

STUDENT HANDBOOK



NCBC

NORTHERN CALIFORNIA BIBLE COLLEGE

2023-2024

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Mission Statement

The Mission of Northern California Bible College is to provide nationally accredited undergraduate, graduate, local and distance biblical education.

Institutional Objectives

The purpose of NCBC is summed up in Institutional Objectives:

- 1) To provide a strong grasp of the factual contents of the Bible, interpreted in a sound, scholarly, and spiritual manner.
- 2) To better understand the truths of the Bible primarily for the personal enrichment of all students.
- 3) To provide a way for students to earn either a Certificate Diploma, Associate of Arts degree, or Bachelor of Arts degree in Biblical Studies.
- 4) To prepare students for a professional calling in part or full-time ministry.
- 5) To prepare students who are Christian educators in an A.C.S.I. Elementary, Junior High, or High School to earn Continuing Education Units.
- 6) To maintain national accreditation and continue in good standing with Transnational Association of Christians Colleges and Schools (TRACS).
- 7) To create an educational model for startup Bible Colleges in foreign countries to follow, as well as help them become established as the Spirit leads.

Statement of Ethical Values and Standards

It shall be the practice that all individuals, committees, instructors, Board members, and employees of Northern California Bible College (NCBC) shall conduct themselves when representing the College in a manner that follows Biblical guidelines and brings honor to Jesus Christ.

Specifically, these guidelines include but are not limited to the following:

1. Submitting to the authority of the Scriptures in all manner of faith and conduct at the control of the Holy Spirit. (2Tim. 3:16-17)
2. Honesty in communication. This includes truthfulness as well as that no relevant information shall be withheld in any communication, verbal or written.
3. Kindness and respect shall be demonstrated toward all individuals with whom any NCBC employee shall come into contact with during the fulfillment of their employment responsibilities. (Gal. 5:22)
4. All reports shall be complete, timely, accurate, and provide the information necessary for decision-making and accreditation.
5. Any employee or Board member shall self-disclose any potential conflict of interest, be it financial or personal, in respect to their affiliation with NCBC.

6. Refraining from any conduct that will reflect discredit upon the Lord and offend a weaker believer. (1Cor. 10:31)

Is NCBC accredited?

Yes. Northern California Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 13, 2021; this status is effective for a period of 5 years. TRACS is recognized by the United States Department of Education (DOE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

In April 2022, TRACS raised NCBC to a Category III institution with the approval of its Masters in Biblical and Practical Theology.

Regarding the State of California, NCBC is an approved school to offer both an A.A. and a B.A. in Biblical Studies and an MA in Biblical and Practical Theology according to the Bureau for Private Postsecondary Education in the State of California (BPPE). www.bppe.ca.gov

Typical NCBC Student

Most of our students fall into one of the following categories:

- Full-time college students seeking a Biblical Studies degree. Those want to be in a Christian environment around faculty and peers that are passionate about their faith.
- Working professionals who take online or night courses for a Master's or Bachelor's degree.
- Part-time students that may also be concurrently enrolled in Community College or another training program that deeply values the word of God and ministry training.
- Currently in, or pursuing full-time ministry, while finding it necessary to complete their Bible college education on a part-time basis.
- A Christian layperson who has a strong interest in the Bible, wanting to study in more depth than may be available at the local church level.
- Teachers in Christian schools are required to continue their biblical education by earning CEUs in order to maintain their ACSI credential.
- Enlisted in the military, often taking courses overseas.

Enrollment

Admissions Qualifications

Students may show their readiness for undergraduate or certificate level college courses by providing a high school diploma, GED, military service record (JST), or previous college transcript. These students may immediately register for their first class without a placement exam. These students should submit a transcript from their highest educational institution. All military persons should submit a JST (this will also provide proof of Veterans eligibility at NCBC.)

Students over the age of 18 without a GED or high school diploma may enroll in the undergraduate or certificate programs. Concurrent Enrollment high school students attending a full-time high school or home school students that have completed the equivalent of ninth grade may also enroll in NCBC's undergraduate college-level or certificate programs. These students will have to take an internal Placement Test to show their college readiness. This test is 40 minutes and 100 questions (it is similar to the Wonderlic Ability to Benefit exam). A score of over 50% in English and in Math will show college readiness. Concurrent Enrollment high school students will be limited to 12 units per quarter

All students who take the first course for credit are required to achieve at least a "C" grade, as evidence of their competency to continue with the program. Graduate Programs require a Bachelor's degree from an accredited US college or university.

Academic Advising

NCBC provides academic guidance counseling upon request to help students know which classes they need to complete in order to fulfill their education goals. We can also assist you with the registration process. Visit www.ncbc.net or contact info@ncbc.net to get started.

The school does not provide testing or placement services for graduates. This is usually done through the student's local church.

How to enroll

Getting Started: The first step is to go to www.ncbc.net/apply and fill out the contact information. A username will be sent to you which is necessary to enroll using Populi.

Once you have been formally accepted into the student body of NCBC you will receive a username. You can now enroll by going to: ncbc.populiweb.com

Instructional Videos

<https://vimeo.com/357693054/47000f5730> How to reset your password.

<https://vimeo.com/357093102/9c03971db2> First-time student registration

<https://vimeo.com/357030074/59bedbfce3> Returning student registration

<https://vimeo.com/357690360/0660e800ca> How to make a payment

Student Enrollment Agreement

The Student Enrollment Agreement is signed during the Enrollment Process on Populi. It is a legal contract, designed by the BPPE section of the California Department of Consumer Affairs. It explains in detail what is required on the student's end, as well as what the college will provide you. It provides costs for the entire program, the books that will be required, and what to do should you have to drop out of the program.

Credits & Certificates

What is the difference between a credit student, certificate student, or auditor?

Credit

Full credit means that 3 units of college credit are given at the completion of the course work which count toward our Associate of Arts, Bachelor of Arts, or Master of Arts degree programs.

Certificate

Certificate level means the student does all of the undergraduate course work, including the final exam, but does not receive college credit toward a degree program. At the completion of the course, a certificate of completion is granted. Students who take 15 courses (45 credit hours) participate in the graduation ceremonies and are issued a beautiful diploma of completion. This is not a college degree, but the diploma does specify that you have completed a rigorous and thorough study of the Bible. The cost is less expensive than college credit courses.

Auditor

The student attends only for their own personal enrichment. They are not required to do the coursework or take the final exam. There is no credit given.

See the current Catalog or the NCBC website (www.ncbc.net) for current tuition and fee rates.

Courses Locations

Live Courses offered Online

NCBC has added a new live streaming course delivery method. Students can now take courses without having to travel to the satellite location, while still enjoying the benefits of being in a "live" environment. Questions and class discussions are welcomed in this format.

Live Courses offered at Bay Area locations

NCBC is resumed in-person classes starting in the Fall of 2022. Details and course listings can be found on the main NCBC website, www.ncbc.net.

The main NCBC Office and instructional location: 1799 Winchester Blvd, Campbell, CA 95008, inside the Liberty Center Building.

San Jose Location : The Cathedral of Faith, 2315 Canoas Garden Ave., Horton Youth Center Building.

See the current Catalog or the NCBC website (www.ncbc.net) for current listings of courses and Instructional Locations.

Distance or Online Learning (FAQs)

Students may take any of the available courses online. Students have access to a live feed video and audio of the lectures when the course is taught live. Students can also view the written course lecture material.

The distance online format is convenient and adaptable to a busy work and family schedule. For students who enjoy studying independently, this program allows you to engage in-class lectures at any time through a laptop or desktop computer, or through a smartphone or tablet device.

All distance course video content is viewed online through Populi, NCBC's Learning Management System. These courses must include regular interaction with the instructor and be completed within the same 12-week timeframe of any specific quarter. Students are required to submit homework assignments online along with comments or questions to the instructor at least twice monthly. The "open book" final exam is taken online (some Master's level courses do not have finals). NCBC professors and instructors will respond to questions and evaluate assignments within 5 working days upon receiving the students' questions or assignments. Students enrolling in distance learning will receive a login password and instructions on how to view the video-recorded lessons.

Students enrolled in the on-site program often find it helpful to supplement their program by adding certain distance courses. This usually occurs when the desired course will not be taught again on campus in the immediate future.

The following questions will help explain how this is done:

- 1. Which courses are offered through Distance Learning?**
 - a. Go to <https://ncbc.net/academics/distance/>
- 2. How long does it take to complete a distance class?**
 - a. The student has up to 12 weeks to complete a course, which is the same amount of time students take when completing a live class at one of our four campuses.
- 3. Is the price of a distance class the same as for a live class?**

- a. Yes.
- 4. How many distance classes would I need to complete in order to graduate with either an Associate of Arts or Bachelor of Arts degree?**
- a. It all depends upon how many classes you have already taken at other colleges which would be transferred into our program.
 - b. There is a minimum of 25% of the degree that must be completed at NCBC; this is known as our “residence requirement.” See the NCBC Catalog or your faculty advisor for more information.
- 5. When can I start?**
- a. You can start at any time and have 12 weeks to complete your course. New terms start each month.
- 6. When I do start my class, do I first have to contact the teacher for specific instructions?**
- a. YES! Assignments are to be done according to the format presented by the faculty member. We have seen students quickly do all the assignments and turn them all in only to find out that they were not done correctly and had to be redone!
 - b. Be sure to FIRST contact your teacher.
- 7. Can I take more than one class at a time?**
- a. Yes, you can take up to 5 classes at once; however, you would need to have completed them all in the 12-week term.
- 8. How do I submit my coursework for grading purposes?**
- a. Each of your assignments are submitted into the Populi Learning Management System. The professor or instructor who teaches the class will correct your assignments, record your grades and give you feedback all through Populi (<https://ncbc.populiweb.com/>)
- 9. How do I watch or listen to the lesson?**
- a. All the instruction videos are hosted on our video platform and are accessible through Populi.
- 10. What about taking notes from the lectures?**
- a. Good news! For many courses, NCBC has a complete Course Notebook available for purchase, which is a virtual copy of your teacher’s lecture. Taking your own notes is highly recommended for all courses.
 - b. You will either be provided a digital copy of the Course Notebook or you will be directed where/how to purchase the Notebook.
- 11. How do I take the final exam?**

- a. Once you have completed all of the course assignments, you are ready to take the final exam. Populi facilitates all exams. It will likely be the last assignment or lesson of your course. Contact your instructor if you have any questions before you begin. Some courses allow for one retake of the final. The highest score will be retained.

12. How do I sign up for a Distance Class?

- a. All NCBC registration is done online through a learning management system called Populi. You will first need a username and password before being able to register.
- b. Go to www.ncbc.net and visit the contact us or apply section.
- c. If you already are an active student, the log into your Populi account to enroll (<https://ncbc.populiweb.com/>).

Hopefully, we have answered your question regarding Distance Learning; however, if not, please call us at 925-846-6464, or email your questions to info@ncbc.net. If you have any questions regarding enrolling into a class, please contact registrar@ncbc.net.

Course Schedule

Each quarter offers a different selection of courses. That selection is determined two months prior to the beginning of that quarter. The upcoming courses are also listed on the website under "Upcoming Courses."

A mass email is sent to all students on the mailing list describing the upcoming courses.

Degree Outcomes

Associate of Arts in Biblical Studies

The Associate of Arts in Biblical Studies degree is a two-year undergraduate degree offered to students for the purpose of providing a solid Biblical Studies education. The following student outcomes are expected.

1. General knowledge of the content of Scripture
2. Knowledge and skills for accurate Biblical interpretation and application to life situations.
3. Students will make decisions in doctrine, life, and ministry based on the foundation of the Bible.
4. Exhibit the Christian faith in contemporary culture, having developed a biblical worldview and apologetic for Christian values and conduct.

Bachelor of Arts, Biblical Studies

The Bachelor of Arts in Biblical Studies degree is a four-year undergraduate degree offered to students for the purpose of providing the academic preparation for real-life applications.

Expected student outcomes include:

- Students learn to think clearly, examine their Christian heritage, write distinctively, form a comprehensive biblical theology and worldview, and communicate the gospel effectively.
- Classroom lectures and interaction, study times, and research and writing provide the challenge necessary to expand the students' biblical theology which results in a profound appreciation for creation, life, and truth.
- The Bachelor's Degree qualifies graduates to pursue further theological or ministerial training at the Master's level or at an accredited Seminary.

Masters of Arts, Biblical and Practical Theology

This Master of Arts in Biblical and Practical Theology is a two-year graduate level degree. The goal is to see each student minister in the power of the Holy Spirit and articulate the truth of God and hunger for more of God. Expected student outcomes include:

- Proclamation and Demonstration: We hope to equip this generation of servants and leaders in both proclamation and demonstration of the full gospel. There will be an emphasis on the work of the Holy Spirit.
- Spirit and Truth: The degree is meant to balance a Spirit and Truth pursuit with the Practical Ministry and Theology combined. The transformational aspect of Biblical Truth will be balanced to not just produce head knowledge but active servants working in power.

Academic Advising

Northern California Bible College does not ordain students or graduates or promise entrance into part or full-time ministry. Academic advising is available for students seeking to improve their performance and grade point average. Please speak with the Instructor to arrange a time to confer. Career and pastoral counseling is best accessed through your local church or professional career coaches.

How do I transfer credits from a prior college I attended?

NCBC will accept transfer college credit toward either of its three degree programs (AA, BA, and MA) from other regionally or nationally accredited institution which is recognized by the US Department of Education. For the two-year Associate of Arts degree, up to 67.5 quarter units (45-semester units) can be transferred. For the four-year degree, up to 135 quarter units (90-semester units) can be transferred. For the two-year Master's degree, 6 quarter units (4 semester units) can be transferred.

Students who already possess a four-year degree from another college will find it easy to earn an additional four-year Bachelor's degree in Biblical Studies. NCBC can transfer up to three years of qualifying prior credit, meaning that the student need only take 45 quarter units (15 classes) from NCBC to receive their additional degree. Students who already possess their two-year degree (or a comparable amount of units) need only take 90-quarter units (30 classes) to receive their four-year degree.

Students with more than 90 units, but less than 135 units can also transfer those units, assuming they meet the stated requirements for transferable units:

1. If units come from a college in California, that school must be approved by the Bureau for Private Postsecondary Education (BPPE) unless special arrangements have been made with the school in question.
2. If units come from a college out of the state of California, the school must be recognized by that state's Department of Higher Education. The schools in question will be reviewed by the Academic Committee.
3. Units must be considered "general education" in nature or related to one of the social sciences. Other acceptable credits include courses that touch any facet of Christian ministry such as graphic design, accounting, music, etc.
4. Be verified by the appropriately official transcript.
5. Veterans can ask for their military transcripts from Joint Services Transcript website. This will effectively take into account all training done in the military that counts toward college credit.

Graduation Requirements

See the Catalog you enrolled in or the NCBC website (www.ncbc.net) for graduation requirements.

General Education Requirements

See the Catalog you enrolled in or the NCBC website (www.ncbc.net) for general education requirements.

Tuition & Payments

See the current Catalog or the NCBC website (www.ncbc.net) for current tuition and fee rates.

ALL PAYMENTS ARE MADE ON POPULI

All tuition and fees are paid on Populi (ncbc.populiweb.com) by using either a credit card or electronic check. Cash is not accepted. Checks can be mailed to the NCBC office with the student account information, but this method is discouraged. See the current Catalog or the NCBC website (www.ncbc.net) for the best mailing address.

Withdrawal and Refunds

Please see the detailed information provided in the College Catalog, available for reading or downloading from the website: www.ncbc.net.

Are student loans and grants available?

NCBC has chosen not to participate in Title IV student loan funding with the federal government. Instead, NCBC keeps the tuition at a very reasonable rate to avoid students having to acquire student loan debt. In the future, Title IV grant funding may be available. See the NCBC website, www.ncbc.net, for more information.

1098-T forms

Every January, NCBC will send an electronic version of the 1098-T tax form to all eligible students. An eligible student is a United States resident who paid tuition in the previous calendar year. This tax form reports all tuition collected by the school for the student and scholarships and financial aid paid to the school against that tuition. In order to provide this form to a student in a way that allows the student to use it for their tax filings, we must collect social security numbers (securely stored in the Populi Student Management System) from all eligible students. For more information on the 1098-T form, please see the IRS website.

Course Assignments

- **Weekly Assignments:** In most classes there is a weekly homework assignment. Usually a set of study questions are given; sometimes an essay is required, or a reading assignment. Audit students do not have to do homework or tests.
- **Assignments must be turned in when they are due.** It is imperative that assignments be turned in when due. Points may be deducted for late work. To turn in the paper a week later gives the student an unfair advantage of already having heard the answer. Papers turned in later than the due date, other than because of excused absence, will have their grade reduced. Course syllabi may detail the exact due dates and late penalties.
- **ALL ASSIGNMENTS ARE SUBMITTED THROUGH POPULI:** Assignments are to be uploaded or otherwise submitted directly in Populi. The teacher will grade and offer feedback through email or Populi.

Grading Policies

Grades are recorded by letter and grade point according to the same scale in both on-site and distance learning. This scale is listed below. Only courses with an earned grade of C- or above will count toward the completion of a degree program. Courses in which a grade of D or F is earned are recorded on the transcript and are included in the determination of the grade point average (GPA). At times a P (pass) or I (incomplete) may be assigned. See the catalog for the actual breakdown of what constitutes an A, B, C, D or F.

Grade	Scores	GPA
A+	100	4.00
A	92-99	4.00
A-	90-91	3.66
B+	88-89	3.33
B	82-87	3.00
B-	80-81	2.66
C+	78-79	2.33
C	72-77	2.00
C-	70-71	1.66
F	69 or less	0.00

Letter Grade of A Excellent/More than required

Student response must be legible, grammatically correct complete sentences with none or very few typographical or spelling errors. The content must directly address the question asked and Scripture or other references properly noted. Answers must be well thought out thoroughly and clearly stated. Biblical information relevant to the question must be included that reveals a strong understanding of the meaning for the questions. The answer will provide more than the necessary content to respond to the question.

Letter Grade of B Good/Acceptable/Better than average

Student response must be legible (easily read without hesitation) and in complete sentences with few typographical or spelling errors. The content addresses the question and references of any kind are noted. Answers mostly address the question asked and are easy to understand. Biblical information relevant to the question must be included that indicates a basic understanding for the meaning of the question.

Letter Grade of C Average/ Acceptable/Passing

Student response is mostly legible and able to be read with some hesitation. Sentence structure and word choice are adequate. Spelling or typographical errors stand out due to the frequency with no attempt made to correct them. The content generally responds to the question. No references of any kind are noted. The answers indicate only a limited understanding of the question and may be confusing or off-topic.

Letter Grade of D Below Average/Needs to be re-written

Student response is hand-written and takes effort to read. There are frequent spelling and grammar errors such as incomplete sentences and incorrect punctuation. The content only touches on the question and does not adequately indicate an understanding of the content or meaning of the idea. The answer is incomplete or confusing. This response needs to be returned to the student for rewriting. Reworked assignments cannot earn more than an 80% of the original grade.

Letter Grade of F Failing/Not acceptable

Failing grades and incompletes are rendered on Transcripts and are the student's responsibility to fulfill the course requirements.

Student Policies & Procedures

Attendance Policies

Live Online/On-Site or Distance Classes have the same policy: students missing any portion of the class, for whatever reason, are required to watch the missed lesson (if recorded) on Populi by going to the “Lessons” section connected to their class. The teacher may also assign additional work to make up for non-recorded lectures (like extra reading).

Probation and Dismissal Policies

NCBC does not place students on any form of academic probation. If a student has many incompletes or failing grades they may be required to finish or retake those classes before enrolling in new ones. Students will be subject to dismissal when the administration, upon recommendation from the faculty, determines that a student’s class conduct is disruptive or contentious to the point of preventing instruction or obstructing the learning of other students.

Leave-of-Absence policy

Since registering in classes at NCBC is self-paced on a 12-week quarter, there is no formal Leave-of-Absence policy. Students are free to register, or not register at their discretion. There is no charge or notification required should a student choose to not register for a term. The institution may terminate the student’s enrollment for failure to maintain satisfactory progress in no enrollments are made for over 2 consecutive terms.

Student Rights

Students may make a grievance at any time by emailing info@ncbc.net. If the student feels these grievances were unsatisfactorily addressed they can make further complaints to TRACS or BPPE (see the sections of this handbook for filing grievances with TRACS and BPPE).

Grievances can also be mailed to the NCBC office. Further details can be found below in the Complaints section.

Non-Discrimination Policy

NCBC, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, disability, or status as a veteran in the administration of any of its policies or procedures. This includes, but is not limited to admissions, employment, and educational services.

Foreign Visa Policy

NCBC does not admit foreign students who do not already have a legitimate visa to enter the United States, and NCBC does not offer any visa services of any kind.

English Language Policy

All instruction (and recordings for Distance Education) is done exclusively in the English language. No ESL courses or translation services are provided by NCBC. Incoming students are expected to be able to read, write, and converse in the English language at a post-secondary level. TOEFL iBT (Test Of English as a Foreign Language, internet Based Test) score of 90 out of 120 will be required.

Enrollment Agreement Policy

As a prospective student, you are required to review the college catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet (SPFS), which must be provided to you prior to signing an enrollment agreement.

Class Conduct

NCBC students are expected and required to be courteous at all times and respectful to one another, the instructor, and the educational process of the class. Total agreement with all statements is not expected; thoughtful questions are welcomed. Individuals who create disruptions or are often contentious may be asked to restrain themselves or may not be allowed to continue their enrollment.

Plagiarism

Plagiarism is the act of using another person's words or thoughts and portraying them as your own. Algorithmically produced words or works will also be considered plagiarism. It is dishonest and has no place in the work of a Christian student/scholar. It is easily avoided by students by the simple process of citing a reference source and writing original work.

As an NCBC student, you are expected and required to exhibit increasing use of many resources to enrich your learning experience. If you are pursuing a degree, you are required to purchase the *Accordance 11 Advanced* (or current version) software program and use it in the fulfillment of your assignments.

Please learn and apply the proper use of citations in your work. Here is a sample website. (<http://academicguides.waldenu.edu/writingcenter/evidence/citations>)

How do I contact the school or a faculty member?

Students can call the college at 925 846-6464, or email the main office at info@ncbc.net for any general administrative inquiries.

All faculty members can be contacted through their course information on Populi.

Class Protocol

Can I come in late?

Yes, students are permitted to enter the classroom after the start of class, but be mindful that the class is already in session and students best honor the instructor and fellow students by coming early and being seated prior to the class starting.

What if I have to miss a class session?

Students can go on to Populi and download the video lesson of what they have missed (if that class is recorded). Assignments that were due that night can be turned in at the next class session. A late or absence penalty on that classes session may apply if the absence was not excused.

Can I bring a guest?

Yes, you are welcome to bring a guest on occasion without asking permission. Young children under the age of ten should be left at home; older children are welcome to visit with their parent when necessary. NCBC does not offer childcare.

How is the final exam administered?

All finals are taken online on Populi rather than in class.

Is there a dress code? There is no formal dress code; most students enjoy dressing casually. Please dress in a way that is conducive to your learning experience and the experience of others. It is preferred that a student's clothing not be a distraction in the classroom.

Can I eat my dinner during a live class?

We prefer that students do not eat their dinner during class. The aroma is often a distraction to other students, and each hosting church has stipulations against food and drink in the classrooms. Bottled water, however, is permissible. Heavy cologne or perfume is discouraged as the smell is often not appreciated by other students.

How do I ask a question during a live class lecture?

Since some sessions are video recorded it is important that students first raise their hand and wait until the microphone is given to them. All questions and answers are recorded for the benefit of our distance students. When speaking into the microphone, please speak clearly and loud enough for all in the room to hear. Your question or comment is of great importance to the success of each class session!

We ask our students not to monopolize the conversation.

What if I have to withdraw from the class I signed up for?

The full withdrawal process is outlined in the College Catalog. Please review it there.

How do I add a class?

Students must respect the "Deadline to Enroll" in classes each term. Registration is expected before the quarter begins to ensure a spot in the class. Distance classes can be enrolled in more quickly, usually starting each month.

What if I do not agree with the teacher?

Disagreement is natural and to be expected in the learning process. We only ask that you remain gracious and respectful in your moment of disagreement. We can agree to disagree. Contentiousness or the desire to dominate the conversation is not welcome at NCBC!

NCBC students are expected and required to be courteous at all times and respectful to one another, the instructor, and the educational process of the class. Total agreement with all statements is not expected; thoughtful questions are welcomed. Individuals who create disruptions or are often contentious may be asked to restrain themselves or may not be allowed to continue their enrollment.

Safety and Emergency Procedure

A floor plan of each classroom with exits and evacuation routes will be posted by the entrance. Students are encouraged to leave class with one another to ensure their safe arrival to each vehicle. Students should be aware of alternate exit routes in the event of an emergency.

Students are encouraged to accompany one another to their vehicles after class is dismissed.

Interaction with the Instructor

A key part of the successful participation and completion of a distance education course is the requirement for the student to have regular and substantive interaction with the instructor. Similarly required, is the instructor's ability to have ongoing dialogue to provide for assessment of the student's progress and quality of work. This level of substantive dialogue requires frequent interaction. Therefore, using the Populi LMS, the instructor and the student will engage not less than weekly. The content of this interaction will either provide further clarification of the material presented, an inquiry regarding the student's response to the material or a reply to the student's questions. These engagements shall be scheduled and repeated so that the student has a 'presence in the classroom' similar to that of regularly enrolled students. If any engagement is made by phone, the instructor shall summarize the content and duration of the call and such notes shall be included in the LMS.

How do I turn in my coursework?

All coursework is to be submitted through Populi.

How do I, as a distance student, take the final exam?

Yes, all final exams are taken online through Populi.

Student Life at NCBC

Unlike many traditional colleges, Northern California Bible College does not have a variety of programs and services often associated with a college.

- There is not a student government or opportunities for ministry and social outreach/services by students.
- There are no student clubs and organizations.

- There are no housing and residential life programs or statements regarding the use of automobiles.
- NCBC does not offer or provide health services or student insurance.
- NCBC does not offer a list of cultural, educational or religious opportunities other than the courses listed in the catalog.
- NCBC does not offer learning assistance for those with reading, writing, or academic performance limitations.

Learning Resources – Libraries

Virtual Resource Center

NCBC doesn't have a physical library. However, we do have a collection of online and electronic resources that will continue to grow. These resources can be anything from journals and articles to Bible study tools, to writing and research help. Since NCBC students cannot physically "go" to the library, we have created a virtual space for students to visit that will help meet their information needs. Hence the name, Virtual Resource Center. This online space can be found on the [NCBC website](#).

Accordance Bible Software

In lieu of subscriptions to online databases of knowledge, it is important for students to purchase a robust Bible study software, such as Accordance or Logos, which will provide the student with an extensive library and dynamic search and study tools. With this in mind, the purchase of either Accordance or Logos is in fact required of those wishing to graduate with a degree from NCBC and is highly encouraged for audit and non-degree students.

Student Resources Blog

In addition to purchased Bible study software, the NCBC Student Resources Blog has been created as a space to assist with writing and research, computer literacy, information literacy, and offers lists of free online resources students may peruse and reference at their own discretion. The blog can be accessed via the Virtual Resource Center homepage, along with some helpful instructional videos.

The NCBC Librarian

The librarian will provide tools and advice for becoming information literate and will help students look critically at the quality and trustworthiness of the information they have gathered, which is a crucial step in the creation of college-level papers and presentations.

The Graduate Library Services

Master's students have full access to an online library solution for research and the NCBC librarian. Students will pay a quarterly fee for this library access. The online library has a rich set of online resources. We highly encourage all students to use both the county and city libraries services as well. These collections provide a diverse set of research material.

Student Right-To-Know (FERPA DISCLOSURES)

Northern California Bible college complies in all respects with the FERPA requirements regarding student records.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northern California Bible College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605.

NCBC reserves the right to refuse students to inspect the following records:

- Their parents' financial statements.
- Records connected with an application to attend NCBC or a component of NCBC if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

Student Intellectual Property (IP)

Ownership of IP created by NCBC students can be a complex issue. However, the Board does not claim an ownership interest in “student-created works” (nor does any State or Federal law result in ownership of such works to the university, as is the case with employee-created scholarly works). Dissertations and theses are considered “Student-created works”. However, the following types of IP are not considered “student-created works”:

- Works created by a student within the course and scope of employment as an employee of the university;
- Works created with significant use of Board or university resources; and,
- Works created by the student under a sponsored project if the agreement that governs the project provides either party to the agreement (the university or sponsor) IP ownership rights.
- Students and faculty are strongly encouraged to contact NCBC President for a formal ownership determination in any case where ownership of student-created IP is an issue

In light of the above, “student-created works” created during class sessions may be used by NCBC to promote, highlight or be shown as examples of classroom activities without compensation to the student provided the work is not sold or included in a sold aggregated work.

Specifically signed IP agreements between a student and an officer of the college will supersede the above.

Complaints & Grievances

What if I have a complaint against a faculty member or the college?

Should a student have a complaint against a faculty member, a member of the administration, or any aspect of the college, below is NCBC's grievance policy:

The Board of Trustees has established a Grievance Committee to ensure that all students and employees of the college receive fair and equitable treatment. A student or employee who wishes to file a grievance should first contact the administrative officer to whom he/she is responsible and attempt to resolve the dispute. If a satisfactory resolution cannot be made, the employee may appeal to the Administrative Committee. If no satisfactory resolution is made at this level, the specific grievances shall be recorded in writing. The President of the college shall present them in written form to the Grievance Committee. The Grievance Committee may decide to hold a hearing to investigate the grievances submitted, or it may decide to settle them without a hearing. The decision of the Grievance Committee is final.

How do I file a complaint with TRACS?

Should one feels complaints or grievances are not addressed or resolved satisfactorily by the College, complaints can also be filed with the accrediting agency with which NCBC is affiliated, Transnational Association of Christian Colleges and Schools (TRACS). See below for contact information and website links for instructions on filing complaints. In addition, questions about accreditation and complaints in regard to accreditation policies and standards can be addressed to TRACS.

Transnational Association of Christian Schools and Colleges (TRACS)

15935 Forest Road,

Forest, VA 24551

<https://tracs.org>

(434) 525-9539

info@tracs.org

How do I file a complaint with BPPE?

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

Nondiscrimination Policies

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Greg Holsclaw, President
greg@ncbc.net 925 846-6464
1799 Winchester Blvd
Campbell, CA 95008

Dr. Dan Griffiths, Head of Department, Graduate Program
dan36fam@gmail.com or 408 315-3464
3696 Rosemar Ave., San Jose, CA 95127

Nondiscrimination Grievance Procedure

This procedure is applicable to complaints alleging discrimination, harassment, and retaliation on the basis of race, color, national origin, gender, disability, and age. Any student, prospective student, or employee that feels that they have been discriminated against or harassed based on race, color, national origin, gender, disability, or age should contact in writing:

Greg Holsclaw, President
greg@ncbc.net 925 846-6464
1799 Winchester Blvd
Campbell, CA 95008

In the event that the President is involved in the accusation of harassment or discrimination, the complainant should contact:

Dr. Dan Griffith, Head of Department, Graduate Program
dan36fam@gmail.com or 408 315-3464
3696 Rosemar Ave., San Jose, CA 95127

The complaint should describe the date and time, persons involved, place, and circumstances surrounding the incident. The complaint should be signed by the complainant. All complaints received will be promptly, thoroughly, and impartially investigated and decided within sixty (60) days. The complainant's identity will be kept confidential. The complainant will be kept informed in writing at each stage of the process. That is, 1) Acknowledgement of the receipt of the complaint; 2) Report of findings of the investigation. If discrimination has occurred, appropriate corrective and remedial actions will be taken. If the complainant is not satisfied with the resolution of the complaint, they may appeal to the Northern California Bible College Board of Trustees. An appeal should be made in writing to the Chairman of the Board of Trustees, Mr. Richard Lietz, 1799 Winchester Blvd, Campbell, CA 95008.

The complainant will be kept informed in writing at each stage of the appeal process. That is, 1) Acknowledgment of receipt of the appeal; 2) Report of findings of the investigation and any corrective or remedial actions taken by the Board of Trustees.

Individuals who are not satisfied with the resolution of the complaint at the College may file complaints of discrimination with the U.S. Department of Education, Office of Civil Rights, 8930

Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302; Telephone: (816) 268-0550; Facsimile: (816) 823-1404; or Email: OCR.KansasCity@ed.gov.

Under no circumstances will there be any retaliation by any NCBC employee against the complainant or persons who participate in related proceedings.

Sexual Harassment Policy and Grievance Procedures

Northern California Bible College is committed to maintaining a safe and professional educational environment in which students and faculty are not subjected to sexual harassment. The college does not tolerate actions and/or words that are regarded as sexual harassment or sexual violence against any student or college employee.

Sexual harassment is unwelcome conduct of a sexual nature. It can be verbal, visual, physical, or communicated in writing or electronically. Although sexual harassment may violate state or federal law, Northern Calif. Bible College may consider conduct to be sexual harassment even though it may not rise to the level of illegal sex discrimination.

Sexual harassment includes but is not limited to the following:

- Unwelcome sexual advances
- Requests for dates or sexual favors
- Unwelcome physical contact of a sexual nature
- Sexual violence (such as rape or assault)
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes that are considered offensive by the other individual
- Sexually degrading language used to insult another person
- Remarks of a sexual nature used to describe a person's body or clothing.

This includes comments about an individual's body or appearance that go beyond a mere compliment, including off-color jokes that are clearly unwanted and considered offensive by the other individual.

- Fostering a work or academic environment that is intimidating, hostile, or offensive because of unwanted sexually-oriented conversation, suggestions, requests, demands, or physical contacts considered offensive by the other individual.
- Fostering a work or academic environment that is intimidating, hostile, or offensive because of unwanted sexually-oriented conversation, suggestions, requests, demands, physical contact, or attention.
- Public display of sexually oriented pictures, drawings, or calendars
- Offensive physical contact such as unwelcome touching, pinching or brushing against the body of another person
- Actions or words which indicate that benefits will be gained or lost based on one's response to sexual advances
- Disseminating false information about a person's sexual conduct
- Making false accusations against another person regarding sexual harassment

Sexual harassment may be committed by one student against another student, by a faculty member or other employee against a student, or by a student against a faculty member or other employee. Because members of the faculty and administration of the college hold positions that involve the legitimate exercise of power and authority over others, they should exercise care in the use of that power and authority. It is the responsibility of members of the faculty and administration to ensure that their conduct and words cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

Criminal Complaint Procedure

Sexual harassment may constitute a violation of the laws of the state of California, and the complainant must decide whether or not to file a criminal complaint. Any student, prospective student, or employee who wishes to file a criminal complaint alleging sexual harassment or violence should call 911 or contact the Police Department of the Campbell, California, 408-866-2121.

Institutional Complaint Procedures

Any student, prospective student, or employee may file a complaint of sexual harassment with the college. The following people have been designated to handle inquiries regarding the sexual harassment policy of Northern California Bible College:

Greg Holsclaw, President
greg@ncbc.net 925 846-6464
1799 Winchester Blvd
Campbell, CA 95008

Dr. Dan Griffiths, Head of Department, Graduate Program
dan36fam@gmail.com or 408 315-3464
3696 Rosemar Ave., San Jose, CA 95127

Should an individual student, prospective student or employee have a complaint against NCBC as an institution, that person will be directed to the TRACS website (www.tracs.org) and given the opportunity to review for themselves the Complaint Information Sheet – Against Institution, the Complaint Policy and Procedures and finally the TRACS Complaint Form – Against Institution.

Policy on Prevention of Alcohol and Drug Abuse on Campus and in the Workplace

Northern California Bible College seeks to assure the health and well-being of all students and employees and to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. Those goals are damaged by illegal drug and alcohol use.

Therefore, to further these goals it has been, and shall continue to be, the policy of Northern California Bible College to prohibit the illegal use, possession, sale, delivery, and/or manufacture of controlled substances.

The college's policies and programs are intended to emphasize:

1. The incompatibility of the use or sale of illegal drugs and alcohol with the goals of the college;
2. The legal consequences of involvement with illegal drugs and alcohol;
3. The medical implications of the use of illegal drugs and alcohol; and,
4. The ways in which illegal drugs and alcohol jeopardize an individual's present accomplishments and future opportunities with the college.

Students, faculty members, administrators, and other employees are responsible as citizens for knowing about and complying with the provisions of California law that makes it a crime to possess, sell, deliver, or manufacture drugs designated collectively as "controlled substances." Any member of the college community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings against the student or employee when the alleged conduct is deemed to affect the interest of the college.

Penalties will be imposed by Northern California Bible College in accordance with procedural safeguards applicable to disciplinary action against students (see Student Handbook, Alcohol and Drug Use, and employees (see Faculty and Staff Handbook).

This summary of the college policy on the prevention of alcohol and drug use on campus and in the workplace is based on the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226). This policy is expressed in its entirety in the Student Handbook and Faculty and Staff Handbook.

The college follows the FERPA provision 99.31 that states disclosure to parents of students under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.