

Adullam

B I B L E C O L L E G E



**Equipping for
every journey in
ministry.**

**"Transforming
ordinary people into
mighty men and
women of God."**

2025/2026

STUDENT HANDBOOK
ADULLAMBIBLECOLLEGE.ORG

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From the President

We are thrilled to welcome you to the Adullam Bible College family as a student. Education in any field can be both challenging and rewarding, especially when it comes to Biblical Studies. Some of you may not have been part of an educational institution for a while, so adjusting to the discipline required to earn a degree might take some time. At Adullam, we provide all the tools students need to earn their degrees and create an environment that enhances the learning experience. Our mission is simple:

"Transforming ordinary people into mighty men and women of God."

Yours in His Service,



Edward J. Hearn
Dr. Edward J. Hearn



Welcome To Adullam

We are delighted to welcome you to our fully accredited Bible College. The education you will receive from our institution will be truly rewarding. ABC is a religious institution that is not affiliated with any religious organization. All our programs are designed for students to demonstrate a relationship between genuine spirituality and rigorous intellectual pursuits in a Christian environment. Our Biblical Studies degree programs are tailored to equip students to follow the Lord in the work of ministry.

Our curriculum and materials are Christ-centered. We offer degrees that are specifically designed to enhance your Christian ministry. If your primary goal in seeking an education is for the Gospel ministry, then ABC is the right institution for you.

We believe that a quality spiritual education that trains an individual to serve the Lord Jesus Christ should not burden that individual with oppressive financial debt.

Therefore, our policy at ABC is to provide in-house, interest-free student financing in the form of a pay-as-you-go program, rather than requiring you to pay the full tuition at the beginning of each semester.

We are honored that you have chosen us to further your Christian education. As you continue your studies, we kindly ask that you share your experience with others who may also be interested in furthering their education.

Thank you once again for choosing ABC.



Adullam Board of Directors

DR. DWIGHT HUNT
CHAIR

DR. MILLARD COLLINS
VICE-CHAIR

ELD. ANTONIO GRAHAM
SECRETARY

DR. DELITA JOHNSON

DR. MADELINE MAYS





Overview

Adullam Bible College (ABC) is an independent religious institution that offers programs designed to help students integrate genuine spirituality with rigorous intellectual pursuits in a Christian environment.

Our Biblical Studies degree programs aim to equip students for ministry work. ABC offers Associate, Bachelor, Master, and Doctorate degrees in Religious Studies.

Our curriculum and materials are centered on Christ, and our degrees are tailored to enrich Christian ministry. We believe that a high-quality spiritual education that trains an individual for service to the Lord, Jesus Christ, should not burden individuals with excessive financial debt.

To support this belief, we offer in-house, interest-free student financing through a pay-as-you-go program on a monthly basis, allowing students to pay tuition gradually instead of requiring full payment at the beginning of each semester.

If you are pursuing education in Christian ministry or a related field within Christian ministry, ABC is the right institution for you.

Adullam Bible College is an approved member and accredited through the **Association of Independent Christian Colleges and Seminaries (AICCS)**.

ABC currently offers Associate, Bachelor, Master, and Doctorate degrees in areas of Religious Study. Please note that courses offered through ABC are strictly for religious purposes only. Secular courses are not offered through ABC. A degree received through ABC will be in a field of religion primarily for use in ministry.

Most Christian churches accept quality Christian education regardless of the accreditation group to which the institution belongs. However, if your study is for purposes other than ministry, such as business administration, education, engineering, law, etc., you should apply to an institution that belongs to a regional accrediting association. Persons whose professional or career goals require certification by a state or federal government agency should check in advance to determine whether a degree from Adullam Bible College (an AICCS-accredited school) would be acceptable. Individuals needing to earn an accredited degree in one of the disciplines offered by Adullam Bible College may wish to investigate comparable programs offered at more traditional on-campus colleges currently accredited by a regional association recognized by the United States Department of Education. Adullam Bible College is registered with the Commission for Independent Education of the Florida Department of Education for Independent Education as a Religious Institution, and therefore is exempt from Licensure by Florida State Statute. The contact number is (850) 245-3200. ABC's institution is authorized to offer only education programs that prepare for religious vocations. Religious institutions that meet state requirements is found in Section 1005.6(1)(f), Florida State Statute, and Rule 6E-5.001.

Accreditation

Adullam

Statement of Faith

We believe

that the Bible is the only infallible written word of God.

We believe

in the eternal existence of God the Father, God the Son, and God the Holy Spirit.

We believe

that water baptism by full immersion represents the death and resurrection of the Lord Jesus Christ.

We believe

that the gifts of the Holy Spirit should be active in today's church.

We believe

that a foundation in prayer and seeking God is fundamental to affect change in the kingdom of God.

We believe

that the only means of salvation is by faith in the precious blood of Jesus Christ.

We believe

that study and meditation on the word of God is the key to spiritual understanding.

We believe

that through the power of the Holy Spirit, man is enabled to live a holy and separated life in this present world.





DEGREE	TUITION	MO. PMT
ASSOCIATE'S	\$1919.76	\$239.97
BACHELOR'S	\$2144.96	\$268.12
MASTER'S	\$2850.00 <small>* Add on Counseling \$1475</small>	\$356.25
DOCTORATE	\$3875.00	\$484.37

**2025-2026
ACADEMIC YEAR**

We understand that managing tuition payments is an important part of your academic journey. Please remember that all tuition payments are due on the 1st of each month and are considered late if not received by the 6th. For the upcoming academic year, 50% of your tuition is due by December 1st, with the final payment due by April 1st. *Failure to meet these deadlines will result in your automatic withdrawal from classes.*

If you anticipate or are experiencing financial difficulties that may impact your ability to make payments, please complete a hardship form immediately. This form allows us to understand your situation and explore potential options. For any questions or concerns regarding your tuition or to request a hardship form, please email your site administrator for assistance.





To be eligible for a refund, you must formally notify the Registrar in writing of your decision to withdraw from ABC. The amount of tuition refund you'll receive is determined by the date of your official withdrawal notification. Here's the breakdown of tuition refunds for those who have paid in full:

WEEK OF SEMESTER	REFUND %
During registration week	100%
1st WEEK	95%
2nd WEEK	90%
3rd WEEK	80%
4th WEEK	50%
5th WEEK	40%

After the fifth week, no refunds or credits will be given for work completed. Students who withdraw under disciplinary action and/or suspension are not entitled to any refunds for any part of the semester.

Admission and Degree Criteria:

To be admitted to ABC, a high school diploma or equivalent documentation is required.

- For an Associate's degree, a minimum of 60 credit hours with a minimum GPA of 2.00 (out of 4.00) is required.
- To qualify for admission into the Bachelor's program, you must have an Associate's degree or equivalent hours from an accredited higher education institution.
- For a Bachelor's degree, a minimum of 120 credit hours with a minimum GPA of 2.00 (out of 4.00) is required.
- For a Master's degree, a minimum of 30 credit hours beyond the Bachelor's degree with a minimum GPA of 2.50 (out of 4.00) is required. Additionally, a graduate-level 50-page thesis, an oral exam, and a 50-hour internship is required.
- For a Doctorate, a minimum of 30 credit hours beyond the Master's degree with a minimum GPA of 3.00 (out of 4.00) is required. Additionally, a graduate-level 100-page dissertation, an oral exam, and a 100-hour internship is required.

Note: Ministry experience may count as 25% of the coursework for the Associate and Bachelor degrees only.

- Master's and Doctoral students must complete an internship under the leadership of a pastor or missionary, with 50 hours required for Master's students and 100 hours for Doctoral students. Documentation is required.
- Each semester consists of 14 weeks. Completing a degree program takes 28 weeks (two semesters). Classes will meet each week for 3 hours, totaling 42 hours per semester. Administrators may adjust class hours if academic standards and requirements are met.

Records Request Form:

Name of Student: _____

Date of Request: _____

All transfer credits from another institution in the field of Biblical Studies will incur a charge of \$1.00 per credit hour to transfer to ABC. Copies from another institution must be official transcripts with the school's seal and registrar's signature.

Once a transfer credit is accepted, it becomes the student's official record at Adullam Bible College.

Name of Requested Institution: _____

Address: _____

Signature of Student: _____

Date: _____

Records are forwarded to:

Adullam Bible College

Satellite Office

726 Middleton Street

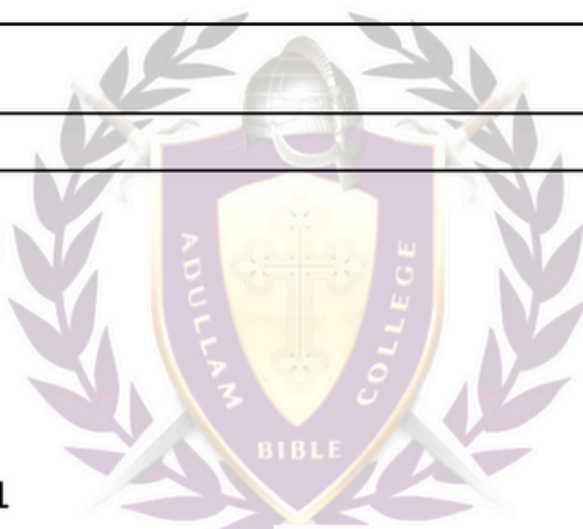
Jackson, Tennessee 38301

Attention: Vanessa Hearn's email address: registrar@adullambiblecollege.org

Signature of Registrar: _____

Date: _____

Seal:



Adullam Bible College Transcript Request Form:

Name of Student: _____

Date of Request: _____

Address: _____ City: _____

State: _____ Zip: _____

Date of Birth: _____

Email address: _____

Last 4 digits of SSN: _____

Campus Location: _____

Degree Completed: _____

Date Completed/Withdrawn: _____

Signature of Student Giving Permission: _____

Date: _____

Number of Transcripts Requested _____

Transcripts Mailed to: _____

Transcript is \$25.00 per copy

Payment must be remitted to:

Adullam Bible College

Satellite Office

726 Middleton Street

Jackson, Tennessee 38301

Attention: Vanessa Hearn's email address: registrar@adullambiblecollege.org

Attendance Policy:

In order to receive full credit for a course, students must attend class regularly. Faculty members are required to keep a record of attendance for every class meeting. If a student is registered in a course but fails to attend, the faculty member will note the dates of the student's absences. The faculty will make an effort to communicate with the student via phone or email to encourage attendance. If a student has not attended class for two consecutive weeks, the faculty and Registrar will submit forms to the Academic Office, resulting in the student's withdrawal from the course. Here are the steps involved:

Step 1: The faculty member will attempt to contact the student after missing all classes for one week.

Step 2: If a student has missed two consecutive weeks of class, the faculty will fill out and send the Inactive Student Attendance Form to the Registrar's office.

Step 3: The Registrar will then fill out and send the Administrative Withdrawal Form to the Academic Office. This step is taken after a student has missed two consecutive weeks of classroom instruction without informing the faculty member of the reason for the absences. Once the student is withdrawn, all information will be placed in the student's inactive file.

Administrative Withdrawal Form: Inactive Student Attendance

The faculty or Registrar must complete this form after the student has missed two (2) consecutive classes without an excused absence or informing the instructor of why they missed class.

Student Name: _____

Course Name: _____

Name of Instructor: _____

Semester: _____

Name and Location of School: _____

Dates of Missed Classroom Attendance: _____

	Dates of Student Communication Attempts:
Phone:	
Email:	

Administrator Name (print) _____

Administrator Signature: _____

Date: _____

For Official Use Only:

<i>Registrar's Signature:</i>	<i>Name of Course:</i>	<i>Date Withdrawn:</i>

Student Application for Admission:

Fall Semester 2025 _____

Spring Semester 2026 _____

Name: _____ Date of Birth: _____

Address: _____

Street: _____ City: _____ State: _____

Home Phone: () _____ Cell Phone: () _____

Email Address: _____

Best Time To Contact: Day: _____ Evening: _____

High School: _____ GED _____ Date Graduated: _____

Address: _____

City/State/Zip: _____

Colleges/Universities or Other Schools Attended: _____

Location: _____ Date: _____ Credits Earned: _____

Previous Certifications: _____

Date: _____

Check the degree program you wish to qualify for:

Associate's _____ Bachelor's _____ Master's _____ Doctorate _____

Please include a transcript of all schools attended. Include an attached sheet of ministry experience and your plans for how you will use this education degree.

I certify that I am enrolling in this degree program for my own personal and private academic improvement, which will be used to enhance my gospel ministry. I submit that all information provided to this college is true and accurate to the best of my knowledge.

Applicant's Signature: _____ Date: _____



Official Use Only:

Approved: _____ Conditional Approved: _____ Not Approved: _____

Signature: _____ Date: _____

Comments:

Disagreement/Conflict Resolution:

Protocol for any disagreement with the instructor or the program of study is as follows:

1. The first contact is with the curriculum instructor.
2. The issue is presented to the instructor for resolution. If the outcome of the issue discussed is unsatisfactory with the complaint, then the issue is presented to the site administrator for resolution.
3. If the problem is not resolved, the administrator will contact the ABC administration and present the issue for possible resolution.



Student Handbook Agreement:

This agreement is between the student and the instructor. The purpose of the agreement is for the student to officially acknowledge they have read and understand the Student Handbook published by the staff and approved by the Board of Directors of Adullam Bible College. All essential information regarding the college is found in the Student Handbook.

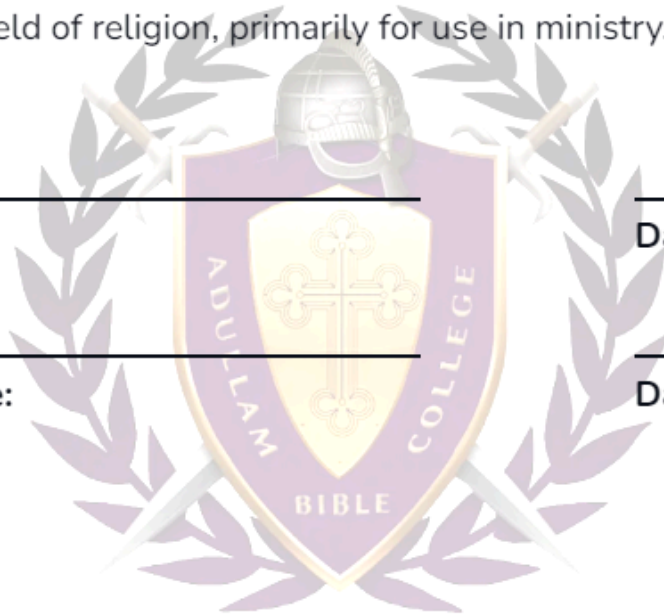
I understand that courses offered through ABC are strictly for religious purposes only and that secular courses are not offered through ABC. The degree I receive through ABC will be in the field of religion, primarily for use in ministry.

Student Signature:

Date:

Instructor Signature:

Date:





LET THE TRANSFORMATIONS BEGIN