



2 Timothy 3:16

NEW COVENANT BIBLE COLLEGE

"EQUIPPING GOD'S PEOPLE FOR MINISTRY TO THE ENDS OF THE EARTH."

2016-2017 College Catalog

*Providing Ministry Training & Degree
Programs In Biblical Academics*

Effective 9/1/2016

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)



Good Faith Agreement:

This catalog serves also as a student handbook and represents the most recent information regarding degree requirements, tuition fees, coursework guidelines, etc. The information in this publication does not constitute a legal contract between the student and New Covenant Bible College (NCBC). Rather, it is a set of the most recent and accurate policies and rules available at the time of printing. New Covenant Bible College reserves the right to make changes in policy concerning course offerings, fee schedules, tuition, graduation requirements, or other matters without advanced notice, yet with a view to avoid unnecessary hardships. This book and any portion thereof may not be reproduced or used in any manner whatsoever without the expressed written or verbal permission of NCBC except for the use of academic purposes for our registered students, faculty, and staff.

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

TABLE OF CONTENTS	Mission, Vision, & Values	3
	History	4
	Accreditation	4
	Disclaimer	4
	What We Believe	5
	Faculty, Board, & Staff	7
	Privacy Policy	8
	Admission Requirements	9
	Application Procedure	10
	Transfer Credits	10
	Ministry Life Experience Credit	11
	Auditing / Nonacademic Study Program	11
	Ministry Practicum	11
	Attendance, Absence, & Tardy Policies	12
	Late Exams	12
	Late Research Papers	12
	Failing Grade	13
	Incomplete Work	13
	Correspondence Courses	13
	Student Code of Conduct	14
	Chapel	15
	Graduation Requirements	16
	Grade Reporting	17
	Grading System	17
	Graduating with Honors	17
	Tuition	18
	Miscellaneous Fees	20
	Tuition and Fees - Charts	21
	Degree Credit Programs	22
	Master’s Thesis & Doctoral Dissertation Requirements	23
	Course Descriptions	24
	Research Paper Guidelines	34
	Five Parts to a Research Paper	36
	Sample Research Paper and Bibliography Outlines	40-46
	Course Tracking Form and Note Taking Tips	47-52
	NBCB Course Catalog Acknowledgment	53

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

MISSION, VISION, & VALUES

Mission:

New Covenant Bible College (NCBC) exists to equip and develop men and women of all backgrounds and walks of life to achieve their part in fulfilling God’s plan of reaching the entire world with the gospel of Jesus Christ.

Vision:

To provide a quality, Bible-based education to men and women in the Body of Christ who recognize a call to ministry. This calling can involve either vocational ministry, or simply serving in a non-vocational role in the local church.

Ministerial Academics at NCBC will:

1. Provide Biblical literacy in an era that faces great challenges at teaching and interpreting God’s Word properly.
2. Teach practical principles involving prayer, communing with God, developing a deeper intimacy with the Holy Spirit, and operating in God’s Power.
3. Provide principles that aid in the modern application of the Biblical text.
4. Encourage development of Spiritual fervency, leading to great faith, and greater growth in Christian leadership.

Values:

Our guiding values at New Covenant Bible College are:

Wisdom - Character - Faith

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HISTORY

New Covenant Bible College was originally established as a satellite campus of Covenant Bible College and Seminary in the summer of 2013 by Reverend Nathan Kyle Bailey. Reverend Bailey has worked in Ministerial Academics since 2011. He was a Professor at Covenant Bible College and Seminary until July 2016. Then, in the summer of 2016, Rev. Bailey founded New Covenant Bible College located in Vero Beach, Florida.

Rev. Bailey was given a vision for establishing a Bible College that could meet the demands of the modern era while also remaining faithful to the truth and infallibility of God’s Word. As a result, NCBC was established. Rev. Bailey is also serving as the Associate Pastor of Freedom Church in Vero Beach, Florida, as well as a Spiritual Director at Dynamic Life Recovery Center in Fort Pierce, Florida.

ACCREDITATION

New Covenant Bible College (NCBC) is accredited with the National Bible College Association. The National Bible College Association seeks to provide non-governmental recognition and certification by way of providing accredited status to small, private, independent Christian institutions of higher learning. NCBA’s goal and purpose is to recognize, endorse and accredit institutions of higher learning that are dedicated to the principles of the Kingdom of God and the effectual nurturing and training of ministers throughout the United States. For more information, please go to <http://www.n-b-c-a.com/>.

DISCLAIMER

This institution is not certified by the Board of Regents of any state, but is religious and theological in nature; therefore, no liberal arts or sciences are required. The courses and credits obtained may or may not necessarily transfer to a state operated institution or institutions certified by the state. This institution does not make any claims pertaining to job opportunities and/or placement. Degrees are issued from our main office in the State of Florida. New Covenant Bible College is a Doing Business As (DBA) and under the corporate umbrella of Freedom Church a non-profit 501 (c) (3) organization recognized by the IRS and the states in which Satellite Teaching Campuses are established.

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WHAT WE BELIEVE

GOD

“Yahweh,” the God of the Bible is the Only True God. He is the Creator of the Heavens and the Earth. He has further revealed Himself as a triune Being, revealing Himself as Father, Son, and Holy Spirit. (Deut. 6: 4; Isa. 43: 10, 11; Isa. 48: 16; Matt. 28: 19; Lu. 3: 22)

THE BIBLE

The Bible is our exclusive guide for truth. It is the inspired, infallible, authoritative Word of God. Divine inspiration extends equally and fully to all parts of the writings in the original manuscripts, and is therefore inerrant. All Scriptures were designed for practical instruction in our everyday living.

JESUS CHRIST

Jesus Christ is both fully God and fully man, the “Word became flesh and made His dwelling among us.” He is the expressed image of the living God in human form. We believe in His virgin birth, sinless life, miracles, vicarious atonement on the cross, bodily resurrection, ascension to the right hand of the Father, as well as His personal return in power and glory. (Matt. 1: 23; John 1; Jn. 5: 22; II Jn. 3; Heb. 11:1-13)

THE FALL OF MANKIND

Man was originally created with a sinless nature, in the image and likeness of God. The first man, Adam, disobeyed God and, thus, sin and death entered into the world. Adam’s sin incurred, not only physical death for man, but also spiritual death which is eternal separation from God. Man’s propensity to sin, because of his sinful nature, necessitates salvation from the power of sin and a Savior to provide that salvation. (Gen. 1: 26, 27; Gen. 2:1-17, 3:4 -6; Rom. 7: 13-25)

GOD’S PLAN OF SALVATION

We believe in the necessity of New birth (born of the Spirit) for the believer. We believe in the salvation of lost and sinful people through personal repentance, and in regeneration by the Holy Spirit. (Acts 4: 12; Rom. 5: 8-13, 10: 9; Ja. 1: 21; Eph. 2: 8)

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

BAPTISM IN WATER

Baptism by immersion in water is commanded in the Scriptures. All who repent of their sins and believe in Christ as Savior and Lord are to be baptized. (Matt. 28: 19; Mark 16: 16; Acts 10: 47, 48; Rom. 6: 4; Col. 2: 11, 12)

THE CHURCH

The church is the Body of Christ and is comprised of all believers. God inhabits the Body of Christ by the Holy Spirit both individually and corporately. The church’s responsibility is:

1. To be a community of believers in which man may worship and glorify God.
2. To evangelize the world.

(Acts 1: 8; Matt. 28: 19, 20; Mark 16: 15, 16; I Cor. 12: 28, 14: 12)

THE LORD’S SUPPER

Holy Communion consists of consuming bread and wine (grape juice) as a church sacrament. It is a sacrament in which God dispenses grace to the participant. The participant in Holy Communion must be a believer. It is a memorial of Jesus’ death until He comes again. (II Pet. 1: 4; I Cor. 11: 26)

THE HOLY SPIRIT

The Holy Spirit is the third person of the Godhead. The Holy Spirit baptizes, empowers, counsels, strengthens, gives gifts, and causes fruitfulness in the believer for witnessing on behalf of Christ. Ultimately the Holy Spirit prepares the believer to be a good witness of Christ to others for the purpose of advancing the gospel. We believe in the continuation of all spiritual gifts, the Holy Spirit will disperse spiritual gifts to each member of the church according to His will until the end of the age. Spiritual gifts are to be used in compliance with the various instructions given with the New Testament. (Genesis 1:2; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16;4:1)

THE SECOND COMING OF CHRIST

We believe Jesus is coming again. At that time, there will be a resurrection of the righteous and the wicked. The wicked will be judged and the righteous will be ushered into the everlasting kingdom of God. (I Thess. 4: 16, 17; Zech. 14: 5; Matt. 24: 27-30; Rev. 1: 7, 19: 11-14, 20: 1-6)

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

FACULTY, BOARD, & STAFF

Faculty

Rev. Nathan Kyle Bailey, M.Th., Founder/Chancellor and Pastor

Rev. John Roger Ball, B.Th., Co-Founder and Lead Pastor

Rev. Richard Rosalia, B.Th., Director of Enrollment and Pastor

Mrs. Jacqueline Rosario, B.Th., M.Ed. (Sp.Ed.), M.Ed. (Adm.), Academic Dean

Board of Trustees

Rev. Nathan Kyle Bailey, M.Th., Founder/Chancellor and Pastor at Freedom Church

Rev. John Roger Ball, B.Th., Co-Founder and Lead Pastor at Freedom Church

Rev. Gene Hurst, B.Th., Life Group Pastor at Freedom Church

Rev. George Lynch, CRC, Recovery Pastor at Freedom Church

Rev. Dale Glading, President of Risk Takers for Christ

Teaching Faculty

Rev. Nathan “Kyle” Bailey, M.Th.- Founder/Chancellor

Rev. John “Roger” Ball, B.Th.- Co-Founder

Rev. Richard Rosalia, B.Th.- Registrar

Rev. Gene Hurst, B.Th., Life Group Pastor at Freedom Church

Rev. George Lynch, CRC, Recovery Pastor at Freedom Church

Rev. Thomas Griffin, B.Th., Interim Pastor at Glendale Church

Dr. Mark Richardson, Ph.D.

Rev. Joe Moore, Founder of Rhema Word Ministries

Disciplinary Review Board

The Disciplinary Review Board will be comprised on three or more members of the Board of Trustees as designated by the Founder and Chancellor of NCBC.

Notice of Non-Discrimination

New Covenant Bible College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students. NCBC does not discriminate on the basis of gender, race, color, national and ethnic origin in the administration of educational or admissions policies and procedures, scholarship or loan programs or any other college administered programs.

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

PRIVACY POLICY

Statute 20, United States Code, 1232g – Family Educational Privacy Rights

Based on this statute and regulations adopted pursuant thereto, hereafter, referred to as the Code, requires that each student be notified of the rights afforded him or her by the Code. The following is provided as basic general information relative to this statute.

The Code provided for the institution to establish a category of student information termed “directory information”, “student directory” (or the like). When available in college records, any information falling into the category of “directory information”, “student directory” (or the like) will be available to all persons on request, i.e., the IRS, FBI, or other government agencies, and for use in New Covenant Bible College (NCBC) publications. NCBC has identified the following student data as “directory information”, “student directory” (or the like),

1. Name
2. Street address, city, state, postal zip code
3. Telephone listing
4. Race
5. Date and place of birth
6. Major field of study
7. Church membership
8. Denominational affiliation
9. Dates of attendance
10. Degrees and awards received
11. Most-recent previous educational institution attended

All other information, such as health and medical records, disciplinary records, records of personal counseling, required, student and family financial income records, transcripts, student permanent academic records, student placement records, and any other personally identifiable information shall be open for inspection only to the student and such members of the faculty and staff of the college who may have a working responsibility relative to the educational goals of the student. Such information will not be released to second parties without the verbal and/or written consent of the student. Except as required for use by the Chancellor or his designee in the discharge of his official responsibility as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

ADMISSION REQUIREMENTS

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Diploma, Undergraduate and Graduate

1. Must be eighteen years of age or older.
2. Must have a high school diploma or equivalent (GED), *or* a college degree from an accredited academic institution of higher learning.
3. Must provide official sealed transcripts from high school, or equivalent (GED), *or* from all previous academic institutions (copies are not acceptable).
4. Must complete the application for admission.
5. All previous financial obligations must be satisfied.
6. Submit a one-time application fee of \$35.00.

Doctoral

1. Must be twenty-one years of age or older.
2. Must have completed a Master’s degree in the same field of study as the desired post-graduate degree.
3. If continuing studies from graduate level courses, the previous application may remain on file and no new application fee would be due. However, if the doctoral studies do not immediately follow graduate studies at NCBC, or if there are 6 months or more between coursework, then a new application must be completed for readmission along with a new application fee of \$35.00.
4. Must provide any updated or new official sealed transcripts from all previous colleges or universities (copies are not acceptable) if necessary.
5. All previous financial obligations must be satisfied.

Nonacademic / Audit

1. Must be thirty years of age or older.
2. Must be able to document five years in a primary ministry.
3. Must complete the application for admission and submit it with an updated photo.
4. All previous financial obligations must be satisfied.
5. Submit a one-time application fee of \$35.00.

APPLICATION PROCEDURE

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

1. Complete a NCBC application form.
2. Attach a recent photograph to application form.
3. Request transcripts from all previous educational institutions. Official transcripts must be sealed and mailed directly to NCBC. Unofficial transcripts or copies will not be accepted.
4. Be sure to comply with all admissions requirements (Pg. 11).
5. Mail all of above along with the one-time nonrefundable application fee of \$35.00 to:

New Covenant Bible College

Attn: Director of Enrollment

455 58th Ave. SW

Vero Beach, FL 32968

Applications are available in person at the main office or on our main website page - www.newcovenantbiblecollege.com. Completed applications, transcripts, and all other required documentation for admission must be on file at NCBC before students are able to attend classes unless otherwise approved by the Chancellor or his designee.

TRANSFER CREDITS

Students transferring credits from other college level institutions must provide official, sealed transcripts sent directly from the institution to the NCBC Home Office. Students may be granted credit for work done on an equivalent level and for a similar amount of time in subjects that fit in the student’s program of study at New Covenant Bible College. Transferable grades must be “C” or above. Transferable grades will be included in the student’s overall grade point average (GPA) at NCBC.

Please note that Vocational and Technical College credits will not be accepted. Formal transfer credit evaluation is done by the Registrar’s Office. Official transcripts should be received by the Registrar’s office within 60 days of the student’s application to NCBC in order for the transfer credit to be included for that academic year. To receive a degree from NCBC, students must have taken courses or transferred credits covering first year subjects and have completed a minimum of thirty (30) credit hours at NCBC.

MINISTRY LIFE EXPERIENCE CREDIT

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Ministry Life Experience credit recognizes academic study for a minimum of five years of experience in ministry that has been sanctioned by the church. A ministry resume must be submitted to receive up to 30 credit-hours. Approval is based on a specific review of all ministry work. There is a \$250 fee for MLE credits. See also “Tuition” section of this handbook for more information.

AUDITING / NONACADEMIC STUDY PROGRAM

Anyone can audit a class/classes. There are two requirements. A general admission application is required audit / nonacademic study program. The application fee is non-refundable and must be paid prior to beginning a course. A person auditing a class is not required to take any tests, do any homework or participate in the class discussions. No attendance records or grades are kept, therefore, the auditing / nonacademic study program class credits.

MINISTRY PRACTICUM

Students are required to serve in their local church for a minimum of 72 hours during the 9-month school year. This volunteer service earns the student 3 credit hours for their Ministry Practicum. These can include but are not limited to serving as usher, greeter, Sunday school teacher, praise & worship team member, visitation team etc. Ministry Practicum is mandatory for all non-audit, non-doctoral candidates. This program is designed to benefit the local church while providing the student with ministry experience. For undergraduate, graduate, and post-graduate students, at least 50% ministry practicum hours should be in a service directly related to their major field of study. Other practicum credits may also be accepted, but only with prior approval. Pastors serving in full time ministry can automatically receive 3 credits for this requirement. Students are also required to log their own hours. At the end of the academic year, the ministry leader or pastor will be asked to sign off on all Ministry Practicum hours. A sample log may include the following,

Student’s Full Name_____		Degree Program_____
Date	Ministry/Volunteer Service	Total Time Served
9/1/15	Greeter	2 hours
9/8/15	Greeter	1 ½ hours

ATTENDANCE, ABSENCE, & TARDY POLICIES

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Regular and punctual attendance is essential to educational achievement and success in ministry. Therefore, students are expected to be punctual and in class at the scheduled start time of class. Because courses are one month in length, it is imperative that all absences are accompanied by a written and/or oral excusal from their instructor or school administrator.

LATE EXAMS

Unless otherwise specified, exams are due one week after the last class meeting date (the first day of the following course). With the exception of extenuating circumstances and attendance excusal, all exams are due on the same date. Proper documentation may be required for approved exceptions. Without approved excusals, all exams will be considered late and may receive an “I” for Incomplete. An automatic letter grade reduction will occur for each week an exam is late. However, students with excusals must turn in any late exams no later than two weeks past the due date in order to receive a letter grade. See Incomplete Work (pg. 15) for more details. If all work is not turned in within two weeks, the “I” will be changed to an “F” and the student will be required to retake the course including all costs associated with that course. Students who do not contact the proper personnel prior to an exam deadline and/or who does not turn in their exam will receive an “F” for the course. Students in this circumstance will be required to repeat the course.

LATE RESEARCH PAPERS

Research papers are due one week after the last class meeting date (the first day of the following course). With the exception of extenuating circumstances and attendance excusal, all research papers are due on the same date. Proper documentation may be required for approved exceptions. Without approved excusable, all research papers will be considered late and may receive an “I” for Incomplete. An automatic letter grade reduction will occur for each week a research paper is late. However, students with excusals must turn in any late research paper no later than two weeks past the due date in order to receive a letter grade. See Incomplete Work (pg. 15) for more details. If all work is not turned in within two weeks, the “I” will be changed to an “F” and the student will be required to retake the course including all costs associated with that course. Students who do not contact the proper personnel prior to a research paper deadline and/or who does not turn in their research paper will receive an “F” for the course. Students in this circumstance will be required to repeat the course. A guide for preparing acceptable research papers is available within this Course Catalog.

FAILING GRADE

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

If a student fails a course, the students will be expected to take the course again in order to receive credit for that course. Demonstration of satisfactory work for the entire course must be exhibited in order to receive a grade. The final grade will be the average of the final grades for the initial course and the repeat course. Students retaking courses at NCBC will thereafter need to repay tuition fees accordingly.

INCOMPLETE WORK

As part of academic excellence, it is up to the student to ensure that all required work is presented on the assigned date. Work is considered incomplete when (1) all work is not submitted on the specified due date and (2) the student has contacted the appropriate personnel in advance and received an excusal for extenuating circumstances. If the student receives an “I” there is a \$45 change of grade fee. The request to change a grade must be accompanied with the appropriate fee within two weeks of the original assignment due date. After the two-week period, an incomplete grade automatically changes to an “F”. Once an “F” has been issued, the student will not be allowed to change their grade.

CORRESPONDENCE COURSES

All NCBC courses are available via correspondence. If a student is opting to take courses through this process, the student application should indicate CORRESPONDENCE. The Correspondence Student is required to follow the same academic guidelines as in-class students. Tuition and fees remain the same for all correspondence courses.

STUDENT CODE OF CONDUCT

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Students are expected to conduct themselves according to Biblical ethics below.

1. Students must have previously professed Jesus Christ as their Lord and Savior and consider themselves to be His disciple.
2. Students should submit to the authority of Scriptures in matters of faith and conduct at the control of the Holy Spirit and to the Biblical authority of those placed over the student (e.g., professors, advisors, staff and other college personnel).
3. Students must be respectful in their dealings with other students, professors, and college office staff at all times. Derogatory and inflammatory conduct that is demeaning will be immediately addressed.
4. Students are expected to dress in an appropriate manner when attending class. No revealing or provocative clothing is allowed to be worn as attire during class. The preferential dress code is typically business casual.
5. Students are expected to pursue integrity in all areas of life both personally and in their academic environment.
6. Students must do their own work to the best of their ability. Plagiarism will not be tolerated and may lead to disciplinary measures inclusive of possible expulsion.

Disciplinary Action

A Disciplinary Review Board (DRB) will be convened on the recommendation of any administrative employee, volunteer, or peer to review any violation of the Student Code of Conduct as it relates to a student at NCBC. The DRB shall have the authority to recommend the suspension or expulsion of the student found in violation of the Student Code of Conduct. The chancellor or his designee(s) shall act on the recommendation of the DRB. Substitute DRB members can be assigned by the chancellor to ensure fairness of all reviews if necessary. Suspension terms can be up to three months. During this time the suspended student will not be allowed to attend classes or submit work for credit. It is hoped that the student will make amends from the violation during the terms of suspension.

The Disciplinary Review Board may stipulate that at the end of the term of a suspension the DRB can conduct a review to insure the student has complied with the Student Code of Conduct and all

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

other requirements covered within this course catalog accordingly. In the case of the student reapplying to NCBC, all records may be reviewed to verify compliance to the standards of admission, acceptance, and expected behavior; otherwise, all DRB record will remain confidential. Expelled students will be automatically dismissed from the college. As a specific exception to the college’s refund policy, no refund of any type shall be given to any student who has been expelled or suspended.

Disciplinary Student Appeal

Any student dissatisfied with the action of the Disciplinary Review Board (DRB) may appeal in writing within 30 days of the disciplinary action. The DRB will review the entire record and determine the reasonable course of the action(s) taken. This is the “court of last appeal” for such review of a DRB decision/action. The college chancellor or his designee may also make a final decision based on all specifics provided within the appeal.

CHAPEL

The picture of a Christian in the New Testament includes a commitment to a local congregation of believers gathered for the purpose of praise, worship, and the study of God’s Word. It is expected that each student is a congregant and volunteer in his/her local church. However, students are also expected to grow and develop strong spiritual disciplines within NCBC’s monthly chapel service. The second class night of each month, all students are to meet in the main sanctuary of Freedom Church for chapel.

Chapel helps build a sense of community at NCBC by providing a shared experience of worship, Biblical teaching, testimonies, and prayer. It is facilitated by a chapel coordinator and runs about 20 minutes in length. Chapel services do not take the place of a course. Classes still meet as expected, only they begin just after chapel services end. Chapel is a required part of the coursework, which means attendance and tardy policies apply. Students who show a pattern of disregard for chapel services may be asked not to return to NCBC. In light of the opportunity for spiritual growth and the distinctive role chapel serves, students are expected to maintain responsible use of technology and follow the rules therein the Student Code of Conduct.

GRADUATION REQUIREMENTS

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Students must adhere to the following requirements in order to graduate:

- ✓ Each student must have completed all required NCBC coursework equivalent to 9 courses per year (totaling 27 credit hours).
- ✓ Each student must have completed Ministry Practicum of 72 total hours (or more) per year. These are volunteer ministry service hours and should be tracked by each student accordingly. These hours are approximately 1 ½ to 2 hours per week. They should be completed at the student’s home church. Other Ministry Practicum hours may be approved as well but should not supplant the service offered at one’s home church.
- ✓ Students must attend classes faithfully with no more than five unexcused absences. Students must also be prompt to all classes. Excessive tardiness will be addressed as needed.
- ✓ All financial obligations must be fulfilled.
- ✓ Each student must submit a *Ministry Life Experience (MLE) Application* along with the fee of \$250 (if applicable only). MLE may be used only one time for up to 30 credits.
- ✓ Diploma or undergraduate students must have maintained a 2.0 or greater cumulative grade point average. This is at least a “D” letter grade or a 70 number grade or higher.
- ✓ Graduate and Post-graduate students must have maintained a 3.0 or higher grade point average. This is at least a “B” letter grade or at least a 85 number grade or higher.
- ✓ Students must complete a *Course Tracking and Intent To Graduate Form* along with all graduation fees at least 45 days prior to the scheduled graduation ceremony.
- ✓ It is expected that all students attend the graduation ceremony.
- ✓ Students must pay all end of year/graduation at least 30 days prior to the scheduled graduation ceremony.
- ✓ All forms submitted must be completed in full. No partially submitted forms will be accepted. It is the responsibility of the student to keep track of all coursework and all required documentation.

GRADE REPORTING

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Grades will be recorded by teachers/professors in a timely manner. Grades will be submitted to the school administration who will then apply the grades to official student records. Late exams, late research papers, incomplete work, or failing grades are all subject to the academic standards described within this course catalog in previous sections. Unsatisfactory academic performance such as failures, unexcused absences, late submission of work etc., may be reason for expulsion. Students terminated for unsatisfactory performance will not be entitled to any tuition refund or grade.

GRADING SYSTEM

The traditional grading system will be used as an assessment of each student’s performance.

Letter Grade	Percentage	Grade Point Average (GPA)
A+	100+	4.0+
A	95-100	4.0
A-	93-94	3.7
B+	91-92	3.3
B	87-90	3.0
B-	85-86	2.7
C+	83-84	2.4
C	79-82	2.0
C-	77-78	1.7
D+	75-76	1.3
D	72-74	1.0
D-	70-71	0.7
F	00-69	0.0
W	NA*	0.0
I	NA*	0.0

*NA = Not Applicable

GRADUATING WITH HONORS

The following honors are granted to graduating students with superior achievement and are reflected on their degree certificate:

Honors	Cumulative Grade Point Average (GPA)
Summa Cum Laude	3.90-4.0 (or higher)
Magna Cum Laude	3.60-3.89
Cum Laude	3.50-3.64

TUITION

Low Tuition Policy

New Covenant Bible College

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New Covenant Bible College’s philosophy is that of providing a quality, Biblical education training individuals for service to the Lord Jesus Christ without overwhelming financial debt. Accordingly, we have not sought the secular accreditation that leads to qualification for government-guaranteed student loans and other government financial aid programs. Institutions using such loans generally charge the maximum tuition allowable, leaving students with a large amount of debt at the completion of their schooling. For those called to ministry, it can be very difficult to obey God’s calling with this type of debt lingering over their finances. For these reasons, New Covenant Bible College elected an independent accreditation through the National Bible College Association (NBCA) <http://www.n-b-c-a.com/>. Our approach is to provide quality Biblical education at an affordable cost as a ministry to the Lord and His servants.

Student Loans

The policy of NCBC is to provide an in-house interest-free student loans in the form of a “pay-as-you-go” program rather than requiring the student to pay the full tuition at the beginning of each semester. At NCBC, tuition is due the first night of each course. Course texts are to be purchased separately. If a student cannot pay for a course, he or she cannot continue attending classes.

Continuance of the class may resume upon payment of any successive course during the academic year. There are no provisions for partial payments. An advantage of the programs provided at NCBC is the flexibility of schedule. Students can finish their programs of study to achieve their educational goals over a period of time convenient to them. Factors such as personal preferences, work schedules, and financial situations determine the speed at which students may progress.

Refund Policy

Notification of withdrawal from a course must be made in writing. The application fee, along with Ministry Life Experience and other fees mentioned herein are non-refundable. Refunds will be made according to the following schedule. There will be 100% refund of tuition before the end of the 1st week of class in any particular month. There will be a 75% refund before the end of the 2nd week of class in any particular month. No refunds are provided after end of the 2nd week of class. Hardship withdrawals can be approved under extreme circumstances and only after meeting with the chancellor or his designee. Hardship withdrawals are handled on a case-by-case basis.

Diploma and Undergraduate Tuition

The cost of a full year of undergraduate studies at NCBC is \$1,350 per year. This cost is the same for students working toward a Diploma, Associate’s Degree, Advanced Associates, or Bachelor’s

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Degree. This level tuition is payable in 9 installments of \$150 (\$50.00 per credit hour). This includes the cost of Ministry Practicum credits, but does not include the cost of textbooks. Tuition is due on the first night of class every month. Late fees may apply after the due date (see Miscellaneous Fees section).

Master’s Degree Tuition

The cost of a one-year Master’s Degree Program is \$2,035.00, payable in 11 installments of \$185 (\$61.66 per credit hour). This includes the cost of Ministry Practicum credits, but does not include the cost of textbooks. This also includes the Master’s Thesis which students have an option of writing in lieu of 2 courses. Tuition is due on the first night of class every month. Late fees may apply after the due date (see Miscellaneous Fees section).

Doctor of Ministry Degree Tuition

The cost of a Doctor of Ministry Degree Program is \$1,600 payable in 10 installments of \$160 (\$53.33 per credit hour). This program awards 30 credit-hours for a one (1) major doctoral dissertation. This dissertation consists of a minimum of 150 pages or upon approval of the Chancellor or Academic Dean, six (6) well documented ministry projects. Formal NCBC dissertation guidelines are available to candidates upon request. No coursework is required. This includes the cost of Ministry Practicum credits, but does not include the cost of textbooks. Tuition is due on the first night of class every month. Late fees may apply after the due date (see Miscellaneous Fees section).

Doctor of Philosophy Degree (Ph.D.) Tuition

The cost of a Doctor of Philosophy Degree (Ph.D.) Program is \$925 for the 1st phase and payable in 5 installments of \$185 (\$61.66 per credit hour). The cost of the 2nd phase is \$1600 payable in 10 installments of \$160 (\$53.33 per credit hour). This 2nd phase is also known as the dissertation phase. The Ph.D. program is the capstone to all previous academic degrees. It represents the most prestigious accomplishment in a student’s educational endeavor. The Doctor of Philosophy is a forty-five (45) credit-hour program. These include 15 credit-hours of coursework and a 30 credit-hour doctoral dissertation. Formal NCBC dissertation guidelines are available to candidates upon request. This includes the cost of Ministry Practicum credits, but does not include the cost of textbooks. Tuition is due on the first night of class every month. Late fees may apply after the due date (see Miscellaneous Fees section).

MISCELLANEOUS FEES

Late Fee

New Covenant Bible College

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Tuition must be paid on the first night of class each month. Any tuition paid after the first week of class, a \$15 late fee will be applied to the student’s account. Students paying tuition 2 weeks late will be charged a \$35 late fee. Students will not be allowed to participate in graduation or receive official transcripts unless all financial obligations have been fulfilled. Students will not be able to pay tuition or sit in attendance after the 2nd week of class. All fees are non-refundable.

Change of Grade Fee

Any request for a change of grade will cost \$45.

End Year/Graduation Fees

End Year/Graduation fees will be submitted separately at least 45 days before the end of the school year and before graduation. These fees are mandatory for all students and will include regalia as well as degree processing. For more information regarding these fees, please contact the Office of Registrar.

Returned Check Fee

Students accounts will be charged a \$40 fee if any tuition or other fees are returned unpaid.

Nonacademic/Auditing Fee

Students may audit any course for \$75 each. No degree credit or grade will be issued for audits. No quizzes, exams, or reading assignments will be required. However, students requesting to audit a course must complete the application for admission and pay the one-time nonrefundable application fee of \$35.

Application Fee

There is a \$35 application fee. This fee covers processing the application and assessing academic standing. This fee is a one-time nonrefundable fee except in the case of a 6 month or more interim pause between academic studies. In this case, a new application along with a the new application fee would be required of all students.

*Note: Textbooks are **not** included in any tuition costs or miscellaneous fees. Textbook costs vary depending on course requirements.*

TUITION CHART

<u>Diploma or Degree</u>	<u>Annual Tuition</u>	<u>Payment Plan</u>	<u>Installments</u>	<u>Crd./ Degree</u>	<u>Total Credits</u>
Diploma	\$1,350	\$150 (\$50 p/crd.)	9	30	30

New Covenant Bible College

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Associate Degree	\$1,350	\$150 (\$50 p/crd.)	9	60	60
Advanced Associate Degree	\$1,350	\$150 (\$50 p/crd.)	9	90	90
Bachelor’s Degree	\$1,350	\$150 (\$50 p/crd.)	9	120	120
Master’s Degree	\$2,035	\$185 (\$61.66 p/crd.)	11	36	156
Doctor of Ministry Degree	\$1,600	\$160 (\$53.33 p/crd.)	10	30	186
Doctor of Philosophy Degree***	\$ 925*	\$185 (\$61.66 p/crd.)*	5*	45	201
	\$1,600**	\$160 (\$53.33 p/crd.)**	10**		

* 1st Phase of the Ph.D. Program ** 2nd Phase of the Ph.D. Program *** Total Ph.D. Tuition cost is **\$2,525**

MISCELLANEOUS FEES CHART

<u>Miscellaneous Fee</u>	<u>Cost</u>
Application Fee	\$35
Late Tuition Payment Fee (1 st week)	\$15
Late Tuition Payment Fee (2 nd week)	\$35
Nonacademic/ Auditing Fee	\$75
Returned Check Fee	\$40
Change of Grade Fee	\$45
Ministry Life Experience Credit Fee	\$250

TRANSCRIPT FEES CHART

<u>Transcript</u>	<u>Delivery</u>	<u>Cost</u>
Paper or Electronic Unofficial Transcript	Pick-up or Email Delivery	\$5
Unofficial Paper Transcript	USPS First Class Mail – Domestic 2-5 days	\$10
Official Transcript – Sealed	USPS First Class Mail – Domestic 2-5 days	\$15
Official Transcript – Sealed	USPS First Class mail – International 2-4 weeks	\$25
Official Transcript – Sealed	Rush (Fed-Ex or USPS) – Domestic 1-3 days	\$35
Official Transcript – Sealed	Rush (Fed-Ex or USPS) – International 1-2 weeks	\$45
Replacement Diploma/Degree	USPS First Class Mail – Domestic 1-2 weeks	\$20
Replacement Diploma/Degree	USPS First Class mail – International 2-4 weeks	\$30
Replacement Diploma/Degree	Rush (Fed-Ex or USPS) – Domestic 1-3 days	\$40
Replacement Diploma/Degree	Rush (Fed-Ex or USPS) – International 1-2 weeks	\$50

Transcript fees may be subject to change. Delivery options are approximate and vary based on location.

DEGREE CREDIT PROGRAMS

Diploma in Theology

New Covenant Bible College

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The Diploma in Theology is obtained by completing the first 30 credits of schooling at New Covenant Bible College. This level is generally met after completing the first year of coursework and ministry practicum hours.

Associate's Degree

The Associate of Science Degree is obtained by completing 60 credits of coursework at New Covenant Bible College. If transfer credits apply, a minimum of 30 credits must be completed at NCBC. This level is generally met in about two years, and is must be combined with ministry practicum hours. At this level, we offer degrees in Theology, Practical Ministry, and Biblical Studies.

Advanced Associates Degree

The Advanced Associate of Science Degree is a 3 year degree. It is obtained by reaching 90 credits of schooling at New Covenant Bible College. If transfer credits apply, a minimum of 30 credits must be completed at NCBC. At this level, we offer degrees in Theology, Practical Ministry, and Biblical Studies.

Bachelor of Science Degree

The Bachelor of Science Degree is obtained by completing 120 credits of coursework at New Covenant Bible College. If transfer credits apply, a minimum of 30 credits must be completed at NCBC. This level is generally met in about four years, and must be combined with ministry practicum hours. At this level, we offer degrees in Theology, Practical Ministry, Church Leadership, Biblical Counseling, and Biblical Studies.

Master of Science Degree

The Master of Science Degree is obtained by completing 36 credits above the Bachelor’s Degree. At this level, we offer degrees in Biblical Studies, Theology, Divinity, and Biblical Counseling. Students have an option of writing a Master’s Thesis in lieu of 2 courses.

Doctorate Degree

NCBC offers two levels of post-graduate degrees:

1. *Doctor of Ministry* requires 156 total credits, which is equivalent to a Master’s Degree plus a 150-page dissertation (worth 30 credits) No coursework is required for this degree.
2. *Doctor of Philosophy* requires 171 total credits, which is equivalent to a Master’s Degree plus 15 credit hours of coursework, and a 150-page dissertation (worth 30 credits).

MASTER’S THESIS & DOCTORAL DISSERTATION REQUIREMENTS

New Covenant Bible College

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All Master’s and Doctoral credit students (even those continuing undergraduate courses) must complete all course requirements according to their degree level. For example, if an undergraduate course requires undergraduate students to submit a 6-page research paper, graduate and post-graduate students must submit a 12-page paper. Both the research paper and additional readings must be completed by the last class meeting unless otherwise specified. Late thesis and dissertations fall under the requirements for all late work previously mentioned within this course catalog. All Master’s and Doctoral credit level thesis and dissertation topics must be approved in advance of any student work. Master’s thesis papers are equivalent to 9 credits. Students have an option of writing a Master’s Thesis in lieu of 2 courses. Doctoral dissertations are equivalent to 30 credits. All dissertation work must be of publishable quality. Therefore, a dissertation must be an original and thorough treatment of the subject area chosen. Master’s and Doctoral credit students should request a copy of the New Covenant Bible College Thesis and Dissertation Guidelines. Every thesis and dissertation must follow these guidelines.

Degree credit programs are available when the criteria established by the accrediting agency are met. NBCB reserves the right to change any and all programs without advance notice.

COURSE DESCRIPTIONS

New Covenant Bible College

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DIPLOMA AND ASSOCIATE DEGREE - 1ST YEAR COURSES

BTH 101- How to Study the Bible

This course is designed to teach the basic fundamentals of Bible study to aid Believers in obtaining the knowledge and wisdom needed to enrich their relationship with God. Biblical exegesis and the power of meditating on God’s word is also covered. Students will also be shown how to use the Bible’s concordance, dictionaries, software and other tools that aid in study. This course has a 3 credit hour value.

BTH 102 – The Holy Spirit

This is a study of the person of the Holy Spirit. Areas of study will include the Holy Spirit’s present-day ministry, anointing and gifts; as well as how to fellowship and develop a personal relationship with Him. We will study His doctrine, His fruit, and His gifts. This course has a 3 credit hour value.

BTH 103- Old Testament Survey PT. 1

In this course, each student will gain a general knowledge of the theme and content of each Old Testament Book. The student will trace the great theme of redemption throughout the Old Testament, noting the central figure is the Lord Jesus Christ. This course has a 3 credit hour value.

BTH 104- Old Testament Survey PT. 2

This course is a continuation of the Old Testament Survey. each student will gain a general knowledge of the theme and content of each Old Testament Book. The student will trace the great theme of redemption throughout the Old Testament, noting the central figure is the Lord Jesus Christ. This course has a 3 credit hour value.

BTH 105- New Testament Survey

The books of the New Testament are surveyed from Matthew through Revelation, studying the general theme and teaching of each book, its writer, and the people it addresses. This course has a 3 credit hour value.

DIPLOMA AND ASSOCIATE DEGREE - 1ST YEAR COURSES (cont’d)

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

BTH 106- The Doctrines of Jesus Christ

The course covers the essential doctrines regarding the person of Jesus Christ. It covers the deity of Christ, the humanity of Christ, the sinlessness of Christ, the virgin birth, the atoning death of Christ, the burial of Christ, the resurrection of Christ, and the ascension of Christ. This course has a 3 credit hour value.

BTH 107- Prayer

This course teaches the basic principles of prayer and how to pray effectively. It covers various kinds of prayer with emphasis on scriptural ways to pray to reverse impossible circumstances in your life. This course has a 3 credit hour value.

BTH 108- Identity in Christ

This course provides revealing insight into the miracle of the new birth. Students will learn who they are, and what they possess in Christ now that they have made Jesus “Lord of their life.”

BTH 109- Evangelism and Discipleship

Jesus gave the Church a mandate just before his ascension into heaven. It is called the Great Commission. Within this mandate there are some specific instructions regarding evangelism and discipleship. In this course of study, the Believer will discover God’s pattern of church growth through the principle of “reaping and keeping.”

MP 100 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are **REQUIRED** to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. This has a 3 credit hour value.

ASSOCIATE DEGREE- 2ND YEAR COURSES

New Covenant Bible College

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TH 201- Foundational Church Doctrines

This course covers the essential doctrines of the Christian faith. This includes the doctrine of God, Salvation, Baptisms, repentance, faith, sacraments, the church, and the second coming of Christ. This course seeks to equip the student to stand firmly on the cornerstone of truth passed down to us from Christ’s apostles. This course has a 3 credit hour value.

TH 202- Effective Leadership

This course deals with the role of the Christian as a leader in his job, church, school, home, community and nation. Topics will include: submission and authority, wisdom, organization and time management. The goal of this course is to provide students with the tools necessary to become the leader the Lord has called them to be. This course has a 3 credit hour value.

TH 203 - Life Management I

This course is for the student to closely examine how they are to manage their lives in every area, from a biblical perspective, part one. This course has a 3 credit hour value.

TH 204 - Life Management II

This course is for the student to closely examine further how they are to manage their lives in every area, from a biblical perspective, part two. This course has a 3 credit hour value.

TH 205- The Book of Proverbs

This class studies the Book of Proverbs and its teachings on how to be successful and prosperous in our everyday lives, as well as in our relationship with God. In this course, students will discover the importance of learning to live wisely. This course has a 3 credit hour value.

New Covenant Bible College

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TH 206- Studies in Soteriology

This course is a study of the nature of salvation. It will focus on the process and responsibilities of salvation from the standpoint of God and from the standpoint of man. We will look both to Scripture and the church history for answers. time will be spent attempting to understand the ongoing debate between God’s sovereignty in salvation and man’s responsibility. This course has a 3 credit hour value.

TH 207- The Tabernacle of Moses

The Tabernacle of Moses was designed by God as His dwelling place on earth. It should occupy our attention because it occupies 50 chapters in the Word of God, and is described in great detail. If it was that important to Him, it should be that important to us. Everything is full of symbolism and prophetic foreshadowing that point toward the reality of Christ. This course has a 3 credit hour value.

TH- 208- Spiritual Gifts

This course covers the biblical data describing spiritual gifts. We will discuss ministry gifts, tongues, prophecy, words of knowledge, leadership and more. In order to be an effective Christian, we must know how God has gifted us in order to serve Him in the fullest capacity. This course has a 3 credit hour value,

TH 209- The Book of Acts

To acquaint the student with the wonderful account of the book of Acts. We will cover the entire Biblical account in this course. This course has a 3 credit hour value.

MP 200 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. This has a 3 credit hour value.

New Covenant Bible College

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TH 301- Defending the Faith

This course will cover the evidence surrounding the resurrection of Christ. Through this course the student will be equipped to make the case for the reality of Jesus’ death, burial and resurrection. This course has a 3 credit hour value.

TH 302 - General Epistles I

This course will help you understand the written doctrines of the early Apostles. You should be able to recognize the false teachings discussed in the Books covered by this course, know who the author of each Book is, and know to which audiences the Books were written. This course has a 3 credit hour value.

TH 303 - General Epistles II

This course will help you understand the written doctrines of the early Apostles. You should be able to recognize the false teachings discussed in the Books covered by this course, know who the author of each Book is, and know to which audiences the Books were written. This course has a 3 credit hour value.

TH 304 - Romans I

We will study the first (8) chapters of the Book of Romans in this course. Martin Luther wrote, about Romans, “It is the true masterpiece of the New Testament, and the very purest gospel.” This study will assist us in the daily pursuit of the truth that is found in this book. This course has a 3 credit hour value.

TH 305 - Romans II

We will study the last (8) chapters of the Book of Romans in this course. Martin Luther wrote, about Romans, “It is the true masterpiece of the New Testament, and the very purest gospel.” This study will assist us in the daily pursuit of the truth that is found in this book. This course has a 3 credit hour value.

New Covenant Bible College

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TH 306 - New Testament Church History I

This course will cover the history of the New Testament Church from the Day of Pentecost until the downfall of the Western Roman Empire. The 3 general periods covered in this study are the Apostolic Church, The Persecuted Church and the Imperial Church. This course has a 3 credit hour value.

TH 307 - New Testament Church History II

This course will cover the history of the New Testament Church from the Progress of the Papal Power to the Church in the Twentieth Century. The 3 general periods covered in this study are the Medieval Church, The Reformed Church and the Modern Church. This course has a 3 credit hour value.

BC 308- Counseling from the Scriptures I

This course will cover the biblical philosophy of counseling, It will show the importance of the Word of God as the foundational solution to each life issues we are called to address in those we minister to, This course has a 3 credit hour value.

BC 309- Counseling from the Scriptures II

This course will cover the biblical philosophy of counseling, It will show the importance of the Word of God as the foundational solution to each life issues we are called to address in those we minister to, This course has a 3 credit hour value.

MP 300 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. The majority of these hours should be geared towards the student’s specific area of ministry. This has a 3 credit hour value.

BACHELOR’S DEGREE - 4TH YEAR COURSES

New Covenant Bible College

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TH 401- Hermeneutics

This course focuses on the authority, nature, and interpretation (hermeneutics) of the Scriptures. It is designed to help students work through issues that concern the trust they place in the Bible and its interpretation. The Scripture will be studied as an ancient text focusing on its transmission and canonization. We will also deal with the tough questions concerning the inspiration and inerrancy of Scripture. This course has a 3 credit hour value.

TH 402- Homiletics

This course is an introduction to theories and practices of preaching in pastoral and liturgical settings. In lecture sessions, students will study the various dynamics of preaching (theological, hermeneutical, pastoral, exegetical, ethical, liturgical) and their relation to the regular practice of preaching. This course has a 3 credit hour value.

TH-403- Ephesians

This is an in-depth study of Ephesians with attention to doctrinal truths about the church and practical teaching for Christian living. Students will gain a greater knowledge of this book as well as what it teaches about Christ’s church, foster a heightened appreciation of the privilege of being added to the Lord’s church and be exhorted to live lives which befit the name Christian. This course has a 3 credit hour value.

TH-404- Eschatology I

This course is a study of the end times. We will come to the understanding that while orthodox Christianity has always believed that Christ is coming back, there are many differences concerning the details of His coming. This course has a 3 credit hour value.

TH- 405- Eschatology II

This course is a study of the end times. We will come to the understanding that while orthodox Christianity has always believed that Christ is coming back, there are many differences concerning the details of His coming. This course has a 3 credit hour value.

New Covenant Bible College

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TH-406- Ministerial Ethics

Ministerial ethics begins with ministerial integrity, which can be defined as “completeness” or “wholeness.” This course will cover one of the most important aspects of ministry. This course will teach you, as a minister, how to live and lead others in the ways of the Lord. This course has a 3 credit hour value.

TH-407- Marriage and the Family

In this course students will learn how to communicate effectively with their spouses, how to discuss the division of labor in the home, and how to rekindle love and deepen the dimension of your spiritual life as husband and wife. Single students will learn how to avoid difficulties that can occur in marriage. This course has a 3 credit hour value.

BC- 408- Life Solutions I

This course covers how to lead those whom we minister to into true emotional and spiritual healing through Christ. It will equip the student to understand how to solve deep rooted issues by the guidance of the Holy Spirit and the Bible. This course has a 3 credit hour value.

BC 409- Life Solutions II

This course covers how to lead those whom we minister to into true emotional and spiritual healing through Christ. It will equip the student to understand how to solve deep rooted issues by the guidance of the Holy Spirit and the Bible. This course has a 3 credit hour value.

MP 400– Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. The majority of these hours should be geared towards the student’s specific area of ministry. This has a 3 credit hour value.

MASTER’S DEGREE – 5TH YEAR COURSES

New Covenant Bible College

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MTH 501- Disciple-Centered Leadership

This course builds a theoretical framework which suggests that leading others in the process of spiritual formation and leadership development requires a disciple-centered orientation as opposed to a leader-centered approach. This course has a 3 credit hour value.

MTH 502- Apologetics I-

This course is intended to enable the student to have a balanced comprehension of how to defend the Christian faith. In this course, the student will learn the different critical elements that one must consider to defend the Christian Worldview in the contemporary era. As a result, the student will have the necessary tools to guide skeptics and new believers through coherent responses to the common objections to Christianity.

MTH 503- Apologetics II-

This course is a continuation of “Apologetics I” which is intended to enable the student to have a balanced comprehension of how to defend the Christian faith. In this course, the student will learn the different critical elements that one must consider to defend the Christian Worldview in the contemporary era. As a result, the student will have the necessary tools to guide skeptics and new believers through coherent responses to the common objections to Christianity.

MBC 504 - Chaplaincy I

In this lesson we will learn that from the beginning of time God established that everything must function within His Ordained Order. Without order there is chaos, confusion, lack of direction and unity. We will discuss, in detail, submitting to God’s Authority and exercising God’s Authority in our own lives. This course has a 3 hour credit value.

MBC 505 - Chaplaincy II

This course is a practical training on walking in the role of a Community Service Chaplain. The principles of chaplaincy are applicable across a broad spectrum of ministry environments, and the 3 parts of this entire training series will prepare the student for hands on ministry in any of these fields of harvest. This course has a 3 hour credit value.

MBC 506 - Chaplaincy III

In this lesson, we will learn that from the beginning of time God established that everything must function within His Ordained Order. Without order there is chaos, confusion, lack of direction and

MASTER’S DEGREE – 5TH YEAR COURSES (cont’d)

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

unity. We will discuss, in detail, submitting to God’s Authority and exercising God’s Authority in our own lives. This course has a 3 hour credit value.

MTH 507- Spiritual Formation

The course will examine the dynamics of personal development in student’s lives, focusing on spiritual growth. Biblical principles that govern the character and conduct of Christians will be addressed. This course has a 3 hour credit value.

MTH 508- Discerning the Cults

This class will enable the student to understand essential differences between Christianity and various cults and religions and how to more effectively witness to those entrenched in false beliefs in comparison to what the Bible teaches. This course has a 3 hour credit value.

MTH 509- Missional Church

The course begins by providing an overview of the story of God then focusing specifically on the centerpiece of human history – the gospel of Jesus Christ. The gospel defines God’s mission and His vehicle to accomplish His mission – the church. This gospel then transforms His people individually and corporately into various identities that God created His church to be. These identities shape the patterns of life and rhythms of activity within God’s people. God uses His gospel message to mobilize His people uniquely to join with Him in advancing His mission outwardly to every nation. This course has a 3 hour credit value.

MP 500 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. The majority of these hours should be geared towards the student’s specific area of ministry. This has a 3 credit hour value.

RESEARCH PAPER GUIDELINES

New Covenant Bible College

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Research/Term Papers & Essays

A research or term paper is due for every course taken. Except otherwise indicated by the professor, all guidelines are outlined below. In addition to completing the syllabus and taking a final exam, a research paper is required before a final grade can be given. These guidelines have been given to help you write a quality paper, and should be followed to obtain credit for the work. Required at each diploma or degree level (below).

Diploma: For students working toward a diploma, a research paper consisting of 3-5 pages with a minimum of two (2) outside sources other than the syllabus and the Bible are required.

Associate Degree: For students working toward an Associate Degree, a research paper consisting of 3-5 pages with a minimum of two (2) outside sources other than the syllabus and the Bible are required.

Advanced Associate Degree: For students working toward an Advanced Associate Degree, a research paper consisting of 5-7 pages with a minimum of two (3) outside sources other than the syllabus and the Bible are required.

Bachelor’s Degree: For students working toward a Bachelor’s Degree, a term paper consisting of 5-7 pages with a minimum of three (3) outside sources other than the syllabus and the Bible are required.

Master’s Degree: For students working toward a Master Degree, a term paper consisting of 7-10 pages with a minimum of four (4) outside sources other than the syllabus and the Bible are required. Note: This does not count as your thesis.

Doctorate Degree: For students working toward a Doctorate of Philosophy Degree, a term paper consisting of 10-15 pages with a minimum of five (5) outside sources other than the syllabus and the Bible are required. Note: This does not count as your dissertation.

General Paper Presentation Requirements

New Covenant Bible College

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Every paper must be typed (using a word processor or computer; not typewriter) on white letter size paper and fastened at the top left with a single staple for easy reviewing and grading. No other fancy cover should be used.

Font

The body of the paper is never written with all capital letters. Upper and lower case letters must be used. No frilly font should be used. A 12-point business like font, such as Arial or Times New Roman, should be used.

Pagination

All pages, except for the cover/title page, must be numbered at the bottom, centered or in the lower right hand corner of the page.

Spacing

As in this example paragraph, typed lines should be set for 2 line spaces (double spaces) if you do not indent the first word in a paragraph. This is just an example. Please be careful to check your line spacing before submitting your final research paper.

or

However, if you indent the first word of every paragraph, then you should set your line spacing to 1 ½ or 1.5. This is just an example. Please be careful to check your line spacing before submitting your final research paper.

Margins

Each page should have margins of 1 ¼ ” on the left, 1” on the right, 1” on the top, and 1” on the bottom.

Quotations

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

When you make reference to any material you have consulted, the author’s last name and page number must be provided at the end of the reference (sentence). You must first put parenthesis, then the last name of the author, followed by a colon, and the number of the page or pages from which the information came (Smith: 12). If the number of lines you quote is less than three, you should write them as part of your text, but in “quotation marks”, only remember to reference them. If there are more than three lines, then they should be quoted as follows:

To begin writing the quote, you should tab two (2) times (or ten spaces) before writing the first word, and tab one (1) time (or five spaces) before writing the next line. The quote should be all single-spaced. When you reference in this way, it is not necessary to use quotation marks. Remember though, to always reference the work cited. (Lamdon: 22)

If you quote the same author twice in succession, it is not necessary to write the last name again, just do the following (Ibid: 127). In the case that there are two authors with the same last name, write the last name of the author, and the initial of the first name (Smith, A: 36). If you quote an author who has written two or more works, a colon, and the pages (s) (Smith, How to Write a Response: 67). Even though you might not quote an author directly, but summarize his words, you must reference this information according to the “Copyright Laws” (Smith: 84).

FIVE PARTS TO A RESEARCH PAPER

In addition to the *General Paper Presentation Requirements*, there are five parts every research paper should have. The following outlines the details required for each part of your research paper.

- I. A Title / Cover Page
- II. An Introduction
- III. A Body
- IV. A Conclusion
- V. A Bibliography

Five Parts to a Research Paper

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

I. Title / Cover Page

Every paper must have a title/cover page. The title/cover page includes two pieces of information: the title of the paper and the “by” notation. The title on the page will be about 5 inches from the top of the page and centered, using a large, bold business like font, all capital letter. For example, it should be a Times New Roman 14 point, bold font, nothing frilly. THIS IS AN EXAMPLE OF A FRILLY TYPE FOyNT IN ALL CAPS IT IS VERY HARD TO READ. THIS IS ANOTHER EXAMPLE OF A FRILLY TYPE FOyNT IN ALL CAPS IT IS VERY HARD TO READ. (Did you find the typo in the last sentence?)

The “by” notation includes the student’s name, the course name and number, the name of the school and the date of the paper. All of these items should start about 7 inches from the top of the page, centered, using a large, bold font, all capital letters.

II. Introduction

The introduction should provide a brief summary of the paper, including the scope of the research or the purpose of the paper.

III. Paper Body

The body of the paper provides the detailed information to be presented. The body of the paper may be further divided by main and sub-topics depending on the paper length and subject(s) covered. “Carmines’s A Manual for Writers of Term Papers, Theses, and dissertations,” describes how to properly identify main and subheads.

IV. Conclusion

The conclusion should provide a brief summary of the paper. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.

V. Bibliography

The Bibliography is a list of resources used in researching the paper. The word “**BIBLIOGRAPHY**” should be centered, in capital letters and boldfaced. The list of resources should be in alphabetical order. The bibliography style can be in MLA, APA, or Chicago style. Choose one. All resources must be written in the same format. Do not switch between formats. See page 44 for more examples of formatting the bibliography page.

Writing a Research Paper – Helpful Hints

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- 1) Be careful to proofread your paper before you turn it in. It is **HIGHLY** recommended that you read your paper out loud. This helps to catch grammatical mistakes.
- 2) Be sure to make paragraph breaks.
- 3) Be sure your paragraphs are 4 to 6 complete sentences each. Avoid sentence fragments or run-on sentences.
- 4) Prove your point(s) with Scripture. Papers should contain more of your own original thoughts regarding what you learned rather than a review of Scriptures and quotes.
- 5) Here is a list of suggested reference material for your personal library:
 - a) Practical English Handbook, Watkins, Dillingham, Martin
 - b) The Elements of Style, Strunk and White
- 6) Communication in general: As a minister of the Gospel, communication skills are of the utmost importance. We must convey to others that which the Holy Spirit has revealed to us through His written Word in a concise and organized manner to aid the listener in understanding. It has been said, when the natural and the supernatural come together, they make an explosive force for God. Therefore, we must do all we can in the natural to facilitate the Holy Spirit’s work in the supernatural. Whether you are communicating via the written word or spoken word, clarity and organization of your written papers will bring a clear message to your audience.

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

SAMPLE COVER PAGE

Margins for the entire paper should be set @ left = 1.25”; top, right, bottom = 1”

TITLE

The title should be 5” from the top of the page or on the 4 – inch mark on your computer’s ruler. The top margin, the bottom margin, and the right margin should be 1 – inch. The left margin should be 1 ¼”. The title should be centered, all caps, bold, and 14 pt. font size.

BY

YOUR NAME

THE COURSE TITLE – COURSE #

NEW COVENANT BIBLE COLLEGE

DATE

This part of the cover page should be 7” from the top of the page and should also be centered, all caps, bold, and 14 pt. font size.

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

SAMPLE COVER PAGE

THE HEALING POWER OF CHRIST

BY

JANE ROMERO

**CHRIST THE HEALER – BTH 101
NEW COVENANT BIBLE COLLEGE
AUGUST 1, 2014**

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

SAMPLE

Introduction paragraph. Introduce the main theme of your research paper. Include the various points that you will write about in your paper within the introduction paragraph. Paragraphs should be at least 4 to 6 sentences in length.

Point # 1. Second Paragraph. This paragraph talks about your first point of view. You may include book quotations, Bible Scripture paraphrases etc., but it must include your own thoughts. Telling how to apply the point to one’s daily life is always a great way to close each paragraph.

Do not forget to insert page numbers. These could be centered or off to the right or left side.
Page numbers should be on every page except the title page.

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

SAMPLE

Point #2. Third paragraph. Don’t forget to choose whether you want to indent every paragraph or not. Spacing between lines will be effected depending on whether or not you indent each paragraph.

Point #3. Fourth Paragraph. This is a sample sentence just so you might see the line spacing is set at 1 ½ or 1.5 when writing sentences in paragraphs that are indented. If paragraphs are not indented be sure to double space the lines..

Point #4. Fifth Paragraph. This paragraph began with an indent.

Do not forget to insert page numbers. These could be centered or off to the right or left side.

Page numbers should be on every page except the title page.

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SAMPLE

Point #5. Sixth Paragraph. This paragraph began with an indent.

Point #6. Seventh paragraph. This paragraph began with an indent.

Concluding Paragraph. Include a brief summary of your main theme and its points. This paragraph began with an indent.

Do not forget to insert page numbers. These could be centered or off to the right or left side.

Page numbers should be on every page except the title page

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

SAMPLE

BIBLIOGRAPHY

Your resources should be listed in this bibliography in alphabetical order according to author’s last name. If there is no author, start with the resource title. All sources must still remain alphabetically listed even if the article is the first noted item in the resource. Resources should be written in APA., MLA, or Chicago Format. Whichever is the chosen standard should be the same for all resources. There must be conformity with the Bibliography. Examples of each style can be found online, but some are indicated below as a reference only.

Sample MLA Style

Book Format:

Anon, John. *Pike and Mamey’s Journey*. Vero Beach: Marine Press, 1990

Parentor, S. Mark, and Shane Roseman. *Environmental Cures or Political Disasters?* New Haven, CT: Yale UP, 1967. eBook Collection. Web. 4 Feb. 2016.

Journal Format:

Idle, Peter. “YouTube, ‘Sin and Salvation.” *Savior: Biblical Education Policy* 20.2 (2013): 120-30. *Academic Search Complete*. Web. 3 Apr. 2013.

Internet:

“India.” *Travel.State.Gov*. Commissioner Affairs, U.S. Department of Information, 17 Feb. 2010. Web. 4 May 2010.

Magazine:

Calhoon, Richard. “How I Caught up with My Life.” *Today’s Word* Nov. 2006: 108-13. *Google Books*. Web. 14 Apr. 2013.

Sample Chicago Style

One author:

Michael Ace, *The Natural History of the New Testament* (New York: Scholastic, 2006), 99–100.

Pollan, Nicholas. *One’s Chosen Dilemma: A Rich Decision for Living*. New York: Penguin, 2008.

Two or more authors:

Collin C. Camdon and Ken Rodriguez, *The War Waged from Within, 1941–1945* (Washington: Knopf, 2007), 52.

Article in an online journal:

George Kapps and Duncan J. Hines, “Origins of Homolies in an Evangelistic World,” *American Journal of Biblical Science* 101 (2009): 86, accessed February 20, 2011.

Kossinets and Watts, “Origins of Homolies,” 86.

SAMPLE

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Website:

McDonald’s Corporation. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19, 2008.
<http://www.mcdonalds.com/corp/about/factsheets.html>.

Blog entry or comment:

Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, “Double Exports in Five Days?” *The Becker-Posner Blog*, February 21, 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.

Becker-Posner Blog, The. <http://uchicagolaw.typepad.com/beckerposner/>.

Sample APA Style

Chapter/Anthology:

Melvin, L. (1989). Harry and his disciples. In N. Baym (Ed.), *The Norton anthology of American literature* (3rd ed., pp. 12-34). New York, NY: W.W. Norton & Company.

Magazine Structure:

Pressman, A. (2008, September 29). Bottom fishing in rough waters. *Business Week*, 27.

Newspaper:

Campoy, A. (2008, September 23). The Healing Powers from Within. *The Wall Street Journal*, p. A14.

Journal:

Wallace, R. (1997). Molecules and DNA. *Discovery Today*, 2(10), 445-448.

Website:

Freedmon, K. (2008, September 22). Top 10 natural adventure travel trips for retreats. *About.com*. Retrieved from <http://adventuretravel.about.com>.

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Degree / Course Tracking Form

NAME _____

DEGREE _____

MONTH	COURSE #	COURSE TITLE	PROFESSOR	EXAM GRADE	RESEARCH PAPER GRADE

This course tracking sheet is an optional form for students. It is a helpful resource and could be used to assist students in keeping track of their courses and grades.

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

Note-Taking Tips

NOTE-TAKING IS NOT MANDATORY.

However, this particular form of note-taking is a strategic outline used to help students take more organized notes in class.

[A] In this section, students would write the following information: Date / Professor / Topic or Theme

[B] Key Words or Bible Verses could be written in this section. Questions regarding the course lectures could also be written in this section as well. It’s up to you!

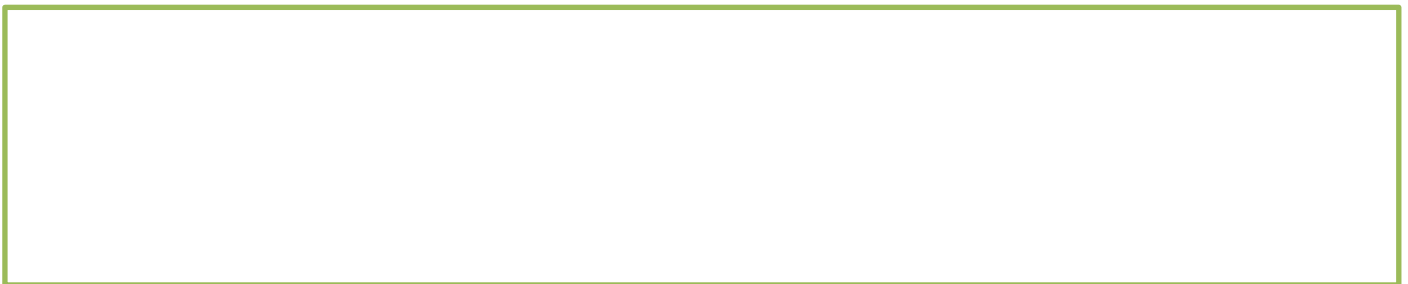
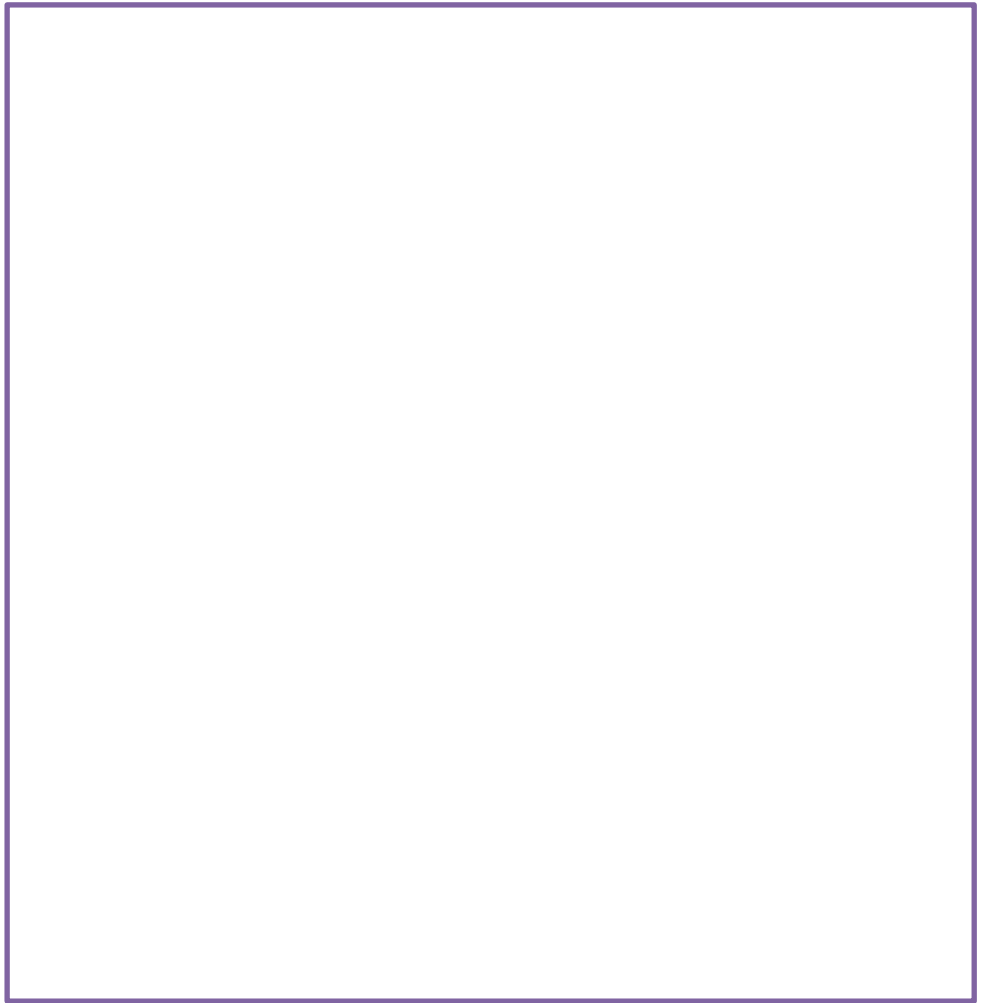
[C] Major lecture notes would be written in this section. Notes could be written in bullet format or in complete sentences. Chapter titles, pictures, captions, or anything else that pops out at you would be written in this section. Again, it’s up to you!

D] As a review, this is where you would write a summary of the course lecture. If reading the course syllabus or the course text, you could also write a summary of your reading in this section. Other notes could include Spirit-led research ideas as related to the course title, theme or subject.

Note-Taking Tips

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)



Note-Taking Tips

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[A] In this section, students would write the following information: Date / Professor / Topic or Theme

[B] In this section, students would write new words, Bible verses, important key point, main ideas of the class lesson/lecture.

[C] In this section, students would write the definition to the new words, more detail study from a Bible verse, more elaboration on the key points, or extended viewpoints on the main ideas of the class lesson/lecture. This section would be the detailed version of section [B].

Note-Taking Tips

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“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

“Equipping God’s People for Ministry to the Ends of the Earth” (2 Tim. 3:16)

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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NEW COVENANT BIBLE COLLEGE **COURSE CATALOG ACKNOWLEDGMENT**

My signature on this form verifies that I have received, read, and agree to abide by the policies and procedures written within New Covenant Bible College’s Course Catalog for school year 2016-2017. I also affirm New Covenant Bible College’s statement of faith, mission and vision statement, as well as the guiding values expressed therein.

Student’s Name:

Please Print

Degree Program

Student’s Name:

Signature

Date

Office use only:

Academic Dean:

Signature

Date