



2025-2026

STUDENT
HANDBOOK



New England Bible College & Seminary

This catalog is descriptive and contains statements regarding future events and plans. There is no assurance that all such events or plans will come to pass, nor is there any guarantee implied by the catalog that New England Bible College & Seminary will be able to offer all services it hopes to offer. The catalog is not a contract offered to potential students, though New England Bible College & Seminary will make every reasonable effort to follow through on its offerings. Study at New England Bible College & Seminary is offered as a privilege and assumes students will be self-governed by relationships and responsibilities to the institution and to each other. Connection with and study at the institution is not under any circumstances to be construed as a right or an entitlement.

New England Bible College and Seminary is an institution of Grace Evangelical, Incorporated.

Pursuant to the Maine Revised Statutes, Title 20-A, section 10708, subsection 4, this institution is not required to obtain authorization from either the State Board of Education or the Maine State legislature in order to: (1) use the name 'junior college,' 'college,' or 'university,' (2) offer courses or programs for academic credit or (3) confer degrees." New England Bible College is chartered by the Maine State Department of Education to confer baccalaureate degrees.

New England Bible College & Seminary does not discriminate in admission or employment policies and practices on the basis of race, sex, age, national origin, disability, or status as a veteran.

TABLE OF CONTENTS



01	President's Message
02	History
04	Vision, Mission & Statement of Faith
05	Purpose & Goals
06	Community Standard of Behavior
08	General Information Location, Contact Information
09	Information Guide Email addresses
10	Student Resources Job Board, Populi, Library p. 10 Partnerships p. 12
14	Student Policies Drug & Alcohol, Sexual Harassment p. 14 Non-Discrimination, Student Attire, Attendance p. 15
16	Academic Policies Christian Service Requirement, Plagiarism p. 16 Zoom p. 19 Academic Church Residency Program p. 20 Ministry Experience Credits, GPA p. 21 Academic Probation, Readmission p. 22 Withdraw, Add/Drop: In-Person Courses p. 23 Withdraw, Add/Drop: Online Courses p. 24 Transfer Credits, Fully Online Classes p. 25
26	Grading Standards Grading Scale p. 27
28	Financial Information Tuition & Costs, Financial Aid p. 28 Tuition Refund Policy p. 29
31	Calendars

FROM OUR PRESIDENT...



As President of New England Bible College and Seminary, I welcome you to our family! In a few different iterations, NEBCS has been preparing workers for Christ for over 65 years. We have weathered the challenges of conducting Christian Higher Education in one of the least churched states in the United States and at a time when Higher Education is deeply embattled, **AND WE ARE GROWING!**

In view of the vast need for ministry equipping for the local church, the marketplace, and the global mission field, the leadership of NEBCS has renewed its commitment to providing high quality, assessible, and affordable "Biblical Teaching and Missional Training" to students in Maine and beyond! The call of the hour for men and women of all ages who are equipped to fulfill the Great Commission at home, in the market, in the local church and abroad, has never been greater.

It is my hope that as a student at NEBCS you will find that we have, in fact, provided you with the MAPS you need for success. As students of New England Bible College and Seminary, we trust that you will find that we will equipp you to be:

Masters of the Scriptures who are
Academically Sound
Prepared for Ministry and
Spiritually Alive in Christ & empowered by the Holy Spirit for fruitful service to Christ.

In John 15:8, Jesus said, "This is to my Father's glory, that you bear much fruit, showing yourselves to be my disciples." It is our prayer that much fruit for Jesus will be the result of your time as a part of the NEBCS family.

Dr. Jim Culbertson

OUR HISTORY

Evangelical Higher Education in Maine: A History of New England Bible College & Seminary

New England Bible College & Seminary is a union of two historic institutions of Christian higher education dedicated to equipping Christians to fulfill God's call for their life through quality Christian higher education which is both biblically solid and missionally relevant.

New England Bible College

Our story begins in 1959, when President Harold Duff founded Glen Cove Bible School with a clear purpose: to prepare men and women for faithful Christian service. For two decades, Glen Cove trained leaders who would go on to serve in churches, ministries, and mission fields around the world.

In 1979, a financial crisis struck – Christian Schools, Inc., the governing body at the time, became insolvent, and Glen Cove was forced to close its doors. But the vision didn't end there. Thanks to permission from the State of Maine, the school was reborn under a new name and in a new location. In January 1980, the newly named New England Bible College (NEBC) opened its doors in Portland, Maine. Just a few years later, in 1984, the growing college relocated to larger facilities within the First Baptist Church of South Portland—continuing its mission to offer biblically grounded, theologically sound education.

Grace Evangelical Seminary

When the school once again faced the possibility of closure, God opened another door. In 2015, Grace Evangelical, Inc. – established in 2001 and based in Bangor – stepped in to carry forward New England Bible College's mission. At the time, Grace Evangelical College and Seminary was already offering both undergraduate and graduate theological education. Following the merger, the institution operated as one under the name New England Bible College and Grace Evangelical Seminary. In 2021, the name was officially changed to New England Bible College and Seminary.

Looking to the Future

Today, we continue to build on a rich legacy, grateful for God's faithfulness and excited for what lies ahead. Our mission is both simple and bold:

To transform lives through biblical teaching and missional training; equipping leaders to impact the world for Christ.

NEBCS is committed to providing an academically robust, yet affordable, biblical education to students seeking to be better equipped for Christian ministry. We want students to graduate without school debt.

Having incorporated online and asynchronous learning allows us to provide creative, flexible, and accessible learning opportunities with unlimited international potential".

We operate under a legislative exemption that allows faith-based institutions to confer degrees, overseen by a dedicated Board of Advisors and Board of Trustees. While we work toward formal accreditation, we adhere to best practices and uphold the standards set forth by the Association for Biblical Higher Education (ABHE).

The undergraduate and graduate teachings at New England Bible College & Seminary are a strong pairing. We acknowledge Christ to be the central strand in our institutions and trust that He will sustain and grow the school according to His perfect will.

WHAT GUIDES US

Vision

The vision of New England Bible College & Seminary is to be known as a center of excellence for biblical teaching and missional training, equipping leaders to impact the world for Christ.

Mission

NEBCS is committed to providing an academically robust, yet affordable, biblical education to students seeking to be better equipped for Christian ministry. We want students to graduate without school debt in order to transform lives for the Gospel.

Statement of Faith

Scripture:

We believe the Bible is God's authoritative word, without error in the original manuscripts.

God:

We believe there is One God in three persons, Father, Son, and Holy Spirit, co-existent, co-equal, co-eternal.



Christ:

We believe that Jesus Christ is the Son of God, fully divine and fully human. He was born of a virgin, lived a sinless life, died on the cross as the substitutionary atonement for the sin of mankind, and rose again from the dead on the third day.

Human Nature / Holy Spirit:

We believe that man was created, male and female, in the image of God but fell into sin and death through the sin of Adam, and that regeneration by the Holy Spirit is the only way to be saved from this fallen condition.

Salvation:

We believe that justification by grace through faith in Jesus Christ alone is the only basis for a right relationship with God and for the gift of eternal life.

The Future of Mankind:

We believe that those who have received salvation will go to heaven, and those who reject Christ will be separated from God forever.

The Future of Christ:

We believe that the resurrected Christ will return visibly and personally to reign as King of kings and Lord of lords.

Our purpose & Goals

New England Bible College & Seminary serves the Church of Jesus Christ locally and globally by biblically teaching and missionally training believers for leadership in local church bodies, ministries, and the marketplace through undergraduate and graduate level courses, certificates or our Church Equipping Institute courses.

COMMUNITY STANDARD OF BEHAVIOR

Christian maturity involves a commitment to the lordship of Christ, to the truth of God's Word, to a life of dynamic discipleship, and a renunciation of self-centeredness. Mature Christians recognize that scriptural principles govern both thought and conduct, and they apply these principles to their attitudes, opinions, and behavior. They seek to walk by the Spirit, and not gratify the desires of the flesh (Galatians 5:16). NEBCS expects each member of our community to understand and embrace such a commitment in their own lives, as together we strive through our academic endeavors and our mutual encouragement to attain greater Christ-likeness.

Character and personal integrity are touchstones for saints well-equipped to teach and lead in the Church. These qualities are goals of the school for every student, as each is encouraged to link personal commitment, disciplined study, and honest living in the effort to develop:

- 1. A personal relationship with and dependence upon God through individual and communal prayer, worship, study of Scripture, service, and witness.*
- 2. A healthy personal spiritual life based upon and guided by the word of God and shaped by growing understandings and personal experiences of the Gospel's divine power.*
- 3. A full understanding of the foundational doctrines of the Christian faith, a solid, working grasp of the cultures and the religious life of one's own civilization and others, and a knowledge of the Bible's message, content, and history.*

4. *An ability to think usefully, enabling one to understand and evaluate accurately the thoughts offered by others.*
5. *A world-wide vision of needs and a desire to employ the Gospel of Jesus Christ in working to meet those needs.*
6. *The skills in relations, communication, and administration required for effective ministry.*
7. *Attitudes and gifts that advance the church's diverse works of ministry.*
8. *Awareness of the social, political, economic, and theological currents of the time and the desire for continual learning.*

With the help of God's Spirit, each one of us in the NEBCS community is called to both model and foster such virtues, attitudes, abilities, love for learning, and habits of mind as a way of glorifying God and helping bring greater maturity in the faith to our members and greater edification to Christ's Church.

GENERAL INFORMATION

Locations, Contact Information, Office Hours

The Administrative Offices for NEBCS are largely functioning remotely although we do have a central office space in Augusta. Live classes all have a zoom option as well as in-person classes in Bangor, Brewer, Augusta and Portland. (Please refer to current course schedules for specific information.)

Mailing Address:

New England Bible College & Seminary
7 E. Crescent St.
Augusta, ME 04330

Phone: (207) 947-1665

Website: www.nebc.edu

Email Contacts:

President, *Dr. James Culbertson*

jculbertson@nebc.edu

Executive Administrator, *Sherry Dikih*

sdikih25@nebc.edu

Academic Dean, *Dr. Daniel Moore*

dmoore@nebc.edu

Admissions, Billing, & Data Management Specialist,

becky.woods@nebc.edu

Becky Woods

Registrar, *Kellie Frank*

kfrank@nebc.edu

Information Guide

While most topics below can be handled within Populi, we are always happy to assist in whatever way we can.

Church Connections	president@nebc.edu
Administrative Development/College Operations	sdikih25@nebc.edu
Course or Degree Information	academicdean@nebc.edu
Populi Email Account	becky.woods@nebc.edu
Ministry Job Postings	info@nebc.edu
General Questions	info@nebc.edu
Graduation	registrar@nebc.edu
Populi	becky.woods@nebc.edu
Registration	registrar@nebc.edu
Transcripts	registrar@nebc.edu
Tuition/Billing/Financial Aid	admissions@nebc.edu
Zoom	becky.woods@nebc.edu

STUDENT RESOURCES

Ministry Job Board

NEBCS serves our students and other Christians by maintaining an online job board that connects them with church openings and ministries around the state, country, and world. View the posted ministry opportunities [here](#).

Learning Management System (Populi)

NEBCS uses Populi, a cloud-based Student Information System (SIS) and Learning Management System (LMS). Benefits of this system include:

- Capabilities for registering students in courses
- Documenting grading
- Generating transcripts
- Building student schedules
- Tracking student attendance
- Easy communication between students, staff & faculty with email and text functions
- Students receive and submit assignments
- Students can engage in learning discussions with classmates
- Student billing
- Financial aid tracking

Populi instructional videos can be viewed [here](#).

Library

Students have access to the Digital Theological Library (DTL2), a co-owned digital library of electronic books, journals, and other resources. This resource provides NEBCS students with virtual access to digital copies and upgraded books of many volumes currently located in major seminaries and university libraries in the world.

library cont.

To Access:

1. Click on this link: <https://dtl2.libguides.com>
2. Type in the title of a book ... any book; it does not matter as this is only to activate your account.
3. Once you choose the book, click VIEW
4. This will take you to a login screen
5. On the drop-down menu, select "New England Bible College"
6. Click "Log in with Single Sign-On"
7. Log in using your Populi login credentials.

Once you have completed this, you now have access to Digital Theological Library. Any time you enter via the two ways listed below, you will be taken directly into DTL.

To access DTL in the future, you will use one of the two ways listed below:

- LINKS tab on your Populi screen – Click on Digital Theological Library
- LIBRARY button at the top right of the screen on the nebc.edu website .

Partnerships

NEBCS currently has a full partnership with **Lancaster Bible College | Capital Seminary** wherein students who desire to receive an accredited degree can be simultaneously enrolled with NEBCS and LBC | Capital taking courses at either institution, or they can also complete 75% of undergraduate courses | 50% graduate courses with NEBCS at our cost and complete their degree at LBC | Capital at its cost. Additionally, we have a full articulation agreement with **Cairn University** and our credits and/or degrees have been accepted at over 30 total colleges and universities.

Partnerships, cont.

Locally, we work in partnership with:

The Rock School of Ministry

Students can earn up to 18 credit hours for free (9 credit hrs. per year of school with RSM) and then complete their degree with NEBCS.

Rephidim Project

Students can participate in a Rephidim Project preaching cohort in place of *CO 120/520 Introduction to Preaching and Public Speaking*. If students have previously completed a preaching cohort through the Rephidim Project, credit for *CO 120/520 Introduction to Preaching and Public Speaking* may be granted with NEBCS. In some cases, additional requirements such as a Personal Philosophy of Preaching Profile (a 8-15 page paper) may be required. Please consult with the [Academic Dean](#).

Pinetree Leadership Development Network (LDN)

Students may receive credits from completed LDN courses towards a NEBCS degree or complete a *Ministry Essentials Certificate* (a total of 30 credit hours) by combining courses offered through LDN and NEBCS. This certificate is only available as part of this partnership. Please consult available information regarding the certificate.

STUDENT POLICIES

Drug and Alcohol Policy

Students are encouraged to abstain from the use of tobacco and must abstain from the abuse of alcoholic beverages and prescription drugs. Drunkenness is sin and grieves God (Ephesians 5:18) *Student drunkenness, use of illicit drugs, and abuse of prescription drugs is grounds for dismissal.*

Sexual Harassment Policy

It is the policy of NEBCS to maintain the academic environment as a Christian community that provides a place for spiritual growth, work, and study, free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that NEBCS is prepared to take action to prevent such intimidation and exploitation and any individuals who engage in such behavior are subject to discipline. Also, the intent of this policy is to protect the college and seminary community, provide any possible assistance or redress to a victim of sexual harassment, and protect the honor of any innocent person who might be unjustly accused of sexual harassment. Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact.

Under the direction of the appropriate administrator, NEBCS will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student, staff, or faculty will be informed of the action taken. NEBCS officials will also take action to protect the reporting student, staff, or faculty, to prevent further harassment or retaliation and, as appropriate, to redress any harm done.

Non-Discrimination Policy

NEBCS does not discriminate in admission or employment policies and practices on the basis of race, gender, age, color, national origin, disability, or status as a veteran.

Student Attire

Dress and personal appearance shall be modest, neat, and appropriate to a place of academic endeavor, not overly casual or revealing. Students are expected to exercise sensitivity and discernment in their personal appearance, so as not to offend others or call unreasonable attention to themselves.

Attendance

Students are expected to attend all classes of the courses in which they are registered whether in-person or via zoom. There are, of course, circumstances such as family emergencies, long-standing prior commitments, illness or accidents which can interfere with attendance. When difficulties arise, students should consult with their instructor(s), in advance if possible, about the best way to make up missed class work. Students should keep in mind that missing a once-a-week, three-hour class at NEBCS is equivalent to three to four class meetings in a traditional, daytime educational setting. Accidents or illnesses will be considered in applying this policy, but repeated absence will jeopardize a student's receiving credit for the course. Please note: Individual instructors may specify a more detailed policy on their syllabi to which students will need to adhere.

ACADEMIC POLICIES

Christian Service Requirement

NEBCS has the reasonable and Biblical expectation that our students will be growing in Christ and involved in some form of Christian ministry in their local church or another Christian ministry or service to Christ (in more ways than simply attending). At the end of each semester, students will submit a form (available via Populi) which states the ministry service performed for that semester. If a student is having trouble, they can reach out to the Dean's or President's Office for guidance.

Plagiarism

Students at NEBCS are held to the highest standards of academic excellence and integrity. The greatest threat to such integrity is plagiarism, which violates the fundamental trust underlying all academic work. It does not honor God and will not be tolerated.

Plagiarism can take a variety of forms, all of which are unacceptable: the extreme form is the knowing attempt to pass off someone else's work as the student's own. Most forms, however, consist of the careless mixing of a student's own thoughts and words with those of another source or sources.

- Direct quotes must always be in quotation marks, with a footnoted or end-noted reference to a specific source and page or electronic site.
- Paraphrases of another's ideas must also be so noted, and clear indication given of where a student's own analysis and/or ideas begin and end.
- Students should be aware that papers consisting largely of a mix of paraphrases and direct quotations, with little or none of the student's own thought and analysis, are also unacceptable—even when full and precise attribution is given. The use of sources is never intended to replace the student's own effort in describing and analyzing a given topic or issue.

Use of Generative AI Tools

The advent of AI tools can be a helpful resource but like many tools can be misused and even abused. This guidance is offered to bring more clarity on use of AI technology. This guidance is not intended to inhibit or slow down new approaches to learning and growth. Academic excellence and grades are important, but NEBCS does not exist for students to produce flawless assignments. NEBCS exists to partner with students towards growth in biblical teaching and missional training. The improper use of AI can limit that purpose and be misaligned with the cause of Christ's kingdom.

AI can be a useful tool for the following:

- Helping refine ideas, thoughts, or questions on a given topic
- Locating information on a certain topic or subject
- Generally providing assistance to improve writing or communication (similar to having a person proofread a writing assignment)

Using AI is problematic when it:

- Undermines learning objectives
- Gives a dishonest impression of knowledge and abilities
- Violates the rules established by the instructor regarding the use of AI in a class or assignment

Specific things AI should not be used for:

- Generating ideas or concepts on a given topic in a way that undermines learning objectives
- Composing outlines to facilitate writing assignments
- Generating comprehensive overview of a topic in a way that circumvents personal inquiry and investigation
- Quoting any text composed by AI
- Writing text as a means to summarize a problem or a question to include in an assignment or classroom engagement

Specific things AI may be used for:

- Grammar and spelling assistance
- Writing assistance: checking your own writing for errors or needed clarity
- Researching and accessing sources of information (finding sources for citation on a given topic)

Misuse of AI Technology as Plagiarism

The goal of this guidance is to bring awareness and clarity and to call students to a higher standard. However, AI can be abused and misused similar to other sources of information. In such cases, misuse will be considered plagiarism regardless if it is intentional or unintentional.

Should a student have any questions as to what constitutes plagiarism, he or she is encouraged to ask an instructor or the Academic Dean.

Violation Procedure:

- If a faculty member catches a student in minor plagiarism, the paper must be rewritten and a note of offense will be registered with the Academic Dean to go in the student's file.
- If it is a flagrant plagiarism or a second offense, the student will receive a grade of "F" for the assignment, and the student will be placed on academic probation for one year.
- Any subsequent offense will result in dismissal from the College or Seminary.
- The desire of the College & Seminary is to act in redemptive rather than punitive ways.

Zoom/Online Policy

As a non-traditional school, many of our students will be attending classes via zoom. The ability to attend NEBCS from all over the state of Maine, across the country, and from around the world is a benefit to all of us as we seek to study and grow in our faith together. To best facilitate a learning environment for all, online students are required to abide by the following:

- **Ready Your Place:** Think ahead about where you'll best be able to attend class. A quiet place, free from distraction, where you can have your camera on, have space to take notes, and can speak out loud when needed will be best.
- **Display Your Name:** Please display your first and last name on your profile. If you do not know how to do this, take time before class begins to figure this out. Feel free to reach out to our [Data Management Specialist](#) to ask questions.
- **Video On, Mic Off:** Attending a class whether in person or online, requires your presence and participation. We request that your video be on to aid in the interaction and engagement needed with the professor and fellow students. Unless you are speaking, please keep your mic muted to help keep background noises to a minimum.
- **Hand Up:** When you have a question or would like to participate, please raise your hand and wait to be called on.
- **Be on Time:** Be ready to log in on time. If something goes wrong, it's best to deal with that 5 minutes before class than 5 minutes after class has begun.

Academic Church Residency Program

Students enrolled at NEBCS in the **M.Div. or M.A. Min.** degrees are strongly encouraged to explore participation in the Academic Church Residency Program. Students have the opportunity to receive in-the-field ministry training and an educational experience to supplement the typical for-credit classroom experience. Instead of taking a required course in the classroom, the course will be taken in a local church or ministry for credit. Courses in this program will be based upon course descriptions and learning objectives of a typical classroom course as outlined by an existing syllabus and will require the same level of reading, writing and time requirements.

General Expectations for Students:

1. Pursue alignment and full participation in the church where the ministry leader is actively ministering (this could include membership, if appropriate). Student should serve as a healthy, contributing member to the church body, and be willing to assist with general church ministry needs (e.g., manage church website or weekly bulletin; assist pastor with research; provide support for church-based outreach). Usually students will be matched with a church/ministry leader already partnered with NEBCS, or the student may request for a non-partnered church/ministry leader to be approved by the Academic Dean.
2. Attend and participate in (or observe) regular church meetings and gatherings (includes church governing meetings, member meetings, general fellowship gatherings).
3. Meet with the ministry supervisor on a weekly basis to discuss important matters of ministry, weekly reading requirements, and to receive feedback and mentorship.
4. Attend and provide supportive help to ministry supervisor in real-world ministry situations such as funerals, hospital visits, weddings, baptisms, service responsibilities, etc.

Church Residency Program, cont.

5. Complete required readings and written assignments that are outlined in syllabus while documenting hours accrued in meetings, meetings with supervisor, and assistance with ministry situations on the provided time-log.

This program depends upon local church or ministry participation and cooperation. If a student wishes to explore this possibility, or if the student knows of a local church and/or ministry that may be willing to participate, that student should contact the [Academic Dean](#) to discuss the details.

Ministry Experience Credits

NEBCS may grant academic credit for ministry experience up to a maximum of 25% of credits required for a respective degree (ex. 30 credits towards a 120 credit hour Bachelor's degree; 21 credits towards a 84 credit hour Graduate degree). Please note that Ministry Exp. credits will not be accepted by LBC/Capitol as part of our credit transfer relationship. A student must notify the Academic Dean of intent to receive this type of credit. Awarded credit will be on a case-by-case basis. As part of the process, the student will be required to complete and submit a Ministry Experience/Training for Credit Portfolio where experience is documented in sufficient detail. References may also be required as part of this process.

Grade Point Averages

The overall GPA on a student's transcript is computed adding the grade points of all courses and dividing by the number of courses, which are typically 3 credit hours each. Should students take courses of fewer or more credit hours, appropriate adjustments will be made.

Academic Probation

The Administration has the discretion to place a student on probation based upon poor academic performance and/or academic violation of NEBCS policies. At the end of any semester, a student whose overall average is below a 2.0 will be placed on academic probation. If after the next semester, the student has not raised the average to at least a 2.0, he or she will be dismissed for academic reasons. The terms and conditions of the probation will be documented in writing to the student. The Administration may place an incoming student on academic probation for an initial period (usually three courses plus Academic Success at the student's expense) during which the student will be monitored for satisfactory progress.

Readmission

When a student has withdrawn during an academic semester or has been suspended for academic or administrative reasons, readmission may be applied for as follows:

After Withdrawal

- A student may apply for readmission to studies in a subsequent semester by contacting NEBCS and submitting a new application form. Opportunity to take the same courses the student was taking at withdrawal is not guaranteed because courses and instructors change over time. It will not be possible to be readmitted to a course in the middle of any semester. If the student desires to retake the same course from which he/she withdrew, it must be taken from the beginning, at full tuition.

After Suspension

- A student may apply for readmission following a period of one year. The request for readmission will be reviewed by a committee of the administration and the faculty. This committee will consider courses, if any, the student has taken at other institutions in the intervening time, along with the student's discussion of his/her other progress and readiness to return to studies at NEBCS. Should the committee recommend against the student's return, the student may request an interview to explore further his/her future at NEBCS.

Withdraw & Add/Drop Policy: In-Person Courses

There are specific deadlines to meet in order to add, drop, withdraw, or change a course to audit status. *Students should consult the academic calendar for specific deadlines.*

Add/Drop Period

A student may add or drop a course only during the **first two weeks** of the semester. Dropping a course during this period will have no negative academic impact. Students may make changes during the add/drop period through his or her Populi account.

Withdraw/Change to Audit Period

After the start of the **third week** of classes, students may no longer add courses, though the student may still withdraw from a course or change to an audit. This is done by completing a 'Withdraw/Change to Audit Form' within Populi. Both a withdrawal or change to audit beyond the second week of the semester will be notified by 'W' for withdrawn on the student transcript.

Final Results Period

After the **first 9 weeks** of the semester, the student may no longer withdraw or change to an audit or receive a 'W' notation on his or her transcript. Rather, the student will be assessed according to the complete and incomplete work required for the course and receive the resulting grade.

Impact of Withdrawal

It is important for the student to understand the impact of withdrawing from course. A 'W' means the course shows as credits attempted but zero credits earned on the student's academic record (transcript). However, a 'W' is a less negative impact than a failure. Therefore, a 'W' reflects better than a failing grade, but it still impacts the student record.

Ceasing to attend class or complete assignments does not constitute an official withdrawal from a course. The student MUST complete a WITHDRAW/CHANGE TO AUDIT request form to indicate desire for changed status. Students are strongly advised to discuss these options with the course professor or academic dean. For tuition refund information please consult the tuition section of the handbook or the website.

Withdraw & Add/Drop Policy: Online Courses

There are specific deadlines to meet in order to add, drop, withdraw, or change a course to audit status. *Students should consult the academic calendar for specific deadlines.*

Add/Drop Period

A student may add or drop a fully online (asynchronous) course only during the **first week** of the course. Dropping a course during this period will have no negative academic impact. Students may make changes during the add/drop period through his or her Populi account.

Withdraw/Change to Audit Period

After the start of the **second week** of fully online classes, students may no longer add or drop courses, though the student may still withdraw from a course (*fully-online courses are not eligible for audit status*). This is done by completing a 'Withdraw Request Form' within Populi. The student has until the start of the **fifth week** to withdraw from the course. After this point, the student may no longer withdraw to receive a 'W' notation on his or her transcript. Rather, the student will be assessed according to the complete and incomplete work required for the course and receive the resulting grade.

Impact of Withdrawal

It is important for the student to understand the impact of withdrawing from course. A 'W' means the course shows as credits attempted but zero credits earned on the student's academic record (transcript). However, a 'W' is a less negative impact than a failure. Therefore, a 'W' reflects better than a failing grade, but it still impacts the student record.

Ceasing to attend class or complete assignments does not constitute an official withdrawal from a course. The student MUST complete a WITHDRAW/CHANGE TO AUDIT request form to indicate desire for changed status. Students are strongly advised to discuss these options with the course professor or academic dean. For tuition refund information please consult the tuition section of the handbook or the website.

Granting Transfer Credits

If you have credits from a former institution, you may have them evaluated for transfer credits. Please contact the [Registrar's office](#) to get the process started.

1. Transfer credit will be decided on a case-by-case basis.
2. NEBCS may accept up to 75% credit from institutions with similar doctrinal positions and focus.
3. Some core classes may be required for incoming transfer students.
4. NEBCS may accept life experiences as credit towards electives in a bachelor's degree (up to 12 credit hours).
5. NEBCS will accept any legitimate credits as general electives (i.e., military and police training, denominational ministry leadership classes, etc.) by equating hours of class times and assignments.

Fully Online Courses (Asynchronous)

NEBCS is happy to provide opportunity for students to participate in fully online (asynchronous digital) courses. Information for students to be aware of:

- These courses run as an 8-week course, therefore the course material is more condensed than a regular semester course and requires more time each week. Students should expect to spend anywhere between 10-18 hours per week on each course (depending on individual study habits and specific course material/assignments).
- Students should seek to fully understand how the course works within the first few days the course begins. If you have questions, please reach out to your professor. If you do not receive the needed help, please email dmoore@nebc.edu
- Student must login to the course during the first week. It is strongly advised that the student demonstrate participation beyond logging in during first week.
- Once the course is complete and the professor has finalized all student grades, the grades will become part of the student's official record.

GRADING STANDARDS

NEBCS is mindful of the problem of grade inflation. For the school to maintain its academic integrity, it requires its teachers to recognize the following standards: "A" work should be truly outstanding, illustrating exceptional understanding of the class material. "B" work should illustrate good and solid understanding of class material. At NEBCS, we set the bar high for "A" work. There may be courses where every student achieves the grade of "A." This is outstanding, but it must illustrate that every student mastered the course material. The following guide will serve as general criteria for grades (adapted from Roger Garrison, *How a Writer Works*, New York: Harper & Row, 1981, pp. 126-128):

- A** The work is excellent. It demonstrates a superior understanding of the subject matter, insight into implications, original thinking, and a complete preparation of the assignment. The writing has no English usage problems, the material is effectively organized, the writer speaks clearly and firmly from the page, and it is punctual.
- B** The work is very good. It demonstrates a solid understanding of the subject matter, a recognition of implications, and a complete and punctual preparation of the assignment. The writing may show English usage problems, but the grammar, punctuation and spelling are good. The material is well organized, but transitions may be abrupt or supportive evidence thin.
- C** The work is satisfactory but is lacking in a significant area and does not show a grasp of some basic principles. The assignment is punctual and completed according to instructions; however, the writing may be awkward, unclear or contain English usage problems.
- D** The work is barely adequate, although it is still passable. It demonstrates a minimal comprehension of the subject matter. It may be late or not according to instructions. It is careless, not well organized, and the information is not under the control of the writer.

Grading Standards, cont.

F This work is inadequate and fails to meet the requirements of the assignment.

Final grades for each course are given by the instructor responsible for that course, based on the above standards, the criteria presented in the course syllabus, and the instructor's professional evaluation.

Grading Scale

For the evaluation of papers, exams, and other class work, the College and Seminary Seminary use a four-point grading scale as follows (for those accustomed to a 100-point scale, equivalence ranges are in parentheses):

A = 4.0 Grade Points (100-93)

A- = 3.7 Grade Points (92.9-90)

B+ = 3.3 Grade Points (89.9-87)

B = 3.0 Grade Points (86.9-83)

B- = 2.7 Grade Points (82.9-80)

C+ = 2.3 Grade Points (79.9-77)

C = 2.0 Grade Points (76.9-73)

C- = 1.7 Grade Points (72.9-70)

D+ = 1.3 Grade Points (69.9-67)

D = 1.0 Grade Point (66.9-63)

D- = 0.7 Grade Point (62.9-60)

F = 0.0 Grade Points (Below 60)

W = Withdrawn

WF = Withdrawn while failing

WP = Withdrawn while passing

IP = In Progress

FINANCIAL INFORMATION

Tuition and Costs

Tuition is \$600 per 3 credit-hour course for all students enrolling for credit. A course is normally one semester in duration. For-credit students shall pay either the full \$600 per class by the first day of classes or set up a payment plan on Populi. Payments will be paid through the student's online account.

Payment Plans

- Payment #1, 15 days after term starts - 25% of total
- Payment #2, 45 days after term starts - 25% of total
- Payment #3, 75 days after term starts - 25% of total
- Payment #4 105 days after term starts - 25% of total
- Balance Due 106 days into term

Course Audit

Tuition is \$100 for students enrolling as Auditors. Auditors are not eligible for payment plans and payment must be made no later than the first week of class.

A student is only officially registered for class(es) when the appropriate tuition payment is received or payment plan has been set up. Similarly, if plan payments are overdue, students will not be allowed to register for the next semester.

Financial Aid

NEBCS has some funds available for financial aid to help defray the costs described above. We seek to help every student possible. The school is not eligible for Title IV funds (Pell Grants, Stafford Loans, etc.) from the United States government.

To be eligible for financial assistance, a student must:

1. Be admitted as an incoming student to or be a current student of NEBCS
2. Be a certificate or degree student
3. Maintain satisfactory academic progress (a minimum 2.75 GPA)

No student will be denied the opportunity to attend due to a lack of personal finances. We offer generous financial aid to students who qualify. If you sincerely desire to attend but are worried about the cost, please contact our [Admission's Office](#).

Tuition Refund Policy

For various causes, a student may need to withdraw from a course or from the academic program during a semester, or administrative suspension may be imposed for certain reasons.

*Enrollment at NEBCS is for the entire semester, not for a shorter period. A student who withdraws must fill out an withdrawal form located in Populi and contact the [Registrar's Office](#). **Tuition refunds are calculated from the date of official withdrawal.***

**Please note: Auditors are not eligible for refunds.*

The tuition refund schedule below is based on the amount of tuition a student has actually paid for the semester. Refund calculations will not include any financial assistance or scholarships and will not exceed the amount paid in.

When a student withdraws from an **in-person/zoom** 16 week course during the:

First week of the semester	90 % will be refunded
Second week	80 %
Third Week	70 %
Fourth Week	60 %
Fifth Week and After	0 %

**Please note: This refund policy does not cover other expenses, fees, or charges.*

Tuition Refund, cont..

When a student withdraws from an **online course** 8 week course during:

Week 1	100 % will be refunded
Second Week & After	No refund

**Please note: This refund policy does not cover other expenses, fees, or charges. Auditors are not eligible for a refund.*

2025-2026 ACADEMIC CALENDAR

(Live Courses)

NEW ENGLAND BIBLE COLLEGE & SEMINARY



FALL 2025

SPRING 2026

August 1	Last Day to Register for Courses with a Discount (current & new students)	January 9	<i>Deadline for Professors to Finalize Fall Courses on Populi*</i>
August 21/25	Student Body Orientation	January 12	Classes Begin
September 1	Labor Day, NO CLASSES	January 19	Deadline for 90% Refund for DROPPED Course
September 2	Classes Begin	January 26	Last Day to ADD Courses; 80% Refund for DROPPED Course
September 8	Deadline for 90% Refund for DROPPED Course	February 2	70% Refund for DROPPED Course
September 15	Last Day to ADD Courses; 80% Refund for DROPPED Course	February 9	60% Refund for DROPPED Course; NO Refund After This Date
September 22	70% Refund for DROPPED Course	February 16-20	Reading Break, NO CLASSES
September 29	60% Refund for DROPPED Course; NO Refund After This Date	March 12	Last Day to Drop Courses without a Pass/Fail Notation
October 13-17	Fall Break, NO CLASSES	March 30-April 3	Easter Break; NO CLASSES
November 3	Last Day to Drop Courses without a Pass/Fail Notation	April 8	Registration Open for Summer & Fall Courses
November 12	Registration Open for Spring 26 Semester (Live Courses)	April 20-24	Last Week of Classes(1)
November 24-28	Thanksgiving Break; NO CLASSES	April 27-May 1	Finals Week
December 8-12	Last Week of Classes	May 9	Graduation
December 12	Spring Registration Deadline with a Discount (current & new students)	May 22	<i>Deadline for Professors to Finalize Spring Courses on Populi*</i>
December 15-19	Finals Week		
December 19	Semester Ends		

(1)For graduating students, professors must finalize course grades at least 4 days prior to Graduation.

* Deadline to finalize grades for students having filed Late Work Extension Form is 6 weeks from the end of the semester.



2025-2026 ACADEMIC CALENDAR

(Fully Online)

NEW ENGLAND BIBLE COLLEGE & SEMINARY

FALL A

April 7

Registration Begins for Fully Online Fall Semester, A & B

August 1

Last Day to Register for **Fall A Courses with a Discount** (current & new students)

August 21/25

Student Body Orientation

September 2

Fully Online Fall A Courses Begin; Last Day to Register for Fall A Courses

September 8

Students Must Demonstrate Activity to Maintain their Registration in Fully Online Course

September 8

Last Day to Drop Fully Online Course **with Refund** (No Refund will be Given After this Date)

September 15

Last Day to Withdraw from Fully Online Course Without Receiving a Pass/Fail Notation

October 13

Last day to Register for **Fall B Courses with a Discount** (new students only)

October 24

Fully Online Courses End (Fall A)

November 14

Final Grades to be Published in Populi

FALL B

October 27

Fully Online Fall B Courses Begin; Last Day to Register for Fall B Courses

November 3

Students Must Demonstrate Activity to Maintain their Registration in Fully Online Course

November 3

Last Day to Drop Fully Online Course **with Refund** (No Refund will be Given After this Date)

November 10

Last Day to Withdraw from Fully Online Course Without Receiving a Pass/Fail Notation

November 12

Registration Open for Fully Online Spring Semester '26, **A & B**

December 19

Fully Online Fall B Courses End; Fall Semester Ends

January 9

Final Grades to be Published in Populi



2025-2026 ACADEMIC CALENDAR

(Fully Online)

NEW ENGLAND BIBLE COLLEGE & SEMINARY

SPRING A

December 12	Last Day to Register for Spring A Courses with a Discount (current & new students)
January 12	Spring Semester Begins; Fully Online Spring A Courses Begin
January 12	Last Day to Register for Spring A
January 19	Students Must Demonstrate Activity to Maintain their Registration in Fully Online Course
January 19	Last Day to Drop Fully Online Course with Refund (No Refund will be Given After this Date)
January 26	Last Day to Withdraw from Fully Online Course Without Receiving a Pass/Fail Notation
March 2	Last Day to Register for Spring B Courses with a discount (new students only)
March 6	Fully Online Courses End (Spring A)
March 27	<i>Final Grades to be Published in Populi</i>

SPRING B

March 9	Fully Online Spring B Courses Begin; Last Day to Register for Spring B
March 23	Students Must Demonstrate Activity to Maintain their Registration in Fully Online Course
March 23	Last Day to Drop Fully Online Course with Refund (No Refund will be Given After this Date)
March 30	Last Day to Withdraw from Fully Online Course Without Receiving a Pass/Fail Notation
May 1	Spring B Ends; Spring Semester Ends (<i>for graduating students, grades due at least 4 days prior to graduation</i>)
May 9	Graduation
May 22	<i>Final Grades to be Published in Populi</i>