



NEW ENGLAND BIBLE COLLEGE  
*Grace Evangelical Seminary*

## *Student Handbook*



*"The truth for the sake of grace"*

**August 2021**

*502 Odlin Road  
Bangor, Maine 04401  
www.nebc.edu*

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207-947-1665

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[coroak@nebc.edu](mailto:coroak@nebc.edu)

Current information is available at the Website:  
[www.nebc.edu](http://www.nebc.edu)

New England Bible College and Grace Evangelical Seminary are both institutions 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/Grace Evangelical Seminary is an affiliate of the Association for Biblical Higher Education. As such, it participates in and contributes to collegial and professional development activities of the association. Affiliate status does not, however, constitute, imply, or presume ABHE accredited status at present or in the future.”*

Grace Evangelical undergraduate programs are approved by the Maine State Approving Agency for  
the use of Veterans Administration Benefits.

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

Study at New England Bible College/Grace Evangelical 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.

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## A WELCOME FROM THE FOUNDING PRESIDENT

Greetings!

Let me be the first to welcome you to New England Bible College and Grace Evangelical Seminary, a relatively young and rather counter-cultural school, preparing students of all ages for greater service to the Lord our God. I am thankful to God for the call He has placed upon each of your hearts, and I pray that every one of you finds *His* voice speaking to you through the teaching you will receive at NEBC/GES. Our purpose here is true education: to help you grow in wisdom, which is a matter of both the mind and heart. We seek to offer you the knowledge, skills, and practices that will help you more clearly and fruitfully listen to the Scriptures, appreciate the testimonies of that great cloud of witnesses preceding us, and grow stronger in your confidence and ability to serve God's Kingdom. May we do this work in peace and mutual appreciation.

In that regard, it is important to keep in mind that the word "evangelical" is not at root a sociological or political description. It is rather grounded in the words of the angel reported in Luke 2:10: "Fear not, for I bring you a good message (*evangelizōmai*) of great joy..." Evangelical means we continue to bring a *good message of great joy!* As followers of the Son of God, the Lord Jesus Christ, we all must fully intend to step into the great throng of those whose lives are given above all else to sharing the work of bringing the good message ("glad tidings") of great joy which shall be to *all people!*

**Please take time to read through this Handbook thoroughly.** It provides information you need about our diverse certificate and degree programs and the policies and procedures which make NEBC/GES run smoothly and fairly. They are necessary for students, faculty, and administration all to follow recognition by other organizations and institutions depends upon our alignment with accepted standards of administration and academic quality. Remember, to ensure that the courses you take fit the requirements of your academic program, you *must* discuss them with a faculty member or Academic Dean acting as your advisor, and the advisor must sign off on them before you register. Also please be aware that some matters, such as **extensions, independent study arrangements, and the like, need approval of the Academic Dean** and the appropriate instructor. The arrangements are not done until a properly completed form, and any appropriate fees, are filed with the Registrar. This administrative record-keeping is critical to our ability to monitor various aspects of academic administration, providing assurance to ourselves and others that we are doing the job well.

Your input to your learning process is important. I urge you to speak with our Academic Dean Robert Sherman if you have any ideas for additional courses, useful ways of presenting what the school is and how it works, or, even more important, if you have any complaints or concerns regarding any aspect of your treatment by any instructor, administrator, or member of the staff. We take all these matters seriously; the health of this institution depends on our listening to students' ideas and solving problems you may encounter as you study here, whether in the nature of a dangerous condition on campus, a sexual harassment, or any other matter.

May the Lord bless your year ahead with exciting insights and growing preparedness for service.

In Him,  
W. Lyman ("Terry") Phillips

# WHAT GUIDES US

## MISSION

The Mission of New England Bible College/Grace Evangelical Seminary is to educate, equip, and provide servant-leaders to the Body of Christ to fulfill the Great Commission.

## 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.

## PURPOSE AND GOALS

New England Bible College/Grace Evangelical Seminary serves all faithful expressions of the Church of Jesus Christ by educating and equipping men and women for leadership in local congregations and other church endeavors. Undergraduate- and graduate-level courses are offered individually or in diverse programs of study. On the College level (NEBC), these include Certificates, Associate of Arts Degrees, and Bachelors' Degrees. On the Seminary level (GES), these include Certificates, a Master of Arts (in either Theology or Ministry), the Master of Divinity, and the Master of Ministry degrees.

Since the Lord leads His church into many areas of ministry, NEBC/GES offers various areas of study emphasis, including Biblical Studies, Church History, Theology, Christian Ethics, Pastoral Ministry, Christian Education, Church Leadership, Missiology, and others. The schools' purpose is to educate and equip students with a high level of academic and professional skill for the world-wide mission and ministry of the Church. Biblical comprehension is a central element of every discipline taught at NEBC/GES. Moreover, students are guided to an understanding of how to defend the authority of the Scriptures and to stand firm in their own faith by recognizing how faithlessness attacks and by countering its claims. The faculty and staff of the school are concerned that all students be strengthened in the ability to apply the truths of Biblical faith in their own lives.

Therefore, study at NEBC/GES is not offered in academic isolation, but in the context of belief, seeking to extend and strengthen each student's personal faith in and devotion to the Lord Jesus Christ. We take it to be the truth that accurate understanding and interpretation of the Scriptures can happen only in the environment of personal faith. At the same time, the Great Commission must be worked out in the real world, and we as Christians must live out our lives in practical, existential interface with that same real world. NEBC/GES works to enable the student to meet the challenges of real-world life, rather than to be defined by an insular existence, avoiding the implications of human imperfection and difficulty.

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 New England Bible College/Grace Evangelical Seminary 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.

## **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). New England Bible College/Grace Evangelical Seminary 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.

## **GENERAL INFORMATION**

### **LOCATION, CONTACT INFORMATION, OFFICE HOURS**

The Administrative Offices for New England Bible College/Grace Evangelical Seminary are located in Bangor, while it holds its classes at its facility at 502 Odlin Road, Bangor (just off I-95 at exit 182B) and our campus at Hope Community Church, 879 Sawyer St, South Portland. We have also held classes in Presque Isle, Fayette, Mexico, Lewiston, and in other satellite locations convenient for our faculty and students. We are always on the lookout for additional opportunities to expand our outreach through other facilities.

The school's contact information is:

New England Bible College/Grace Evangelical Seminary  
502 Odlin Rd.  
Bangor, Maine 04401

(207) 947-1665  
[www.nebc.edu](http://www.nebc.edu)

Monday – Thursday  
11:00 AM – 4:00 PM

Other times by appointment

(Summer office hours are Tuesday – Thursday, 11:00 AM – 2:30 PM; holiday break hours may differ)

If you have general questions about the College or Seminary, most can be answered through the website. This site contains information concerning academic programs, school activities, school calendar, and other information pertinent to the Faculty. If you have more particular questions, please contact Emelia O'Roak, Registrar and Administrator, at the Bangor telephone number listed above.

### **PUBLICATION NOTICE**

While every effort is made to provide accurate and up to date information, New England Bible College/Grace Evangelical Seminary reserves the right to change, without prior notice, statements in this Student Handbook concerning, but not limited to, policies, academic offerings, tuition, and fees. The information in this Handbook supersedes and replaces the information in all previous publications. Where changes exist between the documents, this current issue takes precedence.

## DEGREE PROGRAMS

NEBC/GES is an institution of higher education offering degrees at both under-graduate and graduate levels. **New England Bible College (undergraduate)** seeks to educate and train men and women who do not have an undergraduate degree in the areas of **Bible, Theology, Church History,** and **Ministry**.

The school has several academic programs for those who have completed high school. These include the 30-credit hour **Certificate** in one of three options (Biblical Studies, Theological Studies, or Ministerial Arts). The next is the 60-credit hour **Associate of Arts (A.A.)** degree, while the third is the 120-credit hour **Bachelor of Arts (B.A.)** degree.

The Certificate offers a foundational education by means of specified courses; the A.A. builds on these courses and offers the opportunity for more focused and individualized study; the B.A. includes all the courses of the Certificate and A.A., while offering more in-depth study and the opportunity for the student to major in an area of his or her choosing. Each program may be pursued on a full-time or part-time basis.

**Grace Evangelical Seminary (graduate)** seeks to educate and train men and women in advanced study in theology beyond the undergraduate degree. As a graduate degree granting institution, we expect that our seminary classes will require more significant independent thought and research than undergraduate work. *Please note:* The three Certificate programs described above may also be undertaken at the graduate level. We also have three different graduate level degrees, the Master of Arts, the M.Div., and the M.Min.

The first graduate program is a **Master of Arts**. An MA can be earned in 60 credit hours and is offered on two tracks: the **M.A.: Theology** is more academic in focus, with a mix of required courses across the disciplines and student-chosen electives. It is the track best suited for those preparing to teach or perhaps pursue a Ph.D. The other track is the **M.A.: Ministry**, which is more pastoral and professional in focus. Given this emphasis, it has more specifically required courses, although it still allows some student electives.

The second graduate program is a **Master of Divinity Degree**. The M.Div. is required by many denominations for ordination, and it can be earned in 84 credit hours. This degree is a professional ministry degree, which includes a broad education in the various dimensions of pastoral ministry.

The third is our **Master of Ministry** degree. This Master's Degree is a professional degree for students with substantial undergraduate work in Biblical Studies and Theology or for students looking for a one-year degree. It can be earned in 36 credit hours. The focus of this degree is on equipping the student with the skills for practical ministry. It requires real life ministry experience.

Please refer to the NEBC/GES Catalog for additional details regarding these programs and their requirements.



# ADMINISTRATIVE INFORMATION

## TUITION AND COSTS

Tuition is \$300 per 3 credit-hour course for all students enrolling as for-credit students (that is, students seeking a grade for classes in a Certificate or Degree program, or a graded course for professional CEUs). A course is one semester in duration. Such for-credit students shall pay either the full \$300 per class or pay an initial \$100 per class while establishing a three-month payment plan with the Registrar, with payments due on the first business day of the month. Payments may be paid online through the [www.NEBC.edu](http://www.NEBC.edu) website (preferred) or directly to the Registrar, either in-person or via USPS mail to the Administrative Office, 502 Odlin Rd., Bangor, ME 04401. Full or initial payment and arrangements must be completed prior to or during the first week of classes.

Tuition is \$50 for students enrolling as Auditors. Auditors are not eligible for payment plans.

A student is only actually and officially registered for class(es) when the appropriate tuition payment is received by the Registrar.

Similarly, if plan payments are overdue, students will not be allowed to register for the next semester.

Tuition does not include the cost of books, notebooks, and other required or helpful materials. Additionally, students wishing to take courses online through Zoom will be charged an additional \$25 fee per class to help defray costs of the online equipment and subscription prices. When a course involves travel, the cost of such travel is not included in the course tuition. These items will be the responsibility of the individual student to obtain and finance. Registration involves no cost during the assigned registration period each spring and fall (see the year's academic calendar for specific dates); but students will be charged a \$25 fee for late registrations.

***Please note:*** The granting of certificates and degrees and transmission of transcripts will be withheld until a student's financial obligations to the school have been met.

## FINANCIAL AID

New England Bible College/Grace Evangelical Seminary has very limited funds available for financial aid to help defray the costs described above. The school is not eligible for Title IV funds (Pell Grants, Stafford Loans, etc.) from the United States government. A Financial Aid application is available from the Registrar's office.

The school's practice has been to aid student needs through scholarship assistance where required, with no loans being included in financial packages. NEBC/GES hopes to continue this practice of providing scholarships and grants, rather than loans, in the future, depending on God's grace.

To be eligible for financial assistance, a student must:

- 1) Be admitted as an incoming student to, or be a current student of, NEBC/GES,
- 2) Be a certificate or degree student,

- 3) Submit a Financial Aid Application, to be received by the Administrative Office no later than June 1<sup>st</sup> for the Fall Semester and October 15<sup>th</sup> for the Spring semester,
- 4) Maintain satisfactory academic progress (a minimum 2.75 GPA).

## **VETERANS TUITION ASSISTANCE**

As of Fall 2007, NEBC/GES has been approved for the education and training of military personnel, veterans, and other GI Bill eligible persons. The Registrar has the necessary forms to determine if you are eligible. These benefits are for part-time as well as full-time students. Students eligible to receive VA Educational Assistance Benefits will make application and be accepted into, either provisionally or fully, an undergraduate Certificate or Degree program before being certified to the Department of Veterans Affairs.

Students eligible to receive VA Educational Assistance Benefits cannot be certified to the VA for course work in which they enroll on an audit basis or pursue as independent study.

The refund policy of NEBC/GES for students in receipt of VA Educational Assistance Benefits is derived from federal law and regulation. Refunds of tuition, fees, and other charges related to instruction will be based on the exact ratio between the number of days of instruction remaining to the total number of instructional days in the course and be within ten percent of this exact ratio. This pro-ration also will apply to application fees in excess of ten (10) dollars.

## **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 NEBC/GES is for the entire semester, not a shorter period. A student who withdraws *must file an official withdrawal form with 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 during the:

First week of the semester	90 % will be refunded
Second week	80 %
Third Week	70 %
Fourth Week	60 %
Fifth Week	50 %
Sixth Week	40 %
Seventh Week	30 %
Eighth Week	20 %
Ninth Week	10 %
Tenth Week and later	0 %

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

## **REGISTRATION**

Students may register for courses up until the day classes start each semester. All students are responsible for arranging a meeting with their advisor to discuss and register for courses. Following this discussion, a Course Sign-Up Form, signed by the student and his/her advisor, must be submitted to the Registrar. Registration for fall semester classes begins early the preceding April and for spring semester classes early the preceding November. Students will have approximately one month to register without incurring a \$25.00 registration fee (see the appropriate Academic Calendar for specific dates). After that period, there will be a \$25.00 registration fee.

## **COURSES**

Courses may be taken on a full-time enrollment basis (12 or more credit hours per semester) or may be taken toward a certificate or a degree on a part-time basis. Courses taken for credit will be made part of a student's record and maintained toward certificates or degrees, whether taken on a full-time or part-time basis.

## **AUDITING COURSES**

A course may be taken as an audit for no academic credit if a student so elects when registering for courses or at any time prior to the close of the semester. When a student elects to audit, the course may not subsequently be changed back to a for-credit course.

## **DIRECTED STUDY/ INDEPENDENT STUDY**

A **Directed Study** is a course that generally follows an already established syllabus for a class not offered in the regular schedule of a given semester. At least a month prior to the start of a semester, a student (or two) may initiate contact with an appropriate faculty member to inquire if he or she will agree to this instruction. In consultation with that instructor, the student(s) will negotiate meeting times, reading schedule, assignment due dates, and the like. Keep in mind that the faculty member need not meet with the student(s) as often as they would were it a regularly scheduled course, and the responsibility remains with the student(s) to meet the academic standards required for a 3-credit hour course.

An **Independent Study** is a course that a student develops with a particular faculty member. Such courses are reading/writing tutorials, the purpose of which is to lead the student into a more in-depth study of a particular topic that is not covered in the established curriculum. Typically, Independent Study courses should only be undertaken by upper-level students with a proven capability of doing serious study, research, and writing with minimal oversight.

For a student to take Directed Study or an Independent Study course, he or she must complete the appropriate form available from the Registrar. Attached to this form will be a Time Log and a syllabus for the course that must include the assignments given and their due dates, the mandatory reading lists, and the student/instructor expectations. Upon completion of this form, it will be reviewed by the Academic Dean. If approved, the course will run.

## **ADDING/DROPPING COURSES**

As the semester unfolds, there are specific deadlines to meet in adding or dropping a course. A student may *add* a course only during the first two weeks in the semester. After consultation with his or her advisor, the student completes the Add/Drop form and submits it to the Registrar, who will retain it in the student's file. After the start of the third week of classes, students may no longer add courses, but may still *drop* a course. To do so, he/she completes the drop form. All withdrawals before the end of the sixth week of the semester will be given a "W." After the beginning of the seventh week, the grade of "WP" (Withdrew Passing) or "WF" (Withdrew Failing) will be assigned, depending on the grades earned to that point. Withdrawal from a class is not allowed after the final day of classes for a semester. The fee for an add/drop is \$15.00. If a student does withdraw from a course, tuition will be refunded on a prorated basis (see "Tuition Refunds" below).

## **LATE WORK, EXTENSIONS, AND INCOMPLETES**

An instructor may, at his or her discretion, grant an extension for *no longer than six weeks from the semester's last day*. Students must request an extension in writing, have it signed by the instructor, submit it to the Registrar by the last day of class, and pay a \$50.00 administrative fee. On the class grade sheet submitted to the Registrar, the instructor will calculate a semester grade (based on grades for assignments received and a "0" or "F" for each assignment not received), plus the notation "INC". Once the instructor receives the late work, he or she will re-compute the semester grade and notify the Registrar. If the late work is not completed when due, the student will receive no credit for that work. The grade previously submitted by the instructor will become the permanent course grade.

## **REPEATING COURSES**

Students may repeat a course once if they have received a failing grade. The higher grade will be used to compute the cumulative grade point average (GPA).

## **CREDIT TRANSFERS**

New England Bible College/Grace Evangelical Seminary may accept academic credits from other educational institutions. It is the student's responsibility to have the necessary official transcripts and other material sent from those institutions. Students must then work with the Academic Dean to propose how these credits may fit into a specific degree program at NEBC/GES. Final acceptance or non-acceptance of transfer credits will be determined by the Academic Dean.

Under normal circumstances, to receive a NEBC/GES degree, a student must successfully complete a minimum of 50 percent of the credit hours of study at NEBC/GES, to include the final 30 hours.

Students should also be aware that while we are not accredited by the ATS (Association of Theological Schools) or NEASC (the New England Association of Schools and Colleges), our academic credits have been accepted on an individual basis by a number of other accredited educational institutions, including Husson University, Eastern Maine Community College, New England School of Communication, and Liberty University. Moreover, we have formal agreements with Lancaster Bible College, Capital Seminary, and Cairn University on the general acceptance of our credits for students seeking to complete their educations at those institutions. Such acceptance of credits illustrates a

desire to work cooperatively in education with other schools. A student expecting to receive a degree from an institution other than NEBC/GES should contact that school for information concerning applicability of work taken through NEBC/GES. Our undergraduate degrees have been accepted at Liberty Graduate School, Capital Seminary, and Gordon-Conwell Theological Seminary.

## **LIFE EXPERIENCE CREDITS**

NEBC/GES may grant academic credit for life experience up to *a maximum of 6 credits*. A student must apply for this credit. The standards for granting LEC include four areas:

- 1.) Relevance to the student's area of study;
- 2.) Length of time the student was involved in a specific experience (a minimum of six months of actual service will be expected);
- 3.) The environment or context in which the experience took place (was it an appropriate environment or context for learning and growth to take place?);
- 4.) Results (products, outcomes, accomplishments) that emerged or were produced with the student's involvement during the experience.

Such experience will fall into three general categories: 1) knowledge-based experience, 2) aptitude or competency experience, and 3) internship-type experience. LEC credit is assigned for each of these categories through an evaluative approach appropriate to measuring knowledge, competencies, and supervised opportunities gained through the experiences.

The **knowledge-based experience** includes experience which produces objectively testable knowledge. The student may prove such knowledge through a series of exams demonstrating satisfactory grounding in the given subject matter thereby earning credit for a specific course.

The **aptitude or competency credits** are less objective than the knowledge based LEC. When this type of experience is involved, the student's learning will be evaluated by interview and discussion, applying the four standards mentioned above, to discover the creditworthiness of the experience. The process is to include comments and evaluation by a superior/mentor/overseer who was involved with the student's experience at the time it was occurring.

The **internship-type experience** is evaluated through the submission by the student of a project report that discusses the experience in relation to the same four standards above. A mentor's/supervisor's evaluation will also be included for this type of experience.

Overall, the academic value and study area relevance of life experiences will be significant concerns for the College or Seminary's consideration in determining credit for that experience.

## **ACADEMIC INFORMATION**

### **CHRISTIAN SERVICE REQUIREMENT**

Every degree seeking student attending New England Bible College/Grace Evangelical Seminary is expected to be actively involved in Christian ministry in or through a local church, mission, or other on-going Christian endeavor. This requirement may be met by the student's regular participation with a local church choir, teaching Sunday School, helping to lead Junior Church, serving at a soup kitchen,

food pantry, or some other Christian service work on a regular and consistent basis. This requirement is not an “internship”; rather, it typifies the Christian’s appropriate lifelong involvement in the work of the Church.

Students are encouraged to write a journal or diary regularly reflecting on this service in order to track their growth, difficulties, challenges and new insights during their time as a student at New England Bible College/Grace Evangelical Seminary. This journal will remain private. However, students will be *required*, prior to graduation from their degree program, to submit to the Registrar a one-page summary of their Christian Service experience. This will become part of the student’s permanent record. *Students will not be eligible for graduation without submitting this summary.*

## **GRADING STANDARDS**

NEBC/GES is deeply concerned with the problem of grade inflation. For the school to maintain its academic integrity, it requires its teachers 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 NEBC/GES, 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.
- 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 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 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	- Withdraw	
WF	- Withdrew while failing	
WP	- Withdrew while passing	
INC	- Incomplete	

## GRADE POINT AVERAGE (GPA)

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 NEBC/GES 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 NEBC/GES and submitting a new application form. Students will not be readmitted to a course in mid-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, when that course arises in the regular class rotation.

**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 appropriate Faculty. This committee will consider courses, if any, the student has taken at other institutions in the intervening time period, along with the student's discussion of his/her other progress and readiness to return to studies at NEBC/GES. Should the committee recommend against the student's return, the student may request an interview to explore further his/her future at NEBC/GES.

## **ATTENDANCE**

**Students are expected to attend all classes of the courses in which they are registered.** 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 the instructor, 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 NEBC/GES 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 in their syllabi to which students will need to adhere.**

## **TEXTBOOKS**

The cost of books is not included in the tuition. Students are responsible for the purchase of the necessary textbooks for their courses. Textbook lists will be available at both the Bangor and South Portland locations and on the website well in advance of the semester. Each semester's textbooks will also be held on reserve in the campus library where the course is being offered.

## **CLASS CANCELLATIONS**

During winter, storms may cause class cancellation. In Bangor, television station WABI (Channel 5) will be notified when we cancel classes. In Portland, radio station WGAN (560 AM) and television station WMTW (Channel 8) will be notified. Please check the broadcasts or websites of these stations.

## **STANDARDS FOR RESEARCH PAPERS**

The stylistic and formatting standards for all papers written in all classes at New England Bible College/Grace Evangelical Seminary are those presented in *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate Turabian (University of Chicago Press). Students are encouraged to use the 8<sup>th</sup> edition of this work. Students may also find it helpful to use the StyleEase formatting software for developing proper citations. An additional book that NEBC/GES students will find helpful is *Quality Research Papers for Students of Religion and Theology* by Nancy Vyhmeister.



# ACADEMIC POLICIES

## ACADEMIC INTEGRITY

Students at New England Bible College/Grace Evangelical Seminary 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 endnoted 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.

Should a student have any question 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.

## PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational record once they are admitted as a student to New England Bible College/Grace Evangelical Seminary. Specifically, students have a right to review their educational records; the right to request amendment of any record they believe to be inaccurate. Information about students' records will not be released to third parties without the written consent of the student or by court order (including transcripts and financial records). For more complete description of FERPA regulations, see the Registrar.

## RECORDING CLASSES

If a student has to miss a class, it is his or her responsibility to seek the permission of the instructor to record the class and to arrange with another student to do the recording.

## COMPUTER ACCEPTABLE USE

Computer network and internet access is provided for students and employees of New England Bible College/Grace Evangelical Seminary for the purpose of furthering students' education and providing tools for faculty and staff in support of their duties. All members of the NEBC/GES family must respect areas on the network that are not for general access, and refrain from accessing sites on the Internet which are not conducive to spiritual growth. In addition, all must realize that there are file and resource limitations.

### Terms and Conditions:

1. **Privileges** – The use of network and Internet is a privilege, not a right, and any inappropriate use may result in the loss of this privilege and/or disciplinary measures. The College/Seminary Administration is responsible for this Computer Acceptable Use Policy.
2. **Network Etiquette** – While on the computer network, all persons must conduct themselves in a responsible, ethical, polite, and Christ-like manner.
3. **Acceptable Use** – The purpose of the computer network is to support the educational mission of the College/Seminary. Your use of it must be consistent with the educational objective and mission of NEBC/GES. The school filters inappropriate Internet sites and reserves the right to deny access.
4. **Prohibited Use** – The activities listed below are strictly prohibited by all users of the network:
  - a. Allowing an unauthorized person to use a computer.
  - b. Transmission of any material in violation of any governmental regulation or law, such as, but not limited to copyrighted, threatening, offensive, obscene, or protected by trade secret. Some examples are unauthorized downloading of copyrighted music or films.
  - c. Accessing, attempting to access, or transmission of any sexually oriented, other indecent, offensive, objectionable, inappropriate, or other anti-social material.
  - d. Participation in inappropriate or objectionable on-line chat rooms or news groups.
  - e. Ordering or purchasing of any material or service in the college name without authorization.
  - f. Modification or destruction of school computer resources.
  - g. Use of any computer to facilitate any illegal activity.
  - h. Use of any computer to misrepresent oneself for others.
  - i. Use of any computer and related College facilities for any commercial activity.
5. **Disclaimer** – New England Bible College/Grace Evangelical Seminary makes no warranties of any kind, whether expressed or implied, for the services provided. NEBC/GES will not be responsible for damages you suffer.

## CELL PHONE USAGE

During class, cell phones must be turned **off** except in an emergency. This situation needs to be shared with the instructor before the start of class.

## ELECTRONIC DEVICES

Electronic devices (such as laptops, e-readers, iPads, etc.) are to be used in class solely for taking notes and for Bible software *and* at the instructor's discretion. If the device is found to be used inappropriately, that student will lose the privilege for the remainder of the semester.

# STUDENT POLICIES

## STUDENT CONDUCT

New England Bible College/Grace Evangelical Seminary intends for each student to understand the implications of commitment to Jesus Christ through development of a personal character reflecting a way of life consistent with Biblical faith. We believe that the students' academic experience contributes to the development of Christian maturity and Christ-likeness. Christian maturity involves a commitment to the truth of God's Word, to the lordship of Christ, to a life of dynamic discipleship and a renunciation of self-centeredness. The mature Christian recognizes scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior (see our "Community Standard of Behavior").

Given our educational mission, this means in particular that all students are expected to demonstrate respect for their teachers and honor them for their hard-gained wisdom and professional knowledge and experience. Students are also to show respect towards their classmates, both within and outside class sessions. A similar respect should be shown to administrators and other members of the school community, even while the same respect will be shown towards all students by teachers and staff.

We believe the following expressly violate biblical principles:

- Dishonesty in any form, such as plagiarism and cheating
- Abusive behavior
- Improper sexual behavior (any sexual activity outside the marriage of 1 man, 1 woman)
- Theft or destruction of property

Students agree to maintain academic and moral standards of conduct according to Biblical standards (see Ephesians 5-6; Galatians 5; and 1 Timothy 6).

Students should seek to maintain a vibrant personal relationship with Christ. Students are encouraged to abstain from the use of tobacco and must abstain from the abuse of alcoholic beverages and prescription drugs. **Student use of illicit drugs and abuse of prescription drugs is grounds for dismissal!** All forms of harassment are considered improper conduct.

### Discipline Procedure:

- The offending student will be spoken to privately by the Instructor or the Academic Dean. The goal is to resolve the issue at this level.
- If there is still a conflict or lack of resolution, the Instructor or Academic Dean and the student will meet with the President.
- If the addressed behavior continues, this will constitute a valid reason for suspension or dismissal as a student from NEBC/Grace Evangelical.

## SEXUAL HARASSMENT POLICY

It is the policy of New England Bible College/Grace Evangelical Seminary 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 NEBC/GES 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. None of these reflect a Christian attitude or commitment, and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or study performance or creates an intimidating, hostile, or offensive work/study environment, constitutes a violation of NEBC/GES's spiritual and/or educational standards, objectives and goals; such misconduct will not be tolerated.

Under the direction of the appropriate administrator, NEBC/GES 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. NEBC/GES 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.

It is the policy of NEBC/GES not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Individuals engaging in such conduct contrary to seminary policy may be personally liable in any claim brought against them.

## **STUDENT ATTIRE**

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

## **STUDENT CONCERNS**

New England Bible College/Grace Evangelical Seminary strives to follow the direction given in Matthew 18:15-20 when it comes to addressing complaints. If you have a concern with a course or instructor, please go to that instructor first and try to resolve the issue. If it is irresolvable, the Academic Dean and instructor will meet and address the issue. Theological education is a common effort, and those things that stand in the way of full sharing in this effort must be addressed. NEBC/GES will try to find answers, and we will try to respond to anything that undermines our learning or our Christian fellowship. Scriptural guidance will be applied regarding all parties, including administrators and faculty, in the process of resolving such matters.

It is the aim of the faculty, staff, and administration of NEBC/Grace Evangelical to provide an increasingly improved curricular and co-curricular program for our students. In addition, it is our desire that the community environment be conducive to a student's growth both academically and in spiritual maturity. Therefore, input from students is sincerely welcomed. Students are encouraged to submit their specific suggestions, concerns, or complaints regarding their experience at NEBC/GES. This can be accomplished by completing the "Student's Concern Form" available in the Registrar's Office and submitting it to the Academic Dean. Students may also choose to voice their concerns directly to the appropriate individuals either in writing or in person.

## **NON-DISCRIMINATION POLICY**

New England Bible College/Grace Evangelical Seminary does not discriminate in admission or employment policies and practices based on race, sex, age, color, national origin, disability, or status as a veteran.

## **POSITION ON ORDINATION**

New England Bible College/Grace Evangelical Seminary holds itself responsible for providing Christ-honoring studies in accord with our Mission and Purpose Statement. NEBC/GES does not ordain clergy, nor do we evaluate the validity of an individual's personal calling. While our programs and courses of study often deal with such topics in a general sense, it is not a function of the school to make determinations on an individual basis. This responsibility rests solely with the student's denomination or church.

# **STUDENT SERVICES**

## **STUDENT ADVISEMENT**

Initially, students will be assigned a faculty advisor to assist them in course selection and academic planning. But students are also encouraged to discuss their academic goals and vocational interests with any member of the Faculty or Administration they think might offer helpful guidance and may request, with that member's permission, that that person become their academic advisor.

## **STUDENT MENTAL, EMOTIONAL & HEALTH ISSUES**

Should students feel the need for counselling that is of a personal, psychological, emotional, and/or relational nature, referral to competent Christian professionals is available through the Registrar's Office. Indeed, students facing life circumstances that cause significant physical, mental, or emotional distress shall cooperate with administrative staff to obtain appropriate care. A student dealing with mental or emotional health issues who refuses to cooperate in obtaining the prescribed counseling, therapy, or medical treatment will not be permitted to continue as a student, especially insofar as his or her actions may negatively affect or pose a risk to the health or safety of the community.

## TRANSCRIPT REQUESTS

Students requesting a copy of their transcript will need to do so in writing. Transcript request forms are available from the Registrar. Unofficial photocopies of transcripts are available to students without cost. However, requests for official notarized copies must be accompanied by a \$5 fee.

**Please note:** The granting of certificates and degrees and transmission of transcripts will be withheld if a student has not met all of his or her financial obligations to the school.

## LIBRARY POLICIES & PROCEDURES

**Library Purpose Statement:** *To facilitate the Biblical teaching, research and lifelong learning of its students and faculty by assessing, anticipating, and providing essential resources, services, and instruction.*

**Location:** On the Bangor campus, the Library is in the Maguire Building adjacent to the main Seminary building. On the South Portland campus, the James Arthur Memorial Library is centrally located between classrooms.

**Hours of Operation:** On the Bangor campus, the Library is open while classes are in session and other times by request. On the South Portland campus, the Library is open while classes are in session.

**Community and User Group:** The resources of the Library are primarily for use by NEBC/Grace Evangelical students, faculty, and staff. Other borrowers may be approved as well.

**Borrowing Library Materials:** In order to maximize availability and diminish the possibility of excessive loss, the following regulations apply:

1. No more than 15 items may be held by a single borrower at any given time.
2. Please sign the card in the back of the book, date it for the current day and place it in the basket on the circulation desk in the Library.
3. Checkout period is 21 days (3 weeks).
4. Fines for overdue books will be \$.20 per day. There is a \$10.00 maximum fine per item. Fines over \$5.00 will be transferred to Student Accounts.
5. Overdue notices will be sent to student's e-mails when materials are 3, 10, and 17 days overdue.
6. Overdue fines and replacement costs for damaged and/or lost items are the sole responsibility of the individual who signs the borrower's card.
7. Three week Library materials may normally be renewed three times.
8. Books may be renewed in person or over the phone.
9. Individuals are not permitted to borrow materials from the Library for the purpose of loaning to others.
10. Faculty members may borrow Library materials for extended periods of time. Faculty exception due dates will be May 31 and December 31.

**Reference Books:** On the Bangor campus, reference books are located in the reference room in the Maguire Building. On the South Portland campus, they are located on the reference shelves. Reference books are identified with an (R) in the Library catalog. All reference books are for in library use only! Once you are finished with a reference book, please leave on the table, and a librarian will re-shelve the book.

**Library Reserve Section:** On the South Portland campus, the reserve section is located on the reference shelves. On the Bangor campus, the reserve section is located in the hallway of the Library, while textbooks for the current semester are on the counter in the Library kitchen. Faculty may place any library materials or personal copies on reserve. A member of the faculty is to wait one working day after making a reserve request before announcing it to his/her students. The loan period for reserve materials will be two hours and is for in library use only!

**Periodicals:** On the South Portland campus, journals, periodicals, and magazines are located in the study room. On the Bangor campus, journals and magazines are located in the reference room. The current issue of each journal or magazine is displayed with the previous issue behind it. Earlier issues of periodicals are located in the kitchen area of the Library. All periodicals are for library use only with the exception of the faculty.

**Videos and DVDs, Audio Tapes and CDs:** On the Bangor campus, all videotapes and DVDs and their catalog records are marked (VT) or (DVD). Audio Tapes are marked (AT) and CDs are marked (CD). Most may be checked out for three weeks, but designated videos and DVDs may only be used in the library for two hours. Audio/visual material has a late fee of \$1.00 per day.

**Printer:** There is a copier/printer available in the Library. All copies are 10 cents each. Payment is made to an Administrator or placed in the payment jar. Since the Library is not responsible for copyright infringement, anyone using the photocopier should be familiar with copyright rules and also check copyright statements in the material to be copied.

**Confidentiality:** The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that educational records be kept confidential. Since this includes library records, library users may only see their own records. Others may be given this information only if the person whose records they seek gives permission. Any questions about this should be referred to the Library Director. Library records include the number of items a library user has checked out, the names of such items, fines, overdue items and other personal information. Library staff must reveal circulation information only to a clearly identified law enforcement officer when the officer submits a search warrant issued to obtain that information. Upon submission of a search warrant, library employees must cooperate fully with the officer.

**Library Catalog:** The NEBC/Grace Evangelical Seminary uses the Library of Congress classification system. This classification system is posted in the Library. The Library collection can be accessed through an on-line server: World Library. Contact the Registrar for access and password information.

**Syllabi:** NEBC/GES provides access to all past class syllabi that are furnished by the faculty. Please contact the Registrar for information.

**Bangor:** A letter from the Bangor Public Library dated December 11, 2003, has formalized an agreement between that facility and the Bangor campus of NEBC/GES that its students and faculty may have full use of the resources of the BPL on the same basis as other patrons of the library. With a collection of over 500,000 volumes, of which over 12,000 are in religion, the Bangor Public Library represents a very valuable resource.

**South Portland:** NEBC/GES students may obtain a library card from the Portland Public Library free of charge with the presentation of a current student identification card. Students may also obtain a guest card to check out books from the library of the University of Southern Maine.