



# NCI

University &  
Theological  
Seminary

*ACADEMIC CATALOG*

Section Two

## SECTION TWO

### 2.1 *NCIU'S ACADEMIC INFORMATION*

#### DEGREE AWARDS & CONCENTRATIONS OFFERED

**As an institution committed to inerrant Scripture, given by God as our final authority for faith and life, we hold ourselves accountable to the Word of God and to each other with regard to these values as we “form students to transform the world through Christ.”**

1. **Christ centeredness.** We are here to model and to engender Christ centeredness in all that we do. The Sovereign Lordship of Christ should affect and be evident in every aspect of education, relationship and endeavour at NCIU.
2. **Comprehensive education.** We are here to educate for the whole of life, beginning with the mind and including a comprehensive discipleship that results in a comprehensive witness. We seek to nurture students to become spiritually mature and biblically informed persons who make well-reasoned and wise intellectual and moral judgments, thereby equipping and motivating them to tackle real-world problems.
3. **Community.** We seek to be a learning community that operates by the ethics and values of the Kingdom of God. The makeup of the community should be a reflection of the breadth and diversity of the family of God. The way we treat people should be consistent with the morals, justice, compassion, humility and love of our Lord. Interaction with students should both reflect an attitude of service to them as individuals and take advantage of opportunities for mentoring and modeling and personal development.
4. **Kingdom of God and Church connectedness.** We value service to the Church because we believe that the Church is God's primary vehicle to accomplish his work in the world. Our vision for serving Christ and His Kingdom is a global vision, just as God's vision for His Kingdom and Church is also global. A particular value affecting NCIU's work is commitment to identify and meet the educational needs of the churches and para-church organizations that have committed themselves to extending the Kingdom of God throughout the world, with special focus on the missional church.
5. **Cultural engagement.** We seek to bring faith, life and learning to bear on the issues facing our world. Our perspective is one of engagement with culture from a Christ-centered and biblically rooted foundation. We are committed to high standards of research, scholarship, thinking and living as a means of preparing students to engage the world and to respond honestly and earnestly to those in a pluralistic society.

Accordingly, the Board of Directors and Faculty of NCI University & theological seminary have structured the following distance-learning degree programs to facilitate the implantation of these values both in students and relating church communities around the globe.

**Note 1:** NCIU will supply upon request full details of each degree program offered. Normally these details are made available to inquiring students when they show some seriousness about making application.

NCIU has made a degree program outline available for downloading in each award program offered- simply click on the link provided at the conclusion of each degree program description listed in the 5 Concentrations offered.

**Note 2:** NCIU requires that all Arts, Sciences and Philosophy degree comprise 25% of general education subjects.

**The Five Study (5) Concentrations offered are:**

- **Biblical Studies and Theology**
- **Missions and Intercultural Studies**
- **Christian Ministry**
- **Religious Education**
- **Christian Pastoral Counseling**

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## ***NCIU'S FOCUS FOR BIBLICAL STUDIES AND THEOLOGY PROGRAMS***

### **BIBLICAL STUDIES**

The Biblical Studies concentration offers a general program in biblical studies based on the English text with special emphasis upon the literature, interpretation and themes of the whole Bible. The program helps the student to explore the biblical text within both its historic contexts and its use in modern worldwide contexts.

The program is primarily designed as a terminal degree for students who do not expect to continue formal academic studies to the upper graduate level. Accordingly, knowledge, translation skills and use of the biblical languages are not required.

### **THEOLOGICAL STUDIES**

In this concentration students are trained in basic, biblical and theological knowledge. They are also encouraged to develop skills that enable them to take into account the original linguistic, literary, historical and cultural contexts of the Bible. Students are thereby enabled to critically consider varied religious traditions, beliefs and practice in our present world societies.

The ultimate goal of our Theological Studies concentration is to ensure that the individual's life and the corporate Christian body are faithful to God's revelation of Himself in Scripture.

Therefore, students with sound theological training will know how to evaluate critically their own personal theological leaning, be aware and respectful of other theological positions and be able to distinguish those values that are distinctly Christian from those that the secular world espouses.

## **BIBLICAL STUDIOS & THEOLOGY AWARDS**

<b>Bachelor Award = 136 credit hours</b>
Bachelor of Arts in Bible & Theology [136cr] Bachelor of Theology [136cr]
<b>Master award = B + credit hours</b>
Master of Arts in Bible Theology [B + 48crs] Master of Theology [B + 48crs] Master of Divinity [B + 72crs]
<b>Doctoral award = M + credit hours</b>
Doctor of Theology [M+48crs]

## **OVERVIEW – BIBLICAL & THEOLOGICAL STUDIES**

### **BACHELOR OF ARTS IN BIBLICAL AND THEOLOGICAL STUDIES**

The NCIU Bachelor of Arts in Bible & Theology is a distance-learning degree program designed in response to the expressed needs of pastors, workers and emerging leaders. The course is specifically for church workers, missionaries, intending missionaries, church planters and church leadership associates wanting to further equip themselves for the changing global environment of the twenty first century.

This degree program exposes students to a wide range of new possibilities for church ministry, pastoral leadership and missiological endeavors. These strategic studies will empower them to meet the challenge of contextualizing the gospel in an increasingly urbanized, international and highly “wired” techno-savvy global community.

In addition, this NCIU Bachelor’s course has built in the option of special focus electives. This will enable practitioners to pursue carefully focused coursework in areas such as Church Ministry, Christian Education, and Pastoral Counselling or Missiological study.

### **BACHELOR OF THEOLOGY**

The NCIU Bachelor of Theology distance-learning degree program purpose is to help students who are planning to invest their lives in church or mission vocations to achieve the desired level of knowledge through biblical and theological studies.

The Bachelor of Theology program requires the ability to use the principles of biblical interpretation to identify and evaluate basic elements of theological thought through systematic analysis of statements of truth, theologies and doctrines of the Christian faith.

The degree program exposes students to a wide range of new possibilities for church ministry and pastoral teaching, pastoral leadership and missiological endeavors. These

strategic studies will empower them to meet the challenge of contextualizing the gospel in an increasingly urbanized, international and highly “wired” techno-savvy global community. In addition, this Bachelor’s course will enable practitioners to pursue carefully focused coursework in areas such as church ministry, pastoral leadership or missiological study. The course will culminate in a research-based writing project that draws upon the praxis objectives undertaken.

### **MASTER OF ARTS IN BIBLICAL AND THEOLOGICAL STUDIES**

The MA (Bible & Theology) degree program has been specifically designed to provide an understanding of the Scriptures for students anticipating Christian ministry service.

This includes such areas of ministry service as church administrators, para-church organization leadership, counselors, bi-vocational leaders and ministries, “tent-making” occupations in other cultures, non-professional religious leaders in the local church and others.

The concentrations in the Biblical and Theological Studies graduate program stress the concepts, principles, history and methods of the theological disciplines.

The program provides a scholarly, helpful and understanding atmosphere in which students confront both traditional and contemporary interpretations and issues. It is committed to helping students formulate and articulate a biblical and global understanding of life and ministry in a setting committed to traditional biblical Christianity.

### **MASTER OF THEOLOGY**

The distance-learning Master of Theology degree, provided by NCI University & Theological Seminary has been designed to provide emphases in Biblical Understanding and Exegesis, Old and New Testament Studies, Systematic Theology, Philosophy of Religion and Ethics, Spiritual Formation and Biblical Ministry Development.

The mission of the Master of Theology program of NCI University & Theological Seminary is the development of disciples of Jesus Christ who will be able to teach their respective disciplines.

This program has been developed specifically for those believers whose calling to Christian service is to serve in positions of leadership for which the Master of Theology or other similar professional degrees are normally required.

As an outgrowth of NCIU’s role to provide discerning evangelical biblical/theological scholarship and instruction, the M.Th. program exists to provide opportunities for specialized focus on disciplines that are crucial to fulfill NCIU’s mission.

We want to give students who choose one of these discipline areas a foundation upon which they can teach or go on for advanced study.

### **MASTER OF DIVINITY**

The Master of Divinity program at NCI University & Theological Seminary is designed to provide a strong foundation in Biblical Studies and Theological understanding.

The course of study will broaden the historical perspective, deepen the theological reflection and develop the professional skill of both pastoral and mission leaders to a high degree of competence and excellence, at the same time it will prepare them to take major roles in

leadership development and strategic expansion of the Kingdom in their chosen sphere of service.

Students in the program are expected to develop an advanced understanding of the nature and purposes of ministry, to show enhanced competencies in pastoral analysis and ministerial skills, as well as the integration of these dimensions into the theologically reflective practice of ministry.

They are also expected to gain new knowledge about the practice of ministry, and to demonstrate continued measurable growth in personal spiritual ministry.

### **DOCTOR OF THEOLOGY**

The Doctor of Theology is designed to train scholars who can serve the church worldwide as teachers, researchers, pastors and leaders.

The program aims at fostering faithfulness to the teaching of Scripture in combination with creative and critical reflection on its significance for the church and contemporary culture.

Students may focus on Biblical Theology, Systematic/Historical Theology or Missiology. The nature of Scripture and of the theological task demand that theology be rooted in Scripture and that Scripture be interpreted theologically.

The NCIU Th.D., therefore, requires that its students take a holistic approach to biblical, theological and missiological studies.

Students will be required to write dissertations that focus on one of the areas of academic specialization.

The entire program, including the dissertation, will require integration with the other specialties. In order to facilitate this integration, students in the NCIU Th.D. program will write dissertations that are distinctly theological in nature.

The program seeks, at the same time, to be integrative in other ways, by bringing to bear on the theological and missiological task insights from people and cultures outside of the North American context, and thus affords the students room for exploration of specialized focus areas.

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## ***NCIU'S FOCUS ON MISSIONS & INTERCULTURAL STUDIES***

### **MISSIOLOGY STUDIES**

These concentrations on Missiology – the study of missionary work – draw together scholarship in biblical, historical, doctrinal and practical theological studies. It uses tools from the social sciences to understand various dynamics.

Missions are the practice of doing that which missiology identifies and explains. Extensive insights are drawn from cultural anthropology, ethnology, sociology, geography and political science.

Missiology seeks to develop strategies for effective missionary work and church planting. In doing their work missiologists interact with a wide range of professions, especially those of agriculture, education, medicine and public health.

NCIU does not offer a “stand-alone” Bachelor of Missions award. Students considering this discipline should enroll in B.A. (Bible & Theology) program instead, and choose the Missions – Intercultural Studies elective.

### **MISSIONS & INTERCULTURAL STUDIES AWARDS**

<b>Master award = B + credit hours</b>
Master of Philosophy in Intercultural Studies [B + 48crs]
<b>Doctoral award = M + credit hours</b>
Doctor of Philosophy in Intercultural Studies [M + 48crs]

## **OVERVIEW – MISSIONS & INTERCULTURAL STUDIES**

### **UNDERGRADUATE STUDY PATHWAY**

Unless students already have an earned undergraduate degree award or equivalent credits to meet the prerequisite entrance standards, it is recommended that students utilize the options provided in the Bachelor of Arts (Bible & Theology) degree program with appropriate concentration offered. Please discuss this with faculty when completing your degree application for further recommendation and advice.

### **MASTER OF PHILOSOPHY IN INTERCULTURAL STUDIES**

The Master of Philosophy in Intercultural Studies degree is designed for those students who desire advanced training for careers or ministries that require adjustment to living, working and communicating in another culture or in multicultural contexts.

Drawing upon insights from theology, sociology, anthropology, history and communication theory, students will be encouraged to analyze contemporary global concerns, to formulate Christian perspectives and to explore better solutions to apply to today’s cross-cultural problems.

The program begins with a broad training in essential foundations of graduate level theology, biblical studies, intercultural studies and world religions so that students can interact with faculty.

This foundation provides the opportunity to gain, as needed, further competency in seven key areas:

- the theology of mission and relevant methodologies;
- understanding the biblical and philosophical world views and meaning of life;
- cultural anthropology and major world religions;
- cross-cultural communication;

- leadership and team building in cross-cultural environs;
- integration of ethnic groups and urbanization; and
- Cross-cultural church development and planting.

### **DOCTOR OF PHILOSOPHY IN INTERCULTURAL STUDIES**

The Doctor of Philosophy in Intercultural Studies program at NCI University & Theological Seminary is one of four academic research doctoral programs. It is a leadership-research doctorate in that its major purpose is the development of competent leaders in intercultural ministries who are extending the Kingdom of God throughout the nations of the earth.

The curriculum is designed to nurture sound scholarship, meaningful research and the symbiotic relationship of theory and practice that cross over cultural boundaries and people groups.

The NCIU Ph. D in Intercultural Studies degree program is designed to enhance the understanding and practice of cross-cultural Christian ministry in the areas of church planting and missions, as well as for those currently engaged in positions of ministerial or missions leadership who need to develop their interpersonal and communication skills across cultural borders.

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## ***NCIU'S FOCUS ON CHRISTIAN MINISTRY***

### **CHRISTIAN MINISTRY**

The programs in this concentration have been designed for a variety of students in contemporary church and marketplace ministries.

Those with pastoral experience and those who are involved with ministry through Christian agencies will have the opportunity to strengthen the foundations of ministry and develop new skills. Some may wish to strengthen their volunteer ministry in their congregation. Others may want training to help them minister more effectively in the marketplace.

With its emphasis on practical and personal formation as well as its solid underpinning of biblical and theological studies, the degree programs give knowledge and skills for a continuing and deepening ministry.

The electives provide the opportunity for students to focus on areas of special interest such as disciple making and church planting. Students are encouraged to personalize the programs toward their particular ministry interests. The opportunity to complete a personalized focus area of interest will facilitate the desired blend of theory and practice in a student's coursework.

The faculty diligently seeks to develop reflective practitioners – those who are wise, compassionate servants of Christ and who are also academically grounded, spiritually whole and practically skilled.

## CHRISTIAN MINISTRY AWARDS

<b>Doctoral award = M + credit hours</b>
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Doctor of Ministry [M+48crs]
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## OVERVIEW – CHRISTIAN MINISTRY STUDIES

### UNDERGRADUATE AND GRADUATE STUDY PATHWAY

NCIU does not currently offer a “stand-alone” Bachelor of Ministry or Master of Ministry award. Unless students already have an earned undergraduate degree award or equivalent credits to meet the prerequisite entrance standards, it is recommended that students utilize the options provided by NCIU.

Students are advised that the Bachelor of Arts (Bible & Theology) and Master of Arts (Bible & Theology) degree programs has provisions for inclusion of nominated concentrations to meet the vision focus of each student within the five major disciplines offered.

Please discuss this with faculty when completing your degree application for further recommendation and advice.

### DOCTOR OF MINISTRY

The Doctor of Ministry program at NCI University & Theological Seminary is designed to enhance the understanding and practice of Christian ministry in the areas of church ministry, church planting and missions for those currently engaged in positions of ministerial or missions leadership.

The course of study has been specifically designed to broaden the historical perspective, deepen the theological reflection and develop the professional skill of both pastoral and mission leaders to a high degree of competence and excellence.

At the same time it will prepare them to take major roles in leadership development and strategic expansion of the Kingdom in their chosen sphere of service.

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## *NCIU'S FOCUS IN RELIGIOUS EDUCATION PROGRAMS*

### RELIGIOUS EDUCATION

NCIU's Master of Religious Education program is the professional, theological degree in Christian education and discipleship ministries and is well-suited for individuals seeking a broad, foundational graduate degree in church and Christian education ministry.

This program is designed to equip men and women called by God to serve as professional Christian workers in such capacities as associate pastor, discipleship pastor, as well as other positions that require a general knowledge of Christian education programs and discipleship ministries.

These concentrations in Christian Education are designed to prepare students for a vocation of nurture, spiritual formation and life-span discipleship as well as Christian, educational ministry development.

The programs embrace both parish, institutional and cross-cultural ministry settings. Graduating students will be equipped to provide leadership for educational ministries that effectively seek to present everyone mature in Christ.

### **RELIGIOUS EDUCATION AWARDS**

<b>Doctoral award = M + credit hours</b>
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Doctor of Religious Education [M+48crs]
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## **OVERVIEW – RELIGIOUS EDUCATION STUDIES**

### **UNDERGRADUATE AND GRADUATE STUDY PATHWAY**

NCIU does not currently offer a “stand-alone” Bachelor of Religious Education or Master of Religious Education award. Unless students already have an earned undergraduate degree award or equivalent credits to meet the prerequisite entrance standards, it is recommended that students utilize the options provided by NCIU.

Students are advised that the Bachelor of Arts (Bible & Theology) and Master of Arts (Bible & Theology) degree programs can be adjusted with appropriate concentration offered. Please discuss this with faculty when completing your degree application for further recommendation and advice.

### **DOCTOR OF RELIGIOUS EDUCATION**

NCI University & Theological Seminary’s Doctor of Religious Education (D.R.E.) is designed to offer students a curriculum with a solid foundation in Christian education leadership, research and the study of current trends and issues, while customizing each student’s program of study to meet their individual professional and personal goals.

The Doctor of Religious Education program promotes academic standards of quality, consistent with excellence in professional practice, and embraces diversity among learners and faculty.

With the option of five concentration areas within the field of education, the program was developed to meet and exceed the development needs of Christian professionals in the areas of Religious Educational Leadership, Higher Education, Christian Social Services, Distance Education and Instructional Technology and Special Education.

This degree program has not been designed as a qualification for public school system professionals, but specifically for Christian schools, bible colleges and ministry training institutions where there is freedom to teach and adhere to biblical truth and conduct. If you are desirous of completing Florida State teacher certification, please advise the mentor or faculty member when discussing initial learning pathways to facilitate required study units for that purpose.

# ***NCIU'S FOCUS IN CHRISTIAN PASTORAL COUNSELING PROGRAMS***

## **CHRISTIAN PASTORAL COUNSELING**

The NCIU Christian Pastoral Counseling programs have been designed in response to many church leaders and workers seeking a non-licensed degree study program.

These distance-education programs offer students the opportunity to study a comprehensive curriculum in a Christian Counseling degree program.

The program incorporates a core of theological and biblical education in addition to a functional understanding of modern psychotherapies.

Through this concentration students will learn the skills needed to succeed in this field.

This program provides essential study modules for those leaders and others who desire to develop the counseling skills that will enhance their ministry as pastors or non-professional counselors in churches.

Because the programs are distance-learning, all field work and internships are carried out under faculty-appointed proctors, who work in conjunction with NCIU and the students.

## **CHRISTIAN PASTORAL COUNSELING AWARDS**

<b>Master award = B + credit hours</b>
Master of Arts in Christian Pastoral Counseling [B + 48crs]
<b>Doctoral award = M + credit hours</b>
Doctor of Philosophy in Christian Pastoral Counseling [M + 48crs]

## **OVERVIEW – CHRISTIAN PASTORAL COUNSELING**

### **UNDERGRADUATE STUDY PATHWAY**

NCIU does not offer a “stand-alone” Bachelor of Pastoral Counseling award. Unless students already have an earned undergraduate degree award of equivalent credits to meet the prerequisite entrance standards, it is recommended that students utilize the options provided by NCIU.

Students are advised that the Bachelor of Arts (Bible & Theology) degree program provide options for alternative concentration units to meet this specific ministry service focus. Please discuss this with faculty when completing your degree application for further recommendation and advice.

### **MASTER OF ARTS IN CHRISTIAN PASTORAL COUNSELING**

The Master of Arts in Christian Pastoral Counseling has been specifically designed to develop the counseling knowledge and skills needed for those who desire to bring healing and hope

to hurting people as counselors in churches and other related Kingdom-focused and mercy-ministry oriented organizations.

The purpose of this program is to enhance the calling and ministry capabilities of Christian leaders and pastoral care workers, including those seeking ministry competencies in church counseling, hospital chaplaincy, crisis pregnancy centers, family case management or other areas of Christian compassion.

Many states require professional licensure or Board Certification for those seeking to serve as counselors. This specific program has been designed to prepare you for service and ministry roles that do not require such certification and licensure. If you need to hold licensure in your state, please discuss those requirements with NCIU before committing to this program.

### **DOCTOR OF PHILOSOPHY IN CHRISTIAN PASTORAL COUNSELING**

The PhD specialization in Christian Pastoral Counseling is distinctive in its integration of the biblical Christian worldview with the science and practice of contemporary behavioral sciences.

The specialization of this degree program aims to provide understanding so that professional religious counselors and pastoral workers can facilitate the needed restoration through a threefold integration of Spiritual and Theological Understandings; Clinical Theories and Practices; and Empirical Research and Methodology.

The PhD research program with specialization in Christian Pastoral Counseling is intended to prepare active believers engaged in Christian ministry service

- To function as Pastoral Counselors at an advanced level of competency;
- To teach and supervise persons for the pastoral ministry whether in congregations, counseling centers, seminaries or other training programs;
- To increase the understanding of the person, interrelating the theory and technique of the contemporary helping professions with the insights of theology and faith;
- To communicate to the general public, churches and ministerial profession a holistic, interdisciplinary understanding of persons; and
- To take a leadership role within denominations, ministerial organizations and the counseling profession, whether through professional activity, media and publications or teaching.

*Many states require professional licensure or Board Certification for those seeking to serve as counselors. This specific program has been designed to prepare you for service and ministry roles that do not require such certification and licensure. If you need to hold licensure in your state, please discuss those requirements with NCIU before committing to this program.*

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## ***DEGREE PROGRAM MODULAR OUTLINE***

In order to achieve the objectives inherent in the design of each degree award subject concentration, NCI University & Theological Seminary require the student to sequentially follow the four or six module pathway as specified:

- **Module 1** – Foundational Studies in General Education and/or Biblical knowledge subjects – 25% of total program requirements

- **Module 2** – Core Competencies in Concentration – 25% of total program requirements
- **Module 3** – Concentration & Nominated Electives (personalization and special focus) 25% of total program requirements
- **Module 4** – Ministry Praxis and Dissertation track – 25% of total program requirements

**Note 1:** Students enrolling with sufficient **RPL (Recognized Prior Learning)** credit hour units may be granted exemption from the completion of Module 1, or variations thereof.

The RPL units must have already been assessed and validated by NCI University & Theological Seminary as being equivalent credit hours units for identical study programs.

Alternatively, some flexibility of textual study units can be incorporated into the required module objectives, to achieve the desired target-focus goals for each student.

**Note 2:** RPL units validated by NCIU are a privilege, not a statutory right. Therefore, students who are admitted as Advanced Standing Status candidates are not eligible to have their RPL units included in any transcript documentation issued by the institution should the student withdraw from the program before completion of all study modules.

The RPL units will only show in academic transcription when the student is graduating after full completion of the program requirements.

## 2.2 *NCIU'S Admission and Course Prerequisites*

### **ADMISSION REQUIREMENTS**

The minimum entrance requirement is a general high school diploma (GED) or equivalent award recognition and a basic knowledge of the Bible.

NCIU reserves the right to include general education subjects in the nominated degree program, if the faculty determine by the assessment that the student would benefit from some remedial assistance.

Students may be required to undertake a general Bible knowledge survey as well as English language and grammar review on admission to the college to assist in their personal development.

All students must demonstrate a broad general knowledge of the world and common subjects such as history, literature, art, social science, geography, etc.

NCIU reserves the right to require the student to complete a General Equivalency Entrance Examination, if the assessment information reveals major learning inadequacy.

There is no maximum age limit or male/female discrimination regarding enrolment.

## **COURSE PREREQUISITES**

All course prerequisites are detailed in each individual degree program outline. As a general rule, however, the applicant should seek to gain the maximum possible RPL credit units through the application process.

Therefore, it is imperative when preparing the application for enrolment that the student supply full documentation and details of prior learning experiences as stipulated.

## **RECOGNIZED PRIOR LEARNING**

NCIU will consider all documented Recognized Prior Learning (RPL) in the application of distance-learning, degree program students that has application or relevancy to the degree program being applied for at NCIU.

RPL Assessment is a recognized process that evaluates the individual's informal and non-institutional learning from all sources and the experiences of life.

This process is to determine the extent to which the individual has achieved measurable learning and competency outcomes or equivalent standards with an NCIU qualification or learning objective.

RPL is frequently used by many higher learning institutions to determine that the applicant has achieved the necessary standards for admittance to a higher level of learning being offered.

Students can only receive Advanced Standing status by submitting all valid prior learning experiences in accordance with NCIU guidelines as detailed in the full application form. This enables NCIU to complete a full assessment for non-institutional learning.

These may include-

- Practical Ministry and missions field experience may be considered as equivalent credit hour units for applicants who have completed at least five years of authenticated Christian service as a pastor, missionary, evangelist, social worker, church worker or similar. NCIU makes the determination as to equivalent credit hour allowances for transfer acceptance.
- Please note, these equivalency credit hour units cannot exceed 25% of the total credit hour requirements of any degree program as specified in the catalog.
- Contact hours and Continuing Education Units (CEU's) earned at seminars, short-term training modules and non-institutional courses may also be evaluated with supporting documentary evidence.
- Self-directed study programs, non-accredited seminars and mentoring programs for personal development can be included in the evaluation.
- Field internships, directed library research programs, term paper and teaching papers, course manuals and supplementary research activity, published manuscripts and texts, etc., may also be evaluated with correct documentary evidence.

Further credit is available via several methods, including general and customized subject-matter tests, tailored directed study courses, and traditional courses.

## **CREDIT TRANSFER FROM OTHER INSTITUTIONS**

### **Transfer of Credit**

Automatic semester credit hour transfer approvals of the same or similar concentrations and degree programs are extended to the following organizations, institutions and credit granting mechanisms:

- Appropriately chartered, nationally accredited college or university
- US regionally accredited college or university programs and awards
- American Council on Education (ACE) approved courses
- AP test results
- CLEP test results
- DANTES test results

\*\*NCIU will accept a maximum of 64 transferable semester credit hour units from community colleges and other 2-year colleges meeting the above specifications and standards, with a maximum limit of 98 transferable semester credit hour units from 4-year colleges and universities

### **Articulation Agreements**

From time to time, NCIU enters into articulation agreements with other colleges, universities or course providers for either specific course units, or entire programs.

These agreements define the terms under which NCIU will accept another provider's course credit "as if" the course had been completed at NCIU and vice versa.

NCI University & Theological Seminary reserves the right to modify or subordinate its admissions policies as needed to accommodate these articulation agreements, and does so only after careful consideration.

### **Transfer of NCI University & Theological Seminary Credit**

Acceptance of credit for transfer is always at the discretion of the receiving institution. With the exception of articulation agreements in place currently or in future, NCIU makes no guarantee as to the transferability of its credits to any other college or university.

### **Testing**

Learners may complete NCIU degree requirements by successfully taking standardized and customized subject-matter tests when course availability is restricted or denied due to political or other exceptional factors.

### **Standardized Tests**

NCI University & Theological Seminary accepts the credit recommendations for subject-matter tests offered by recognized organizations that are acknowledged as professional experts in test development and evaluation for credit. Examples of such organizations include the College Board, the American Council on Education, and their international counterparts.

Standardized tests for which NCIU accepts credit recommendations include but are not limited to AP, CLEP, Dante's, International Baccalaureate (IB) and others.

An official notification of result from the sanctioning agency is required to receive NCI University & Theological Seminary replacement credit for a standardized test.

Every possible effort is made by NCIU to transfer as many semester credit hour units from other institutions as possible to avoid loss of academic credit hours where applicable.

Credit transfer assesses the initial courses and subjects that the individual is claiming to have completed, whether partial or impartial award programs, and is verifiable by official academic transcript documentation or award authorization.

NCIU seeks to consider three important criteria in evaluating all formalized transfer credit learning:

- The educational quality of the sending institution
- The comparability of credit being transferred
- The appropriateness and applicability of the credits in relation to the programs being offered by NCIU

***However, NCIU reserves the right of sole discretion in assessment to determine what is transferable from other sources for Advanced Standing status.***

Florida Statutes allow for the following maximum credit transfer allowances to be granted solely at the discretion of NCIU in their assessment, subject to satisfactory verification and evidence of transcripts, challenge examinations and other relevant documents at all levels.

- ***Bachelor's Degree*** – transfer maximum (all sources): 75% limit. The student must earn at least 25% of the Bachelor's degree award by course and/or thesis work with NCIU.
- ***Master's Degree*** – transfer maximum (all sources): 50% limit. The candidate must earn at least 50% of the Master's Degree award by course and/or thesis work with NCIU.
- ***Doctoral Degree*** – transfer maximum (all sources): 25% limit. The candidate must earn at least 75% of the Doctoral award by course and/or thesis work with NCIU.

## CREDIT HOUR SYSTEM

New Covenant International complies with the standard US semester credit hour system mandated by the Florida Statutes and the FCPC as follows:

One semester credit hour equals fifteen (15) classroom contact periods of fifty (50) minutes duration each with supportive study and assignments or,  
Reading 225 pages of specified text, or,  
Any percentage combination of the above methods of study which equal one semester credit hour.

For example: Three (3) semester credits can be earned by any of the following:

- 45 x 50 minute classroom contact periods, or
- Reading 675 pages from specified texts, or
- 30 x 50 minute classroom contact hours and 225 pages of specified reading, or
- Any combination of classroom contact hours, plus reading, plus field or research project, or supervised internship as prescribed which meet the above requirements as agreed by Florida Statute and FCPC.

**NB:** At graduate level the classroom contact is the same as the undergraduate level above but the specified reading increases to 500 pages per semester credit hour.

## GRADE POLICIES

### ***Grade Percentile Range GPA Ranking***

A+	100-96%	4.0 Summa cum Laude
A	95-92%	3.8 Magna cum Laude
A-	91-88%	3.6 Good
B+	87-84%	3.4 Good
B	83-80%	3.2 Good
B-	79-76%	3.0 Average
C+	75-72%	2.8 Average
C	71-68%	2.6 Average
C-	67-64%	2.4 Average
D+	63-60%	2.2 Poor
D	59-56%	2.0 Failure

I – Incomplete; P – Pass; F – Failure; T – Subject only audited

Certain courses may be graded on a pass/fail basis (e.g. practical fieldwork, etc.). No GPA (Grade Point Average) value is given for these courses unless stipulated but a “pass” must be earned for credit hours.

An incomplete grade is temporarily given when extreme circumstances prevent completion of a course.

Failure to make up all outstanding assignments within eight weeks will result in an automatic “F”.

## GRADUATION POLICY

No student will be granted graduation and conferment privileges until all educational and contractual, financial obligations are satisfied. The student is requested to dialog with their assigned mentor and the faculty for any special requests, or alterations to stated terms and conditions as specified in the Letter of Assessment & Offer. All such variations must be approved in writing and form part of the student’s document history files.

As an institution specializing in distance learning, NCIU has a single fixed date for a graduation conferment held at their host church in Lake Worth, or an agreed center in Florida. All students unable to attend will be conferred their degree award “in absentia”.

NCIU also arranges graduations, by consultation, on the five continents in conjunction with “sister” colleges and cooperating learning centers and this affords opportunity for regionally situated graduation services.

Special arrangements can be made for presentation and conferment ceremonies with appropriate academic wear by request, at the student’s cost. Please contact the Administration officer for further details.

## 2.3 *NCIU's Application and Enrollment Process*

### FOR PROSPECTIVE STUDENTS – HOW TO ENROLL

#### **Step One**

Firstly, the candidate should review the awards and course offerings, either from the Catalog or the online webpage information sections, and make a selection that fits within their desired goals and ministry focus.

#### **Step Two**

Once the student has made the decision to proceed further, it is recommended that the NCI Degree Program Application and Enrolment form be completed. This document, with all relevant documents, transcripts and resumes, must be submitted to NCI University & Theological Seminary for evaluation.

#### **Step Three**

When the evaluation and assessment process is completed NCI University & Theological Seminary will supply the candidate with two documents.

*[A] The NCIU "Letter of Assessment and Offer" detailing the institution's reply, recommended pathway of learning and costs to attain the desired degree award.*

*[B] The applicant also receives a single page "NCIU Letter of Acceptance and Payment" for completion and return to the office administrator and database filing.*

#### **Step Four**

The candidate is then asked to review the Letter of Assessment & Offer within a 30 day period.

The candidate may wish to dialog with the faculty as to the nomination of specified text modules and/or discuss off-campus tutorials that have been or could be integrated into the study pathway.

NCI University & Theological Seminary seeks to exercise wisdom by being spiritually, culturally and politically sensitive in such matters.

#### **Step Five**

Once the student has prayed through their decision and received appropriate counsel from their spiritual advisors, then, if agreeable, they are required to sign, complete and return the Letter of Acceptance with the required payment for tuition.

Interest-free tuition payment plans are detailed in the NCIU Letter of Assessment & Offer.

#### **Step Six**

When the Administrative office has received the signed Letter of Acceptance and the first tuition payment, a receipt and Student ID Card will be issued. The ID card gives the student a registration code for inclusion on all college communications and academic work.

Once the tuition and fees receipt plus the Student ID are issued, the student will be assigned an Adjust-Professor/Mentor and begin the exciting journey.

## 2.4 *NCIU'S FINANCIAL POLICIES AND TUITION COSTS*

### TUITION COSTS

Application & Assessment – there is no charge for the initial application and assessment processing. However, upon acceptance, the following charges apply and are detailed in the NCIU Letter of Assessment and Offer provided to the student.

Registration (non-refundable)	US\$175
Filing & Validation (non-refundable)	US\$225
Award Diploma, Letter of Certification and 2 sets of Transcripts (non-refundable)	US\$220

#### **Credit Costs – RPL Advanced Standing:**

Bachelor (RPL)	US\$20 per credit hour
Master (RPL)	US\$30 per credit hour
Doctor (RPL)	US\$40 per credit hour

[RPL – Recognized Prior Learning for enrolment as Advanced Standing status is by transfer of credits from approved, equivalent, learning programs, verified equivalency through non-accreditation programs, independent study programs, vocational training, ministry service and life experience, as assessed by NCIU.]

#### **Credit Costs – Course Work & Thesis/Dissertation:**

Bachelor	US\$200 per credit hour
Master	US\$250 per credit hour
Bachelor	US\$300 per credit hour

[These charges relate only to semester credit hour requirements as specified in the official Letter of Assessment & Offer provided by NCIU.]

All standard tuition costs quoted above **do not** include the provision of text books, multimedia sets and supplementary material unless stated in the catalog.

### SUPPLEMENTARY COSTS & TEXTBOOKS

**SUPPLEMENTARY COSTS MAY BE INCURRED**, if the student requests special courses or to earn credit hours by special thesis work and/or research project submission, and/or requests textbooks not included in stated costs.

Such additional charges, if required, will be provided to the student in writing in the Letter of Assessment & Offer or may be issued, if there is subsequent change to the initial academic pathway chosen.

#### **TEXTBOOKS – ONLINE BOOKSTORE**

All standard tuition costs do not include provision of textbooks, multimedia sets and supplementary material, unless stated in the catalog. The student is required to purchase these through a bookstore of their own choice, or have NCIU supply them at cost (plus s/h), if requested, payable in advance through NCIU's Online Bookstore.

Choosing to support the NCIU Online Bookstore results in commissions being paid to NCIU for the sponsorship of emerging national leaders and other workers in need of financial assistance.

By choosing either of the Amazon Bookstore agencies through the NCIU online portal, the student still purchases the texts at competitive commercial rates from book wholesalers and in the process blesses other students in need at the same time. If students choose to purchase used texts through these stores, both of these suppliers can meet that request.

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## REFUND POLICY

Students who wish to withdraw from the program must do so by requesting withdrawal in writing from the Academic Dean or Administrative Office. The date postmarked on the letter determines the date of cancellation that is accepted.

The refund percentage will only be calculated upon the total amount of tuition/credit point fees (both transfer and courses) paid. Registration and enrollment fees are not refundable. Course materials purchased are non-refundable.

### Percentage Rates for Refund of Tuition fees

***Note this only applies to the tuition fee portion not marked as "non refundable".***

End of first week (07 days) 100%

End of second week (14 days) 75%

End of third week (21 days) 50%

End of fourth week & thereafter No refund given

For any further questions please contact the Administrative office directly.

## PAYMENT OPTIONS

The student may choose one of two options for tuition fee payments:

- Payment in one lump sum at commencement of studies (with a 5% reduction for cash payment – applicable to full fee students only).
- Payment by 4 equal payments throughout the course, the first commencing with enrollment (no reduction fee is given).

Course length for payments is set at a maximum of 12 months unless other arrangements are made in writing. Graduation cannot take place until all financial obligations are satisfied.

## FINANCIAL ASSISTANCE

Students who are seeking scholarship financial assistance to pay for their tuition should make this known to the institution when applying for assessment and enrolment. The applicant will be given special forms to complete supporting their scholarship request.

NCIU has placed limitations upon the scholarship funds available, and each student application is viewed on its merit within those stated limits. The maximum limit available through NCIU is 33% of the total tuition fees only.

Receiving a scholarship is not an automatic right for all applicants, regardless of status. Receiving an NCIU scholarship is a privilege and is subject to the applicant meeting specific criteria.

Please request the scholarship application form if you feel that you meet the criteria of those in the special needs category.

NCIU also follows a policy of praying and working with the student in making representation to supporters and friends of the institution who may respond to such needs if the funds requested cannot be met by NCIU's own scholarship funds.

There are no guaranteed scholarship funds available from NCIU. As a faculty group we believe in the scriptural principle of making our needs known to our Heavenly Father and trusting in His providence for the supply.

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## 2.5 *NCIU'S CONSUMER INFORMATION*

### **SUMMARY OF OUR POLICIES AND PROCEDURES**

NCIU makes every effort to comply with federal, state and local laws and regulations. Here is a summary of our policies and procedures relating to a number of issues of concern to students, faculty members and NCIU staff. Full details are to be found in the Student Handbook & Study Guide.

Please note that NCIU policies are subject to change without notice, or as required by statutory obligation.

#### **ALCOHOL AND DRUG ABUSE POLICY**

NCI University & Theological Seminary is concerned about the use of alcohol, illegal drugs or controlled substances as they affect faculty, staff and students. Even though NCIU is not a residential campus facility, we see our role as Christian believers to walk wisely in the times we live, and be an example by our faith, our love and our treatment of each other in accordance with Biblical standards of acceptable behavior in society.

#### **DISCLOSURE OF CAMPUS CRIME STATISTICS**

NCI University & Theological Seminary provides annual statistics as required to the National Education Centre in disclosure of any student violations concerning campus crime. NCIU encourages and enjoins its students to take seriously the Statement of Conduct befitting a Christian believer as detailed by NCIU in this catalog.

#### **INFORMATION POLICY**

The university seeks to protect information collected from prospective students, current students, faculty mentors and staff.

#### **NONDISCRIMINATION POLICY TO STUDENTS**

NCIU admits both male and female students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all other students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its educational policies, admissions policies, student sponsorship or financial assistance programs.

## **STUDENT RECORDS**

New Covenant International complies with prudent and reasonable rights, which provide that Learners shall have the right of access to their individual and educational records, and that educational institutions shall not release education records to non-institutional employees without the consent of the learner.

## **SEXUAL HARRASSMENT POLICY**

NCIU Statement of Conduct policy prohibits sexual harassment behavior between or among all members, students, faculty mentors and staff of the University community in all areas of the University's work and educational environments. This is not the expected behavior of those who seek to glorify God in their living as His Ambassadors here upon earth.

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## **NOTICE OF CHANGES**

This catalog contains the current information regarding the policies of New Covenant International University & Theological Seminary (herein described as NCIU) for admissions, degree requirements, tuition fees, procedures and course offerings.

It is the policy of NCIU to give advanced notice of changes, wherever possible, to permit adjustment. The Directors and administration reserve the right to modify, revoke or add policies or procedures at any time,

This catalog offering covers the academic years of 2010-2015 but may be subject to amendment and alteration at the discretion solely of the institution board of directors and academic faculty. However, all existing educational learning contracts that are in force and current through the student meeting their obligations with the institution will be honored.

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### **All inquiries should be referred in the first instance to:**

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***End of Catalog (section 2).***

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