finals, etc. into CampusSIS. Grades are accessible to students in CampusSIS. However, students who have outstanding balances at the end of a semester will not have access to grades until all balances are cleared.

Grades and Quality Points

Letter Grade	Score-Grades	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59-Below	0
I	Incomplete	
W	Withdrawal	

Note: Parents/guardians of dependent students have the right to receive a copy of their child's grades. Access to grades can be granted through CampusSIS.

HONORS PROGRAM

The Huntsville Bible College Honors Programs are designed to recognize HBC students who have demonstrated a commitment to academic excellence resulting in high marks.

The **Dean's List for Academic Excellence** recognizes students who achieve scholastic distinction in a semester, as evidenced by a high grade point average. Students should be enrolled in at least 9 credit hours in a Fall or Spring semester, excluding courses resulting in a grade of "CR".

The Dean's List recognizes students each semester who meet the following criteria:

- *Undergraduate Programs*
 - Successful completion of at least 9 credit hours
 - Has not received grades of "D", "F", "INC" or "NC"
 - Must earn a 3.00 GPA or higher
- *Masters and Doctorate Programs*
 - Successful completion of at least 6 credit hours,
 - Has not received grades of "D", "F" "INC", or "NC"
 - Must earn a 3.50 GPA or higher

The **President's List for Academic Excellence** annually recognizes outstanding graduating Seniors who remain on the Dean's List for Academic Excellence throughout their academic journey at Huntsville Bible College. Honorees are recognized during the HBC annual Graduation ceremonies. For inclusion on the President's List students must meet the following criteria:

- *Undergraduate Programs*
 - Cum Laude, "With Honors", with a cumulative grade point average of 3.0 to 3.4
 - Magna Cum Laude, "With High Honors", with a cumulative grade point average of 3.5 to 3.9
 - Summa Cum Laude, "With Highest Honors," with a grade point average of 4.0+
- *Masters and Doctorate Programs*
 - Cum Laude, "With Honors", with a cumulative grade point average of 3.5 to 3.7
 - Magna Cum Laude, "With High Honors", with a cumulative grade point average of 3.8 to 3.9
 - Summa Cum Laude, "With Highest Honors," with a grade point average of 4.0+

INCOMPLETES (I)

An “I” is a temporary grade assigned to a student who has extenuating circumstances during the last weeks of a semester and is unable to satisfactorily complete his/her work in the required time limits of the course. The student will then work with the instructor to complete the assignments in the next regular semester. It is the student’s responsibility to initiate contact with the instructor and to complete all assignments in a timely manner. If the student does not complete the course work during the next semester, a grade of “F” will be entered on the student’s transcript. An incomplete is not for the purpose of allowing a student more time to complete a course if the student has mismanaged his/her time.

WITHDRAWALS (W)

The letter “W” is a grade assigned when a student has withdrawn from a class after the add/drop period and up to the first ten weeks. A withdrawal after the first ten weeks is limited to extenuating circumstances approved by the Academic Dean. Avoidance of a poor grade is not justification for withdrawal.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students are expected to maintain satisfactory academic progress toward completion of a certificate or a degree within a reasonable period of time. Satisfactory academic progress status will be determined at the end of each semester. The measure of satisfactory academic progress is based on the number of hours the student attempts at Huntsville Bible College and the grade point average (GPA) as indicated below:

1. 0-18 credit hours attempted, minimum required cumulative GPA of 1.5
2. 19-45 credit hours attempted, minimum required cumulative GPA of 1.75
3. 46+ credit hours attempted, minimum required cumulative GPA 2.0
4. Graduate credit hours attempted, minimum required cumulative GPA 3.0

In order to maintain satisfactory academic progress toward completion of a certificate or degree, the student must successfully complete a minimum of 67 percent of all credit hours attempted at HBC. Hours attempted include dropped courses, withdrawals, and incomplete courses. This assessment begins when a student has attempted 18 credit hours at Huntsville Bible College.

Students who are not meeting satisfactory academic progress may volunteer for the Financial Aid High Risk Program as a means of correcting their status so they can remain in school and complete their program of study.

REPEATING A COURSE

A student may be allowed to repeat a course for which he or she received a failing grade. If the student passes the repeated course, only that grade will be used for GPA calculations. A student will be allowed to repeat a course up to three times. The course repeated will be considered as hours attempted and the credit hours will be considered when determining a student's

satisfactory academic progress. A student cannot receive financial aid for repeating a course in which he/she has received a passing grade.

ACADEMIC PROBATION

When a student's cumulative semester GPA falls below the required cumulative GPA for credit hours attempted, the student will be placed on academic probation for the next semester. The student's GPA for the following semester must be the required cumulative GPA or better for credit hours attempted. If not, the student will be suspended from the College, but may be allowed to return after one semester. When a student returns after a period of probationary suspension, he or she must achieve the required cumulative GPA or better for credit hours attempted by the end of the semester in order to remain in school.

Transfer students may be accepted on academic probation but restricted to 6 hours for their first semester if their previous academic history is unsatisfactory. They will also have one semester to raise their semester GPA to the required cumulative GPA or better for credit hours attempted. If the student fails to do this, he/she may be suspended but may return after one semester with the approval of the Academic Dean for readmission to the program.

CLASS ATTENDANCE (CAMPUS & ON-LINE)

Students are required to attend classes regularly as scheduled. However, due to mitigating circumstances, a student may find it necessary to be absent from a class. In such cases, one (1) absence per credit hour is permissible. If a student has more absences than these, he/she has to have permission from the Academic Dean to continue in this course. Students taking on-line classes are expected to login each week. On-line logins are monitored weekly.

WITHDRAWAL FROM COLLEGE

Any student who wishes to withdraw from HBC must get approval from the Academic Dean, Student Advisor and Financial Aid Officer. Classes missed

by students who drop without approval will be treated as absences and a grade of “F” will be assigned for each course in which the student was enrolled before unofficial withdrawal.

GRADUATION

A student will receive a degree or certificate when the following conditions are met:

1. All required courses are completed
2. All fees and tuition are paid
3. Have a 2.00 GPA or higher (undergraduates)
4. Have a 3.00 GPA or higher (graduates)
5. Graduation fees are paid
6. Present at graduation exercises



STUDENT LIFE

HBC considers student life a vital part of the educational process and seeks to provide opportunities for students to apply Christian principles and democratic ideals learned in the classroom to life situations. Students are encouraged to form organizations that support Christian lifestyle, social development, career objectives, and educational opportunities with the approval of the faculty, the Chief Student Personnel Officer, and the Academic Dean.

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. Information regarding FERPA can be found on the college website (www.hbc1.edu) in the Financial Aid section.

Under FERPA, the term “education records” generally includes any record, whether in a printed, handwritten, audio, video, or computer media format, maintained by the College and containing information related to a student in his/her role as a student.

A student has the right to access his/her education records and may inspect and review the information contained in them. To exercise this right, the student should present a request to the appropriate office where the record is located, and a response will be made no later than 45 days later. A student who believes his/her education records contain information that is inaccurate, misleading, or in violation of his/her privacy rights may bring the matter to the attention of the appropriate records official.

A student’s privacy interest in the education record is further protected by the rule against unauthorized disclosure. Generally, the College may not, without the student’s consent, release the education record or any personally identifiable information in it to other individuals or entities. A student may

prevent the release of information, if he/she wishes, by completing a FERPA Student Release Consent Form, obtained in the Office of Admissions.

Any student who believes that his/her rights under FERPA has been violated by the College may file a complaint with the Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington, D.C., 20202-5920.

NEW STUDENT ORIENTATION (Undergraduates)

A sixteen (16) week one (1) hour orientation course is conducted at the beginning of each semester to acquaint new students with the campus that includes the HBC library (Learning Resource Center), fellow students, faculty and staff. The students are informed of the policies and procedures of the College and administrative details to help them thrive in a college environment. The orientation course is required for all new students.

SOCIAL LIFE

While HBC is not a resident campus and all students commute to class each day, social fellowship among our students, faculty, and staff is encouraged. Various social events include:

- Spring Outdoor Fellowship and Barbeque
- Graduation Reception
- Annual Golf Tournament
- College Community Events

SPIRITUAL DEVELOPMENT

Campus Worship services are held each semester. These services offer students, faculty, and staff opportunities to join together in a time of worship and celebration. Campus Worship allows students to participate in planning

and implementing the worship services. Special guest speakers, choirs, and singing groups are a regular part of our Campus Worship experience.

HBC encourages all classes to begin and end with prayer or a brief period of meditation.

MINISTRY FORMATION PROGRAM (Practical Christian Service)

This program encourages students to apply their learning in practical ministry situations throughout the city in various churches, rescue missions, shelters, food pantries and other areas of ministry throughout his/her college career at HBC. Two credit hours of Christian ministry are required for associate degree programs and four credit hours for bachelor degree programs as a way of helping students develop ministry skills and expand their knowledge through experience.

This program is coordinated by a faculty or staff member and supervised by church leaders and persons designated by the organizations where the student is involved in ministry.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is a student organization led by students. The SGA has its own constitution and bylaws approved by the student body. The organization is governed by an elected executive committee composed of a president, vice president, secretary, treasurer, chaplain, and two members at large. Its purpose is to sponsor student activities, generate school spirit, and present student views on school matters to the faculty and administration.

PHYSICALLY CHALLENGED STUDENTS

The HBC campus adapts to students with mobility impairments. Modifications or adjustments will be made when necessary for otherwise qualified students, including but not limited to the following:

- Alternate methods of testing and evaluation
- Change of physical accommodations

ACADEMIC ADVISING

Academic advisors have been assigned to various programs. Advisors will assist students with course selection and course requirements. During registration, all students must have their courses approved by their advisor before they are allowed to attend class. This gives the advisor an opportunity to discuss course matters with each student.

COUNSELING PROGRAM

HBC counseling program is organized to support the mission, goals, and objectives of the College. The program embraces the academic assumption that student outcomes are affected by the problems they encounter with regard to the teaching-learning process. The counseling program exists to assist students with academic matters and personal problems that may obstruct their ability to achieve.

LIBRARY (LEARNING RESOURCE CENTER)

The goal of the HBC Library (Learning Resource Center) is to support the mission of the college. The library provides resource materials of interest to the students, faculty, staff, and the religious community. Books, periodicals, and other resources such as pamphlets, booklets, maps, records, tapes, and DVDs are available in the library. The College ensures that students enrolled in distance learning courses (on-line) have access to adequate and

appropriate learning resources. Students have on-line access to the materials in the on-line catalog of Huntsville Bible College and the library provides off-campus access to a variety of electronic resources (e-book collections, current issues databases, general and specialized subject databases) which are readily available through the Alabama Virtual Library (<http://www.avl.lib.al.us>). All students on-line and traditional may access the resources through the College website and link to the Annie Benson Library. These collections are available 24 hours per day 7 days per week. The library staff is available to assist students by calling 256-469-7536 (during regular operational hours) or by email to librn@hbc1.edu.

The Textbook Advisory Committee, the Director of Library Media and the Faculty of HBC are involved in the selection of new materials based upon the needs, interests, and demands of the students and the faculty.

TECHNOLOGY FEE

Computers are located in the HBC Library (Learning Resource Center) for use by students. These computers are provided to aid the students, faculty, and staff in attaining their learning and teaching goals. Computers are to be used by students or employees of the college only.

BOOKSTORE

The College provides a place to handle textbooks sales. Books are charged to the student's account along with his/her tuition and fees at the time of registration. Books are available for pick-up in the library.

POLICIES AND PROCEDURES

CONDUCT

Students are expected to conduct themselves in a Christ-like and biblical manner at all times, in both their personal conduct and pursuit of their studies, striving to maintain the highest of ethical standards, including honesty and integrity. Failure to adhere to such standards may result in the student's discipline and/or dismissal from Huntsville Bible College, subject to the decision of the school's administration.

In the classroom, students should be respectful of their peers and instructors. All students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning commensurate with their objectives. Discourteous or disrespectful behavior will not be tolerated. Such behavior may result in a student being required to leave the classroom, and in some cases subjected to disciplinary action. Examples of classroom misconduct that will not be tolerated are:

- Disorderly Conduct
- Harassment
- Verbal Abuse
- Assault
- Interference with the Instructional Process
- Attending Class Under the Influence of Intoxicating Substances
- Use of Profanity

Students are expected to complete their required course assignments. While it is reasonable to study together, it is essential that each student does his/her own work.

Huntsville Bible College does not condone such acts as:

- Plagiarizing

- Cheating
- Stealing
- Using Profane Language
- Possessing Dangerous Weapons
- Fighting (personal combat)
- Exposing Indecency
- Disrespecting Instructors and Administrative Personnel
- Disrespecting other Students, and Immoral Sexual Behavior

Any student found exhibiting any of these kinds of behavior will be subject to disciplinary actions.

COMPUTER USE POLICY

Huntsville Bible College recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. The use of electronic resources must be in support of, and consistent with the vision, mission and goals.

All users of the network and/or other electronic information services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of this policy is to ensure that all HBC technology users share the HBC technology resources in an effective, ethical, and lawful manner. HBC technology should be used for legitimate educational reasons only and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic information services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school data accessible over the network, regardless of the computer or device being used constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are the property of Huntsville Bible College. Users of such systems should have no expectation

of privacy. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including a review of text and attachments that are related to that student or students. At **NO TIME** should a student consider HBC e-mail private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Huntsville Bible College personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users must understand that neither HBC nor any staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. HBC **DOES NOT CONDONE** the use of such materials. Therefore, it is imperative that the user is held accountable for the appropriate utilization of this technology.

ACCESS IS A PRIVILEGE – NOT A RIGHT! Individuals are responsible for their own actions while using Huntsville Bible College “computer technology”. Inappropriate use will result in a cancellation of these privileges.

The definition of HBC information and data resources will include any computer, server, network, or access provided or supported by HBC, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on HBC computing systems, data/programs stored and/or delivered through CD-ROMs, DVD-ROMs, computer peripherals, or other storage media that is owned and maintained by HBC. The “user” of the system is any individual using HBC technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect.

HBC technology and electronic resources must not be used to:

- Harm other people
- Interfere with other people’s work
- Plagiarize or steal intellectual property
- Gain unauthorized access to other individual’s files or programs
- Gain unauthorized access to online resources by using someone else’s password
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies
- Steal or damage data and/or computers and network equipment
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material

DISCIPLINE

The focus of HBC’s disciplinary process is restorative, not punitive. The types of disciplinary actions that can affect a student’s attendance at the College are the following:

- Probation
- Temporary Suspension
- Permanent Suspension
- Expulsion
- Criminal or Civil Court Action

DUE PROCESS

HBC respects the rights of students guaranteed them by national, state, and local laws and believes that these rights should not be disregarded. The school, therefore, has established a procedure to ensure student “due process” regarding their rights.

When a student’s behavior is determined to be in violation of a matter involving unacceptable conduct, the following steps will be followed.

1. The Chief Student Personnel Officer will call the student in and discuss the offense or violation.
2. If the offense appears to be factual, the Chief Student Personnel Officer will notify the student in writing of the charges and a temporary hearing date, including the time and place. The student will also be informed of his/her right to a defense.
3. The President of the College will appoint a hearing committee of 3-5 persons composed of at least one student, one faculty, and one staff member. The Chief Student Personnel Officer will convene the hearing. The Academic Dean will be the hearing officer. The accused student may have his/her attorney present.
4. The hearing will be conducted before all parties involved.
5. After the hearing, the Chief Student Personnel Officer will submit the findings of the hearing committee (with its recommendation) to the President of the College.
6. The President will inform the student of the recommendation of the hearing committee and the disciplinary action imposed.
7. The defendant will be required to comply with the disciplinary action as stated in the written communication from the President.
8. Records of the hearing will be filed in the student's official record. A copy will also be filed with the Chief Student Personnel Officer.

ATTIRE

A student should dress in attire that is appropriate for a Bible college environment. Students should refrain from tight, midriff, or see-through tops, sagging clothing, mini-skirts, sweatpants, or clothing with holes.

COMPLAINTS

Student Complaint

HBC respects a student's right to complain about matters that affect their chances for getting a good education and will take appropriate actions to resolve them. Student complaints are primarily categorized in three distinct areas:

1. Instructional
2. Academic/Administrative
3. Other college related areas

The student should discuss Instructional complaints with his/her instructor and all other complaints Academic/Administrative and Other College related complaints should be discussed with the Academic Dean. If the complaint is not resolved the College has established the following procedures for resolving them:

1. The student must file a written complaint using HBC's College Complaint Form outlining the nature of the complaint, persons involved in the complaint, date and time of the incident as well as any witnesses to the incident.
2. The written complaint is forwarded to the Academic Dean for evaluation regarding the right of the complaint, the nature of the complaint and the completeness of the report.
3. The Academic Dean will seek to ascertain the facts regarding the complaint, by getting written responses from the person or persons involved in the complaint. This may involve records regarding attendance, grades or class work if associated with an instructional complaint. Additionally, written eye witness accounts of the incident will also be obtained.

4. The Academic Dean will evaluate all data and make recommendations to all parties involved. If a meeting is deemed necessary the dean will convene a meeting to resolve the issue.
5. If either party is not satisfied with the recommendation, they may appeal to the President, a Resolution Committee, or the Board of Directors.
6. All complaints and the resolution thereof will be documented and kept on file at the College.

Special Note

1. Depending upon the nature of certain student complaints and the circumstances and conditions surrounding them, some may be presented to the HBC Board of Directors for resolution.
2. Students may also file unresolved complaints with the Department of Education, Alabama Community College System, P.O. Box 302130, Montgomery, AL 36130, Ph. (334) 293-4500 and or ABHE by calling (401) 207-0808 or by writing to: The Association for Biblical Higher Education, 5850 T. G. Lee Blvd, Suite 130, Orlando, FL 32822.

SAFETY

HBC is committed to providing a safe environment for students and all employees. In support of this initiative, the following precautions are to be observed.

SECURITY

To ensure the safety of students, staff and faculty, Huntsville Bible College employs a security officer during the hours of 7:00 p.m. to 10:00 p.m. Mondays, Tuesdays, Thursdays and other times when needed. Only authorized individuals are allowed to enter the premises after 7:00 p.m.

SMOKING

Smoking is not permitted on campus or in any of the buildings.

ACCIDENTS AND ILLNESSES

Accidents, injuries, and serious illnesses while attending classes should be reported to the Administrative Office. An office personnel or instructor will assist the injured or sick student in getting proper help. Personnel in the Administrative Office will make a written report of the occurrence. A copy of the report will be filed in the student's official record at the College. In case of an automobile accident, the Huntsville City Police Department will be called to investigate.

FIRE EVACUATION

Fire evacuation routes are posted in all classrooms, offices, and hallways. In case of fire, a fire alarm will sound. When the alarm sounds, all persons are to evacuate the buildings following the routes posted on the walls.

Fire drills are conducted periodically to give students and employees practice in evacuation procedures.

TORNADO ALERT

A weather alert radio is stationed on each floor of the building. When a tornado warning is issued by the National Weather Bureau for our area, an announcement to take cover is made over the weather radio. All persons are advised to take cover in the designated tornado shelters posted in the classrooms and hallways (student lounge, the stairway between the first and second floors, or restrooms on the second floor).

PERSONNEL

President	Dr. John L. Clay
Dean of Academics/Instruction	Rev. David Faylor
Assistant Dean of Academics	Mrs. Pamela Patton
Dean of Graduate Studies	Dr. Mitchell Walker
Dean of Distance Education	Rev. Trevor Crenshaw
Advancement Officer	Ms. Eloise McNealey
Admissions Officer	Ms. Vernita Chandler
Chief Financial Officer	Ms. Jacqueline Robinson
Financial Aid Officer	Mrs. Doris Lacey
Recruiter/Student Services	Ms. Adreanne' Humphrey
Student Support	Mrs. Linda Fletcher
Director of Library Media	Mrs. Victoria Richardson
Administrative Specialist	Ms. Cindy Smith
Public Relations Officer	Mrs. Gresha Lewis
IT Department	Mr. Major Houston

HBC FACULTY

UNDERGRADUATE

Mrs. Patricia Benson
B.S., Mississippi State University

Rev. Trevor Crenshaw
B.S., American Baptist College
M.A., Selma University
M.Div., Luther Rice University

Mrs. Jennifer Devlin
B.A., Park University
M.A., Luther Rice Seminary and University

Rev. Neal Duncam
B.A., Stetson University
M.Div., Southern Baptist Theological Seminary

Rev. David Faylor
B.A., University of Miami
B.Th., Huntsville Bible College
M.S., Troy State University

Rev. Mario Gilbert
B. S., Southern Illinois University
M.A., Webster University
M.A., Huntsville Bible College

Mrs. Rosetta Glasper
B. A., Rockford College
M.A., University of Alabama

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M.Ed., Louisiana State University
Ed. S., Alabama A&M University
Ed. D., Nova Southeastern University
Ph.D., Wiltshire University

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D.Min., Southern Baptist Theological Seminary

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MBA, Alabama A&M University

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M.A., Huntsville Bible College

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M.S., Alabama A&M University

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MBA, University of Alabama

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BOARD OF DIRECTORS

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