

NORTH COAST BIBLE INSTITUTE

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Faculty

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Joe Kencke

B.A. in Liberal Studies/Elementary Education California Teaching Credential from Humboldt State University. Certificate of Christian Ministry from NCBI.

David Kilmer

M.Div. Golden Gate Baptist Theological Seminary

Leslie Lemmon

B.A. /M.A. Communicative Disorders from San Diego State University. Certificate of Christian Ministry from NCBI.

Scott Lemmon

PharmD (pharmacist) from the University of the Pacific.

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B.A. English and Anthropology from Washington State University; M.A. Global Leadership and Development with an emphasis on Urban Studies from Fuller Theological Seminary.

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The harvest is ripe but the workers are few. We have an urgent task; a mandate that we must obey to “Go into all the world and make disciples of all nations.” NCBI is strategically located in Humboldt County where it is estimated that only 10% of the population professes to be a Christian. This presents great opportunities for ministry. As missionary C.T. Studd once said, “Some want to live within the sound of a church or chapel bell; I want to run a rescue shop within a yard of hell.” If this is what you have been called to do, this is the right place to be.

NCBI is here to help servants of God become well equipped for this challenging task in what is considered by many to be a post-Christian world. At NCBI we are here to resource lifelong learners. By attending these classes you will learn from experienced ministers and educators who love the Lord and desire for you to grow in your impact and leadership.

Through these classes you will gain specific ministry skills that will help you as disciples of Jesus. I believe that every believer is a minister, so these skills will be useful to anyone with a desire to be used by God. We are committed to upholding high academic standards while at the same time encouraging the ongoing development of a vibrant and passionate relationship with God. NCBI is a way for you to “Be diligent to present yourself approved to God as a workman who does not need to be ashamed, accurately handling the word of truth.” (2 Tim 2:15)

The faculty and curriculum are carefully selected. Our tuition fees are unbeatable. I am praying that you will consider joining this program as you seek to become better equipped for the great things that God has in store for you.

Dr. Matt Messner, Institute President

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Administration and Faculty

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Faculty

The faculty members at NCBI are carefully chosen. We look for faculty that are gifted teachers who can clearly and concisely present the material, but who can also convey passion for the subject, in the hopes that they will whet the student's appetites for future personal study.

Frequently Asked Questions

- 1. What should I do if I want to withdraw from a class?**

Be sure to review the policies with regard to withdrawing from class and the refund policies (see page 18). Fill out and submit a “withdrawal form” immediately and return to the NCBI office.
- 2. What should I do if I cannot make a tuition payment on time or if I have a financial problem?**

Immediately talk with the NCBI director or administrator. Do not skip a payment. We can help you make new arrangements and agree with you in prayer for God’s provision.
- 3. What should I do if I have the flu or it is my child’s birthday and I need to miss class?**

You are allowed two absences of this nature each semester. See the “Attendance Requirements” on page 23 so that you will know what kinds of absences are justified. Fill out a “Justified Absence Form” for those types of absences.
- 4. What should I do if I miss an assignment or a test in a class?**

If you miss an assignment or test, it is your responsibility to contact the teacher and make arrangements to make up the missed work.
- 5. Why do I need to check my mailbox and take everything out of it each week?**

Mailbox numbers are assigned to students each semester, but the classroom is used for other activities throughout the week, so it is best if papers are not left in your box.
- 6. What should I do if I would like to change to read/audit?**

Contact NCBI staff to change your class status. If this is done in the first two weeks of class, a refund of \$45 will be given.

Statement of Mission and Purpose

Statement of Mission

NCBI is an equipping and training center that discipled leaders to be all that God intended them to be.

Purpose

NCBI nurtures the development of ministry leaders so that men and women are equipped to fulfill God’s call on their lives as pastors, missionaries, church planters, evangelists and ministry leaders.

The ministry preparation is accomplished in the lives of our students through the acquisition of biblical knowledge, the pursuit of theological understanding, the development of heart and character, and the formation of ministry and leadership skills.

With an ecumenical faculty, the institute is an extension ministry of Faith Center Foursquare Church. NCBI is a Certified Formal Bible Institute rated by the Foursquare Bible Institutes as “highly developed”, and is affiliated with the International Church of the Foursquare Gospel.

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Philosophy of Education

NCBI believes that simply accumulating knowledge does not complete education, but the cycle of learning is completed by action and application. Therefore, NCBI will lead the student into a meaningful program of hands-on ministry training.

Since the Scriptures teach that each believer has a ministry, regardless of his or her specific occupation, we also welcome those who desire a deeper understanding of the Word and how to serve within the local church.

Institutional Outcomes

Graduating students will:

- ◆ Demonstrate a commitment to the Lordship of Jesus Christ.
- ◆ Show evidence of the authority of Scripture in their lives.
- ◆ Demonstrate a foundational knowledge of Scripture and the ability to apply its principles to life.
- ◆ Demonstrate the ability to share their faith and a commitment to the biblical mandate of evangelism.
- ◆ Demonstrate a commitment to the Church and use their gifts to serve within it.
- ◆ Demonstrate the ability to do research on a post secondary level and effectively communicate in both written and oral form.
- ◆ Manifest a commitment to lifelong learning and personal growth.

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North Coast Bible Institute

2-year Certification Program

Each column represents the classes that are offered in a particular semester.

Visit our website www.eurekafaitcenter.org for current and upcoming semester classes and for downloadable registration forms.

Term A	Term B	Term C	Term D
BI 130 Acts & the Basis of Missions	BI 120 Old Testament Survey II	BI 230 Epistles	MI 110 Effective Biblical Teaching
TH 120 Theology II	MI 120 Christian Counseling	TH 210 Eschatology	TH 110 Theology I
MI 120 Creative Biblical Communication	BI 220 Romans	HI 210 History of Christianity	BI 120 The Life of Christ
BI 110 Old Testament Survey I	MI 220 Intro to Biblical Exegesis	LD 210 Principles of Christian Leadership	LD 110 Disciplines of Life

* Students must also fulfill a minimum of 18 yours per semester in approved training. All training must be documented. (see p.24 for more detail)

Course Descriptions (continued)

Theology (continued)

TH 120 Theology II (2 units)

- ◆ Pneumatology—a study of the scriptural revelation of the person and work of the Holy Spirit from the Pentecostal perspective, including a study of the baptism and gifts and graces of the Spirit as aspects of the Spirit’s continuing ministry.
- ◆ Divine healing - a study of God’s provision and promises concerning divine healing.
- ◆ Angelology—an examination of the scriptural teaching concerning the origin, nature, sphere, work and destiny of angels.
- ◆ Ecclesiology—the doctrine detailing origin, nature and constitution of the Church; its local organization, ministry, ordinances, and destiny.

TH 210 Eschatology (2 units)

This course explores the Christian doctrine of “last things”, along with its sub-categories of death, resurrection, heaven, hell, final judgment, and the second coming of Christ. This course will focus on biblical teachings, require theological reflections, and engage in the doctrine’s local, global, and pastoral implications.

Doctrinal Statement

The Holy Scriptures: we believe that the Bible is the inspired Word of God: true, immutable, steadfast, and unchangeable. (2 Timothy 3:16-17)

The Eternal Godhead: we believe that God is triune: Father, Son and Holy Spirit; the three are coexistent, coeternal, and equal in divine perfection. (1 John 5:7 KJV)

The Fall of Man: we believe that humanity, created in the image of God, by voluntary disobedience fell into sin, bequeathing sin’s nature and consequences to all humankind, with their accompanying loss of intended meaning and purpose. (Genesis 1:27; Romans 5:12)

The Plan of Redemption: We believe that while we were yet sinners Christ died for us, took our place, and with His life’s blood purchased the pardon for all who believe in him. (John 3:16; Titus 2:14)

Salvation Through Grace: We believe that salvation is wholly through grace; that no human righteousness or merit can contribute to our receiving of God’s love and favor. (Ephesians 2:8)

Repentance and Acceptance: We believe that, upon sincere repentance and a wholehearted acceptance of Christ, we are justified before God through Jesus’ sacrificial death. (Romans 10:6-10; 1 John 1:9)

Daily Christian Life: We believe that it is the will of God that those who have been born again grow in sanctification, become partakers of God’s holiness, and daily grow stronger in faith, power, prayer, love and service. (2 Cor 7:1)

The New Birth: We believe that the change that takes place at conversion is a very real one; that having received righteousness in Christ and having received of the Holy Spirit, people will have new desires, interests, and pursuits in life. (2 Cor. 5:17; Gal 2:20)

Water Baptism and the Lord’s Supper: We believe that being baptized in the name of the Father, Son and Holy Spirit is an essential response to Jesus’ command, testifying to his lordship as Christ and King (Romans 6:4). We believe in observing the Lord’s Supper, receiving the broken bread and the fruit of the vine with joy and faith as we partake anew of the life and triumph of Christ’s cross (1 Corinthians 11:24-26)

Baptism in the Holy Spirit: We believe that the baptism in the Spirit empowers believers to exalt Jesus, to live lives of holiness, and to be witnesses of God’s saving grace; we expect the Spirit’s incoming to be in the same manner as that in which he came upon believers in the early church. (Acts 1:5-8; 2:4)

The Spirit-Filled Life: We believe that it is the will of God that believers walk in the Spirit at all times, serving the Lord and living lives of patience, love, truth, sincerity and prayer. (Ephesians 4:30-32; Galatians 5:16, 25).

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Doctrinal Statement (continued)

The Gifts and Fruit of the Spirit: We believe that the Holy Spirit gives ministry gifts to believers that will build up the Body of Christ through edification and evangelism. (1 Cor 12:1-11); as evidence of a Spirit-filled life, believers should show spiritual “fruit”: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control. (Galatians 5:22-25)

Moderation: We believe that a Christian’s moderation should be obvious to others and that relationship with Jesus should never lead people into extremes of fanaticism; their lives should model that of Christ in uprightness, balance, humility, and self-sacrifice. (Colossians 3:12; Philippians 4:5)

Divine Healing: We believe that divine healing is the power of Jesus to heal the sick in answer to the prayer of faith; He, who does not change, is still willing and able to heal the body, as well as the soul and spirit. (Mark 16:17-18; James 5:14-16)

The Second Coming of Christ: We believe that the second coming of Christ is personal and imminent; the certainty of his coming and the fact that no one knows when prompt our evangelistic efforts; that the Lord himself will descend from heaven, the dead in Christ shall rise, and the redeemed will be caught up to meet the Lord in the air. (Matthew 24:36-44; 1 Thessalonians 4:16-17)

Church Relationships: We believe that it is our sacred duty to identify ourselves with a congregation of believers with whom we can worship God, observe the ordinances of Christ, exhort and support one another, labor for the salvation of others, and work together to advance God’s kingdom. (Acts 16:5; Hebrews 10:24)

Civil Government: We believe that civil government is by divine appointment and that civil laws should be upheld at all times except in things opposed to the will of God. (Acts 4:18-20; Romans 13:1-5)

Judgement: We believe that all shall stand before the judgment seat of Christ; the redeemed to be delivered into everlasting life, and the unrepentant into everlasting punishment. (Revelation 20:11-12; 2 Corinthians 5:10)

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Course Descriptions (continued)

Ministry Skills (continued)

MI 210 Christian Counseling (2 units)

This course introduces the tough issues that pain today’s generations and the biblical basis of counseling ministry. Topics will include the characteristics of effective counselors and how to avoid the common pitfalls in helping others.

MI 220 Introduction of Biblical Exegesis (2 units)

This course covers the art of biblical interpretation. Topics will include: 1) the task of biblical hermeneutics 2) the doctrine of the Bible with an emphasis on its inspiration, canon, and transmission, and 3) the elements of hermeneutical methodology. Assignments emphasize the general interpretive process while introducing and implying some of the many resources for in-depth Bible study. Emphasis will be placed on the skills and tools necessary for responsible biblical interpretation.

Theology

TH 110 Theology I (2 units)

- ◆ Theology—a general overview including the revelation of God, his nature, character and works with emphasis on the Trinity.
- ◆ Anthropology—a study of humanity as God’s creation, human beings as sinners alienated from God by voluntary disobedience, and as objects of God’s redeeming grace.
- ◆ Hamartiology—a discussion of sin, its origins, reality, extent, result and penalty.
- ◆ Christology—a study of the person of Jesus Christ including his pre-existence, promise, incarnation and its ramifications, and his resurrection.
- ◆ Soteriology—the doctrine of salvation, its plan by the Godhead, its provision through the mediatorial work of Christ and its application through the Holy Spirit.

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Course Descriptions (continued)

History

HI 220 History of Christianity (2 units)

This course includes a survey of people, movements, and doctrines from the beginning of Christianity in the first century to the present state of Christianity in the 21st Century. This course will also cover the history of the Foursquare Church.

Leadership Development

LD 110 Disciplines of Life (2 units)

This course focuses on the spiritual disciplines, including but not limited to the development of a prayer and devotional life, fasting, solitude and silence, and the observance of the Sabbath. The course will also focus on the issues relating to practical Christian living.

LD 210 Principles of Christian Leadership (2 units)

The biblical principles of leadership will be studied in the context of today's church. Emphasis will be placed on the leader's development of personal and spiritual qualities and skills that will enable him/her to better equip believers for ministry in the local church.

Ministry Skills

MI 110 Effective Biblical Teaching (2 units)

A study of the underlying principles of successful teaching in the local church setting. Discussions include methods of learning, teaching devices, discipline, preparation, and application to various age groups, from children through adults.

MI 1120 Creative Biblical Communication (2 units)

This introductory course is designed to give the student a philosophy of preaching and a practical understanding of sermon types, preparation, and delivery.

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Heaven: We believe that heaven is the glorious habitation of the living God and the eternal home of born-again believers. (John 14:2; Rev. 7:15-17)

Hell: We believe that hell is a place of darkness, deepest sorrow, and unquenchable fire, which was not prepared for humans but for the devil and his angels; yet it will become the place of eternal separation from God for all who reject Christ as Savior. (Matthew 13:42,50 and 25:46; Revelation 20:10, 15)

Evangelism: We believe that soul winning is the "one big business" of the Church on earth, and that every hindrance to worldwide evangelism should be removed. (James 5:20; Mark 16:15)

Tithes and Offerings: We believe that tithes and offerings are ordained by God to sustain His ministry, spread the Gospel, and release personal blessings. (Malachi 3:10; 1 Corinthians 16:1-2)

Certifications & Affiliations

NCBI has a transfer agreement with Life Pacific College in San Dimas, CA—a regionally accredited college with the Western Association of Schools and Colleges (WASC). Many classes satisfactorily completed at NCBI will be acknowledged and transfer credit accepted by Life Pacific College, which also offers degree completion on-line. For more information contact the NCBI director.

NCBI is a certified formal Bible Institute rated as "highly developed" with the International Church of the Foursquare Gospel. It has religious exemption status with the State of California.

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Licensing

Upon graduation and appointment in a Foursquare Church, the graduate will be eligible to apply for a pastor's license with the International Church of the Foursquare Gospel.

NCBI does not issue ministerial licenses. Licensing is a denominational function and for the Foursquare denomination it is handled by the District Office. (for the areas of Humboldt and Del Norte Counties that would be the Central Pacific District of Foursquare churches)

For members of Faith Center and other area Foursquare churches, it should be noted that graduating from NCBI with full credit is not a full guarantee of an appointment or reference for licensing. Those interested in licensing and appointment at Faith Center should request an interview with the Senior Pastor.

Non-Discriminatory Policy

NCBI admits students of any race, color, national and ethnic origin to all rights, privileges, and programs and activities generally accorded or made available to students at the institute. It does not discriminate on the basis of gender, race, color, national and ethnic origin in administration of its admission or educational policies and scholarship programs, or other institute-related programs.

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Course Descriptions

Bible

BI 110 Old Testament Survey I (2 units)

This course includes a survey of the dynamics of creation and Hebrew national history, from Genesis to Esther. Notable biblical characters are highlighted, and special emphasis given to the typology of Jesus Christ.

BI 120 Life of Christ (2 units)

A study of the four gospels with an emphasis on the person and ministry of Jesus with emphasis on the concept of the kingdom of God and the principles that govern kingdom living. The teachings of Jesus and his personal example, leadership and ministry style will be covered. The meaning of the cross and the implications of the death and resurrection will be explored in depth.

BI 130 Acts & the Basis of Missions (2 units)

This course includes a study of the journeys of Paul and the development of the early churches. Special emphasis is placed upon the principles that are applicable to church life today. The ministry of the Holy Spirit is emphasized and an introduction to Foursquare Missions is given.

BI 210 Old Testament Survey II (2 units)

This course is a survey of the Old Testament from Job through Malachi. Notable biblical characters are highlighted and special emphasis given to the typology of Jesus Christ. (no prerequisite required)

BI 220 Romans (2 units)

This course is an expository, exegetical study of the book of Romans. Special attention is given to Paul's development of major theological themes and his application of those themes to the lives of believers.

BI 230 Epistles (2 units)

This course provides a survey of the epistles from 1 Corinthians to Jude. The course will concentrate on the historical development of Christian doctrine and the practical application of that doctrine to the life of a believer. Emphasis will be placed on understanding the central themes of each letter in order to correctly interpret and apply that message in its modern context.

Academic Program

Certificate of Christian Ministry

NCBI offers a 2-year, 32 semester hour program that revolves in a 2-year cycle. Classes offered on Thursdays during one cycle will be offered on Sundays for the next to allow students the ability to complete the program in 4 years by attending one night per week.

Bible (12 units)

BI 110	Old Testament Survey I
BI 120	Life of Christ
BI 130	Acts & the Basis of Missions
BI 210	Old Testament Survey II
BI 220	Romans
BI 230	Epistles

History (2 units)

HI 120	History of Christianity
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Leadership Development (4 units)

LD 110	Disciplines of Life
LD 210	Principles of Christian Leadership

Ministry Skills (8 units)

MI 110	Effective Biblical Teaching
MI 120	Creative Biblical Communication
MI 210	Christian Counseling
MI 220	Into to Biblical Exegesis

Theology (6 units)

TH 110	Theology I
TH 120	Theology II
TH 210	Eschatology

Facilities

NCBI is held in the well equipped Christian Education wing located on the campus of Faith Center Foursquare Church at 1032 Bay Street, Eureka, CA, 95501

Library

NCBI is continually developing and strengthening its library to support the instruction being given to the students.

The library includes books and other forms of reference materials that support learning in subject areas taught in the institute and enhances the academic and spiritual development of the students. The library also provides a computer and printer for student use and internet access. Wireless internet is available in the NCBI classroom.

Students can also obtain access to the libraries at College of the Redwoods and Humboldt State University.

Admissions

Scheduling

NCBI offers a two-year curriculum that revolves in a two-year cycle. Classes offered on Thursday evenings during one cycle will be offered on Sunday evenings during the next cycle. This allows students the opportunity to complete the program in four years by attending one night a week. All classes meet for 9 weeks for two hours and fifty minutes a week.

Admission Requirements

NCBI has specific criteria for admission to its program. Since our mission and purpose is to not only train for ministry but also for personal enrichment, we admit students based on the following criteria:

- The student has accepted Christ as Savior
- The student attends church regularly.
- The student has the approval of their pastor to attend NCBI.
- The student has at least a high school diploma GED. (some exceptions may apply)
- The student must complete the admission application.

Transfer of Credits

NCBI welcomes students who have completed academic work at other institutions and will accept courses which are comparable or which meet the objectives of NCBI. For a particular course to transfer, the grade for the course must be earned at a recognized institution with a grade of C or above.

Disciplinary Action

Students at NCBI are expected to live their lives in a manner that reflects biblical guidelines for living as Christians. NCBI students are not expected to be perfect or to follow a strict list of rules for living. However, in cases where there is a clear violation of biblical principles, the following action will be taken:

1. A verbal warning will be issued and noted in the student's file.
2. If a second infraction occurs, the student will be asked to appear before a committee and be placed on probation.
3. If a third infraction occurs, the student will be immediately dismissed with no refund or adjustment of tuition costs. A student who has been dismissed will not be able to reapply for admission for one year.

*In cases of cheating, the student will be given an "F" on the assignment in question and will not be allowed to make up the work. If the student fails the class because of the "F", the student will need to retake the class.

The Disciplinary Committee reviews all cases that need disciplinary action. The staff of NCBI will provide encouragement and guidance for students that have come under any kind of disciplinary action.

Transcript Requests

Students needing to have an official transcript sent to another institution may fill out and submit an Official Transcript Request form.

Student Life (continued)

Practical Training/Seminar Training

Each student planning to graduate from NCBI will be required to complete a minimum of 72 hours of practical or seminar training in addition to their classroom studies. Practical training is hands-on training such as teaching a class, running a soundboard, assisting in baptism, etc. Seminar training is classroom type of training outside of NCBI. This does not include church services, but training sessions offered in a live seminar or a video format. Students will be given dates and information on any such seminars offered at Faith Center or in the area as they become available. In order to receive credit for either practical or seminar training a student must:

1. Fill out a Practical/Seminar Training form.
2. Return the form, signed by the practical training overseer, or return the form with a copy of the notes from the seminar attended.

Forms for Practical/Seminar training are available in the NCBI classroom. Completed forms should be placed in the basket marked "NCBI Office" located near the student mailboxes.

Plagiarism Policy

Plagiarism is taken very seriously at NCBI. The consequences of a student plagiarizing the work of others is as follows:

First Offense: the student will receive a grade of "0" on the assignment plagiarized and a notation placed in their student file.

Second Offense: the student will be expelled from NCBI.

Academic Policies

NCBI operates on a semester system with 12.5 contact hours required for each credit hour. Most courses at NCBI are two semester hours. For the convenience of our students, courses meet in one block of time.

Classes meet on:

Sundays from 5:00-8:00 p.m.

Thursdays from 6:30-9:30 p.m.

Coursework assignments for each class anticipate 1.5 to 2 hours per contact hour or 37.5-50 hours of work outside of the classroom. In addition, students are required to document 18 hours per semester in approved ministry training, which can be either hands-on training or seminar-type training. All training hours must be documented and recorded in the student's permanent record.

Course Load

A student taking four courses each semester will be classified as a full-time student. It is recommended that students who work full-time and/or have a family take no more than two classes each semester, in order to maintain a balance between work, family and biblical study.

Audit/Non-Audit

Courses at NCNI may be taken as read/audit, which means that the student has permission to attend the course for personal enrichment without fulfilling the academic requirements such as assignments and tests. The student must, however, purchase the books and complete all reading assignments. This will ensure that all students can participate in group discussions.

Grading System

Grading

Academic and grading policies are reviewed for new students each semester. Grades are either mailed to the student or put in their student box approximately three weeks after the close of the semester. Grades are recorded by letter according to the scale located on this page. All courses are recorded on the student’s transcript and are included in the determination of the GPA (grade point average)

Grade	Score	GPA
A	93-100	4.0
A-	90-92	3.66
B+	88-89	3.33
B	83-87	3.00
B-	80-82	2.66
C+	78-79	2.33
C	73-77	2.00
C-	70-72	1.66
D+	68-69	1.33
D	63-67	1.00
D-	60-62	.66
F	59 or less	.00
P	Pass	
WF	Withdrawal Failure	
IN	Incomplete	

Student Life

Attendance Requirements

NCBI trains people for ministry. Because we are serious about effecting people for eternity, classroom attendance is not left to the discretion of the student.

It is understood that a student will be present in class except for approved reasons. Attendance is recorded each class session. A student who arrives more than 15 minutes late will be marked absent. Students will be allowed no more than two absences per class or a 20% absence. This 20% is allowed to accommodate things such as illness, retreats, family events, etc. In the event of an emergency, a student may fill out a “Justified Absence Request”. Upon approval by the NCBI staff, a “J” will be placed in the attendance record and the absence will not be counted as part of the 20%.

Absences will be considered justified only if they meet the following criteria:

- An emergency illness, such as hospitalization.
- A death in the family.
- An overtime work requirement with verification from your employer.
- Pre-approved training seminars and conferences.

When a student’s number of non-justified absences exceeds 20% the student is dropped from the class, and the grade will be computed as a “WF” in the grade point average.

Code of Conduct (continued)

2. **Respect for peers and authorities.** NCBI expects every member of the community to demonstrate love, respect, honor to all other members of the community, whether in relating to one's colleagues or to those in authority. (Rom 12:10; 1 John 4:21; 1 Peter 2:17; Hebrews 13:16-17)
3. **Discrimination/Harassment.** In valuing the rights of all individuals and their contributions (1 Cor. 10:24), we acknowledge all forms of gender and racial discrimination to be violations of God's laws (Acts 10:34). NCBI is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited.
4. **Dating and Marriage.** NCBI expects the highest standards of moral purity to be maintained by members of its community regarding both dating and marriage. God's word does not condone either premarital or extramarital sexual activity. (1 Thessalonians 4)
5. **Appearance and Dress.** Recognizing that members of NCBI's community are called to be leaders in the Church and in society, the school requires its members to follow the standards of modesty in dress and appearance. Scripture calls believers to be examples to those around them (1 Timothy 4:11-12) and give no offense to others. (1 Corinthians 10:32)

Grading System (continued)

Failure

Students are permitted to repeat a course one time to make up a failure.

Withdrawal

A student that formally withdraws from a course and does not complete the semester will be given a "WF" indicating that the failure of the class was due to a withdrawal.

Incomplete

The grade "IN" signified incomplete but otherwise satisfactory work. It is granted only when extenuating circumstances prevent the timely completion of work. If the incomplete work is not made up within one month following the scheduled date of the final exam, the "IN" is changed to the grade that the student earned averaging a zero in the place of the missing work.

Academic Probation

A student will be placed on Academic Probation if: 1) the student's cumulative GPA drops below a 2.0 or 2) the student's semester GPA is below 2.0 for two consecutive semesters.

Grading System (continued)

Academic Dismissal

If a student's GPA has not improved at the end of his/her semester on academic probation, or if a student has a third semester with a semester GPA below 2.0, the student will be "academically dismissed" and may not continue taking courses. When "academic probation" occurs, a student must wait at least one semester before applying for re-entrance to the institute.

Appeal

A student who is affected by these policies, yet believes that he/she has facts unknown to the academic committee, may appeal to be reinstated. To make an appeal a student should submit a written statement to the NCBI office including: 1) reasons for unsatisfactory progress. 2) intentions to maintain acceptable academic standing, and 3) methods for anticipated success towards educational goals.

If the appeal is granted, a student may return under probationary status with one additional semester to improve his/her academic status.

Plagiarism Policy

Plagiarism is taken very seriously at NCBI. The consequences of a student plagiarizing the works of others is as follows:

- First Offense: the student will receive a grade of "0" and a note will be placed in the student's permanent file.
- Second Offense: the student will be expelled from NCBI.

3. **Discipleship.** Paul instructed believers to follow the example of "those who live as we do" (Phil. 3:17). Discipleship is developing personal relationships for spiritual goals. Community members are encouraged to form personal friendships, structured accountability relationships, and/or small groups.
4. **Church Attendance.** Believers are instructed to not forget "assembling together" as they submit themselves to the life and leadership of a local assembly (Heb. 10:25, 1 Cor. 16:13-16) It is expected that all members of NCBI's community will establish a church home and regularly attend worship services.
5. **Christian Ministry.** God has called every believer to do the work of the ministry (Eph. 4:12-13). The Word declares that "we are His workmanship, created in Christ Jesus for good works" (Eph. 2:10) It is anticipated that all members of the NCBI community will be involved in some expression of Christian service and exercise spiritual gifts for the edification of the body.

Recognizing that preparation for and involvement in the service of Christ requires a life consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values, the following are expected of community members:

1. **Maintain a Blameless Testimony.** Scripture declares that God has created all persons in his image (Gen. 1:26-27) and that we are not to be conformed to this world (Romans 12:2), but are to be "holy in all" of our conduct (1 Peter 1:15-16). To maintain a blameless testimony as Christian leaders, students and employees, it is expected that all members of the community abstain from fornication, adultery, or homosexual behavior, or using pornography; illegal drugs or harmful substances; and profanity, obscenity, and dishonesty, including plagiarism.

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Code of Conduct

Realizing that NCBI is a community of Christian believers, the school expects its students, faculty and staff to exemplify biblical standards of conduct in all areas of their lives, both on and off campus, and in interpersonal and community relationships. NCBI expects its members to demonstrate integrity in their personal lives and in their academic/professional work, and to show respect, concern, and proper behavior towards their colleagues and those in authority. NCBI's code of conduct is a central criterion of behavior for all who are a part of the NCBI community. It represents a standard of Christ-like maturity based on a biblical philosophy, reverence for God, esteem for humankind and personal integrity.

Recognizing that preparation for an involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, NCBI expects the members of its community to seek spiritual growth and maturity. The following are expected of community members:

1. **Study the Word of God.** Regular and consistent personal study of the Word is essential for spiritual growth. 1 Peter 2:2 encourages us to “long for the pure milk of the Word”. The Bible has the power to reach the innermost parts of our being (Heb. 4:12) and to enable us to stand firm for Christ (Eph. 6:17)
2. **Communion with the Father.** Christ-like living is essentially a love relationship with the living God (James 4:8), birthed by and substantiated through the power of the Holy Spirit. To personally know the Father, we must have communion with Him. Jesus gave us the example to pray regularly and consistently, and Paul says in 1 Thess. 5:17 that we should “pray continually” including prayer in the Spirit. (1 Cor. 14)

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General Course Information

Each course at NCBI has a syllabus with the title and number of the course as well as the instructor's name. All syllabi are approved by the institute director before the beginning of each term.

The course description gives a synopsis of the course content and states the goals of the course. The textbooks and materials used are listed by author, title, volume number, publisher and copyright date.

The course requirements are clearly delineated both in the course outline and orally during the first course session, including the due dates for term projects.

Course policies regarding attendance and completion of assignments are explained and used as a guideline. Each faculty member is allowed to set the policies for his or her own class, except for those areas clearly defined in the catalog.

A schedule of subjects to be covered, reading assignments to be completed and examinations and quizzes are attached to the course syllabus.

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General Course Information (continued)

Examinations

NCBI uses proper means of evaluation in all of its courses. Examinations are sufficiently challenging to reflect the levels of comprehension among students. On occasion, instructors may choose to use another means of evaluation such as a major ministry project or report. Examinations and projects are noted in the course syllabi.

Textbooks

Textbooks used for each institute course are appropriate to college-level instruction. The students are expected to complete consistent reading assignments from the textbooks and other materials used in teaching the course. Those readings are also a part of the examinations given in the course.

Please see the book list provided each semester in the registration packet and in the syllabus. Students are responsible for ordering and paying for their own books.

The students complete 1.5-2 hours of outside course work for every hour spent in class, and are usually required to do a major research assignment or projects that take the principles learned in the course and apply them in a professional, yet practical way.

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Payment Option

A payment plan is available to students who are unable to pay the full amount upon the day of registration. To create a payment plan the student must meet with the NCBI Director or Administrator. Both the amounts per month (typically 25% each month) and the date upon which payments are to be made will be decided in this meeting.

Financial Responsibility

Students must indicate at the beginning of each semester their plan for the financial payment. Payments must be made on or before the designated due dates. Students failing to make payments within 30 days of the agreed upon dates will not be allowed to attend classes until a payment has been received or new arrangements have been made with the NCBI Director.

Students may not register for further classes, participate in graduation ceremonies, or receive any certificate, grades, transcript, or letter of recommendation until all financial obligations have been satisfied. If students have a financial problem, they should notify NCBI by talking with the Director or the Administrator.

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Financial Information

NCBI operates on its own yearly budget. It is also a part of the yearly budget at Faith Center Foursquare Church as it considered one of the ministries of Faith Center. The accounting of NCBI is, however, separate from Faith Center.

Tuition and Fees

Tuition and fees are due in full at the time of registration unless a payment plan is selected.

Application Fee (one time fee):	\$20
Class fee:	\$85
Late registration fee:	\$20
Read/Audit fee:	\$45

Tuition Refund Policy

Students who find it necessary to withdraw from a class must fill out a “withdrawal form” and submit it to the NCBI office. The date of withdrawal is the date the NCBI office receives the formal “withdrawal form”, rather than the date that the student stopped attending or the date that the student informed the teacher. Those failing to do so will receive a grade of “F” in those classes. Tuition will be refunded only when the official form is submitted.

Tuition will be refunded according to the following schedule:

Through the 2nd week of class:	full tuition refund
Through the 3rd week of class:	50% tuition refund
Through the 4th week of class:	25% tuition refund
After the 5th week of class:	no refund

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Academic Requirements for Graduation

A cumulative grade point average (GPA) of 2.0 is required for graduation. Students meeting both academic and practical requirements will be awarded a Certificate of Christian Ministry

Graduation Honors

Students who fulfill all the graduation requirements and earn high marks will graduate with one of the following honors.

Highest Honors:	3.80 and higher
High Honors:	3.60-3.79
Honors:	3.40-3.59