

Abundant Living Bible College Online Student Handbook



“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”

Matthew 28:19-20

Abundant Living Bible College Online Handbook

This handbook is intended to supplement the Abundant Living Bible College Student Handbook by providing additional applicable information to our online students. We encourage all students to review the Student Handbook.

ALBC Online Statement of Purpose

Abundant Living Bible College Online exists to provide accessible, Spirit-filled Biblical education that equips students to understand Scripture, know their identity in Christ, and walk in spiritual authority. Through flexible online learning, we prepare men and women for effective ministry and deeper faith.

Getting Started

The freedom and flexibility that makes online learning attractive to many learners also has the drawback of placing the responsibility on students to be self-motivated and disciplined. An online class is the same as a face-to-face class and should not be expected to be an “easier” course or take less time or energy. We recommend the following practices to help ensure your successful online academic experience.

Classes are broken up into lessons that will become available each week. You should strive to keep up with the weekly schedule given as each class becomes available. Time management is important. Schedule your time wisely.

Most interaction in an online class is through writing, so you should be comfortable with communicating electronically, and you should know how to express yourself appropriately through writing.

You can email your instructors through our online platform. It is important to respect your instructors' requests concerning how to communicate with them. Be sure to contact them by whatever means they have specified.

Populi

Populi is the online learning platform through which you access your coursework. Once you have been accepted as a student, you will receive an invitation to create a login. Once registration is opened, you may register for your classes. Your classes will then appear under the “My Courses” tab on your dashboard. There you can access the syllabus for each of your courses, and the needed materials. You can see all of the lessons as well. You will see that they are locked until the determined time for them to become available. The lessons do have to be completed in order. You will not be able to move forward until you have completed all of the requirements for each lesson.

You will receive some Populi training via our online orientation course once you have registered.

Populi Help Desk

You can seek help with any Populi tasks through their online support center. They have a knowledge base which you can search and find helpful articles to solve your issue or reach out to them via email for assistance.

Netiquette

Netiquette, just like etiquette, is a code of polite behavior in society, netiquette is a code of good behavior on the Internet. While there is no official list of netiquette rules or guidelines, below is a list of general netiquette expectations for online courses:

- Carefully read any email that you receive to make sure that you understand the message.
- Carefully read and reread responses before you send them. Proofread for errors in grammar, punctuation, and spelling as these kinds of mistakes can muddle your message and confuse the reader.
- If you use humor or sarcasm, clearly label it as such (i.e., :-), or “ha ha”).
- Know your audience. Make sure that the recipient(s) of your message are the appropriate one(s) with whom you need to communicate.
- Avoid cluttering your message with excessive emphases (such as stars, arrows, and the like). They may make the message hard to follow. If you are responding to a message, either include the relevant part of the original message in your message or make sure you refer to the contents of the original message.

Academic Advisor

You will be assigned an academic advisor to assist you during your tenure with ALBC. Academic Advisors work with students to align their educational plans with chosen life goals and callings. The advisor serves as a lifeline between the student and the college. You will see your advisor listed on your profile in Populi.

Tina M. Howard Library

The college library has several digital resources available to our online students. While not all of our books are available for digital download, be sure to check out what we do have to use as resources for your various assignments. You can access the library through Populi.

Online Enrollment

Each course is built around an 8-week model. In keeping with our in-person classes, our Monday-Wednesday-Friday classes will have 3 lessons per week, and our Tuesday-Thursday

classes will have 2 lessons per week. Each lesson will have a class video that will be up to 50 minutes in length, and note-taking is required for every online course.

Registration and Orientation

Our online students will have a window of several days each quarter to log into Populi to select and register for classes. You will receive instructions via email with exact registration dates and steps to enroll.

Incoming new students will be enrolled in an online orientation class. This class will cover policies and procedures, tips for being a great student, and training in the use of Populi.

Abundant Supply Bookstore

Our online students have access to our campus bookstore through Populi. Students should order books for each quarter in a timely manner to ensure delivery by the time courses begin.

Post-Enrollment Checklist

- Pay Annual Student Fee
- Pay tuition or request a payment plan
- Acquire textbooks (booklist will be sent via email)
- Review each course syllabus and course calendar
- Questions regarding course content, assignments, and grades should be directed to your instructor.
- Questions regarding technical issues with Populi should be directed to Populi support via email.

Courses Drop

Students wishing to drop out of one or all courses should use the withdrawal form in Populi under “forms”. Once the request has been received, you will be withdrawn from the course and any refund due to you will be processed. Students who withdraw will be assigned the grade of “W” for all withdrawn courses.

Refunds

A refund will be provided under the following conditions:

- A student has completed the necessary withdrawal form in Populi.
- The student is in good standing at the time of withdrawal.
- The student is not leaving due to disciplinary action that has been taken or will be taken against him/her.
- The student has no outstanding balance.

Upon approval, refunds will be completed in 10-15 business days.

Any student who withdraws from the institution and does not complete the proper withdrawal procedures is responsible for all tuition costs and fees.

Withdrawal forms are only available through Populi.

Once the proper withdrawal procedures are completed, a refund will be provided according to the following schedule:

Week 1	100% refunded	Student owes 0%
Week 2	75% refunded	Student owes 25%
Week 3	50% refunded	Student owes 50%
Week 4	0% refunded	Student owes 100%

The weeks listed above begin on the first day of the school year regardless of when the student begins attending class. The percentage listed as refunded reflects the percentage of full tuition that is to be returned to the student. The percentage listed as “Student owes” reflects the amount that will be retained by the college as part of the full tuition fee owed by the student.

This refund policy only applies to students who have completed the proper withdrawal forms. Please allow thirty days for any refund.

Students paying on an installment plan will be responsible for paying the amount owed based on the same weekly schedule as stated above. After the end of the third week, students are responsible for the full tuition costs. Students are also responsible for full tuition if they have not completed and returned the required withdrawal form.

ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility pertaining to assignments and exams. Assignments and exams are administered to determine growth and understanding in the student’s learning experience. Grades exist in order to show how fully this goal is attained. Therefore all work and grades should result from the student’s own study, understanding, work, and effort.

SUBMITTING THE SAME ASSIGNMENT

Submitting the same assignment for more than one class violates the assumption that each assignment’s purpose is to further the student’s learning and growth. Unless the second instructor provides permission in writing, submitting the same assignment for different classes is considered a form of academic misconduct. Students attending as married couples may not turn in the same assignments. Each assignment must be completed individually.

PLAGIARISM

Plagiarism is not tolerated at ALBC. Plagiarism is the act of stealing and using another person’s

words or ideas as one's own, without giving the source credit- it is theft. All assignments are required to be the original work of the student.

Plagiarism carries heavy disciplinary and academic penalties and could result in suspension from the college. Students suspended for plagiarism will not have an appeal and will not appear before a Discipline Committee.

Avoiding Plagiarism:

- Students who quote themselves from previous writing must cite the quotation in the current assignment.
- Properly cite all research. Use proper documentation for direct quotations, as well as information restated (paraphrased) in your own words. Use quotation marks for exact words. Only general knowledge should not be cited.
- The student who affixes his or her name to a paper must be the sole author of the paper. Students may consult with the teacher at any point in composing a paper. A typist, friend, or spouse may not ghostwrite or correct the paper.

HELPFUL WEBSITES:

- www.owl.english.purdue.edu/owl/
- www.CitationMachine.net
- www.Grammerly.com (This is a Plagiarism Checker)

PLAGIARISM PROTOCOL

1. The teacher identifies a possible plagiarism case and then confirms the finding with another faculty member.
2. The teacher will contact the Dean, and it will be determined if a meeting is necessary with the teacher, Dean, and student.
3. If plagiarism is confirmed, the following consequences will be assessed:
 - a. The student will receive a "zero" for the assignment, and the Dean will note this in the student's file.
 - b. If the severity of the plagiarism qualifies as flagrant dishonesty (an assignment that measures 20% or more of non-cited work per paper), the student will be suspended from the college.
 - c. Any student who repeats plagiarism at any time during their enrollment in ALBC will be suspended from the college immediately.

ATTRIBUTION ERRORS

Papers that have more than two sentence length attribution errors will receive a zero. This severe penalty reflects the moral disgrace of the offense.

Attribution errors comprise these wrong practices: Plagiarism: presenting someone else's work as one's own or presenting someone else's work without proper credit.

Misrepresentation: inaccurately presenting words or ideas from a source. The following are typical attribution errors:

- Failure to use quotation marks for exact words (with or without citation)
- Failure to cite the words or ideas of a source
- Failure to paraphrase correctly (mixing source and student words without quotation marks around the source's words)
- Failure to give the correct location of a source (wrong source or wrong page number)

CHEATING

Cheating is not tolerated at ALBC. Cheating is copying another's work and claiming it as your own original work, whether it is on a homework assignment, quiz, test, exam, or project. Group work is designated as such by faculty.

All examinations and assignments are to be completed without any outside help given or received from other students or alumni in any form unless otherwise instructed by the teacher. This includes but is not limited to: cheat sheets, books, notes, cell phones, computers, iPods, iPads, etc.

Signing another person's name or affixing another person's name to a sign-in sheet or other document is considered an instance of cheating.

Cheating carries heavy disciplinary and academic penalties and could result in suspension from college. Students suspended for cheating will not have an appeal and will not appear before the Discipline Committee.

CHEATING PROTOCOL

1. After identifying a case of cheating, the teacher will contact the Dean, and it will be determined if a meeting is necessary with the teacher, Dean, and student.
2. If cheating is confirmed, the following consequences will be assessed:
 - a. The student will receive a "zero" for the assignment, and the Dean will note this in the student's file. The student will not be allowed to retake the exam.
 - b. A student who cheats may be suspended from the college or placed on disciplinary probation.
 - c. Any student who repeats cheating at any time during their enrollment in ALBC will be suspended from the college immediately.

Note: Students who cheat or plagiarize will be dealt with based on their actions. The student's reputation and prior incidents will be taken into consideration, as well as their response to the situation at hand. Any combination of cheating and plagiarism will be considered two incidents and a suspension offense.

AI WRITING GENERATORS

The use of AI writing generators is strictly prohibited for all assignments.

IMPORTANT CONTACTS:

Mailing Address:

1511 S Dixie Blvd

Radcliff, KY 40160

Administrative Office: 270-351-9990

ALBC Administrator: lori.downer@albc.school