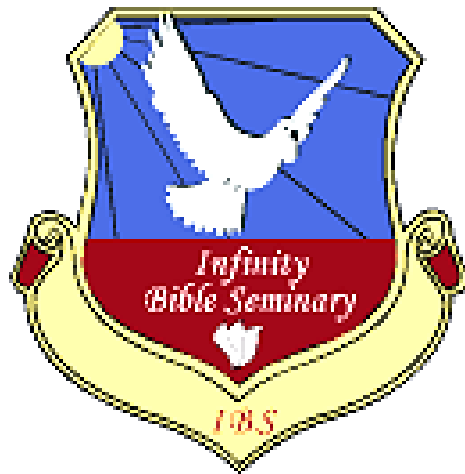


INFINITY BIBLE SEMINARY



Student Handbook

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A SCHOOL WITH A SERVANT’S HEART

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FROM THE PEN OF OUR PRESIDENT

Students of Infinity Bible Seminary,

It is indeed a privilege and honor to welcome you to the Infinity family. We are a school with a servant's heart. Infinity offers an exceptional learning environment designed to provide our students with the knowledge and skills necessary to be effective leaders in the church and creative agents of change in the Kingdom of God.

The core of our academic community is our strong and supportive faculty. These servant leaders have shown their devotion to this institution as well as their dedication to the students. Our faculty members love the Lord and are committed to teaching the next generation of Servant Leaders. In addition, the faculty and staff are committed to offering you an educational experience, which will identify and develop the gifts God has imparted in you.

Finally at Infinity, we challenge you to think creatively, to lead courageously and to minister selflessly.

Again, I welcome you to the Infinity family and pray God's continued blessings upon you.

In His Service,

Dr. A.E. Drew

A.E. Drew, I., President

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INFINITY BIBLE SEMINARY

INTRODUCTION

HISTORY

Infinity Bible Seminary (IBS) was founded in the fall of 2000. We have two campuses in the Central Virginia Region and a future campus in Barbados (Caribbean). Our main campus is located in the North-side of Richmond, Virginia.

ACCREDITATION

Infinity Bible Seminary (IBS) accreditation is with the Worldwide Accreditation Commission.

MISSION

Our mission at IBS is to prepare all students for ministry and service for the building of God's Kingdom. It is imperative that saints of God be educated and trained to minister effectively to the body of Christ.

OBJECTIVES

- IBS is dedicated to providing both quality Bible college programs for lay workers and seminary training programs for ministers whether full or part time.
- IBS offers courses for individuals who desire to integrate Biblical principles into their daily lives, homes and businesses.
- The curricula of IBS is designed to facilitate effective participation within the students' local church and community.
- IBS is committed to offering courses for lay and ministerial students who have a basic working knowledge of the Bible but seek to develop more proficiency relative to their ministry.
- IBS seeks to develop students who want to know more about the Bible, equipping them for ministry and Kingdom building.

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STATEMENT OF FAITH

We believe the Bible is the inspired Word of God, and the infallible and authoritative rule of faith practice.

We believe there is only one true and living God...Father, Son and Holy Spirit; Three in one and one in three. He is Omniscient, Omnipotent and Omnipresent.

We believe the Lord Jesus Christ was conceived of the Holy Spirit, born of the Virgin Mary, is the Divine Son of God, lived a sinless life, worked all manner of miracles, was striped for our healing and crucified for our sins. He was bodily resurrected from the dead, ascended to heaven, at the right hand of God and shall return to rule in the Kingdom of God. He is the only Savior of all mankind.

We believe in one baptism in water in the name of the Father, the Son and the Holy Spirit.

We believe in all the gifts of the Spirit and that they are available to the Church body today.

We believe Christ is the Foundation and Head of the Church which is made up of every born-again believer on earth.

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IBS ORGANIZATIONAL INFORMATION

The **Board of Directors** is a governing body that is vested with all the powers and authority to effectively govern and set policy for Infinity Bible Seminary. The **Administration team** is responsible for the day-to-day operation of Infinity Bible Seminary. **The President**, Dr. Alvin E. Drew, works with the members of the **Board of Directors** and the **Administrative Team** to give leadership to Infinity Bible Seminary.

BOARD OF DIRECTORS

- ❖ Dr. Milton Hunt (Chair)
- ❖ Dr. Alvin E. Drew, I
- ❖ Dr. Darius Beechaum
- ❖ Dr. Otis E. Mallory
- ❖ Dr. Gregory L. Beechaum, Sr.
- ❖ Dr. Gracie Jones
- ❖ Dr. Sharon Johnson
- ❖ Dr. Howard Hopkins
- ❖ Dr. Paul D. Flowers, Sr.
- ❖ Dea. Robert Jones III

ADMINISTRATION

- ❖ Dr. Alvin E. Drew I, President
- ❖ Dr. Darius E. Beechaum, Vice-President
- ❖ Dr. Otis E. Mallory, Academic Dean/Dean of Schools
- ❖ Dr. Gracie Jones, Academic Affairs/Registrar
- ❖ Dr. Gregory L. Beechaum, Sr.
- ❖ Dr. Sharon A. Johnson, Consultant
- ❖ Deacon Robert Jones, Administrator/Financial Affairs
- ❖ Twyleta Fife, Administrative Assistant

ALUMNI ASSOCIATION

- ❖ Deacon Lanny Jones, President

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Upon graduation, a student automatically becomes a member of the Infinity Bible Seminary Alumni Association. You are an integral part of our success, and we need your ongoing support.

Faculty and Staff for Infinity Bible Seminary (Alphabetical Order)

Dr. Darius E. Beechaum

Dr. Gregory Beechaum, Sr.

Dr. Napoleon Bradford

Deacon Ronald Cummings

Dr. Alvin E. Drew, I

Ms. Twyleta Fife

Dr. Howard Hopkins

Dr. Milton J. Hunt

Bishop Anthony Jones

Dr. Gracie T. Jones

Deacon Robert Jones

Dr. Otis E. Mallory

Dr. Nakita Garris-Watson

Dr. Annesto Younger

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IBS ACADEMIC INFORMATION

Infinity Bible Seminary (IBS) does not discriminate based on race, color, age, gender, sexual orientation, national or ethnic origin, or physical handicap. IBS is fully accredited by the World-Wide Accreditation Commission.

ACADEMIC STATEMENT

IBS is committed to providing students with the very best seminary education. We offer courses that equip students with a broad range of services and advanced learning opportunities.

ACADEMIC OPPORTUNITIES

The Infinity Bible Seminary (IBS) offers a wide variety of programs at the associate, bachelor, master and doctoral levels.

BIBLICAL STUDIES

Course study includes various doctrines of the Word of God that are consistent with the fundamental beliefs of the Holy Bible.

CHRISTIAN EDUCATION

IBS offers courses in Christianity and the study of the doctrines of Christ and His church.

MINISTRY STANDARDS

IBS believes in the work of the Lord and service to God. Our course studies include training of clergy and laity.

DIVINITY STUDIES

IBS offers classes and courses to study in greater depth, the one and only Deity. Our course work includes studying the Supreme, Infinite and Eternal qualities of the Almighty pertaining to the Divine Godhead.

THEOLOGICAL STUDIES

IBS offers classes focused on the study of God and the expounding of Christology. Our course studies include the relationship between God, the universe and man. Studies include cultivation of the theological virtues of faith, hope and charity.

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DEGREES OFFERED AT INFINITY BIBLE SEMINARY (IBS)

1. The **Associate Degree** represents the equivalency of two years of academic study.
 - a. **Associate of Biblical Studies** (60+ credits)
 - b. **Associate of Theology** (60+ credits)

2. The **Bachelor Degree** is the equivalent of four years of full-time study. Bachelor means that you have accumulated a batch of knowledge. Once the **Bachelor's Degree** is completed a student is eligible to apply for admission into the Master's program.
 - a. **Bachelor of Ministry** (120+ credits)
 - b. **Bachelor of Divinity** (120+ credits)
 - c. **Bachelor of Theology** (120+ credits)

3. The **Master's Degree** is the equivalency of two to three years of study beyond the bachelor's degree. Master indicates that you have mastered a subject. Once a student has completed the Master's Degree, he/she is eligible to apply for admission into the Doctoral program.
 - a. **Master of Ministry** (150+ credits)
 - b. **Master of Divinity** (150+ credits)
 - c. **Master of Theology** (150+ credits)

4. The **Doctorate Degree** is awarded for the completion of advanced study and is the highest degree offered. It is the ultimate degree earned.
 - a. **Doctor of Theology** (200+ credits)
 - b. **Doctor of Divinity** (200+credits)
 - c. **Doctor of Ministry** (200+credits)

5. The President has the sole authority to bestow an Honorary Doctorate upon an individual that has made a significant contribution to humankind.

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ACADEMIC POLICIES, REQUIREMENTS, AND PROCEDURES

1. All meetings with administrative personnel must be by appointment only.
2. Each student that has earned a Bachelor's Degree that is not related to Religious Studies and wants to pursue a Master's Degree must complete a minimum of 45 credit hours (***minimum of 15 credits in Basic Religious Studies and 30 credit hours in area of concentration***).
3. All students registering for class must pay ½ of required tuition before official enrollment in class. i.e. students taking two (2) classes must pay full tuition for one (1) class. Students must make arrangements with the financial department for the remaining balance. Any student with a past due balance must satisfy their obligation before being allowed to register for classes and receive grades.
4. Any student with financial challenges must contact Financial Affairs. Until all financial obligations are satisfied no student will receive grades.
5. **Any student registering after the two-week registration cut-off will be charged a \$50.00 late fee.**
6. All students must register with the Registrar's office before official assignment or enrollment in any class. ***NO PROFESSOR IS AUTHORIZED TO ENROLL A STUDENT IN ANY CLASS WITHOUT THE APPROVAL OF THE REGISTRAR.*** It is the policy of the school that there be four or more students registered in order for a class to be offered. The Registrar will make final determination, a week after classes have begun whether a class has enough students to continue. In situations where a class is necessary for graduation or to continue making progress toward an advanced degree, the registrar may make an exception and allow a class to continue (Masters & Doctorate only).
7. All Student complaints must be in writing to the Dean. (***Please refer to Student Complaint/Appeal Process, Page 16***)
8. Once a student is **certified** and **approved** for graduation, he/she will be granted an appointment to discuss all requirements needed to be eligible to receive their degree.
9. Any candidate interested in pursuing the Master or Doctoral program must complete the Master or Doctoral Application and pay the required non-refundable fee. Each candidate must submit a written statement of interest consisting of 500 words or more.

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TRANSCRIPTS

All students are entitled to their personal transcript from The Infinity Bible Seminary. There is a fee for each requested copy of the transcript, unofficial or official. Students must provide the name of school, address and contact person. All official transcripts must be sent directly to the institution. Also, any lost or damaged degrees may be replaced for a fee. Any student requesting transcripts or other academic documentation must be in good financial standing before receiving these documents.

ACADEMIC ADVISING

The Dean or his/her designee will be available to meet with any student enrolled in Infinity Bible Seminary. This meeting will be scheduled at a time which is convenient for the student as well as the Dean (Appointment only).

The purpose of this meeting may include but not limited to promoting student growth and development. The students will be assisted in assessing their interests and skills, as well as making decisions and developing short and long-term goals.

All students who need to meet with the Dean or Academic Affairs must call (804)329-9920 to schedule an appointment.

TRANSFER STUDENTS

Most colleges and universities use the "semester hour/credit system." Generally, a credit is a semester hour. **Transfer students should be in good standing at the last college, university or seminary attended.** We accept academic, college-level courses with a grade of C or better. There is no limit on the number of credits IBS will accept. However, one must complete all required credit hours in order to receive an IBS degree. Our Admissions Office informs students of the credits that are acceptable. It's a professional courtesy that IBS accepts some or all credits. **It's not a requirement.**

TRANSFER CREDITS

Any student who has already earned an associate degree from an accredited college or university, in most cases, will be able to transfer some courses that may be accepted by IBS toward our school academic programs. Please note, although we accept your credits from other academic colleges or universities, there are required courses for each degree program.

The students must request that all colleges and universities previously attended send official transcripts to the **Admissions Office** at IBS.

IBS has accepted transfer students from many different schools. Likewise, the Infinity Bible Seminary credits are accepted at other schools, it is the discretion of another school or agency

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if our credits and/or degrees will be accepted. IBS cannot be responsible for the decisions and policies of other institutions. If you plan to apply for some state licensing or a faculty position at an educational institution, it’s best to make an inquiry as to the requirements of that agency or school.

COURSE LOAD

Any student enrolled in **12** or more hours during a semester is considered a full-time student. Students enrolled in fewer than **12** hours are considered part-time students.

DROPPING AND ADDING CLASSES

A student may add a class until the add/drop deadline. Infinity Bible Seminary students may add a class only after consultation with the professor and approval of academic affairs. A student may drop (**see Withdrawal Policy**) a class at anytime but must notify the Registrar to ensure appropriate recordkeeping.

WITHDRAWAL POLICY

Any student enrolled in IBS has the right to withdraw from any class at any time. A student that drops a class before it starts owes zero percent (0%). After classes begin, if the student withdraws before the add/drop deadline, he/she must pay a nonrefundable fee. A withdrawal at midterm the student is required to pay 50% of the tuition. Withdrawal after the mid-term ends, the student is obligated to pay the full tuition for the class. **Failure to notify the Registrar when adding or dropping a course obligates the student to pay the full amount for the course.**

WITHDRAW BENCHMARKS	STUDENT RESPONSIBLE FOR PERCENTAGE OF CLASS COST
Before class begins	0%
Before add/drop deadline	Nonrefundable
Drop class at midterm	50%
After mid-term	100%

If a student does not withdraw as outlined in the Infinity Bible Seminary Student handbook, he/she will be given the grade of “F.” For students who withdraw as outlined above after the midterm due to a medical emergency, death in the immediate family (parents and siblings) or are under Doctor’s care are responsible for completing all missed assignments before the next school term. For example, if the

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student receives an "I" or "incomplete" for a class during the spring term/semester, it is the student's responsibility to meet with professor to complete all missed assignments prior to the start of the next school term or semester. If the student does not meet this basic obligation the incomplete will become an "F."

GRADING SYSTEM

Infinity uses the following grading system to evaluate the quality of students work.

GRADE	PERCENTAGE	GRADE POINT AVERAGE
A	100-90%	4.0
B	89-80%	3.0
C	79-70%	2.0
D	69-60%	1.0
F	0-59%	0

The Grade Point Average (GPA) is determined by dividing the total number of grade points by the total number of credit hours taken.

ACADEMIC WARNING/PROBATION/SUSPENSION

A student enrolled at IBS is considered in "good standing" until such time the student is placed on academic warning, probation or suspension.

Academic Warning

A student is placed on academic warning when the student's cumulative GPA falls below 2.0 (grade C) at the conclusion of any semester of attendance.

Notification of warning will appear on the student's academic record. A student remains on academic warning for one semester of attendance. At the end of the semester the student must obtain a cumulative GPA of at least 2.0. Failure to achieve this GPA results in academic probation.

Academic Probation

The probation period will convene for two successive semesters of attendance, including summer sessions. Notification of probation will appear on the student's academic record.

A degree-seeking student on academic probation may not enroll in more than 6 credits per semester of attendance. Students on academic probation are expected to improve their

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cumulative GPA by achieving a semester GPA of 2.0 or better during each semester of attendance. Failure to achieve a 2.0 semester GPA while on probation results in academic suspension.

Academic Suspension

A student is placed on academic suspension when the student's cumulative GPA is below 2.0 for two successive semesters.

Notification of suspension will appear on the student's academic record. The student also will receive a certified letter from the Registrar stating the conditions of the suspension. Academic suspension indicates the student has a record of continued unsatisfactory progress.

STUDENT CONDUCT

IBS believes it is the responsibility of students serving as leaders in the body of Christ to live exemplary lives and to encourage excellence in others. These areas include recognition of the authority of God's Word, service to the Lord, Christian character, modesty in dress and language, and sensitivity toward the needs of others. Students who violate these expectations will be suspended or dismissed from the school based on the severity of the violation.

PLAGIARISM

IBS has a zero-tolerance policy for plagiarism of any kind. Plagiarism according to **THE MERRIAM-WEBSTER ONLINE DICTIONARY**, "PLAGIARIZE" MEANS

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. At IBS academic integrity is mandatory.

HONOR SYSTEM

Infinity Bible Seminary is governed by an Honor System. The Honor System is our most cherished tradition and guides every aspect of our student's life. It rests on the conviction that students desire to be honorable and have the right to be trusted. All students are encouraged to take a pledge not to lie, cheat, and steal.

STUDENT COMPLAINTS/APPEAL PROCESS

1. All complaints should be in writing and reviewed by the Dean or his or her designee.

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2. Complaints may include but are not limited to: Grade dispute, inappropriate behavior or disruption to the learning environment.
3. A student concerned about a grade must first meet with the professor. If there is no resolution the student must then present the concern to the Dean in writing.
4. The Dean will set up a time with the student to discuss the merit of the complaint.
5. The Dean will convene a meeting with the Dean and professor to obtain all information/details to validate the legitimacy of the complaint.
6. The Dean will set up a mediation committee consisting of the Dean, a professor and a peer of the student's choice to resolve the conflict. If this mediation does not resolve issue/conflict, the matter will continue through the chain of command. First, the Vice President, Second, the President and finally, the Chairman of the Board and finally the Board of Director until a satisfactory resolution is agreed upon.

SEXUAL HARASSMENT POLICY AND INVESTIGATION POLICY

Infinity Bible Seminary will not tolerate sexual harassment or sexual misconduct of students, staff or faculty. Any complaint of sexual misconduct that is brought to the attention of the Dean will be taken seriously, investigated and addressed accordingly. After investigating any allegation(s) of sexual harassment/misconduct that is deemed legitimate, the Dean will report said allegation to law enforcement and make a written report to the President and Chairman of the Board. Immediate termination or separation from IBS will occur on substantiated cases of sexual harassment and misconduct. During the investigation the accused will be placed on temporary suspension or Leave of Absence.

A. Defining Sexual Misconduct/Harassment

Sexual harassment/misconduct of a staff, faculty, board member or a student with whom the staff, faculty or board member has a professional relationship is unethical and unprofessional.

Sexual harassment includes but is not limited to unwelcomed and unsolicited sexual advances, request for sexual favors, discriminatory tormenting based upon gender and other undesired verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs if there is:

A) Submission to any kind of sexual harassment as an explicit or implicit term or condition of employment

B) Submission, to or rejection of, sexually harassing behavior if used as a basis for employment or other personnel decisions affecting the recipient of the behavior

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C) Purpose or effect of unreasonably interfering with the recipient's work performance

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Derogatory or dehumanizing remarks about female/male
4. Remarks to a person with sexual or demeaning implications
5. Touching of a sexual nature

D) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, volunteer position or reputation, etc.

E) The dissemination of material (such as cartoons, articles, pictures, etc.), which have sexual or sexually suggestive content.

B. Reporting Sexual Misconduct/Harassment

The first step in stopping sexual harassment is to directly inform the person involved that his/her conduct is unwelcome. It is a violation of seminary policy and that it must stop immediately.

Students may report allegations of sexual misconduct to the Dean. This includes allegations of sexual misconduct perpetrated by students, faculty, administrative staff, or board members. The dean will report it to the Vice president and notify the necessary personnel, including law enforcement, if required.

Alleged victims of sexual misconduct are assured of legal confidentiality.

Allegations of sexual misconduct must be made in writing as to date, time, place and circumstances.

C. Investigating Sexual Misconduct/Harassment

Members of the Board of Directors, faculty and administrative team will cooperate with any investigation of alleged sexual misconduct.

Allegations of sexual misconduct will be investigated, handled with discretion and confidentiality and adjudicated by the Dean or an ad hoc committee appointed by the Dean in order to rectify, heal and promote dignity. The committee shall consist of the Dean, Vice President, a faculty member, one board member, and peer of the student's choice. The committee

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shall report its findings and recommendation(s) to the Board of Directors for consideration within 15 days.

Victims of alleged sexual misconduct have the right to address the accused in the presence of the Investigative Committee.

Victims may have the support of a trained advocate through the process.

The accused has the right to know the nature and substance of the allegations.

The alleged victim and the accused will be apprized of the investigation and its outcome.

Inclement Weather Policy

Weather so severe as to endanger students, staff and faculty safety or Infinity Bible Seminary property may cause the Dean to close the college until conditions improve. The Dean or his/her designee will notify WTVR (CBS) channel 6, WRIC (ABC) channel 8 and WWBT (NBC) channel 12 as soon as possible to announce whether IBS is open and if classes will be held.