



ABI **POLICIES & PROCEDURES** **Effective Aug. 2018**

ABOUT THE AFFI BIBLE INSTITUTE (ABI)

Welcome to the AFFI Bible Institute (ABI). We appreciate every Instructor who has agreed to offer your professional talents to this facility. Also, we are excited about every student who decides to matriculate into ABI, entering into a systematic study of Equipped for Ministry (EFM) Programs guiding them through God's Word.

Our mission is that of our Presider and Founder, and that is to take the world for Jesus by:

- 1) *Empowering through mutual education so that we are all speaking the same thing, rightly dividing the Word,*
- 2) *Equipping our workers with the ability to produce much fruit and greater works, locally and organizationally; and*
- 3) *Developing a clear understanding that education, plus works will get the job done.*

ABI relies on the latest technological innovations to help students achieve their educational and career goals, using free e-learning software, Coursesites by Blackboard. Blackboard dominates the Learning Management System (LMS) market, reaching into both the academic and professional sectors. The company provides an online educational interface to millions of users worldwide. This is all to ensure that the "business" of being a student is as easy and cost-effective, as possible.

We believe that education leads to opportunity, and that opportunity changes lives. The bible clearly informs us in 2 Timothy 3:16-17 that "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works." An education at ABI is aimed at changing the lives of its students and, then in turn, equipping them to change the lives of others. ABI is the place to both begin and accomplish your goals. We look forward to seeing you realize and achieve those aspirations.

All of our programs lead to certifications, meeting the AFFI's educational qualifications for licensing. One cannot become licensed with the AFFI without the Ministers, Elders/Evangelists or Ordination courses, respectively; except in cases of waiver approved by local Pastor, District Elder and AFFI Presider. Our rigorous curriculum is designed and approved for accreditation and successful transfer to the Rowe Bible College (*see credits earned below*). With many more specialized and diversified programs of study to be added, we believe the end result of our students will be the development of a team of strong, well-trained workers with the ability to change their communities and the world!

The structure of the concepts presented in all of our on-line courses are to challenge motive and intent, thereby transforming ministers through awareness of their responsibility, both to those to whom they minister, as well as to leadership. Further, the online platform allows ABI to impart knowledge with an appropriate partnering of restrictions with flexibility, so all can partake and

become that workman that needed not to be ashamed. Additionally, the curriculum addresses the physical, mental, emotional and spiritual wellness of the minister, paralleling the words of the Apostle John: “Beloved, I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth.” (III John 1:2)

To measurably account for the implementation of our goals and bring structure to this auxiliary, AFFI’s Bible Institute (ABI) has established certain policies which aim to aid students in their progress toward educational excellence. Objectively, we desire that students seek understanding of, and take responsible for, adherence to the policies outlined herein. It is this institute’s goal that each student assumes accountability for pursuing educating himself/herself with commitment, integrity and discipline. Conversely, our talented instructors shall hold themselves to the same level of professionalism, integrity, and commitment in assisting students on this educational journey of excellence of preparation. The Kingdom of God requires it and souls deserve it. From both student and instructor vantage points, the sacrifice is well worth it!

How much does it cost to take ABI’s online courses?

Currently, ABI offers 5 programs of study. Our tuition is very competitive and must be paid at time of application submission, along with a one-time registration fee of \$45.00.

Program costs are as follows:

EFM 101, Missionary & Christian Workers, \$280.00 (*total includes all Modules*)

EFM 102, Ministerial Training, \$120 (*total includes all Modules*)

EFM 103, Elders & Evangelist Training, \$400.00 (*total includes all Modules*)

EFM 104, Ordination Training, \$400.00 (*total includes all Modules*)

EFM 105, Sunday School Teacher Training Certification, \$300.00 (*total includes all Modules*)

Is all tuition due at the time of registration?

At time of registration, applicant must make a payment of the registration \$45.00 registration fee and either full tuition fee or the first of the 3-part installment plan payment. Should a student opt for the 3-part payment plan, he/she will be given due dates for payments that must be observed.

When is open enrollment for Winter-Summer academic years?

Enrollment for all upcoming academic years opens during AFFI’s Annual Conventions. At the convention, all prospective students can stop by ABI’s information table to collect hard copy

information for the calendar, book lists, APA format outline, and a copy of ABI's Policies and Procedures. Otherwise, all of these documents will be emailed to students upon program registration. Finally, please note, it is absolutely necessary to enroll with an accurate email address.

What happens after submission of enrollment application?

- 1) *The day before class begins*, each applicant shall receive a welcome email containing a link to ABI by Coursesites by Blackboard. Use this link to enter into ABI and create your student profile. You are now an active student in ABI!
- 2) You must carefully review the Syllabus and the Introduction before starting classes.
- 3) Be advised of the 11:59 pm Saturday and 11:59 pm Wednesday assignment deadlines. Grade penalties are imposed when these deadlines are not honored.
- 4) All essays and/or papers must follow the APA format and student should spell check each paper submitted.
- 5) You are required to sign into your classes at least twice per week at any time of the day.
- 6) Should you have an emergency that affects your compliance with ABI policies, please contact your instructor and/or administrator (mbdavis.affibibleinstitute@gmail.com) within a 24-48 hour period in order for it to be considered.
- 7) Graduation Ceremony and Ceremony Rehearsal takes place on Wednesdays at the Annual Summer Convention.
- 8) Cap & Gown cost is the student's responsibility and ABI's vendor is Gradshop.com. Orders should be made 30-days before Convention to assure timely delivery.
- 9) A \$40.00 graduation processing fee is mandatory to participate in the ceremony and must be paid by July 1st.

What happens if a student registers for but does not start any of the modules?

A credit for tuition paid will be held in escrow for a period not to exceed 2 years, which allows the student to register again the upcoming Academic Year with \$-0- due. This policy offer is only applicable if the student did not actually begin any classwork in the modules. Reiterating, once a student submits one assignment, he/she is actively engaged in that module and does not qualify for this offer.

What happens if a student has to repeat a program of study?

Tuition for students who have to repeat a program of study will be 50% of the original program cost. A 3- part installment payment will, again, be available for all EFM programs except EFM 102. For EFM 102, the full \$60.00 reduced tuition fee would be due at time of application submission.

What modules are included in the programs of study and how many credits can be earned?

ABI's online courses are covered for accreditation by Rowe Bible Institute and credits earned are:

EFM 101, Missionary & Christian Workers (12)

- Apostolic Doctrine – 4 credits
- Human Development – 4 credits
- Protocol and Etiquette – 2 credits
- Principles of Leadership – 2 credits

EFM 102, Ministerial Training (8)

- Evangelism – 4 credits
- Homiletics – 4 credits

EFM 103, Elders & Evangelist Training (16)

- Apostolic Spiritual Leadership – 4 credits
- In Defense Of Apostolic Doctrine – 4 credits
- Dynamics Of Prevailing In Prayer – 4 credits
- Preparing Church For End Times – 4 credits

EFM 104, Ordination Training (16)

- The Apostolic Pastorate – 4 credits
- Effective Biblical Counseling – 4 credits
- Apostolic Commitment To World Missions – 4 credits
- Church Administration – 4 credits

EFM 105, Sunday School Teacher Training Certification (16)

- Apostolic Doctrine – 4 credits
- Human Development – 4 credits
- The Essentials of Biblical Teaching – 4 credits
- A Practicum Approach to the Art of Teaching – 4 credits

What about transfer of credits?

ABI accepts courses from any Apostolic Institution of higher learning and student will not have to repeat those courses when they matriculate into ABI.

What about module structure?

At the beginning of each module is the Course Navigation Introduction document to give you a simple example of how to use the Coursesites by Blackboard software. Further, review the Resources available to you in each program. They can be very helpful to you.

Each module will consist of:

- 1) Reading Assigned Chapters

- 2) Discussion Board Participation: writing a minimum of 150-word initial post, and replying to two students' comments, and
- 3) Completing Weekly Quizzes (closed book tests, answers must include supporting scriptures)

In addition to the weekly assignments for each module, each student will complete a final comprising:

- A practicum assignment
- A required reading list
- A three to five (3 to 5) page research paper (must be double spaced and written in APA style)

Phonetics and grammar for all discussions, assignments and tests will be considered during the grading process.

Student Participation Requirements:

- All students must complete their enrollment invitation response within two days.
- All students must complete and turn in all assignments due for Module 1 - Wk 1 within the first seven days of the program or they will be automatically dropped.
- Discussion Board post are mandatory and must be submitted as follows:
 - ✓ Initial posts are due by Saturday at 11:59 PM
 - ✓ Respond to two of your classmates' posts by Wednesday at 11:59 PM. A simple "Yes, I agree with you" will be considered unacceptable. Students must make a definitive statement that communicates their thoughts about what their classmates had to say on the concept.
- All assignments and post must be completed within the week it is due.
- Students must email the instructor to inform of any problems within a course/module.
- If students are having problems that are related to the program or technical difficulty with the system the student must contact the Administrator.

Weekly Schedule Outline

Each Module will begin on Thursday and end on Wednesday.

Thursday

- Read Module Overview & Introduction
- Read Discussion Assignments
- Read Weekly Assignments
- Read Weekly Required Reading
- Begin drafting your discussion post
- Begin assembling thoughts and materials for assignments

Saturday

- Make Initial Discussion Post by 11:59
- Read others post and begin to formulate replies. You may make your reply early, but no later than 11:59 PM Wednesday
- Begin drafting your assignment

Wednesday

- Reply to two of your classmate's discussion post
- Submit your assignment
- Complete Weekly Test by 11:59 PM

Final Assignments/Final Exams

To submit your final assignments, please upload as attachments in the Final Section of the program. Also, please note that while weekly tests are closed book, the final exam is open book.

What about assignment deadline extensions?

Students are expected to make submissions at least twice a week. Effective immediately with this procedures and policy document, there will be no extensions offered to students on the required Wednesday and Saturday 11:59 pm deadlines. Emergency situations will be addressed by Administrator upon a request by the student, if the notice to the Instructor has been made within a 24-48 hour timeframe of the onset of such emergency. Additionally, please be advised that if there is no submission activity from a student for more than 14 days, that student will be removed from the module, and that student will have to repeat the entire program.

What is considered a passing grade?

Students must earn at least a C in order to successfully complete any module or program of study. Below a 70% is failing. Student transcripts are available upon request.

Grading System

All assignments should be typed and include name, date and name of assignment given.

Grades will be given according to the following percentages:

- 30% - tests
- 25% - assignments including journal
- 45% - discussion posts

A = 100 - 90

B = 89 - 80

C = 70 - 79

F = 69

INSTRUCTOR REQUIREMENTS

All instructors of ABI have to be Apostolic Christians who have experienced the Acts 2:38 plan of salvation and who are striving to walk in Holiness. They have to be in good standing at their local assembly and have the approval and recommendation of their pastor. They must have matriculated from an institution of higher learning, have some teaching experience and a good working knowledge of the Apostolic Doctrine. Also, they must be able to commit to at least 8-10 hours weekly for accomplishment of their teaching duties.

Instructors will be required to submit a short bio, pic and email address in Coursesites by Blackboard under the Module that they teach so that students can be informed of whom they are and how they can be contacted in case of need.

Reminder that each Module will begin on Thursday and end on Wednesday and this is the structure of the weekly schedule and your responsibility for grading:

Thursday

- Module Overview & Introduction to be reviewed by students
- Discussion Assignments to be reviewed by students
- Weekly Assignments to be reviewed by students

Saturday

- Students' Initial Discussion Posts are made by 11:59 PM

Wednesday

- Students' reply to two of their classmates' discussion posts submitted by 11:59 PM
- Students' assignments submitted by 11:59 PM
- Students' Weekly Test submitted by 11:59 PM

Weekly, instructors are required to grade discussions, assignments and tests, connecting with students at least once during that week. There is a grading rubric to guide the instructor's grading and a comment box where instructors can communicate with each student regarding their submitted work. In addition to grading, the instructor's role will be one of guidance, direction and encouragement. Further, instructors should inform Administrator should any student be inactive for more than 14 days.

If instructors have an emergency that interrupts his/her teaching responsibilities, such emergency shall be reported to the Administrator in a timely manner so that adequate coverage can be arranged.

Instructors will be required to participate in brief evaluative conference call meetings every 30-days during the academic sessions, as well as one final evaluation review after the Annual Summer Graduation Ceremony.