

National Bible College & Seminary

“Training men and women...

...as if souls depend on it”



STUDENT HANDBOOK

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Fort Washington, Maryland 20744
301-567-9503
www.nationalbiblecollege.org*



A MESSAGE FROM THE FOUNDER

Dear Friends,

God has shown me that the most productive way for me to spend my remaining years of ministry is to invest my life in training men and women who feel called to serve God.

I sense in Spirit that we are at the brink of a great worldwide harvest of souls and I feel compelled to

prepare the body of Christ to reap this harvest.

While you are at the National Bible College and Seminary I will be your pastor, teacher, mentor, and friend. I will give myself completely to your development, and our staff of dynamic, anointed teachers will assist me in providing the best program of instruction.

Your education will only begin in the classroom. You will also learn through practical ministry involvement as you assist me in carrying out the mandate that God has given me for our nation's capital. We will teach you a practical, proven, "nuts and bolts" approach to ministry.

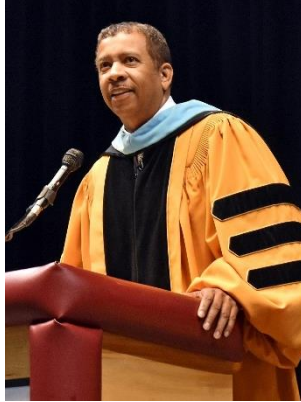
I can assure you that the time you spend at NBC&S will be the challenge of your lifetime. I will not be easy, nothing worthwhile is, but if you are up to the challenge, I can assure you that your life and the direction of your ministry will be changed

In His Service,

Dr. T. L. Lowery

Founder and Chancellor

Welcome From The President



Greetings; and grace be to you, and peace, from God our Father, and from the Lord Jesus Christ. Blessed be the God and Father of our Lord Jesus Christ, who has blessed us with all spiritual blessings in heavenly places in Christ (*Ephesians 1:2-3*).

The National Bible College & Seminary (NBCS) has a distinguished history as a leader in international Christian education and minister. Our students receive exemplary instruction in the enduring principles of the Word of God, sound Biblical doctrine, and the richness of the presence of the Holy Spirit. We believe in excellence and whatever we do, we do it heartily, as to the Lord and not to men. Our graduates are inspired and equipped to lead and minister the Gospel of Jesus Christ at home and throughout the world. Our faculty and staff are highly respected scholars and master teachers, but more importantly, they are filled with the Holy Spirit.

We are humbled yet thrilled that you are considering earning your degree at NBC&S. The harvest is plentiful, but the laborers are few. Therefore, we pray that God would send you. We encourage you to meditate and pray for God's guidance and direction in your life and ministry. By joining the NBC&S family, you are joining a worldwide community of servant leaders who are dedicated to sharing the Gospel with the lost and ministering to the needs of God's people.

We love the Lord and His people. Our team builds personal connections and relationships with each individual student. We extend a heartfelt invitation for you to become a member of our NBC&S family.

As you thirst and hunger for the Word and the things of God, I pray that God will meet your every need and bless you with the desires of your heart as you delight yourself in the Lord.

Your Fellow Laborer in Christ,

Marcus J. Newsome

Doctor of Religious Education (D.R.E.D.)

Doctor of Educational Leadership (D.Ed.)

Master of Administration and Supervision (M.Ed)

Bachelor of Science (B.S.)

This handbook serves as an ongoing reference for existing student body. The handbook is not a complete statement of all policies, procedures, rules, regulations, and requirements applicable to NBC&S and the student body.

This handbook supersedes all other handbooks and other official materials written before September 2012. Therefore, this handbook represents the most recent information concerning degree requirements, and tuition fees. Changes may be made without prior notice.

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HISTORY OF NATIONAL BIBLE COLLEGE & SEMINARY

In 1983, Dr. T. L. Lowery, Senior Pastor of the National Church of God, selected 14 of his top leaders to train and equip for Christian ministry. He established the National Bible Institute (NBI), which was the beginning of the National Bible College and Seminary. For a curriculum, Dr. Lowery selected the Church of God “Ministerial Internship Program” (MIP) which is an extensive study of Bible Doctrine, Ministry, and other areas necessary for success in Christian work. Interest in this program blossomed quickly and the following year Dr. Lowery recruited the assistance of Dr. Fred Snowden, who then serving as the Administrator of the National Christian Academy, to assist in formalizing a course of study. The MIP was largely a self-paced program. Students were required to do extensive amounts of outside reading in the Scriptures and other books and to listen to lectures on specific topics. Dr. Snowden took basic format and developed a series of institute level courses to assist the students with their studies. In this way, students were not only reading, but were experiencing dynamic teaching to assist them in the learning process. Over the next few months, the entire curriculum was formalized into a one-year intensive program of ministry training. Graduates of the MIP program met academic requirements to receive ministerial credentials through the Church of God and many did so.

National Bible Institute took a giant step forward in 1990 with the addition of a full-time day program. This program vastly expanded the already successful Ministerial Development Program and increased the number of classroom hours. In this way, students were able to receive much more in-depth teaching and also were able to earn college credit for the work they were completing.

Pastors from other areas began to express an interest in having such a program. So, in 1990, Dr. Stephen L. Lowery, Director of Media for the National Church of God, took on the awesome task of producing videotape classes. The project was completed in May of 1992. The response to the video program was overwhelming! In the first year, churches in 12 states and 6 foreign countries participated. This program continued to expand to over 20 foreign countries and thousands of students.

In 1991, National Bible Institute (NBI) was approved by the U.S. Department of Immigration and Naturalization to accept foreign students. Hundreds of applications were received from all over the world, and in September of 1992, 40 students representing 21 foreign countries attended classes at the National Bible Institute.

In 1993, NBI became accredited by the Accrediting Commission International for Schools, Colleges, and Theological Seminaries. This allowed NBI to award an Associate Degree in Biblical Studies to the students who successfully completed two years of full-time study. In May of 1993, the first Associates Degrees were given, and in 1994 a Korean language program was added. In 1996, NBI became National Bible College and the first Bachelor's Degrees were awarded.

In 1998, the administration of the National Bible College began the task of restructuring the academic programs and developing a strategic college development plan. By the end of 1999 the size of the faculty had nearly tripled, student's enrollment more than doubled and NBC received certification from Maryland Higher Education Commission as a degree-granting religious institution.

In the fall of 2000, National Bible College took a giant step forward into the new millennium with the establishment of the National Bible Seminary, the graduate division of the National Bible College. The first set of candidates for the Master of Theological Studies degree program graduated in June 2001; and the following year the first set of students for the Master of Divinity degree were rolled out. In June 2004, two Doctorial candidates graduated with a D. Min. Degree.

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NATIONAL BIBLE COLLEGE AND SEMINARY STUDENT HANDBOOK

In accordance with Section 11-203 of the Education Article of the Annotated Code of Maryland, the Maryland Higher Education Commission has certified the National Bible College and NBC&S as a religious degree-granting institution. As such, NBC&S may solely grant degrees in religious disciplines without the approval of the Commission.

MHEC is the State of Maryland's higher education coordinating board responsible for establishing statewide policies for Maryland public and private colleges, universities, and for-profit career schools.

Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, MD 21401
Phone: (410) 260-4500 | Toll Free: (800) 974-0203
Website: <http://www.mhec.state.md.us/>

NBC&S is authorized by the United States Department of Justice, Immigration and Naturalization Service to receive non-resident international students.

Introduction

This handbook serves as a reference to help prepare you for your studies at NBC&S. It provides an overview of some academic and administrative policies and procedures. This handbook will not provide all the answers to your questions, but we encourage you to search our Web site, pick up the phone, or e-mail your department or appropriate academic administrator whenever you have questions, concerns, or ideas. **See Appendix G** for NBC&S list of recognized holidays.

We hope you will find this handbook useful and will refer to it throughout the year. We also hope that your years at NBC&S will be a time of spiritual and academic growth, and that you will take advantage of all the opportunities available at this school. May God be glorified in all your endeavors!

Mission/Purpose and Objectives

Mission: National Bible College and Seminary provides extensive Christian education for laypersons, ministers, and Christian professionals. NBC&S exists to prepare the student for God-honoring ministry both in the church and society.

Purpose: National Bible College and Seminary seeks to educate and train men and women in becoming effective leaders in their church, home, and community. The curriculum is designed with a Christian emphasis and with academic requirements that produce who are Holy Spirit-directed, biblically knowledgeable, academically equipped, and dedicated to reaching the worldwide harvest. NBC&S is committed to accomplishing the mandate of Jesus Christ through Undergraduate and Graduate levels of study.

Objectives: National Bible College and Seminary seeks to advance the following objectives, through selected programs of study. The student will be able to:

1. Demonstrate understanding of biblical principles through written and verbal communication.
2. Understand and demonstrate the process of biblical interpretation and doctrinal formulation.
3. Apply specific ministry skills and abilities to specialized areas in ministry.
4. Understand and demonstrate spiritual disciplines in their daily life
5. Understand basic foundations for general education.
6. Give spiritual guidance to a dying world and aid them in growing spiritually, emotionally, and physically.
7. Communicate the Gospel of Jesus Christ in the church, home, and community.
8. Develop competency in the use of tools and methodologies common to the pursuit of higher learning.
9. Demonstrate a thorough knowledge of essential biblical principles and biblical teachings through practicum, written assignments, and group projects.
10. Defend the Christian faith, allowing the Word of God to be the foundation.

Philosophy of Christian Education

The National Bible College and Seminary philosophy is based upon the biblical fact that Jesus Christ is the Head of the Church and truth is founded in the Word of God. We recognize that wisdom and knowledge comes through the Godhead (God the Father, God the Son, and God the Holy Spirit).

The National Bible College and Seminary is dedicated to educational integrity and Biblical truth. Understanding our call as an institution, we are committed to providing Christian education based on the Word of God and sound doctrine. Our program of study consists of Bible and Theology, and general education. It is through these programs that we endeavor to prepare the student to reach the worldwide harvest.

National Bible College and Seminar believes through the work and power of the Holy Spirit the mission, objectives, and purpose can be met to the glory of God.

Core Values

The National Bible College and Seminary core values are foundational beliefs that guide the operation of our institution. Our core values influence the activities of the institution and the conduct of faculty, staff, and student.

Biblical Foundations: God by inspiration of the Holy Spirit, through His prophets communicates His will and plan for mankind that none may be lost. Further, God sent His Son, Jesus Christ in human form, though divine, to help man to understand the nature of God and to recognize that God's divine plan is through the atoning blood of Jesus Christ to reconcile man to Himself. Through the example that Jesus Christ set here on earth, National Bible College and Seminary seeks to educate ministry leaders, laypersons, and Christian professionals to fulfill two godly mandates: (a) to study to show thyself approved and (b) to go into all the world to minister to the physical, spiritual, and emotional needs of human kind Timothy 3:16).

Integrity: National Bible College and Seminary (NBC&S) seeks to live, teach, and entreat lives that are not conformed to this world (Romans 12:2) Emphasis is placed on Christian growth and maturity that models after the life of Christ. NBC&S acknowledges the obligation of every Christian to live under the Lordship of Jesus Christ.

Global Missions: National Bible College and Seminary is committed to implementing Christ's mandate to reach the worldwide harvest by teaching and training students for evangelism, church planting and cross cultural ministry. (Matthew 9:37, 38)

Academic Excellence: National Bible College and Seminary is committed to providing qualified Christian education and academic programs that challenges and enables every student to fulfill their God-given destiny.

Christ-centered Relationships: National Bible College and Seminary is committed to building body of students that places Christ at the center of all relationships in order to promote strong churches, families, and communities.

Dedicated Servanthood: National Bible College and Seminary is dedicated to training Christian leaders whose understand the importance of prayer, holy living, worship, giving, and effective ministry. NBC&S further seeks to cultivate an understanding that without the Holy Spirit, true ministry will not take place in the student, community, or church.

Student Life

The Student Body

NBC&S is an interdenominational, nonprofit, religious, and educational institution that respects the right of students to affiliate with the other Christian denominations. Therefore, the NBC&S provides a diverse student body population both ethnically and denominationally. We believe you will find a true Christian community atmosphere on campus.

Orientation

To assist new students in their introduction to NBC&S an orientation program is provided each Fall Semester. The purpose is to enable students to transition into the life and opportunities of the school. The orientation sessions provide both group and individual assistance. These sessions introduce the student to the spiritual, social, and academic life of the school. They are introduced to campus facilities, the faculty, administration, programs, and policies of the institution. Academic advisement and assistance is provided each student in their initial academic registration. The sessions also allow new students to meet current students and to become familiar with student activities such as student government.

Academic Advising

Academic advisors are available to help with your academic program and degree requirements. Please contact the Office of the Registrar (ext. 7152) to make an appointment for academic advising. The student will be assigned an administrative as well as a faculty advisor to insure that their degree program requirements are fulfilled in the most efficient and beneficial manner possible. It is recommended that students meet with an advisor before registering for each semester. Each student is fully responsible to stay in touch with their advisors.

Registration

All students are required to register for classes in the NBC&S Registrar Office. Students not registering during regular registration will be charged a late registration fee of \$25.00. All students enrolled in classes assume responsibility of paying his/her account in full each semester.

Preparation for Registration

Students should do the following prior to registration:

1. Meet with their academic advisor as early as possible to determine which classes they should take for present and future semester. After the advisement, the student should complete the enrollment form.
2. Clear financial accounts or make an arrangement for payment of tuition and fees. Students cannot register without clearing their accounts or having made a repayment schedule with the Finance Office (301-567-9500 ext. 8117). Students should be prepared to pay all outstanding balances before registering for new classes.
3. Register during the assigned dates and times.
4. Be prepared to pay the total tuition or make payment arrangements (a minimum of $\frac{1}{4}$ tuition must be paid at the time registration). In all cases, payment may be made in cash, money order, personal check, or by credit card (MasterCard or Visa).

Registration Policies

Returning Students

Continuous students are those who registered for classes during the previous semester. Students who are returning after an absence of more than two academic years must reapply for admission through the regular application process.

New Students

New students are those who have completed an Application for Admission and have been granted Full or Provisional status. Students must be cleared by the Admissions Office prior to registration.

Audit-only Students

Audit-only students must have completed an Application (indicating audit student) on file prior to registration. An audit or non-credit status registration is simply permission to attend a class.

Student Government

The Student Government Association is a representative of the student body. The officers include a President, Vice President, and Secretary. The Director of Students Affairs appoints students to these positions at the end of each academic year to serve the following year. The Student Government Association is responsible for representing the needs of the student body at NBC&S. The SGA will facilitate and disseminate information between the NBC&S administration and the student body. They will also raise student awareness of all the programs and activities offered and/or supported by NBC&S. The SGA must develop programs that aide in the educational environment. They will continuously strive to increase camaraderie and overall school support. They are the gatekeeper and point of contact for any outside organization that would like NBC&S student support. To promote school initiatives, the SGA will assist with such activities as Chapel Service and Commencement.

Code of Conduct

National Bible College and Seminary is committed to education for Christian leadership. NBC&S encourages students to develop spiritually with an awareness of ethical and moral issues, and to be resolute regarding their own responsibility for upholding and strengthening Christian standards of behavior. Students are expected to live a life that reflects a firm commitment to Jesus Christ and the Word of God and students should be maturing in Christ and manifesting the fruit of the Spirit (Galatians 5:22, 23). The NBC&S expects tangible evidence of mature Christian convictions and discerning judgment.

Students are expected to obey applicable local, state, and federal laws as well as the policies of the NBC&S. As they desire rights and responsibilities for themselves, they are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies, and standards, students may be subject to disciplinary action up to and including dismissal from the institution. Such disciplinary action may be imposed for violations that occur off campus when the violation may have an adverse effect on the educational mission of NBC&S.

Due Process Provisions for Academic/Non-Academic

Non-Academic Misconduct

Non-academic misconduct includes, but is not limited to, willful damage to College property, illegitimate removal of library stock from the Library, misuse of Library resources (e.g. of student computers), sexual harassment, and activity that brings the College into disrepute.

Where specific procedures for dealing with particular types of nonacademic misconduct appear elsewhere in this Manual, they will be applied. In all other cases, the following procedure will be applied.

The Ethics Board will be responsible for investigating alleged non-academic misconduct with regard to reasonable confidentiality, fairness, transparency and natural justice. The Ethics Board may draw upon the assistance of anyone whose expertise or experience is considered desirable in arriving at decisions or conclusions. Any decisions or conclusions arising from the investigation will be communicated in writing to the student alleged to have been responsible for the misconduct. This will include a description of any disciplinary action considered necessary as well as the reasons for such action. With regards to enrollment in the College's programs, the Executive Vice President may terminate or vary the terms of the student's enrollment if this is considered appropriate.

Academic Misconduct

National Bible College and Seminary view academic misconduct as a serious matter. NBC&S are responsible for rigorously pursuing the highest possible standards of academic honesty and integrity.

Academic misconduct may encompass the following actions:

- taking unauthorized materials into an examination;
- submitting work knowing it to be the work of another person;
- improperly obtaining knowledge of an examination paper and using that knowledge in the examination;
- arranging for another person to sit an examination in the place of the candidate;
- failing to acknowledge the source of material for term/ research paper, thesis, or dissertation

Students are expected to acknowledge the source of their ideas and expressions used in their written work. To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the reader to consult sources with ease. Deliberate failure to provide documentation may constitute plagiarism, which is subject to a charge of academic misconduct.

Plagiarism might be defined as the willful reproduction or paraphrasing of substantial unacknowledged written passages in a student's work, or pretending that a scholar's ideas are the student's own. Students are required to acknowledge by use of footnotes the origin of extracts, quotes and paraphrases contained in their work. Quotation marks are to be inserted around quoted material

The Informal Procedural Process:

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute (e.g., grade dispute with instructor).
2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is to bring the dispute to the Student Affairs Office. The Director of Student Affairs or his/her designee will seek to reach an informal resolution through mediation between the parties. In the event there is no resolution, case will be referred to the Dean's office.
3. If the mediation at the Dean's level fails, then the student's grievance is assigned consigned to the Executive Vice President.

The Formal Procedural Process:

1. Student grievances, which are assigned to the Student Affairs office, must be specified in writing. A student's written statement, along with supporting evidence, constitutes a case document.
2. The second party to the dispute is also required to provide the Director of Student Affairs a written statement with his/her account of the dispute.
3. The Director of Student Affairs is then required to set a date for convening a meeting to hear the case as expeditiously as possible. All parties are to be informed, in writing, of the charges and the meeting date, as well as a statement requesting his/her presence.
4. During the hearing, the student presents his/her case, after which the accused party is allowed to present the other side.

5. Following the hearing, the Director of Student Affairs will inform all parties, in writing, of his/her decision. The Executive Vice President and Academic Dean of NBC&S are also sent a copy of the decision.

Spiritual Growth

National Bible College and Seminary students, having the Bible as the basis for their lifestyle, shall be encouraged to be involved in activities that cultivate and develop their personal relationship with Christ. These activities will include, but not be limited to, regular church attendance, prayer, and diligence in the study of God's Word and involvement in ministry opportunities.

Survey Requirements

National Bible College and Seminary is committed to the ongoing evaluation of programs and services. Student surveys are one method by which the NBC&S assesses its effectiveness. Therefore, it is of utmost importance that students participate. These surveys assist NBC&S in the evaluation and planning process and give students an opportunity for input.

Doctrinal Statement

1.1.1 The Scriptures

We believe in the plenary, verbal inspiration of the original writings of the sixty-six books of the Bible, the Word of God. The Word of God is the full and complete revelation of God's will for man, the supreme and final authority in all matters of faith and practice (II Timothy 3:16, 17; II Peter 1:20, 21; Jude 3).

1.1.2 The Godhead

We believe in one God, eternally existing in three Persons, Father, Son and Holy Spirit; co-eternal in being; co-identical in nature; co-equal in power and glory; and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14; Matthew 28:18, 19).

1.1.3 Jesus Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary that He might reveal God and redeem sinful men (John 1:1, 2, 14, 18; Luke 1:35). We believe that the Lord Jesus Christ accomplished our complete redemption through His death on the cross as a representative, propitiatory, and substitutional sacrifice, a redemption made sure to us by His literal, physical resurrection from the dead (Romans 3:24, 25; 5:8-10; I Peter 2:24; Ephesians 1:7). We believe that the Lord Jesus Christ ascended into heaven and is now exalted at the right hand of God the Father where, as our High Priest; He fulfills the ministry of Representative, Intercessor and Advocate (Acts 1:9-11; Romans 8:34; I Timothy 2:5; Hebrews 1:3; 6:19, 20; 7:24, 25; 9:24; I John 2:1, 2).

1.1.4 Holy Spirit

We believe that the Holy Spirit is a divine person, possessing all the attributes of deity; and that; in essence, He is equally God (Acts 5:3, 4; II Corinthians 13:14). We believe that the

Holy Spirit is the Supernatural Agent in regeneration and sanctification, baptizing all believers into the body of Christ, indwelling equally and permanently with every believer, and sealing them unto the day of redemption (Romans 8:9; I Corinthians 6:11; 12:12-14; Ephesians 1:13, 14; 4:30). We believe that every unregenerate person, the moment he exercises faith in Christ as Savior, immediately possesses the Holy Spirit (Romans 8:9; I Corinthians 3:16; 6:19; Galatians 4:6; I Thessalonians 4:8). We believe that He is the Divine Teacher who guides believers into all truth; that He sovereignly bestows spiritual gifts upon each believer; and that it is the privilege and duty of all the saved to be filled (controlled) with the Spirit (John 16:13; I Corinthians 12:4-7; Ephesians 5:18).

1.1.5 Man and Original Sin

We believe that man was created in the image and likeness of God but through Adam's sin the whole race fell, became alienated from God and inherited a sin nature, is totally depraved, possesses no spark of divine life, and of himself, is utterly helpless to remedy his lost condition apart from the grace of God (Genesis 1:25-27; Romans 3:22, 23; 5:12; Ephesians 2:1-3, 12).

1.1.6 Salvation.

We believe that salvation is the gift of God brought to sinful man by grace and received solely by personal faith in the Lord Jesus Christ who accomplished complete redemption by His substitutionary death and shedding of His precious blood (John 3:18; Galatians 2:16; Ephesians 1:7; 2:8, 9; Philippians 3:4-9; Titus 3:5; I Peter 1:18, 19).

1.1.7 The Church

We believe that the universal church, which is the body and the bride of Christ, is a spiritual organism made up of all born-again persons of the present age which began at Pentecost and shall be terminated at the rapture (Ephesians 1:22, 23; I Corinthians 12:12-14; Romans 12:5; Matthew 16:16-18; Acts 2:42-47). We believe that the establishment and continuance of the local church is clearly taught and defined in the New Testament Scriptures, being composed solely of believers (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11). These churches worship on the first day of the week, the Lord's Day (John 20:19, 26; Acts 20:7; I Corinthians 16:1, 2; Hebrews 10:25). We believe baptism by immersion should precede local church membership (Acts 8:35-38).

1.1.8 The Personality of Satan

We believe that Satan is a personal being, the highest rank of all angelic creatures; who through pride became the author of sin and the cause of the fall of man. He is the open and declared enemy of God and man; and he shall be eternally punished in the Lake of Fire (Genesis 3:1-19; Isaiah 14:12-17; Matthew 4:21; 25:41; Revelation 20:10).

1.1.9 The Blessed Hope

We believe that the next great event in the fulfillment of prophecy will be the imminent, personal, pre-tribulation return of the Lord in the air to receive to Himself into heaven both His own who are alive and remain unto His coming and also all who have fallen asleep in

Him. This event is the blessed hope set before us in Scripture, and for this we should be constantly looking (John 14:1-3; I Corinthians 15:51, 52; Philippians 3:20; I Thessalonians 4:13-18; Titus 2:11-14; I Thessalonians 1:10; Revelation 3:10).

1.1.10 The Tribulation

We believe that the translation of the church will be followed by the fulfillment of Israel's seventieth week (Daniel 9:27; Revelation 6:1-19, 21) during which the church, the body of Christ, will be in heaven. This entire period of seven years will be a time of judgment on the whole earth, at the end of which, the times of the Gentiles will be brought to a close. The latter half of this period will be the time of Jacob's trouble (Jeremiah 30:7), which our Lord called the great tribulation (Matthew 24:15-21; Revelation 6:1; 19:21).

1.1.11 The Second Coming of Christ

We believe that the period of great tribulation will be climaxed by the return of the Lord Jesus Christ to earth as He went, in person, on the clouds of heaven, and with great glory to introduce the millennial age; to bind Satan and place him in the abyss; to lift the curse which now rests on the whole creation; to restore Israel to her own land and to give her the realization of God's covenant promises, and to bring the whole world to the knowledge of God (Deuteronomy 30:1-10; Isaiah 11:4-9; Ezekiel 37:21-28; Zechariah 14:4; Romans 8:19-23; 11:25-27; Revelation 20:1-3).

1.1.12 The Eternal State

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29; 11:25, 26; Revelation 20:5, 6, 12, 13). We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord (Luke 23:43; II Corinthians 5:8; Philippians 1:23; 3:21; I Thessalonians 4:16, 17; Revelation 20:4-6). We believe that the souls of unbelievers remain after death, in conscious misery until the second resurrection, when with soul and body reunited; they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; II Thessalonians 1:7-9; Jude 6, 7; Revelation 20:11-15).

1.1.13 Historicity of the Bible

We believe in the full historicity and perspicuity of the Biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel (Gen. 2:7; 2:21-25; 3:1-7; 3:8-19; 7:11-24; 11:1-9).

1.1.14 Creation

We believe in the Genesis account of Creation, and that it is to be accepted literally, not allegorically nor figuratively. We believe that man was created directly in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or developments through interminable periods of time

from lower to higher forms. We believe that all animals and vegetable life were made directly, and God's established law was that they should bring forth only "after their kind" (Gen. 1:1-2:25; Ps. 8:5; John 1:2-3).

Institutional Policies

Alcohol and Drug Policy

The illegal sale, possession and/or use of controlled substances, e.g. alcohol, marijuana, amphetamines, barbiturates, and other hallucinogens, is prohibited on NBC&S campus or at any NBC&S sponsored function.

Students and employees are not allowed to bring alcohol and/or illicit drugs on site at the NBC&S or any NBC&S-sponsored activities off campus at any time.

1. Unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities is specifically prohibited and is a violation of the laws of the City of Fort Washington, the State of Maryland and the United States. The NBC&S will support all local, state, and federal laws relating to drug and alcohol abuse, including referral to local authorities for prosecution. The courts will determine penalties for violations of these laws.

2. The use of drugs brings with it many dangers to an individual's mental and physical health. Common results of abuse are addiction, delusions, hallucinations, toxic psychosis, depression, convulsions, loss of appetite, cirrhosis, emphysema, heart disease, various cancers, panic reactions, brain damage, bone marrow disorders, lower resistance to disease, abscesses, infections, hepatitis, proneness to accidents, and death.

3. The NBC&S desires to assist any student to obtain pertinent information on drug abuse or to enter an appropriate, medically supervised treatment program.

4. Violation of these standards by any student will be reason for mandatory evaluation and/or treatment for a substance abuse disorder or for disciplinary action up to, and including, dismissal from school.

5. Students are subject to NBC&S disciplinary action and referral to local authorities for violation of the NBC&S drug policy.

Smoking Policy

Smoking or other use of tobacco products is not permitted in the NBC&S building and on the grounds.

Grievances

The Informal Procedure Process:

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute (e.g., grade dispute with instructor).
2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is to bring the dispute to the Student Affairs Office.

The Director or his/her designee will seek to reach an informal resolution through mediation between the parties.

3. If the mediation at the Dean's level fails, then the student's grievance is consigned to the Executive Vice President.

The Formal Process:

1. Student grievances, which are consigned to the Student Affairs office, must be specified in writing. A student's written statement, along with supporting evidence, constitutes a case document.
2. The second party to the dispute is also required to provide the Director of Student Affairs a written statement with his/her account of the dispute.
3. The Director of Student Affairs is then required to set a date for convening a meeting to hear the case as expeditiously as possible. All parties are to be informed, in writing, of the charges and the meeting date, as well as a statement requesting his/her presence.
4. During the hearing, the student presents his/her case, after which the accused party is allowed to present the other side.
5. Following the hearing, the Director of Student Affairs will inform all parties, in writing, of his/her decision. The Executive Vice President and Academic Dean of NBC&S are also sent a copy of the decision.

Emergency Situations

Call 911 for emergencies.

Crisis Management

Earthquake

Red Cross Instructions:

Know What to Do When the Shaking Begins

- Drop, Cover, and Hold On! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows. In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Identify What to Do After the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, Drop, Cover, and Hold On!
- Inspect for damage. Get everyone out if your location is unsafe.
- Use the telephone only to report life-threatening emergencies.

Fire

- Press the nearest fire alarm at one of the exits to alert the fire department and alert other persons to exit the building.
- At any building phone dial 911. Give specific information as to the nature of the fire and its specific location. The NBC&S address is 6700 Bock Road Fort Washington, MD 20744 and the phone is (301) 567-9503. Contact NBC&S Security (301) 653-9244.
- Contact security or see emergency safety plan to locate nearest fire extinguisher and follow directions on the extinguisher. The three basic ways to put out a fire are (1) take away its fuel, (2) take away its air (smother it), and (3) cool it with water or fire extinguishing chemicals. Never use water on an electrical fire; rather use only fire extinguishing chemicals.

Police

Call 911 for police emergencies. If people throughout the building need to be warned of danger, press the red button on the fire alarm at various exits.

Health

If a situation is obviously life-threatening, such as heart attack, choking, or severe injury: at any building phone dial 911. Give specific information as to the nature of the problem and the specific location of the injured person. The NBC&S address is 6700 Bock Road, Fort Washington, Maryland 20744 and the phone number is (301) 567-9503. A first-aid kit is located at the receptionist's desk.

Contact security at extensions 8169 or 8135 or administrative staff if a situation is non life-threatening. A first-aid kit is located in the registrar's office.

Person Exhibiting Threatening Behavior

If a stranger is menacing, threatening, out of control, displaying a weapon, etc., do the following:

- From any building phone dial 911.
- Give specific information to the police as to the nature of situation and its specific location. The NBC&S address is 6700 Bock Road, Fort Washington, Maryland 20744 and the phone number is (301) 567-9503.
- Contact security and the administrative staff immediately.
- Do not attempt to resolve the situation alone.

Sexual Harassment Policy

This NBC&S policy enforces the mandates of Title VII of the Federal Civil Rights Act of 1964 and creates an academic environment free of sexual harassment. The NBC&S community will not tolerate sexual harassment and is committed to providing and preserving an atmosphere free from all forms of harassment.

Definition:

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when it becomes a condition of an individual's admission, evaluation, graduation, or other aspects of academic progress or employment; used as a basis for academic or employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic or working environment. All members of the NBC&S community experiencing sexual harassment in the classroom or on the job should seek consultation with the Executive Vice President.

Weapons & Violent Student Policy

The possession of weapons on NBC&S grounds or at any NBC&S sponsored event is strictly prohibited unless special permission is requested in writing and is granted by the school administration.

Nondiscrimination policy

National Bible College & Seminary policies are in compliance with Title VI of the Civil Rights Act of 1964 (PL-88-353) and all regulations adopted pursuant to such title to the end that no person shall, on the grounds of race, color, gender or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity. Furthermore, National Bible College & Seminary does not discriminate against ethnic origin, or gender in administration of its educational policies, scholarship programs, or admission policies, nor with regard to

access to, or treatment in its programs in respect to those with impaired vision, hearing, or physical mobility. NBC&S is an Equal Opportunity Institution of Higher Learning.

Acquired Immunodeficiency Syndrome Policy

Recognizing that out of fear, ignorance, or anxiety, students or employees who are either known to have AIDS or may be suspected of being infected with the HIV virus may be subject to emotional or physical abuse, the NBC&S has adopted the following policy on the Acquired Immunodeficiency Syndrome (AIDS). This policy is based upon the guidelines of the United States Public Health Service, the Centers for Disease Control, and the American College Health Association.

Current medical studies indicate that students or employees with any form of Human Immunodeficiency Virus (HIV, the virus that causes AIDS) infection do not pose a health risk to other students or employees during their normal activities in an academic setting. This following policy is applicable to all students and employees of the NBC&S. Nothing contained herein shall mitigate, in any manner, the applicability of the Code of Conduct to the student body, faculty, and staff.

- Consideration of any form of HIV infection shall not be a part of the initial admission decision for those applying to attend the NBC&S.
- There is no medical justification for restricting the access of students or employees with any form of HIV infection to any school facilities.
- Students having any form of HIV infection shall be allowed to attend regular classes in an unrestricted manner so long as their physical and mental health allows attendance.
- In view of the fact that AIDS cannot be spread by casual contact in the work place, employees known to have any form of HIV will be treated for work-related purposes in the same manner as all employees.
- There shall be no mandatory testing of prospective or current students, employees, or persons seeking employment. The administration will refer students or employees desiring testing to sources of testing.
- The potential for discrimination and mistreatment of individuals with any form of HIV infection, whether or not they have symptoms of illness, and of individuals thought to be at risk of infection requires that confidential information regarding any aspect of HIV infection be handled with the utmost care.
- Guidelines concerning the handling of confidential information about students or employees with any form of HIV infection shall follow the general standards set forth in the *American College Health Association's Recommended Standards and Practices for a College Health Program*. In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents without the express written consent of the patient in each case. This position with respect to health records is supported by the Family Education Rights and Privacy Act of 1974. No person, group, agency, insurer, employer, or institution shall be provided any medical information of any kind without the prior written consent of the student/employee/patient.
- The NBC&S shall observe and comply with all public health reporting requirements regarding any form of HIV infection set forth in state or federal law.

- The school shall implement safety guidelines as proposed by the U.S. Public Health Service for the handling of the blood and bodily fluids of all persons, not just those known to have any form of HIV infection. Surfaces contaminated by blood or other bodily fluids shall be cleaned and disinfected with commercial disinfectant solutions or with household bleach, freshly diluted in a 1:10 solution.
- As a result of the fear, anxiety, and anger that many people feel in relation to AIDS, students or employees who are either known to be, or suspected of being infected with HIV may be subjected to emotional and/or physical abuse. The NBC&S condemns all such occurrences as intolerable, and shall respond to them quickly and effectively.

Hazing

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as any action taken or situation created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule.

Selling and Solicitation

Solicitation applies to commercial, charitable, religious and political endeavors. Authorization to sell or solicit for the sale of merchandise will not ordinarily be given. All parties granted permission to sell or solicit for the sale of merchandise must agree to abide by appropriate federal, state, and local regulations. Commercial endeavors are divided into three categories student ventures, student organization ventures, and non-Student ventures.

Solicitations (Charitable, Religious, and Political)

Charitable, religious, and political solicitation on NBC&S property is not allowed unless they have received the permission from the Executive Vice President.

Student Ventures

Student ventures are defined as projects conducted by students for the purpose of making a profit. Students may sell or solicit for the sale of merchandise on NBC&S grounds only with the written authorization of the Executive Vice President.

Student Organization Ventures

Student organization ventures are projects conducted by recognized student organizations for the purpose of making a profit. Student organizations may sell or solicit for the sale of merchandise on NBC&S grounds only with the written approval of the Executive Vice President. Such approval will be given only when it can be shown that the primary beneficiaries of the sale will be the NBC&S community and the student organization.

Non-student Ventures

Non-student ventures include all efforts to sell or solicit for the sale of merchandise by NBC&S employees, NBC&S affiliates, or commercial vendors. NBC&S employees may sell or solicit for the sale of merchandise on NBC&S grounds only as directly related to the purpose and description of their employment. Commercial vendors may sell or solicit

for the sale of merchandise on NBC&S grounds only with the written authorization of an office of the NBC&S acting within the scope of its authority.

Personal Injury

The NBC&S will assume no responsibility or liability for any damage to property or any personal injuries caused by the intentional, willful, or malicious conduct of students.

Academic Policies

Academic Freedom

National Bible College and Seminary recognizes that institutions of higher education are to be established for the common good. The college also recognizes that the common good can never be realized unless opportunities exist for freedom of teaching, research and services among all institutions of higher education as well as within individuals' institutions.

Academic freedom at National Bible College and Seminary is framed by the context of the College's Mission Statement and Statement of faith, and is consistent with the standards and norms stated in the academic freedom policy. The faculty member is free to pursue truth within his or her discipline by research, discussion and other forms of inquiry. This freedom carries a responsibility to truth, to scholarly integrity, and to one's students.

Academic Behavior

Honesty and integrity at all times on the part of all students is essential if the NBC&S is to achieve its goal of academic excellence in preparation for Christian leadership. We believe that a student's education is the result of individual initiative and industry coupled with the grace of God.

A high standard of conduct in one's academic experiences is expected. The academic community has a right to expect that students will conduct themselves in ways that are consistent with the highest standards of academic honesty.

Academic Dishonesty

The National Bible College and Seminary takes seriously the acts of academic dishonesty such as plagiarism, cheating on examinations, and falsification of records and official documents. National Bible College and Seminary students are expected to maintain a high level of integrity. Acts of dishonesty affects the student's collegial career and the overall morale of the institution.

Cheating refers to the use of unauthorized sources of information on examinations or any attempt by students to deceive the evaluator of an examination, paper, or project. Every student is expected to do her or his own work in the completion of an assignment or an examination unless either (a) the sources for these ideas are explicitly cited, or (b) the instructor explicitly allows such collaboration. In addition, a person giving unauthorized assistance to another on an examination is just as guilty of cheating as the person who accepts or solicits such aid.

Students found guilty of such behavior will be subject to disciplinary action by the administration (e.g. failing courses, academic probation, and dismissal from course).

During examinations, academic dishonesty shall include the following:

- Referring to information not specifically condoned by the instructor.
- Receiving information from a fellow student.
- Stealing, buying, selling or transmitting a copy of any examination.

Plagiarism

Plagiarism is the act of taking the work of another and presenting it as one's own, without acknowledgement of the original source. Students are expected to acknowledge ideas, claims, observations, or data of others, unless generally known. If there is no appropriate acknowledgement of sources, whether intended or not, this may constitute a violation of the institution's policy and may be treated as a case of academic dishonesty.

Plagiarism (papers, projects or any assignment prepared outside of class) shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source.
- Paraphrasing a specific passage from a specific source without properly referencing the source.
- Replicating another student's work or parts thereof and submitting it as an original.

Lack of knowledge of the above is unacceptable as an excuse for dishonest efforts. Any student who knowingly assists in any form of dishonesty shall be considered as equally responsible as the student who accepts such assistance.

A student must be informed of any accusations of alleged academic dishonesty from any member of the NBC&S community. The procedure for handling cases is as follows:

1. If the case occurs with respect to an individual professor and course, the case should be dealt with by the professor. The student may be penalized up to and including failure in the course and expulsion from the class. The professor must file a report with the Academic Dean.

2. The student may also appeal the professor's decision to the Academic Dean. The Academic Dean may confirm, modify, or overturn the decision and/or institute disciplinary action up to and including expulsion from the NBC&S. The student may appeal the Dean's decision to the Executive Vice President for final disposition.

Any member of the NBC&S community may bring all alleged violation of this academic code directly to the attention of the Academic Dean either personally or in writing.

He/she has the responsibility of investigating the complaint and dealing with the involved parties on a one-to-one basis. He/she is empowered to impose appropriate discipline or may refer the situation to the school's Student Affairs Office for action.

Students having problems or grievances may submit them to the Academic Dean in person or in writing. The Academic Dean will either respond personally or delegate the issue to the appropriate personnel. Whenever a disciplinary action is issued or a grievance not satisfactorily resolved the student should first appeal to the Academic Dean. If the issue is not settled satisfactorily, the student may appeal directly to the Academic Affairs Committee for review.

Academic Probation and Dismissal

The student must maintain a grade point average of 2.0 (undergraduate) or 3.0 (graduate) each semester.

1. Academic Warning - An academic warning notice will be placed on the student's semester grade report that his/her academic performance is below 2.0 (undergraduate) or 3.0 (graduate) for one semester.
2. Academic Probation - An academic probation notice will be placed on the student's semester grade report that his/her academic performance is below 2.0 (undergraduate) or 3.0 (graduate) for more than one semester.
3. Academic Dismissal - The student should expect to be dismissed from NBC&S when cumulative GPA falls below 2.0 (undergraduate) or 3.0 (graduate) for more than two (2) semesters. Students dismissed for low academic achievement may appeal the decision to the Committee of Academic Affairs or they may reapply for admission after a period of one academic year. Applicants for readmission need to supply evidence of successful work or course experience since the time of dismissal and submit a plan for successful completion of course work in the future at NBC&S.

Failure to meet all requirements of the letter of reinstatement will result in academic dismissal. International students having M-1/F-1 Visa status who do not maintain the minimum cumulative GPA will not be allowed a period of suspension, but will be subject to academic dismissal as determined by the Academic Affairs Committee. Expulsion is the permanent removal from the NBC&S.

Dropping/Adding Courses or Withdrawing from NBC&S

Voluntary - A student who wishes to withdraw voluntarily during a semester shall meet with the Registrar. The student must submit a letter of withdrawal and satisfy all financial obligations before withdrawal or they will not receive academic transcripts. A grade of "W" shall be placed on the student's transcript for the courses in which the student was enrolled.

The procedure for dropping courses is as follows:

1. Secure Withdraw form from the Registrar's Office.

2. Secure Instructor's approval on the Withdraw form.
3. Return Withdraw form to the Registrar's Office.

If a student drops a course but fails to secure the proper permissions, he/she will receive a permanent grade of "F" for the course. If a student takes a course and fails to register for it on the official registration form, no credit will be received for the course. Hence, a faculty member cannot add, drop, or withdraw a student from a class or from the Institution.

Should it become necessary for a student to withdraw from the College, the student must report to the Office of the Registrar at that time and complete course withdrawal procedures. If a student leaves college and fails to withdraw officially, it will result in an "F" grade notation on the student's permanent record.

A student may withdraw from the College (all classes in which they are enrolled) up to and including the last day of classes prior to the beginning of the final examination period. **See refund policy.**

Repeating a Course Policy

A student who receives a grade of F in a required course must repeat the course in order to graduate. When a course is repeated, the last grade (points and credit hours earned) replaces the previous grade (points and credit hours) in computing the grade average. However, all grade entries on the transcript remain a part of the student's permanent academic record. The student must indicate that it is a repeat course at the time of registering for the course.

Attendance Policy

It is important for the faculty of the National Bible College and Seminary to be cognizant of the attendance policy. While classroom instruction and learning is a very important part of our educational process, equally attending classes, being punctual, and fulfilling class requirements are vital to the academic and Christian character of the student. Faculty members are required to maintain attendance records and report student absences to the Registrar's Office at the end of each semester. The student assumes responsibility for all absences and communication with the professor about absences. Whether the absence is considered excused or unexcused for a particular class session is a matter to be resolved between the student and the professor. The professor will document whether the absence is excused or unexcused. Students are held responsible for the material covered in the class as well as for outside readings, textbooks, homework assignments, etc. Students who are not present, on time, and prepared with all materials will find themselves at an extreme disadvantage. Excessive absences may result in a grade reduction or failure.

Audit Policy

Students who enroll on a non-credit basis are classified as audit students. The cost to audit a course is \$125.00 (undergraduate), \$150.00 (M.T.S); \$150.00 (M.Div.); and \$150.00 (D.Min.). Courses will appear on the student's transcript, but will not receive credit. Audit students who enroll in a course and later decide to convert the course for credit shall file an approved academic petition within four weeks prior to the end of the

semester and must be passing the course at the time of the request. Upon approval, the student shall pay the additional tuition and must submit all course assignments by the end of the semester for a course grade to be applied to his/her transcript. Students who do not hold a Bachelor's Degree will not be allowed to audit graduate courses. Students who do not hold a Master of Divinity Degree will not be allowed to audit doctoral courses.

Course Cancellation

Although the college will endeavor to hold all courses scheduled, it reserves the right to cancel any course due to insufficient enrollment.

Class Cancellation

During inclement weather (usually ice or snow), the Executive Vice President may cancel or delay classes. In case of inclement weather, the student should be aware of the following:

- We generally follow what the **area colleges and universities** decide. We do not follow Prince George's County decisions.
- We will publicize any **closings** via NBC 4. Please check their website (www.nbc4.com) or their news broadcast.
- Decisions regarding closure are made **by 7:00 a.m. for morning classes and after 2:00 p.m. for evening classes**. Please do not call the office before these times.
- You may also sign up with nbc4.com to have an alert sent to you via email when the school is closed. Follow the instructions below to sign-up.
 1. Go to www.nbc4.com
 2. Click on NBC4 Connected on the left side of the screen. (You may have to scroll down.)
 3. Click on Sign Up for School Closings
 4. Scroll down (if necessary) to Closings and Delays E-mail Sign-Up
 5. Enter your e-mail address.
 6. Select the first letter of your institution's name – "N"
 7. Click the "Next" button.
 8. Select Your School or Institution from the drop down menu: National Bible College

9. Optional: Send it to My Text Pager/Phone
10. Click “Next Step” button.
11. Enter pager /cell phone address, not the number (optional). Your email address should automatically appear in the box.
12. Check each box corresponding to the box regarding where to notify you.
13. Click the “Submit Your Changes” button.
14. You should get a message that you have been registered.
15. If you receive an error message, there is a mistake in your email address or your cell phone / pager address. Click the Back button and make any necessary corrections.

Incompletes

Each course syllabus indicates all due dates for required course work. All due dates are final and any change is only at the discretion of the professor. In the case of serious illness, family emergency, or other extenuating circumstances, the professor may grant an extension of not more than six weeks from the end of the term to complete course assignments. All extension requests must be submitted in writing. A temporary notation of “I” (Incomplete) is entered in the student’s academic record until a final grade is determined. Course assignments not completed by the extended deadline will be recorded as a failing grade. An appeal requesting an exception to this policy must be submitted in writing to the Academic Dean.

Grading

All grading plans, determined by individual instructors, must:

1. Provide the student with complete evaluation criteria to be used in the course within the first two class sessions. The criteria should be in writing and included in the course syllabus.
2. Establish the percentages that each of the criteria is worth toward the final grade.
3. Announce course attendance requirements. The effect of class attendance on final grades should be specified.
4. Keep the student reasonably current as to his/her standing in class. Instructors are encouraged to make every effort to return graded papers or examinations promptly.

Grading System

The grade point system is a simplified means for determining the grade average of the student. The grade points for each course are determined by multiplying the point value

of the grade by the credit value of the course. The GPA is computed by dividing the total number of grade points earned by the total number of credits.

A+	4.00 grade points
A	3.90 grade points
A-	3.80 grade points
B+	3.70 grade points
B	3.50 grade points
B-	3.00 grade points
C+	2.70 grade points
C	2.50 grade points
C-	2.00 grade points
D+	1.70 grade points
D	1.50 grade points
D-	1.0 grade points
F	0.0 grade points
P	Pass (not in GPA total)
AU	Audit (no credit)
W	Withdrawal

Grading Scale

A+ = 100-98	B+ = 89-87	C+ = 79-77	D+ = 69-67
A = 97-94	B = 86-84	C = 76-74	D = 66-64
A- = 93-90	B- = 83-80	C- = 73-70	D- = 63-60-

F = 59 & below

After receipt of a grade, a student has one week (seven days) to dispute any grade. If a student fails to submit the required course work, the student automatically receives an **F**. Any contingent changes after seven days will be determined by the NBC&S administration. The student is responsible for all fees. **A student must have a 2.00 (C) average or higher to graduate as an undergraduate student and 3.00 (B) average or higher to graduate as a graduate student.**

Grade Reports

Grade reports are issued at the end of the semester. In compliance with Federal Statute, Public Law 93-380, cited as the Educational Amendments of 1974, Section 438, Protection of the Rights and Privacy of Parents and Students, all reports of grades are mailed to the student at the address indicated on the Admission Application. Errors on the grade report other than grade errors should be reported to the Registrar within two weeks of receiving the grade report. The student's copy of the grade report will be mailed within three weeks after the completion of the semester.

Classification of Students

The student body is divided academically into four classes: freshman, sophomore, junior, and senior. Students are classified academically on the following basis:

Freshman -	Less than 30 semester hours
Sophomore -	Completion of at least 30 semester hours
Junior -	Completion of at least 60 semester hours
Senior -	Completion of at least 90 semester hours
Full-time Students -	Those carrying 12 or more semester hours
Part-time Students -	Those carrying less than 12 hours
Probationary Students -	Those whose academic loads have been reduced because of a deficient grade point average

See definition of credit hour in Appendix I.

Online Learning Rationale

The rationale for online learning is that students have the opportunity to connect with students and faculty from diverse backgrounds within one educational arena. Online learning also is an effective means of serving the learning needs of adult learners who have busy schedules and therefore may not be able to participate in traditional face to face classrooms. Students at National may elect to participate in synchronous online sessions or traditional asynchronous online sessions. Either approach has proven, validated, effective learning outcomes.

Scope of Online Course Privacy

The online learning environment protects the privacy of students through their use of a secure login and password. It is the responsibility of the student to maintain the confidentiality of their username and password. If a student believes that their username or password has been comprised, they are responsible to contact the Registrar. The Registrar will assist the student with resetting their username and password. In order for student identity to be verified in the online environment, students are asked to use their given names so that faculty and other students know to whom they are speaking. Therefore, all communication in discussion boards is not confidential. Students are responsible for all comments that they post within the discussion board and all submissions made through the course drop-box. All online communication is subject to the Student Code of Conduct available in the Student Handbook and the Netiquette requirements contained in the online course syllabus. Student submissions will not be shared with other students without the express permission of the student.

Registration

Please refer to the academic calendar for official registration dates. Late registration dates are listed by each course on the semester schedule. A \$25.00 late registration fee will be charged for late registration, as well as all tuition and fees. All tuition and fees must be paid in full before coursework can begin except when payment arrangement is made with the Registrar's Office.

Taping Lectures

Students must receive permission from the instructor before audio or video taping any class lecture.

Time Limit for Degree Candidates

Degree requirements are normally to be completed within two to four years, although students may take up to six years or more, depending on the degree program. Students who have not registered for more than four consecutive semesters must meet all course and quality requirements in effect at the time of re-entry. **Please refer to the academic catalog for information on time limits for each degree program.**

Transcripts

Student transcripts are kept on file in the Office of Records. A copy of the transcript includes only the academic record accumulated by National Bible College and Seminary. Money orders should be made payable to National Bible College and Seminary. Copies of transcripts furnished from other institutions become the property of the Institution and will not be furnished for other purposes. All transcript requests must be made by students and must be in writing. Transcripts will **not** be issued for students who have outstanding financial obligations to NBC&S. Transcripts will take up to five (5) business days to process.

Definitions:

1. An Official Transcript has the National Bible College and Seminary seal, date, and an appropriate signature for students who have attended this institution. Official transcripts cost **\$10.00** each for all degrees. Official Transcripts can only be released upon receipt of a written request from the student.
2. An Unofficial Student Transcript is an unofficial record of grades obtained while a student is attending NBC&S. It is issued to the student without the college seal. When all coursework has been completed and all financial obligations are fulfilled, one (1) Unofficial Transcript will be available at no charge. All subsequent Unofficial Transcripts are **\$5.00** each.

Transcripts are available for a fee upon written request of the student and in accordance with the Family Educational and Privacy Rights Act (FERPA). Forms to request transcripts are available in the Office of Student Services. Transcripts sent to or given to students are unofficial, and will not be embossed with the NBC&S seal.

Transfer Students

National Bible College & Seminary welcomes transfer students desiring to pursue their educational goals in Christian studies and who wish to transfer from another accredited or approved college. However, each course is individually evaluated before acceptance to ensure that it meets the requirements of similar offerings at NBC&S. The decision to accept or reject transfer of credits rests solely with NBC&S. **See Appendix J** for more information

Official transcripts (certified and sealed) must be submitted directly to the Enrollment Management office from all institutions of learning attended after high school graduation. Transcripts must indicate courses entered, courses in progress, courses completed, grade, and semester/semester credit hours earned (as well as the accreditation of the college).

Results of aptitude and other special tests taken and evidence of standing should also be indicated on the transcript. Since NBC&S is a Bible college, credits may also be given for specific classes, seminars, conferences and programs relating to Biblical topics.

Practicum

A practicum provides an excellent means for students to apply concepts learned in the classroom to a Christian environment. Many students use a practicum to prepare themselves more completely for their ministry after graduation. Students interested in either should contact the Registrar.

Graduation Requirements

It is the student's responsibility to make sure he or she is completing required courses on schedule to graduate on time. In order to be eligible for a degree, the candidate must have completed the required number and distribution of courses and have met the other requirements of the NBC&S. These include, but are not limited to: a minimum cumulative grade point average (G.P.A.) of 3.0 in all graduate coursework (2.0 for undergraduate), the approval of the faculty, and payment of all financial obligations to the NBC&S in tuition, fees, and other charges. Students must also file an Application for Graduation (including fee) with the Office of the Registrar. If all of the above requirements are not met, the student must meet with the Academic Dean to determine a course of action.

Change of Student Information

Each student should immediately notify the Office of Student Services of any changes in name, mailing address, telephone, e-mail, fax, pager, or cell phone numbers.

Confidentiality of Student Records

National Bible College & Seminary provides confidentiality of student records. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. See **Appendix H**.

The institution may provide directory information (i.e. student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and participation in officially recognized activities). Students may withhold directory information by notifying the registrar in writing.

Directory of Records

Please contact the Registrar if you wish to review your semester grades or current transcript. Official transcripts cannot be issued directly to students. Students may receive an unofficial copy only.

Refunds

Any student who withdraws from courses or the College/Seminary in writing and whose withdrawal is officially approved may receive a refund for tuition and course related fees as follows:

- 100% if dropped before the first week of the semester
- 90% if withdrawal is before the end of the first week of the semester
- 80% if withdrawal is before the end of the second week of the semester
- 70% if withdrawal is before the end of the third week of the semester

There are no refunds after the third week of the semester. All refunds will be paid to the student 30 days after check has cleared the bank.

1. All refunds will be processed within 30 days of the official notification of withdrawal. During this time the student's obligations will be reviewed and any necessary adjustments will be made since some charges are posted only once a month.
2. Outstanding balances or tuition fees will be due and payable at the time of withdrawal.
3. An official withdrawal form must be completed and submitted to the Registrar/Administrative Assistant before formal action may begin by the School.

Leave of Absence

Students need to contact the Registrar for an extended absence of a semester or longer. A degree-status student may petition for a leave of absence of up to one academic year. An approved leave of absence secures the student's standing in the program during that period of time. A leave of absence is granted only to students in good standing and does not constitute a waiver of the statute of limitations for completion of the degree. Petitions are available from the Student Affairs Office.

A degree-seeking student may request a leave of absence of up to one academic year by filling out the Withdrawal/Leave of Absence Request Form. It should be understood that an approved leave of absence will secure the student's standing in the program during that period of time only and does not constitute a waiver of the statute of limitations for

completion of the degree. The Leave of Absence must be approved by the Executive Vice President.

Military Mobilization

Students called up for active military duty may be able to obtain a refund of payments made to their account for the semester during which they were chosen for active duty. The NBC&S will explore with the student different ways to complete the semester courses through independent study or through other means. If a student is not able to complete the semester, a written request for refund or reversal of charges with proof of summons for military duty should be submitted to the Finance Office for action. Since a student's enrollment status is likely to be effected because of the length of their military duty, the NBC&S may extend the deadlines for completion of any academic program.

Student Services

Purpose Statement

The purpose of the Student Services Division is to provide meaningful ministry and outreach opportunities that will support and enhance students' ministerial training and preparation for Christian service.

Administrative Services

Administrative Services – The following key administrative services are provided to students of National Bible College and Seminary: admissions and advising, orientation, testing, ministry mentoring, ministry internships and externships, maintenance of student records, counseling, student government and remediation.

Facilities

Entrance and Exits

Students may enter/exit the building by using the main NBC&S entrance.

Office Hours

NBC&S is open for business Monday through Thursday from 9:00 a.m. to 5:00 p.m. Classes continue most evenings, but most administrators will not be available to conduct business during that time.

Library and Bookstore

The library hours are posted at the facility every semester. Please refer to this listing or contact the Librarian at ext. 7167 for more information.

Student Lounge

The student lounge provides space for all students, faculty, and staff to relax and enjoy fellowship. Clean up of the student lounge is the user's responsibility.

Health Insurance

Students are responsible to have a health insurance plan while attending the NBC&S. The institution cannot assume the financial responsibility for hospitalization and medical expenses for students.

Ministry and Social Outreach Opportunities

The Division of Student Services is working to expand relationships with external ministries that will provide ministry opportunities for students. Currently, the Practicum requirement is that students identify a recognized ministry site where students can provide 30 hours of ministry service. Oversight is performed by a ministry leader within the ministry and by a faculty member from National. National Church of God offers internship opportunities for National Bible College and Seminary students who are recommended by the faculty. Additionally, our students participate in ministry and social outreach services through their churches.

Outreach/services are provided through the **NET**(National Evangelism Team) ministry. Students may participate in Evangelistic opportunities through NET. Additionally, one of the NET team members will accompany students and faculty to proposed outreach sites.

Multicultural Student Services

The NBC&S provides counseling, advising, and support services for minority and international students. The U.S. Immigration & Naturalization Service is provided for international students. Please refer to the Academic Catalog for additional information.

Textbooks

Books are listed at least four weeks prior to the first day of each semester. Purchasing textbooks is the responsibility of the student.

Bulletin Boards

There is a bulletin board in the Student Information area. The bulleting provides information related to emergencies, course schedules, and other information relevant to student life.

Computer Facilities

A computer lab is located in Room 220B on Level 2 of the WEB facility. A printer, copy machine, and wireless internet for student use. Please see the Librarian if you need assistance in operating the equipment.

Library

The NBC&S Library is located on the upstairs/downstairs level of the facility.

Features include:

- Professional librarian to provide assistance in locating information and sources.

- Circulating books that may be borrowed for a period of three (3) weeks. You are encouraged to return books as quickly as possible. Periodicals and reference books may not be taken out of the library.

Note: Theft or damage to library property is a violation of the NBC&S standards. Violators are subject to disciplinary action from the Student Affairs Office. Depending upon the nature of the violation, the discipline could range from suspension of library privileges to expulsion from the NBC&S. The decision of the committee is final.

Online Learning/Alternative Delivery Methods

The rationale for online learning is that students have the opportunity to connect with students and faculty from diverse backgrounds within one educational arena. Online learning also is an effective means of serving the learning needs of adult learners who have busy schedules and therefore may not be able to participate in traditional face to face classrooms. Students at National may elect to participate in synchronous online sessions or traditional asynchronous online sessions. Either approach has validated, effective learning outcomes.

The online learning environment protects the privacy of students through their use of a secure login and password. It is the responsibility of the student to maintain the confidentiality of their username and password. If a student believes that their username or password has been compromised, they are responsible to contact the Registrar. The Registrar will assist the student with resetting their username and password.

In order for student identity to be verified in the online environment, students are asked to use their given names so that faculty and other students know to whom they are speaking. Therefore, all communication in discussion boards is not confidential. Students are responsible for all comments that they post within the discussion board and all submissions made through the course drop-box. All online communication is subject to the Student Code of Conduct available in the Student Handbook and the Netiquette requirements contained in the online course syllabus.

Student submissions will not be shared with other students without the express permission of the student.

Academic Catalog

The Academic Catalog contains comprehensive facts for incoming students, including a description of all courses of study available, information on tuition, curriculum, faculty, and policies. The catalog is published annually. It is available for current and prospective students.

Alumni Relations

The NBC&S Alumni Association is a network of more than 300 graduates. Graduates should stay in touch with the NBC&S. Upon graduation, the President's letter will be automatically sent to students allowing alumni to stay informed of NBC&S developments.

Clubs and Organizations

Other than SGA, National Bible College and Seminary does not offer clubs and organizations for students. Many of our students work full-time while taking courses in the evening, and are fully vested in the activities of their churches. It is our view that developing clubs and organizations would draw our organization away from our objectives. Further, they would not contribute to the attainment of our mission. The inclusion of clubs and organizations can be researched and addressed at a different point.

Chapel Services

Chapel services are held for day and evening students. These services challenge the students from the Word of God. A chapel service allows students an opportunity to worship, offer devotionals, read and preach God's Word, pray, and fellowship. Also, chapel serves as a period of intercessory prayer. Students and faculty are expected to attend all chapel services. No classes will be held during chapel services.

Lost and Found

All articles found should be turned into the Registrar Office and claims for lost articles should be reported to the Registrar. All articles not claimed within a reasonable time may be disposed as determined appropriate.

Transit Authority

City buses stop within one block of the NBC&S. Students may contact Washington Metropolitan Area Transit Authority for bus schedules and route information at 202-637-7000 or www.wmata.com.

Telephone Use

Students may use the NBC&S phones to make local calls that are of an important nature (five minute limit, please). Students must use their own calling cards if they make long-distance calls.

Use of NBC&S Facilities

All activities involving the use of NBC&S facilities must be approved by Executive Vice President.

Conditions for Approval:

1. Assurance that all NBC&S regulations, local, state, and federal laws concerning fire and safety regulations, necessary security, and conduct will be followed.
2. Indication that the activity is consistent with the purposes and constitution of the sponsoring organization.
3. Availability of financial resources on the part of the sponsoring organization if property damage is incurred.
4. Assurance that no group or individual will accrue private financial gain from sponsorship of the event.

Damage/Theft Responsibility

It is the responsibility of the sponsor(s) for any damage, theft, and/or abuse of the facilities immediately before, during, and after the event.

Facility Cleanup

It is the responsibility of the sponsor(s) to leave the facility in a satisfactory condition, as determined by the NBC&S, after each event.

Financial Responsibility

The sponsor(s) assumes complete financial responsibility for any damage, theft, and/or abuse of the facilities immediately before, during, and after the event.

Fees

Appropriate fees will be assessed for rental, services, and maintenance.

Purpose: Activities sponsored by outside groups must be related to the general mission and function of the NBC&S or have a community-service function. These events will generally not be held while the NBC&S is in session.

Campus Policies and Procedures

Animals

Under most circumstances, animals (except service animals) are not allowed in the NBC&S building.

Automobiles, Parking, and Traffic Rules and Regulations

Students and are advised to drive carefully on the NBC&S grounds. Always use caution when driving in the parking areas. If you see people who do not belong on the NBC&S property, please contact an administrator, security, or faculty member.

The following rules apply to all students:

1. Parking is allowed only within approved marked parking spaces (paralleled white lines).
2. Do not park: on any grass areas, dirt areas, sidewalks, or roadways, in travel lanes or fire lanes, or blocking fire hydrants.
3. The NBC&S has reserved some areas for handicapped parking. Parking in these areas is allowed only with an official parking permit.
4. The speed limit on NBC&S property is 15 mph.

Dress

Students may dress casually and comfortably. However, students should keep in mind that they are enrolled in a Christian school and that they are preparing for professional ministry. In accordance with health and safety requirements, shoes must be worn in all areas of the building.

Food and Drink

Food and beverages may not be consumed in the classrooms or library, only designated eating areas (bottled water is allowed).

Personal Property

The NBC&S makes every effort to protect the personal property of students and guests, but does not hold itself responsible for damages to automobiles or other personal property.

Poster and Sign Policy

Posters and signs must bear the name of the sponsoring organization or department and must have the permission of the Executive Vice President.

Appeals Procedures for Student Financial Accounts

Questions regarding a student's financial account with the NBC&S which are not resolved after discussion with the Registrar may be appealed to the Executive Vice President.

The student should submit a written memorandum of his/her complaint to the Registrar within three business days after receiving the Registrar's decision. The Executive Vice President will schedule a meeting or a telephone conversation with the student within five business days after receiving the memorandum. All decisions made by the Executive Vice President will be final and shared with the student and the Registrar.

Student Counseling

Students experience a great deal of challenges from both the academic and personal areas of their lives. Many new and important decisions are made during these years. Change is constant and stress often accompanies the experience. The NBC&S provides a place for students to discuss these many and varied changes in a private and confidential setting. Some of the instructors at the NBC&S are licensed and or certified, practicing counselors. Students who are experiencing serious emotional difficulties, or who require specialized or long-term treatment, are referred to professional services off campus. Please see the Director of Student Affairs if you have counseling needs.

Addressing Accreditation Concerns

Students who have specific concerns which relate to accreditation standards should address their concerns to the Executive Vice President of the NBC&S: 6700 Bock Road, Fort Washington, MD 20744 or they may contact The Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, VA 24551 Call: 804-525-9539.

Complaints against Member Institutions or TRACS

Administrators, Faculty, Students, or Staff who wants to file a complaint with TRACS may access the TRACS Policies and Procedures Manual for instructions on filing a complaint. The TRACS website is www.tracs.org.

Regarding the Student Handbook

While every effort is made to ensure the accuracy of the information in this publication, the NBC&S has the right to make changes at any time without prior notice. It is the NBC&S' expectation that students will follow school policies and procedures as presented in the online catalog and student handbook. The student assumes personal responsibility for fulfilling their course of study and completing the graduation requirements of the National Bible College and Seminary.

Inquiries regarding the Student Handbook should be addressed to:

Office of Admissions

National Bible College and Seminary

6700 Bock Road

Fort Washington, MD 20744

Appendices

Appendix A

Certificate of Biblical Studies	FIRST YEAR
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PROGRAM DESCRIPTION:

The Certificate of Biblical Studies is designed for students who are seeking an understanding of Christian and Biblical foundational truths to assist them in the various ministries of the church. This program is ideal for students with no prior systematic Bible teaching. Students completing the 30 semester hours of class work in residence will be able to progress to the Associate level.

Fall Semester Component

	OTS101	Old Testament Survey I	3
	ECM101	Evangelism	3
	ENG101	English Grammar	3
	SYS210	Basic Bible Doctrine	3

Spring Semester Component

	NTS101	New Testament Survey	3
	PRE201	Homiletics	3
	THE230	Hermeneutics	3

Summer Semester Component

	CNS131	Basic Christian Counseling	3
	OTS	Old Testament Survey II	3
	PTH301	Leadership Principles	3

Appendix B

Associates of Biblical Studies

SECOND YEAR

PROGRAM DESCRIPTION:

The Associates of Biblical Studies program builds upon the foundational truths presented in the Certificate of Biblical Studies. This 60 credit-hours program is designed to give the student a broad scope encompassing specific New Testament and Old Testament studies. Students receiving this degree are prepared to further study at the Bachelor level at NBC&S, transfer to other institutions or enter into church-related ministries as biblical-oriented laypersons. Students who earn the A.A. degree and transfer to other institutions are advised to obtain advanced approval in writing from the college to which they plan to transfer the credits.

Fall Semester Component

	ENG102	English II Composition	3
	MAT100	Mathematics (MAT100 or higher)	3
	CED212	Philosophy & History of Christian Education	3
	SYS326	Bible Doctrine I	3

Spring Semester Component

	HCH201	Pentateuch	3
	HIS301	American History & Government	3
	COM302	Public Speaking	3

Summer Semester Component

	NTS110	Gospels: Life of Christ	3
	THE262	Comparative Religions	3
	RES396	Practicum Associates	3

Appendix C

Bachelor of Ministry

FIRST YEAR

PROGRAM DESCRIPTION:

National Bible College and Seminary offers a Bachelor of Ministry degree program. All students must complete 120 credit hours to earn the Bachelor of Ministry. A minimum of 30 credit hours must be earned at the National Bible College and Seminary, in addition to any transfer credit hours earned toward the Bachelor of Ministry. The final 30 hours must be completed in residence at NBC&S.

Fall Semester Component

	OTS101	Old Testament Survey I	3
	ECM101	Evangelism	3
	ENG101	English Grammar	3
	SYS210	Basic Bible Doctrine	3

Spring Semester Component

	NTS101	New Testament Survey	3
	PRE201	Homiletics	3
	THE230	Hermeneutics	3

Summer Semester Component

	CNS131	Basic Christian Counseling	3
	OTS	Old Testament Survey II	3
	PTH301	Leadership Principles	3

Bachelor of Ministry**SECOND YEAR****Fall Semester Component**

	ENG102	English II Composition	3
	MAT100	Mathematics (MAT100 or higher)	3
	CED212	Philosophy & History of Christian Education	3
	SYS326	Bible Doctrine I	3

Spring Semester Component

	HCH201	Pentateuch	3
	HIS301	American History & Government	3
	COM302	Public Speaking	3

Summer Semester Component

	NTS110	Gospels: Life of Christ	3
	THE262	Comparative Religions	3
	RES396	Practicum	3

Bachelor of Ministry**THIRD YEAR****Fall Semester Component**

	CIS101	Introduction to Computers	3
	THE203	Names of God	3
	HCH201	Church History	3
	CNS334	Grief Counseling	3

Spring Semester Component

	PSY101	Psychology and Counseling	3
	ENG103	Creative Writing	3
	SYS327	Bible Doctrine II	3

Summer Semester Component

	SOC101	Introduction to Sociology	3
	CNS133	Pastoral Counseling	3
	CED213	Curriculum Development	3

Bachelor of Ministry**FOURTH YEAR****Fall Semester Component**

	BUS101	Business Administration	3
	CED303	Principles of Education	3
	SYS328	Bible Doctrine III	3
	OTS410	Major Prophets	3

Spring Semester Component

	CED111	Dynamic Methods of Teaching	3
	NTS210	Pauline Epistles	3
	HIS302	Survey of the Middle East	3

Summer Semester Component

	THE405	Apologetics	3
	THE406	Introduction to Greek	3
	RES496	Practicum	3

Appendix D

Master of Theological Studies

FIRST YEAR

PROGRAM DESCRIPTION:

The M.T.S. program is designed for those individuals seeking to develop their theological knowledge and do not want to pursue a Doctor of Ministry degree program. Individuals who wish to enroll in the Doctor of Ministry program should pursue it through the Master of Divinity degree program. The M.T.S program is ideal for leaders in Para-Church ministries, Sunday school teachers, and Bible Study leaders etc., to provide such student with a solid foundation in Theology that will enhance other ministry preparation.

Fall Semester Component

	THE501	Old Testament Theology	3
	THE502	New Testament Theology	3
	THE504	Advanced Apologetics I	3
	THE509	Christian Theology I	3

Spring Semester Component

	THE503	Advanced Hermeneutics	3
	THE513	Christian Theology II	3
	THE515	Biblical Language I (Greek)	3

Summer Semester Component

	THE512	Old Testament Theology II	3
	THE514	Christian Theology III	3
	THE516	Biblical Language II (Greek)	3

Appendix E

Master of Divinity

FIRST YEAR

PROGRAM DESCRIPTION:

The Master of Divinity is designed for those students who already have a foundation in biblical studies. Professional ministry vocations, for which the Master of Divinity is primarily designed to equip students, include pastoral ministry, missions, chaplains and others with a biblical and theological basis for church related ministries. The program also serves as the foundational degree to prepare students for further studies in preparation for vocations in research, teaching, and writing in biblically related fields. Consequently, NBC&S seeks to maintain a healthy balance in the program among the biblical, theological and practical studies.

Fall Semester Component

	THE501	Old Testament Theology	3
	THE502	New Testament Theology	3
	THE504	Advanced Apologetics I	3
	THE509	Christian Theology I	3

Spring Semester Component

	THE503	Advanced Hermeneutics	3
	THE513	Christian Theology II	3
	THE515	Biblical Language I (Greek)	3

Summer Semester Component

	THE512	Old Testament Theology II	3
	THE514	Christian Theology III	3
	THE516	Biblical Language II (Greek)	3

Master of Divinity

SECOND YEAR

Fall Semester Component

	THE521	Foundation of Pentecostal Theology	3
	CED601	Advanced Effective Leadership	3
	MDC606	Mood Disorders	3
	CED607	Advanced Christian Education	3

Spring Semester Component

	THE600	Systematic Theology I	3
	MDP601	Church Administration	3
	CED608	Designing Biblical Instruction	3

Summer Semester Component

	THE601	Systematic Theology II	3
	MDP602	Pastor, Church, and Law	3
	MDC607	Comparative Therapies	3

Master of Divinity**THIRD YEAR****Fall Semester Component**

	MDC104	Time Management	3
	MDC609	Marital Enrichment	3
	CED609	Evaluating Ministry Effectiveness (Appraisal/Assessment Technique)	3
	CED610	Family Life Education	3

Spring Semester Component

	THE522	World Religions	3
	MDP604	Church Finances	3
	MDR700	Research Thesis Proposal	3

Summer Semester Component

	MDP603	TQM for churches	3
	MDR710	Master Thesis	3

Appendix F

Doctor of Ministry

FIRST YEAR

PROGRAM DESCRIPTION:

The Doctor of Ministry degree is an advanced professional degree designed for the continuing development of those involved in the vocational ministry. Since it is not oriented toward teaching or research in graduate theological studies, The Doctor of Ministry degree is distinct from the Doctor of Philosophy (Ph.D) or The Doctor of Theology (Th.D) degrees. The Doctor of Ministry program is designed to enhance professional competence by expanding upon an initial foundation of theology and ministry experiences, to enable those in the vocational ministry to enhance current strengths, address areas of weakness, and increase overall effectiveness.

	SYS701	Advanced Practical Theology I	3
	THE701	Effective Ministry Leadership	3

Spring Semester Component

	SYS702	Advanced Practical Theology II	3
	PTH702	Ministry Leadership Coaching	3

Summer Semester Component

	PTH710	Leadership Lifestyle Principles	3
	PTH711	Spiritual Formation and Renewal	3

Doctor of Ministry

SECOND YEAR

Fall Semester Component

	PTH703	Doctorial Ministry Project	3
	DMT901	Proposal/Outline Dissertation	3

Spring Semester Component

	DMT902	Doctoral Dissertation	6
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Appendix G

Holiday Observances

National Bible College and Seminary observes eight (8) holidays listed at which time the school will be closed.

New Year's Day	Martin Luther King Day	Good Friday
Memorial Day	Independence Day	Labor Day
Veterans Day		
Thanksgiving Day (Thursday and the following Friday)		Christmas

Appendix H

Family Educational Rights and Privacy Act (FERPA)

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN

Or you may write to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

Appendix I

Definition Of A Credit Hour

Amendment from October 29, 2010

34 CFR--PART 600

View Printed Federal Register page [75 FR 66946](#) in PDF format.

Amendment(s) published October 29, 2010, in 75 FR 66946

Effective Dates: July 1, 2011

2. Section 600.2 is amended by:

A. Adding, in alphabetical order, the definition of a Credit hour.

The addition and revision read as follows:

§ 600.2 Definitions.

* * * * *

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

* * * * *

Appendix J

TRANSFER OF CREDIT POLICY

National Bible College and Seminary accepts transfer of credit based on the following conditions:

Accredited Institutions

Credits are accepted on a case by case basis

The student must have earned a minimum of a B in the course (applies to undergraduate and graduate courses)

A maximum of 75% of credits can be transferred to National.

Non-Accredited Institutions

Transfer credit will be accepted on a case by case basis

The student must have earned a minimum of a B+ in the course (applies to undergraduate and graduate courses)

A maximum of 10% of credits can be accepted based on the conditions stipulated above as well as the general conditions stipulated below.

General Transfer Credit Conditions/Requirements

Credit must have been earned within the last two years to be considered.

Accepted credits must be for comparable/equivalent courses.

Students must pass the National Bible College and Seminary Entrance Exam with an 80% rate of proficiency for transfer credit to be accepted.

General Education credits will be accepted, if the student has earned a minimum of a B- in the course.

Students are informed that course content/program emphasis at their previous institution may not be identical to the course content/program emphasis at National.

Students receive a letter informing them which transfer credits were accepted and which were not. Included with the letter are instructions for appealing the transfer credit decision.

Students are responsible to provide official transcripts for review within the published submission guidelines.

Transcript review and awards do not occur until an official transcript has been received.

Students are responsible for any material that was covered in courses for which transfer credit was applied.

Students are expected to complete a disclosure form regarding the limitations of transferring credit from a non accredited institution.

National Bible College and Seminary has an articulation agreement with Lee University which indicates that Lee University will accept transfer credits from our students on a case by case basis.

The Registrar provides online transfer credit counseling and review for students who want to transfer credits to other institutions and who want to transfer credits to National. The National website provides forms for transcript requests and associated costs for both official and unofficial transcripts.