

**ABUNDANT LIFE BIBLE INSTITUTE
A MINISTRY TRAINING CENTER**

Affiliated with Vision Bible College
Student Handbook

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Welcome by the President

Dear ALBI Students:

It is with tremendous excitement that we introduce to you Abundant Life Bible Institute...a ministry training center. We want to welcome all that have chosen ALBI as a vehicle that God will use to give you as a student spiritual definition and ministerial symmetry. It is our objective at ALBI to give you a quality Biblical Education that will be comprised of two major components, which includes "information" (Theology) and "Inspiration" (The ministry and anointing of the Holy Ghost). We believe the marriage of these two components along with the unique "Hands on" ministry of "Impartation" by our ministry-seasoned faculty through the Holy Spirit, will help train and equip our bible students to step into their destiny and fulfill the call of God on their lives.

In a day in which Christian standards are being compromised, biblical convictions are fading away, the moral bar lowered, and a culture that is in constant change, we at ALBI are seeking to obey the scripture that teaches: (Proverbs 23:10) "Remove not the old landmarks (boundaries) and enter not into the fields of the fatherless." It truly is high time that the church stays within the spiritual parameters or boundary lines that God has set for his people, so we may see a mighty outpouring of the Holy Ghost power in our day!

At ALBI we will teach the Holy, Infallible, Inerrant, Unadulterated, Immutable Word of God that will transform lives. Our spiritual equation is simple! Information plus Inspiration plus Impartation equals Transformation! We believe a transformed life has the potential to impact and influence many other lives.

So on behalf of myself and our entire ALBI faculty and staff, welcome to an experience that we believe will be life changing for you, as you receive instruction and training for the ministry God has entrusted to you. Welcome and May God richly bless you.



Rev. Joseph V. Arminio
President, Abundant Life Bible Institute

WELCOME FROM ACADEMIC DEAN

Dear Brothers & Sisters:

Each of us was created by our God to fulfill His Divine purpose. The Scriptures teach us that God's plans for you and me were written down in His book before we were being knit together in our mother's womb (see Psalm 139:16; Jeremiah 1:5).

The Bible further tells us that as we were called with a Divine purpose, we are also to be equipped to fulfill this Divine purpose of God.

The **Abundant Life Bible Institute** was launched with a vision to help the local church Pastor to equip the people of God for the work of the ministry. Having been a pastor for over 20 years, I understand that, though I am gifted by the Lord, there are others in Christ's body that have gifting that add a dimension to make a well rounded ministry. Ephesians 4:11 refers to a list of gifts that Jesus has given to the Church for the purpose of equipping the saints for the work of the ministry.

It is our vision and desire at ALBI to bring these gifts together to build-up the students so that they will be a blessing in their local churches. Our program is developed so that students will be strong in the three areas of church purpose:

1. Be true worshippers of God in Spirit and Truth, (John 4:22-24)
2. Be ready to give an answer to those outside the church of the hope that lies within them (1 Pet. 3:15) through a strong apologetics program, and
3. Equipped to edify the Body of Christ (Eph. 4:12-16).

We **do not** take the place of the local Pastor. We assist the local Pastor by teaching the people to respect local Church leadership and to work under their pastoral leadership to assist in building up the local church.

We encourage you to be a part of Abundant Life Bible Institute. We believe we have a mandate from God in these days of moral relativism and Postmodernism, to build up the disciples of Jesus Christ to face the challenges of our times.

Rev. Jack Fucci, Jr., Ph.D.
Academic Dean

II. BRIEF HISTORY OF ALWC

Pastor Joe Arminio is the Founder and Senior Pastor of Abundant Life Worship Center of Whippany, New Jersey. The Worship Center is a multi-ethnic church, where people, from all walks of life, come together to worship God and learn how to live a godly life in Christ Jesus.

The Church was established in 1991 and to the praise and honor of the Lord Jesus Christ, has been experiencing wonderful moves of the Holy Spirit.

Pastor Joe has been in full time ministry since 1981 and believes this is the hour that God is releasing His power to a people who hunger for a mighty move of God in their lives.

Pastor Joe and his wife Debbi serve the Lord together with their three children Faith, Joseph, and Joy and their son-in-law Won Kyu Rim.

III. PURPOSE, PHILOSOPHY AND OBJECTIVES OF THE SCHOOL

The Vision and mission of ABUNDANT LIFE BIBLE INSTITUTE (ALBI) is to help Pastors and Christian leaders train and educate believers in the integrity of the word of God and raise the bar to a high standard of excellence in Biblical knowledge and proficiency. ALBI administers an inspirational methodology of teaching that will combine information, through a thorough theological training, and connects it with a practical application of the Bible. It is our desire to give spiritual definition and ministerial symmetry to our students as they are sent out by their local Church to transform our community, our culture, our country and the cosmos.

It is our vision to raise up a generation that will be fully equipped and sent out to reach the four corners of the world with the message of the Gospel.

Our mission is to help Pastors and Church leaders fulfill the commission in Ephesians 4:10-13. "And He Himself gave some to be Apostles, some Prophets, some Evangelists, and some Pastors and Teachers, for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the fullness of Christ." (NKJV)

IV. STATEMENT OF FAITH

STATEMENT OF FUNDAMENTAL TRUTHS ARTICLES OF FAITH

ABUNDANT LIFE BIBLE INSTITUTE OF WHIPPANY, INC. embraces the following statements concerning the truth. The Bible is our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, and that there be no division among us I Corinthians 1:10; Acts 2:42). No claim is made that it contains all Biblical truth, only that it covers our need as to these fundamental doctrines.

- 1) That the Holy Scripture, both Old and New Testaments, are the inspired Word of God, written by holy men inspired by the Holy Spirit and are God's revealed Word to man. They are the sufficient, authoritative, infallible rule of faith and conduct and guide to salvation and all Christian worship and service (Isaiah 40:8; Acts 20:32; I Thessalonians 2:13; II Timothy 3:15-17; Hebrews 4:12; I Peter 1:23-25; II Peter 1:20-21).
- 2) That Scripture teaches that there is one and only one True and Living God, Who is self-existent, and the eternal "I Am", the Creator of heaven and earth and the Redeemer of mankind. That He has chosen to reveal Himself as Father, Son, and Holy Ghost, in the same essence, though distinct in personality, relationship and association (Deuteronomy 6:4; Isaiah 43:10-13, 48:12-13,16; Matthew 28:19; Mark 12:29; Luke 3:22; I John 5:7).

The mode of His existence, however, is a subject far above the understanding of man. He is the fountain of all perfection and happiness. He is glorified by the whole of creation and is worthy to be loved and served by all intelligence. He therefore is the only proper object of worship (Exodus 3:14, 34:14; Job 11:7-9; Psalms 19:1-2, 90:2, 145:10-13, 150:6; Jeremiah 10:10; Matthew 28:19-20).

3) Creation of:

(a) The World

God spoke the world into existence, the world and all things that it contains for His own pleasure and the enjoyment of His creatures (Genesis 1:1-31; Psalm 33:6-9; I Timothy 6:13; Hebrews 11:3; Revelation 4:11).

(b) Man

God created man in His own image as a triune being, according to Genesis 1:26-27, consisting of spirit, a soul, which is made up of the mind, will and emotions, and a body (I Thessalonians 5: 23).

4) Primitive Man and His Fall

Our first parents, in their original state, were upright. The only tendency of their nature was to do righteousness. They naturally preferred and desired to obey their Creator, and had no preference or desire to transgress His will until they were influenced and inclined by Satan to disobey God's commands. In consequence of the first transgression, the state under which the posterity of Adam came into the world is so different from that of Adam that they have not that righteousness and purity which Adam had before the fall; they are not willing to obey God but are inclined to evil. Hence none by virtue of any natural goodness and mere work of their own can become the children of God (Genesis 1:26-31, 3:1-24; Eccl. 7:29; Psalms 51:5; John 6:44, 8:44; I John 3:7-9; Romans 5:12-21; I Corinthians 2:14).

STATEMENT OF FUNDAMENTAL TRUTHS ARTICLES OF FAITH (continued)

5) Jesus Christ

Jesus Christ the Son of God and the Son of Man, was born miraculously of the Virgin Mary (Matthew 1:23; Luke 1:31, 35). He lived a sinless life (Hebrews 4:15, 7:26; I Peter 2:22). He came into the world to save men from the guilt and shame and condemnation of sin (John 3:16), offering His blood as an atonement and making justification, salvation, and righteousness available to all who exercise faith in Him. (I Corinthians 15:3; II Corinthians 5:21; Hebrews 9:12, 26) His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; I Corinthians 15:4), His exaltation to the right hand of God the Father (Acts 1:9-11, 2:33; Philippians 2:9-11; Hebrews 1:3) His Divinity is proved from His titles, His attributes, and His works (John 1:1-4,14; Luke 1:26-35; Acts 4:12, 16:31; I Timothy 3:16; Romans 9:5).

6) The Holy Spirit

(a) The Scriptures ascribe to the Holy Spirit the acts and attributes of an intelligent being. He guides, knows, moves, gives information, commands, forbids, sends forth, reproves, as the instrumental segment of the Godhead in the liberal dispersion of spiritual gifts, and can be sinned against (John 16:13; I Corinthians 2:11; Genesis 1:2; Acts 10:19, 13:2,4, 16:6; John 16:8; Mark 3:29; Acts 7:51; Ephesians 4:30; I Corinthians 12).

(b) The works of God are ascribed to the Holy Spirit; such as creation, inspiration, giving of life, and sanctification (Job 33:4; II Peter 1:21; I Peter 3:18; I Corinthians 6:11; Titus 3:5).

(c) Sanctification is the process by which through the Holy Spirit, according to the will of God, we become partakers of His holiness; that it is begun at regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit in the continual use of the appointed means especially by the Word of God, self-examination, self-denial, watchfulness, and prayer (I Thessalonians 4:5; I John 2:29; Romans 8:5; Philippians 2:12-13).

7) The Salvation of Man

a) Condition of Salvation - The grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and faith toward the Lord Jesus Christ; man is saved by the washing of regeneration and renewing of the Holy Ghost, and, being justified by grace through faith, man becomes a joint heir with Jesus Christ according to the hope of eternal life (Romans 8:16-17, 10:8-17; Luke 24:47; Titus 2:11, 3:4-7; Ephesians 2:8-10).

b) Evidences of Salvation - The inward evidence to the believer of his salvation is the direct witness of the Spirit. (Romans 8:16) The outward evidence of salvation is a life of unconditional love, righteousness, and true holiness, demonstrated by the fruit of the Spirit (Matthew 7:20; II Corinthians 5:17; John 13:35; Galatians 5:22-23; Ephesians 4:24; Titus 2:12; I John 5:10-13).

c) Final Result of Salvation – The spirit and soul of the believer who dies in Christ immediately goes to be with the Lord (Ecclesiastes 12:7; Luke 23:42-43; II Corinthians 5:1:22-24). The body of believers will put on immortality (I Corinthians 15:50-54; Philippians 3:20-21).

STATEMENT OF FUNDAMENTAL TRUTHS ARTICLES OF FAITH (continued)

8) Ordinances of the Gospel

- a) Marriage - Recognizing that marriage is the first institution ordained by God, the Church shall accept an application of marriage. The Church will recognize only marriage as defined by God as between one man and one woman. Any other association or relationship will not be recognized to the extent it contravenes Biblical principles.
- b) Baptism in Water - The ordinance of baptism by immersion for the believer is a burial with Christ, to be observed, whenever physically possible as commanded in the Scriptures by all who have repented and truly believed in their heart on Christ as Savior and Lord. The method of baptism will be by immersion. The believer declares to the world that he has died with Jesus and that he has also been raised with Him to walk in newness of life. It is the outward expression of the circumcision of the heart by faith and through the working of the Spirit of God (Matthew 28:18-20; Mark 16:16; Acts 2:38; 10:47-48; Romans 6:4; Colossians 2:11-12).
- c) The Lord's Supper - The Lord's Supper, consisting of the elements of bread and the fruit of the vine, is the symbol expressing our sharing the divine nature of our Lord Jesus Christ, a memorial of His suffering and death, and a prophecy of His second coming. It is enjoined on all believers until He comes. (John 6:48-58; Luke 22:19-20; I Corinthians 11:23-34; II Peter 1:4)
- d) Baptism in the Holy Ghost - The baptism of believers in the Holy Ghost is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance, and by the subsequent manifestation of spiritual power in public testimony and service in love. The speaking in tongues in this instance is the same in essence as the gift of tongues, but different in purpose and use. (Acts 1:8, 2:4, 42-43, 10:44-47, 11:14-17, 15:7-9, 19:2, 6; Isaiah 28:11; Mark 16:17; I Corinthians 4:1-5, 5-16).

9) The Baptism in the Holy Ghost

All believers should ardently expect and earnestly seek the promise of the Father, the Baptism in the Holy Ghost and Fire, according to the command of our Lord Jesus Christ. This was the experience of all in the early Christian Church, and is still the promise for today. With this Baptism comes the endowment of power for life and service, the bestowment of the spiritual gifts and their uses for the edification of the body of Christ and the work of the ministry (Luke 24:49; Acts 1:4-8; I Corinthians 12:1-31). This supernatural experience is distinct from and subsequent to the experience of the new birth (Acts 2:38, 8:14-19, 10:44-47, 11:14-17, 15:7-9; I Corinthians 12:1-31; Ephesians 4:11-12).

10) Sanctification

Sanctification is a daily, progressive act of separation from that which is evil, and of a dedication unto God (Romans 12:1-2; I Thessalonians 5:23; Hebrews 13:12). The Scriptures teach a life of holiness without which no man shall see the Lord (Hebrews 2:14). By the power of the Holy Ghost we are able to obey the command: "Be ye holy, for I am holy." (I Peter 1:15-16) Sanctification is the command of God for all believers, and must be pursued by walking in obedience to God's Word (Leviticus 11:44; Romans 6:1-14, 8:1-2, 13, 12:1-2; II Corinthians 6:17, 7:1; I Thessalonians 5:22-23; Hebrews 12:14; Galatians 2:20, Philippians 2:12-13; I Peter 1:15-16).

STATEMENT OF FUNDAMENTAL TRUTHS ARTICLES OF FAITH (continued)

11) The Church

The Church is the body of Christ, the habitation of God through the Spirit, with divine gifts and ministries for the fulfillment of her great commission and purpose. Each believer, born of the Spirit, is an integral part of the Church of the First-Born whose Name is written in heaven (Ephesians 1:22-23, 2:19-22; I Corinthians 12:12-28; Hebrews 12:23).

12) The Ministry

A divinely called and scripturally ordained ministry has been provided by our Lord for the three-fold purpose of leading the Church in: (1) Evangelization of the world, (2) Worship of God, (3) Building a body of saints being perfected in the image of His Son. (I Chronicles 16:29; Matthew 28:18-20; Mark 16:15-20; Luke 14:23; John 4:23-24; Ephesians 4:11-16; Colossians 1:27-29).

13) The Five-Fold Ministry

The Church is to be taught and led by the apostles, prophets, evangelists, pastors and teachers for the purpose of every believer seeing and exercising his priestly and kingly ministry as outlined in I Peter 2:5, 9 and Revelation 1:6. The five-fold ministry is to teach and train its people to do the work of the ministry with maturity and unity in mind. (Ephesians 4:11-13)

14) The Levitical Ministry and Distribution

The Bible teaches that members of the Levitical order were to be paid from the tithes and offerings presented by the people to the men of God at the Church. (Numbers 18:21-24; Deuteronomy 12:19, 18:1-2).

The Church believes that the Word sets forth that the sacerdotal functions to be performed by the Levites are: (a) The care of the sanctuary (Numbers 1: 49-53, 18:2-4; I Chronicles 6:48, 23:27-32); (b) The ushers in the Temple (I Chronicles 9:17-27, 26:12-19); (c) Treasurers (I Chronicles 26:26-28); (d) Singers (I Chronicles 9:33-34); (e) Instructors in the law (Leviticus 10-11; Ezekiel 44:23-24); (f) Assist the Priests (Numbers 3:9; I Chronicles 23:27-32); (g) Secretaries (I Chronicles 2:55; II Chronicles 34:13); (h) Overseers of building and repairing the temple (I Chronicles 23:24; Ezra 3:8-9); (i) Inquire of God (Exodus 28:30; Numbers 27:21; Ezra 2:63; Nehemiah 7:65); (j) Music (I Chronicles 15:16-22, 16:42); (k) Protect the tabernacle (Numbers 1:53); (l) Ministers of God (Numbers 3:12, 39-49); (m) Prayer (II Chronicles 30:27; I Chronicles 23:30); (n) Teaching (II Chronicles 35:3; Nehemiah 8:9); (o) Praise (II Chronicles 8:14), (p) Provide music for worship (II Chronicles 5:12, 7:6, 29:30, 30:15-27).

Therefore all persons participating in the above functions of the Levites in the Church shall be candidates for commissioning into the ministry and shall be eligible for receipt of the Levitical distribution from the Church; the amount of such distribution shall be determined by the Church Presbytery.

STATEMENT OF FUNDAMENTAL TRUTHS ARTICLES OF FAITH (continued)

15) Ordination

The Bible teaches that those who are chosen by God to a specific work should be recognized by appointment and ordination to the work to which they have been called. (Mark 3:13-15; I Chronicles 9:22, 23-18; II Chronicles 23:18-29; Acts 14:23; Titus 1:5; I Timothy 2:7). They are to be set in order in their functions as Levites for the ministry of the work, and so those in the Church might know and receive those who have a position in the work of the ministry.

16) Divine Healing

Divine healing is an integral part of the Gospel. Deliverance from sickness and disease has been provided for in the atonement and is the privilege of all believers to receive. The ministration of the laying on of hands accompanied with the anointing of oil for the healing of the sick shall be granted as request is made and the need may require. (Psalms 103:1-6; Isaiah 53:4-5; Matthew 8:16-17; Mark 16:17-18; James 5:14-16; I Peter 2:24)

17) Laying On of Hands

The Bible teaches that power or anointing or any other necessary quality can be transmitted from one person touching another. First practiced by the Levitical priesthood (Leviticus 4:15, 16:21; Num. 8:10-12, 27:22-23), Jesus practiced it as a blessing, Mark 10:13-16, and it has been used by Him and others for healing (Mark 5:22-23, 28-31,41; Acts 19:11-12), conferring office (Acts 8:16-18), receiving anointing for ordination (I Tim. 4:14), and is a doctrine of the Scriptures (Hebrews 6:1-2).

18) Tithing

Both the Old and New Testament Scriptures teach tithing as God's financial plan for the support of His work (Malachi 3:8-12; I Corinthians 16:1-2; Genesis 28:22; Matthew 23:23; Leviticus 27:30-34; Deuteronomy 26). (See By-Laws Article V, "Duty of Members").

19) The Blessed Hope

The resurrection of those who have died in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church. (I Thessalonians 4:16-17; Romans 8:23; Titus 2:13; I Corinthians 15:50-54)

20) The Millennial Reign of Christ

The second coming of Lord Jesus Christ from heaven includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:1-9; Matthew 24:27-31; Revelation 1:7, 19:11-16, 20:1-6). This millennial reign will bring the salvation of the national Israel (Ezekiel 37:21-22; Zephaniah 3:19-20; Romans 11:26-27) and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3-4).

21) The Final Judgment

There will be a final judgment in which the wicked dead are judged according to their works. And if anyone's name is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet; will be sentenced to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Hebrews 6:1-2; Hebrews 9:27; Revelation 19:20, 20:11-15, 21:8).

STATEMENT OF FUNDAMENTAL TRUTHS ARTICLES OF FAITH (continued)

22) The New Heaven and the New Earth

"We, according to His promise, look for new heavens and a new earth wherein righteousness dwelleth." (II Peter 3:13; Revelation 21:22)

23) Death

As a result of original sin, all mankind is subject to death. Scriptural death does not mean secession of life, but separation. Physical death is when the body expires and then goes back to the dust from which it came. The spirit and soul are then released to their eternal reward. The spirit and the soul of a man who has been justified in Christ Jesus goes to Abraham's bosom (i.e. Paradise) to await the resurrection of the just. It is at this time that the body of a just man will be resurrected incorruptible and immortal and then rejoined to the spirit and soul. The spirit and the soul of the unregenerate man goes to hell to wait for the white throne judgment, his destiny being the lake that burns with fire. (Romans 5:12; Ecclesiastes 12:7; Philippians 1:23).

24) The World to Come

We believe that the end of this age is rapidly approaching (I Peter 4:7). We believe in "That Blessed Hope" - the personal, imminent return of our Lord and Saviour Jesus Christ (Acts 1:11; I Thessalonians 4:13-18; II Timothy 1:10, 2:1).

We believe in the bodily resurrection of the just and of the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost without Christ (Acts 24:15; Matthew 25:31-46; Revelation 20:4-6, 22:11-14, 22:11-15).

25) The Help of the Poor

We believe that it is the intent of our Lord and Savior Jesus Christ to feed the hungry (Matthew 25:34-40; Isaiah 58:6-12); to care for the poor (Matthew 9:21; Psalm 112:9; II Corinthians 8:1-15, 9:6-9); and to care for the widows and orphans (James 1:27; Isaiah 1:17). We further believe that such ministry should be toward His name to both saints and unbelievers (Hebrews 6:10).

V. ACADEMIC PROGRAMS

Accreditation and Affiliation Status of ALBI.

We are affiliated with Vision Bible College located in Marsing, Idaho. Their accreditation is through the International Accreditation and Recognition Council. This is a respected international organization known throughout the world. Our programs are not for those persons intending to build secular careers.

Are VBC credits transferable to other colleges and universities? This depends on the college, and virtually every school will give the same answer. We have a respected program and reputable accreditation. Many of our students do go on to other colleges, especially graduate programs. Still, every college will tell you that if a student is planning on attending another college before they complete a degree with ALBI they should contact the school they plan to attend and verify that they accept credits from the transferring college.

Year 1:	Certificate of Biblical Studies	30 credit units
Year 2:	Associate of Theology Diploma	60 credit units
Year 3:	Advanced Ministry Diploma	90 credit units
Year 4:	Bachelor of Theology Diploma	120 credit units

VI. ADMISSION AND REQUIREMENTS

- 1) Need a High school diploma or equivalent (GED)
- 2) Will need Approval of local church leadership.
- 3) Can enter school as a 17 yr. old, and courses will be added after graduation from High School.

VII. ACADEMIC LIFE

1) Principles of Institute life:

The institute believes that the Scriptures establish the basic principles which should guide the development of Christian character and govern all Christian behavior. These include:

The Lordship of Christ over all of life and thought and involves wholehearted obedience to the moral law of God as taught in the Old Testament and exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds and opportunities for intellectual and spiritual growth; and the care of our bodies as temples of the Holy Spirit.

Honoring God with our bodies then would mean not to be involved in sexual sins such as fornication, adultery, homosexuality, pornography, premarital sex, or extramarital sex of any type.

The responsibility to love God with all our heart, mind, body and soul and to love our neighbor as ourselves means that unselfish love should be the motive in all life's decisions, actions and relationships.

Our responsibility is to seek after Righteousness. To practice justice in our dealings with one another and in our social institutions and to help those in need.

ACADEMIC LIFE (continued)

Access through Jesus Christ to the forgiveness of God and to the help of the power of the Holy Spirit in doing heartily what God requires of us.

To provide for ministerial training to include foundational Bible and theology courses along with sufficient practical experiences and relevant courses to prepare a student for entering into a life of dedicated ministry and effective leadership.

To provide a supply of spiritually committed, qualified, and prepared graduates so as to fill the leadership and ministry needs of the Church from generation to generation.

2) Adding a Course

Students, who desire to add a course to their program track may do so prior to the beginning of the second week of classes, provided the appropriate forms are completed and processed through the registrar/dean and accepted by the faculty member.

3) Withdrawal from a Course

To drop or withdraw from a course, a student must obtain from the registrar/dean of students and complete a Class withdrawal form.

4) Attendance

It is a policy of ALBI to take attendance. Students are expected to attend all class sessions. Absences will be counted from the first class session except in the case of late registration. All other absences must be cleared through the faculty member. An unexcused absence will drop your final grade by 2 points. Call your instructor or the school and let us know that you will not be attending your class that day.

5) Grading System

94.5-100=	A
91.5-94=	A-
88.5-91=	B+
85.4 -88=	B
82.5-85=	B-
79.5-82=	C+
76.5-79=	C
73.5-76=	C-
70.5-73=	D
Below 70.5=	F
Incomplete=	I
Withdrawal=	WD

6) Assignment Standards

Students must have a basic grasp of English grammar. Any examination, report or term paper evidencing poor paragraph structure, incomplete sentences or spelling errors may result in a reduction of the student's grade, regardless of content.

The faculty member of that course will determine all course requirements. All courses will have a requirement of a written final exam.

ACADEMIC LIFE (continued)

7) Plagiarism and Cheating

A student who submits written material as his/her own work, which has been copied in whole or in part from another person's writing without proper acknowledgment, is guilty of plagiarism.

- a) Material whether published or unpublished, copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author.
- b) Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source.

8) Cheating

Any student who engages in one or more of the following behaviors is guilty of cheating:

- a) Using unauthorized notes or other material when taking an exam.
- b) Copying another person's work and submitting it as his/her own.
- c) Submitting a paper for more than one course without the knowledge and consent of the instructor.
- d) Copying answers to exam questions.
- e) Unauthorized securing of exam questions from any source.
- f) Aiding another person in securing unauthorized copies of exam questions.

VIII. SPIRITUAL LIFE

1) Chapel

The heartbeat of a Christian is the Worship unto the Lord of your lives. You will have a great opportunity to grow in the grace and the love of Jesus Christ by listening to a broad range of speakers, from the President, Dean, Pastors, other professors, and visiting missionaries.

Chapel Policy: It is required that all students will attend all chapel services during the quarter they attend.

2) Church Attendance and Involvement

All students will attend their church of choice and also be involved in some ministry of that church.

3) Class Involvement

All students are expected to attend class and be ready to participate in all classes.

IX. STUDENT LIFE

1) Men's Dress Code- Smart Casual. Let modesty be your guide.

- Slacks and a shirt
- No blue jeans
- Shirts: Dress and Polo shirts (ties, sweaters optional)
- No T-shirts or muscle shirts.
- No sandals, no flip-flops.
- No shorts or tank tops.
- Dress shoes, no sneakers.

2) Women's Dress Code- Smart Casual. Let modesty be your guide.

- Skirts or dress pants and blouses
- No see-through blouses or exposed cleavage.
- No bare midriiffs.
- Pants allowed, but loose fitting.
- No low riding pants
- No blue jeans
- No flip-flops or sandals.
- Dress shoes, no sneakers

3) Student Sexual Harassment Policy

A specific policy of sexual harassment has been established and applies to administration, faculty, staff and students. Sexual harassment is defined as any type of sexually oriented conduct, whether intentional or not, that is unwelcome and affects or creates a work environment that is hostile, offensive, or coercive to a reasonable women or man, as the case may be.

The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment: unwelcome and unwanted sexual jokes, language, advances or propositions, written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual, the display of sexually suggestive objects, pictures, posters, or cartoons, unwelcome and unwanted comments about an individual's body, sexual prowess, or sexual deficiencies, asking questions about sexual conduct, unwelcome touching, leering, whistling, brushing against the body, and/or suggestive, insulting or obscene comments or gestures, and demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment or promises of the same.

X. DISCIPLINARY POLICIES

Faculty/student Involvement

If Faculty perceives that you are struggling with your studies or their class, they will approach you to discuss this issue with you.

If needed, the dean will be brought in to see if he can remedy the situation. If remedy can not be reached, the student will receive an incomplete and be dismissed from that class. There will not be any remuneration of monies for that class.

XI. FINANCES:

1) Tuition and fees:

- a. Tuition: \$65/credit unit
- b. Fees: \$50 registration per degree level (nonrefundable)
\$75 graduation fee
Textbook fees (fees vary with course)
- c. Costs from our affiliate college for your diplomas
\$10/Transcripts
\$50/Life Experience Credit Application
\$20/Life Credit

2) Auditing a class:

One who registers for a course on a non-credit basis, attends classes, but is not required to complete assignments or take exams. **The costs for auditing a class will be \$99.00 per class.** Students auditing will need to pay in full before the first session of the class.

3) Course fees:

50% of tuition due upon registration.

All other monies due the third week of class. No credit will be given until all of tuition monies are collected.

XII. STUDENT ACTIVITIES

- 1) Mission Opportunities
- 2) Ministry Practicum's
- 3) Serving in your local church

XIII. LIST OF COURSES (The institute has the right to modify or cancel any courses that are listed:)

Leadership Track: (L)

- Understanding the Call of God
- The Heart of an Executive.
- Making of a leader:
- Leadership Principles
- Biblical Leadership
- Servant hood 101
- Servant hood 201
- The Roots of Character

Pastoral/Teacher: (PT)

- O.T. Survey
- N .T. Survey
- Homiletics
- Hermeneutics
- Handling Problematic people
- The Bible: It's Origin and Intent
- Walking with Jesus
- The Christian Marriage
- Book of Hebrews
- Book of Romans
- Soteriology: The Study of Salvation
- Prayer Life
- Finances and Ministry

Apologetics: Defending the Faith (A)

- Introduction of Apologetics
- Major World Views
- Advanced Apologetics
- Apologetics and our Culture
- Evolution vs. Creationism
- Church History 1
- History of Civilization

Missions/Church Planting: (M)

- Missions in the Book of Acts
- World Religions
- Paul's Missionary Journeys.
- DNA of church planting
- Organize Mission trips

LIST OF COURSES (continued)

Urban Ministries: (UM)

- The Cry of the Cities
- Addiction Recovery Counseling
- Counseling the Dysfunctional Family
- Group Dynamics
- Small Groups (IMPACT)

Worship: (W)

- Dynamics of Worship
- Worship 101
- Music Theory
- Origin of Music

Relevant Evangelism: (E)

- Sharing your faith
- Marketplace Evangelism
- Jesus, the greatest Evangelist
- Home Groups, IMPACT
- Evangelists in the Bible
- Faith Dynamics
- Be advised that many courses will be required for different tracks
- (There will be courses added as the Lord Directs).

XIV. FACULTY MEMBERS

President: Pastor Joe Arminio.
Academic Dean: Rev. Dr. Jack Fucci, Jr.
Bishop Peter Bruno
Elder Donnie Rosa
Elder Marc Siegel
Pastor Joe Cancelliere
Dr. David Wyn

XV. CALENDAR

- Student Orientation night: January 10th at 7:30 pm
- Chapel Service night: February 8th at 7:00 pm
- First quarter begins: week of January 14, 2008
- First quarter ends: week of March 17, 2008
- Second quarter begins: week of March 31, 2008
- Second quarter ends: week of June 9, 2008
- Summer intensives will be added. Dates TBD.
- Other dates will be added for Practical Ministry

XVI. INCLEMENT WEATHER

Please call the school office (973) 463-9455 ext. 45. We will advise of any school closings/cancellations by 4p.m.