

# **Northeastern Regional Bible College**

## **Student Handbook**

*Effective Spring 2012*

*The information contain in this handbook provides an overview of the academic and administrative policies, programs, fees, and personnel of Northeastern Regional Bible College (NRBC). NRBC reserves the right to alter any policies, programs, and fees described in this document without notice or obligation. A copy of this handbook can be downloaded from the website of NRBC at [www.nrbcollege.org](http://www.nrbcollege.org). Students will be notified whenever updates and revisions are made to the handbook and will be able to download the updated version from the College's website.*

## Message from the President



Welcome to Northeastern Regional Bible College (NRBC)! We are glad you decided to enroll in our College. If you are seeking an educational program that will enhance your opportunities for a career working in a field of ministry, then you have chosen the right college.

At NRBC, we are dedicated to the mission of helping the “Church” proclaim the gospel both locally and throughout the world by training and equipping men and women for manifold ministries. We operate as an affiliate campus of Central Christian University located in Wynne, Arkansas. Under this affiliation, we are licensed to offer certificates, diplomas and undergraduate degrees. Some of those degree programs include **Biblical Studies, Theology, Christian Education, Christian Counseling** and **Pastoral Counseling**.

We have prepared this student handbook for your information. This handbook will provide you with a “high-level” overview of the academic and administrative policies and guidelines, programs, fees, and personnel of Northeastern Regional Bible College (NRBC). Please take time to familiarize yourself with this handbook, as it will serve as your “student life” guidebook throughout the year. For more detail information about NRBC or policies, programs and fees, please contact our office at 919-690-1982.

Please note that the NRBC Student Handbook is subject to changes during the school year. If significant changes are made, they will be communicated to all students by way of an email.

Again, welcome to Northeastern Regional Bible College! I pray that you will enjoy your time with us as you work to achieve your ordain purpose in life.

Yours in Christ,

A handwritten signature in black ink, appearing to read "J. Phillip Betts". The signature is fluid and cursive.

Bishop J. Phillip Betts  
President

# Table of Content

	<u>Page</u>
<b>I. General Information</b>	
A. Message from the President .....	2
B. Purpose .....	4
C. Statement of Faith .....	4
D. Accreditation .....	5
E. Non-Discrimination Policy .....	5
<b>II. Academic Policies, Procedures and Guidelines</b>	
A. Admission Requirements .....	5
B. Classroom Policy.....	6
C. Class Attendance .....	6
D. Plagiarism .....	7
E. Grade Reports.....	7
F. Add or Dropping a Course .....	7
G. Auditing a Course.....	8
H. Withdrawal from a Course or the College .....	8
I. Change in Grade.....	9
J. Required Seminars .....	9
<b>III. Administrative Policies, Procedures and Guidelines</b>	
A. Communication with Students .....	9
B. Change in Address .....	9
C. Financial Assistance .....	9
D. Refund Policy .....	10
E. Student Disabilities Policy .....	10
<b>IV. Student Information and Services</b>	
A. Student Transcript .....	10
B. Student Records.....	11
C. Graduation Requirements.....	11
<b>V. Financial Information</b>	
A. Tuition and Fees.....	11
<b>VI. Personnel and Contact Information</b>	
A. Faculty .....	12
B. Staff .....	13
C. Important Locations .....	13

# General Information

## **PURPOSE**

The goal of Northeastern Regional Bible College (NRBC) is to provide an excellent Christian college education that is flexible, affordable and accessible to individuals who are unable to attend traditional colleges due to personal, family or ministry obligations.

## **STATEMENT OF FAITH**

**Founded on the principles of faith, Northeastern Regional Bible College affirms:**

- That the Scriptures, Old and New Testaments, are the inspired, infallible and revealed Word of God.
- That God has revealed Himself to be the living and true God, perfect in love and righteous in all His ways.
- That God, who discloses Himself through His creation, has spoken in the words and events of redemptive history. This history is fulfilled in Jesus Christ, the incarnate work, who is made known to us by the Holy Spirit in sacred Scripture.
- That the Church is the Body of Christ and is comprised of all those who through belief in Christ have been spiritually regenerated by the indwelling Holy Spirit and that the mission of the Church is worldwide evangelization.

As an educational arm of the Church, Northeastern Regional Bible College seeks to serve the body of Christ in its worldwide ministry, combining the following emphases in the types of training we provide:

**PROFESSIONAL COMPETENCE** — NRBC is committed to providing an academically and professionally qualified faculty whose appointments and advancements are dependent upon potential and acknowledged competence in teaching, writing, and professional practice.

**MULTI-DENOMINATIONAL BREADTH** — NRBC is pledged to service the entire church of Christ in its various expressions whether congregational, denominational, or multi-denominational. While maintaining a multi-denominational structure, NRBC encourages its students to work within existing church organizations.

**VOCATIONAL DIVERSITY** — In order to meet the demands of the church today, NRBC takes seriously the apostolic description of the church's nature – one body, many members. For this reason, the various degree programs of NRBC are designed to provide training for a wide range of Christian service.

**PERSONAL MATURITY** — NRBC believes that the church of Christ must minister to the whole person. The ultimate objective is that every graduate be equipped to model as well as foster in others a personal maturity which is demonstrated by loving service to others and responsible Christian discipleship.

**SOCIAL CONCERN** — NRBC has a deep-seated desire to demonstrate and to evoke a quality of discipleship which applies the biblical norms of love and justice in all human relationships.

## **ACCREDITATION**

Northeastern Regional Bible College operates under the license and accreditation of Central Christian University (CCU), located in Wynne, Arkansas. CCU is accredited by Transworld Accrediting Commission (TAC) out of Riverside, California and is an Approved Learning Center by the American Society of Christian Therapists (ASCT) and the National Christian Counselors Association (NCCA). The University is also licensed by The Board of Governors of the University of North Carolina. CCU has been in operation since the late 1970's, and has several regional study sites across the United States as well as Europe, Africa, Asia and the West Indies.

Degree programs are for religious purposes only and are strictly intended for use in the religious community. Therefore it is the responsibility of each student to determine, prior to registration at NRBC that their degree program or studies meet admission, employment or transfer requirements.

NRBC makes no representations, promises or guarantees of employment or acceptability of transfer credits to any public or private educational institution.

## **NON-DISCRIMINATION POLICY**

Northeastern Regional Bible College does not discriminate on the basis of age, race, color, physical disability, national or ethnic origin in the administration of its educational programs, hiring policies, admission policies, or any other school-administered programs and/or privileges accorded to students.

# **Academic Policies, Procedures and Guidelines**

## **ADMISSION REQUIREMENTS**

Admission to a degree seeking status requires individuals to submit an official transcript of high school graduation (or college transcript if transferring from a recognized theological seminary, college or university). G.E.D. students may be admitted upon presentation of a test score of 50 or higher. Applicants must submit an Application Form, a letter of reference from a pastor or peer, all transcripts, and the non-refundable \$75 application fee.

**Student Orientation** – A student orientation and informational meeting is scheduled at the beginning of each semester. The purpose of this meeting is to provide an opportunity for new and transfer students to make a smooth and enjoyable transition into college life. New and transfer students are required to participate in a student orientation and informational meeting prior to the start of their first semester. A wide range of information is covered during the meeting to help acquaint new students with NRBC and provide an overview of academic and administrative policies, procedures and regulations. In addition, information and assistance is provided in the areas of academic placement, financial assistance, and course registration.

**Distance Learning** – Through NRBC distance learning program, you can earn your degree from the comfort of your home. The curriculum in our distance learning program covers the same material as our onsite classes. Thus, credits earned through the program are awarded at the same level as credits earned from taking onsite classes.

- NRBC’s distance learning program allows students to take courses by way of online video and text-based instruction, which enables students to complete the class in an organized time frame. Each video session is between 50 to 60 minutes in duration. Also, each text-based class (non-video) allows the student to learn through the progression as set forth in the class syllabus.
- Under the distance learning program students may also opt to enroll in courses through the “self-study” program. The self-study program course material is delivered to the student’s residence by way of UPS or US mail. Students taking courses through the self-study program can complete course offerings at their own pace.

To learn more about NRBC distance learning program contact our office:

**Phone:** 919-690-1982 or 919-847-8274

## **CLASSROOM POLICY**

### **Classroom Policies**

- Before students record any class sessions (audio or visual), they must obtain permission from the class professor.
- Cell phones must be turned off and properly stored during class.
- Students are required to have textbooks for each class for which they are enrolled.

## **CLASS ATTENDANCE**

NRBC operates on a modified college semester schedule. With a few exceptions, classes are scheduled to meet five or six times for 2 ½ hours each, which equates to two sessions per meeting. Thus, courses scheduled to meet five times will consist of ten (10) sessions and courses scheduled to meet six times will consist of twelve (12) sessions.

**Attendance and Class Participation** – (Applicable for ALL students) *On-time* attendance is required; notify your instructor *in advance* if you must unavoidably miss a class (make sure you get all announcements, handouts or other material you missed). If you are taking the course for credit hours, your course grade will be lowered one letter grade if you miss two *unexcused* absences. **To receive a passing grade for a class, students must attend at least 60% of the time class is scheduled.**

**Personal Absences** – Students are permitted a certain number of personal absences based on the number required class meetings (see chart below).

<b>Method</b>	<b># Scheduled Sessions</b>	<b># Approved Absences</b>
Traditional classroom	3	1
Traditional classroom	4	1
Traditional classroom	5	2
Traditional classroom	6	2
Seminar	n/a	0

## **PLAGIARISM**

Avoid plagiarism. Use proper citations for reworded material and quotes for exact words. If you quote yourself from another paper, cite it.

- Properly cite all research. Use proper documentation for direct quotes as well as information restated in your own words. Only general knowledge should not be cited.
- The student who affixes his or her name to the paper must be the sole author of the paper. Students may consult with the instructor at any point in composing a paper. It is inappropriate for anyone to “ghostwrite” a student’s paper.

## **GRADE REPORTS**

**Grade Reports** are issued at semester final examinations. The grade report will include the letter grade and the number of credit hours you have earned for that course. If you think there is a discrepancy on your grade report, it is your responsibility to contact the course instructor.

The following is the grade scale for all courses offered through the College.

### **Grade Scale:**

90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F; I = Incomplete; P = Pass  
WD (Withdraw); WF (Withdraw Fail); WI (Withdraw Incomplete)

## **ADDING OR DROPPING A COURSE**

**Adding a Course** – Students wishing to add an onsite course after the start of a semester will have up to the second scheduled class during the semester to enroll in the course. A student may enroll in an independent study course at any point during the semester. However, students are encouraged to meet with their advisor to discuss their intent prior to adding a course to ensure that the course meets the requirements for their degree program.

**NOTE:** A student must complete the course registration form to enroll in any course offered by the College.

**Dropping a Course Onsite** – To drop an onsite course without receiving a failing grade, a student must do so by the end of the second class of the semester. Students who wish to drop a class must complete a withdrawal form, have it signed by the professor of the class, and bring it to the Registrar’s Office. Students who are dropped from class due to excessive absences may appeal to the Executive Director of the College.

**Independent Study** – Students taken a course through the Independent Study program who wish to drop the course should do so by the end of the first four weeks of the start of the course.

**NOTE:** Students dropping a course according to the above guidelines will receive a grade of “WD” (withdrawal) on their grade record. Students dropping a course after the guidelines outlined above will receive a grade of “WF” (withdrawal with an “F”) or “WI” (withdrawal with an incomplete) as deemed appropriate by the instructor.

## **AUDITING A COURSE**

Students interested in taking a course through NRBC, but not interested in earning college credits may audit the course. Auditing a course means the student registers for the course and attends it, but don't work for nor expect to receive a grade or credit.

Courses taken for audit do not apply toward any academic degree program. Tuition for an audited course may vary.

## **WITHDRAWAL FROM A COURSE OR THE COLLEGE**

Should you decide to withdraw from a course or from the College, you **MUST** complete the appropriate form(s), inform your advisor, and secure proper signatures. Failure to comply may result in a loss of money and a failing grade on your transcript.

The following is the general process for withdrawing from a course or the College. Please contact the Office of Academic Affairs for more details about the process.

**Withdrawing from a course** – To withdraw from a class, a student must complete the course withdrawal form, have his/her instructor sign it and submit a copy to the academic affairs office. A copy of the form may be obtained from the Office of Student Affairs.

**NOTE:** For a student to change his/her major, he/she must obtain written permission from his/her advisor.

**Withdrawing from the College** – After a student has enrolled in the College, any action that would cause the student to leave the College before routine completion of the semester (voluntary or involuntary) will be considered a withdrawal. A student whose circumstances force him/her to withdraw from college must have a withdrawal form properly executed by the Student Affairs Office. A student who finds it necessary to withdraw from the college should consult with the Student Affairs Office for the college policy regarding refunds.

**Balance Due** – When students withdraw from the College for whatever reasons, either temporary or permanently, and their account has a balance due, it must be paid in full. If full payment cannot be made at that time, the student must sign a promissory note for the unpaid balance. Payment under the promissory note may incur a processing fee based on the amount of the unpaid balance and the arrangement agreed to between the student and College. However, the processing fee shall not exceed 2.5% annually. NRBC reserve the right to take action, as appropriate, against any student who fails to keep the promissory note agreement including placing the student's account with an outside collections company.

If the student withdraws from the College during the first four weeks of a semester, the established refund percentage will apply. Please refer to the refund policy for details.

**NOTE:** Students leaving school without completing a withdrawal form will be considered automatically withdrawn. Such students will be required to reapply to the College if they wish to return.

## **CHANGE IN GRADES**

**Incomplete Grades** – If a student is unable to complete his or her work in a course at the end of a semester because of personal illness, or illness or death in the family, the student may receive a grade “I” (incomplete). His/Her work **MUST** be completed within **ONE SEMESTER** after the close of the semester in which the “I” is received. **INCOMPLETES NOT MADE UP WITHIN THIS PERIOD OF TIME AUTOMATICALLY ARE CHANGE TO A FAILURE.**

**Final Exam Conflicts** – Students who have conflicts in their examination schedules may arrange to take an examination on a different day or at a different time. To be eligible to make this change, the following must happen:

- Permission for the adjusted schedule must be obtained from the Executive Director of the College, the student advisor and his or her professor.
- The rescheduled examination must be taken during a time when the instructor is giving another examination or within a week of the final exam schedule.

**NOTE:** Students may be given an alternate exam at the discretion of their instructor.

## **REQUIRED SEMINARS**

**Annual Seminar** – As an affiliate of Central Christian University, NRBC is required to host an annual seminar. This seminar is required for all students enrolled in a degree program through the College. Students attending the seminar will receive 3 credit hours upon successfully completing the assignment for the seminar. Students who are unable to attend the semester will be required to complete an alternate assignment. All required students will be assessed the \$75 seminar fee.

# **Administrative Policies, Procedures and Guidelines**

## **COMMUNICATION WITH STUDENTS**

Important announcements and scheduled school events will be sent to students by way of email. These announcements will also be posted on the College’s website under “Scheduled Events.”

## **CHANGES IN ADDRESS**

The College’s primary method of communicating important announcements to students is by email. Communication of personal and confidential information to students is usually sent through US mail. To avoid delays in receiving vital information from the College, it is important that students notify the Student Affairs’ Office immediately upon a change in their email or mailing address.

## **FINANCIAL ASSISTANCE**

The financial assistance program at NRBC is designed to provide financial counseling and monetary assistance to students who would be unable to pursue their education without such assistance. Through the financial assistance program, limited grant/aid is available for licensed ministers based on meeting the eligibility requirements. In addition, non-licensed ministers and other students may be eligible to receive financial assistance through the College’s student work

study program. The amount of assistance a student may receive through either program is determined principally by the extent of the student need, availability of funds and the needs of the College. To be considered for the financial assistance program, a student must be enrolled in a degree program and in good academic standing at the College.

## **REFUND POLICY**

**Onsite Course:** Students who withdraw from an onsite course may be eligible to receive a refund provided they meet the guidelines for withdrawing from the course. The following chart outlines the amount of refund a student will be eligible to receive.

<b>Student withdraws according to following (Based on 5 to 6 class sessions):</b>	<b>% of Refund</b>
Before class starts	100%
After first but before second class meeting	80%
After second but before three class meeting	50%
On or after third class meeting	No refund

**Independent Study Course:** Students who withdraw from an independent study course will be eligible to receive 100% refund on their paid tuition and fees provide we receive notification within 24 hours of the official start date of the course. Full tuition will be due for students who withdraw from the course after this time frame.

## **STUDENT DISABILITIES POLICY**

**Assistance for Students with Disabilities** – Northeastern Regional Bible College encourages students with disabilities (physical, learning disability, etc.) to participate fully in all academic programs and student activities. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA), the college seeks to provide students with disabilities “reasonable accommodations” needed to ensure equal access to those programs and activities.

## **Student Information and Services**

### **STUDENT TRANSCRIPT**

**Transcript Records** – Each student's academic achievement is recorded on a permanent record which is kept in the Records Office. A student who submits a signed request will receive a copy of his permanent record at no charge. A student may also request that an official copy of the transcript be sent to another academic institution. A fee of \$10 will be charged for each official transcript issued. The Records Office will not issue transcript records for any student whose account is not paid in full.

## **STUDENT RECORDS**

**Confidentiality of Student Records** – NRBC will adhere to The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment. The Act was designed to help protect the privacy of student records. The act provides for the right to inspect and review educational records, the right to seek to amend those records, and to limit disclosure of information for the records.

## **GRADUATION REQUIREMENTS**

Students must meet all academic requirements for their degree program and satisfy all financial obligations with the College PRIOR to participating in graduation and receiving a degree.

### **Financial Information**

## **TUITION AND FEES**

**Tuition and Fees** – Student accounts are due and payable at the beginning of each semester, students enrolled in a degree program who are unable to pay their bill in full will have the option of utilizing the Tuition Installment Plan (TIP). This plan allows a student to make a down payment, followed by monthly installments. Details of TIP may be obtained by calling the Business Office. The following is a list of current tuition and fees. **PLEASE NOTE** that tuition and fees are subject to change without notice.

\$75 Application Fee (non-refundable)

\$58 per credit hour

\$30 per credit hour (course audit)

\$75 Graduation Application Fee

\$10 Transcript

\$10 Grade Change

\$50 ASAP Biblical Knowledge Exam

\$50 Diploma Replacement

\$95 Student Activity Fee (per year) (price includes \$75 for annual seminar fee)

## Personnel and Contact Information

### FACULTY

The following is a list of our current faculty. In addition to these faculty members, NRBC regularly uses adjunct professors to teach classes, and conduct seminars, workshops and special training sessions. NRBC only utilizes professors with the appropriate academic qualifications and experience who are committed to the mission, vision and philosophy of the College.

<b>Name:</b>	<b>Title and Area of Specialty</b>	<b>Contact information</b>
<b>Bishop J. Phillip Betts</b>	<b>President</b> , Northeastern Regional Bible College; <b>Professor</b> – Biblical Studies; Pastoral Ministry; Ministry; Leadership	<b>Phone:</b> 919.690.1982 <b>Email:</b> cccbetts@gloryroad.net; info@nrbccollege.org
<b>Dr. Ted Edmondson</b>	<b>Chancellor</b> , Central Christian University; <b>Professor</b> – Pastoral Ministry, Ministry; Leadership, Theology	<b>Phone:</b> 870.587.8200 <b>Email:</b> drtae@centralchristian.cc
<b>Dr. Enoch E. Holloway</b>	<b>Pastor</b> , Friendship Chapel Baptist Church, Wake Forest, NC; <b>Professor</b> – Biblical Studies; Pastoral Ministry; Ministry; Theology	<b>Phone:</b> 919.556.1759 <b>Email:</b> rockholloway20@hotmail.com; info@nrbccollege.org
<b>Dr., Bishop Charles McDowell</b>	<b>Pastor</b> , True Faith Ministries of Florence South Carolina; <b>Professor</b> – Pastoral Ministry; Ministry Leadership; Theology	<b>Phone:</b> 919.690.1982 <b>Email:</b> info@nrbccollege.org
<b>Dr. Keith McGann</b>	<b>International President</b> , Central Christian University; Professor – Pastoral Ministry; Ministry; Leadership; Christian Counseling; Theology	<b>Phone:</b> 919.690.1982 <b>Email:</b> jus2bcounseled@hotmail.com; info@nrbccollege.org
<b>Pastor Ben Ramsey</b>	<b>Executive Director</b> , Northeastern Regional Bible College; <b>Professor</b> – Biblical Studies; Ministry; Leadership; Christian Education; Christian Counseling	<b>Phone:</b> 919.690.1982; 919.847.8274 <b>Email:</b> ben@nrbccollege.org

## **STAFF**

### **Bishop J. Phillip Betts, President & CEO**

**Phone:** 919.690.1982

**Email:** cccbetts@gloryroad.net; info@nrbcollge.org

### **Pastor Ben Ramsey, Executive Director**

**Phone:** 919.690.1982; 919.847.8274

**Email:** ben@nrbcollge.org

### **Pastor Barbara Ramsey, Director of Student Affairs and Business Office Manager**

**Phone:** 919.690.1982

**Email:** barb@nrbcollge.org

### **Evangelist Gloretta McNeil, Administrative Assistant**

**Phone:** 919-690-1982

**Email:** glorettam@yahoo.com; info@nrbcollge.org

### **Ms. Susan Aldridge, Administrative Clerk, Student Support Services**

**Phone:** 919.690.1982

**Email:** honda272@embarqmail.com

### **Ms. Anna Royster, Office Clerk, Student Support Services**

**Phone:** 919.690.1982

## **IMPORTANT LOCATIONS**

### **Northeastern Regional Bible College**

3237 Knotts Grove Road, P.O. Box 1309

Oxford, NC 27565

**Phone:** 919.690.1982

**Fax:** 919.690.1824

**Website:** www.nrbcollge.org

**Email:** contactus@nrbcollge.org

### **Central Christian University**

CCU - Administrative Office Complex

P.O. Box 1054

Wynne, AR 72396

**Phone:** 870.587.8200

**Fax:** 870.587.8201

**Email:** info@centralchristian.cc

### **Cornerstone Christian Community Church**

3237 Knotts Grove Road, P.O. Box 1309

Oxford, NC 27565

**Phone:** 919.690.1982

**Fax:** 919.690.1824

**Email:** cccbetts@gloryroad.net