

NEW LIFE TEMPLE BIBLE COLLEGE & LEADERSHIP INSTITUTE



Dr. Ralph Godfrey Sr. (1938-2018)
Founder of NLT Bible College

NLT Bible College was birthed from the works and vision of Dr. Ralph Godfrey Sr. He was a generational leader dedicated to teaching people how to live a practical Kingdom life. Pastor Godfrey walked out his God-ordained destiny through Christian education, evangelizing, and pastoring for over forty years. He was devoted to restoring the lives of broken, hurt, and spiritually depleted people to wholeness and purpose.

Globally, Dr. Godfrey was known for his teaching and shepherding of pastors and leaders. Dr. Godfrey was also a great partner and supporter of missions, worldwide. NLT Bible College & Leadership Institute is the legacy left by him to the world and through it he continues to touch the lives of many.

Let Us Help You IMPACT the World Around You....

New Life Temple Bible College (NLTBC) is a theological college in Cincinnati, OH where students can earn undergraduate or graduate degree credits in biblical, ministerial and pastoral studies. We opened our doors in September 2004, to serve non-traditional students from Greater Cincinnati, Indiana, and Kentucky, and started the Leadership institute (NLTLI) program in August 2009. While the college will raise your level of Kingdom awareness, the institute was designed to affect the 21st Century culture by empowering anyone desiring to perform as a leader in order to go and DO the work of the Kingdom.

The college and institute have exceptional faculty and staff, who are experienced, and capable of facilitating your knowledge, revelation, and extraordinary Kingdom experience, that will help you reach the master plan God has established for your life.

OUR MISSION:

Develop Godly practitioners through...**T.E.A.M**

- Teach scripturally based instruction, using theological and secular concepts and principles from leading Christian and secular authors.
- Equip the saints with the necessary knowledge to combat adversarial messages and promote the gospel of Christ.
- Activate the leadership Calling and cultivate people of character, integrity, and excellence.
- Mentor men and women to recognize and develop their spiritual gifts for Kingdom use.

Therefore let us move beyond the elementary teachings about Christ and be taken forward to maturity....Hebrews 6:1 (a) NIV

GOOD FAITH AGREEMENT

This catalog supersedes all other catalogs and other material written prior to June 2016, therefore it represents the most recent information concerning degree requirements, tuition fees, etc. This publication does not constitute a legal contract between the student and the College, but is a set of the most recent, and accurate guidelines available at the time of printing. New Life Temple Bible College (NLTBC) & its Leadership Institute (NLTLI) reserves the right to make changes in policy, and procedures concerning credit requirements, course offerings, tuition and fees, or any other matter without advance notice, yet will do so with a view toward avoiding unnecessary student hardships.

NLTBC ACCREDITATION

NLTBC headquarters is in Greendale Indiana but its main campus is in Madisonville located in Cincinnati, Oh. NLTBC is accredited by Transworld Accrediting Commission International in Riverside, California. You may visit their website at: www.transworldaccrediting.com.

The Transworld Accrediting Commission International (TACI) is a professional, federally recognized, non-profit church educational organization whose philosophy is to demonstrate accountability to the consuming public for education obtained in non-traditional evangelical educational institutions. This accountability is demonstrated by institutions that are accredited by TACI, having documented evidence of compliance with TACI standards of structure and governance, material resources, policies, faculty and curriculum. For more information:



TRANSWORLD ACCREDITING COMMISSION INTERNATIONAL
231 E. Alessandro Blvd
Riverside, California 92508
(951)901-5586

DISCLAIMER

NLTBC is a theological/religious institution; therefore, no liberal arts or sciences are required. The credits obtained may be transferable to other religious institution(s). This institution makes no claims pertaining to job opportunities and/or placement.

INSTITUTIONAL GOALS

NLTBC was formed to equip and empower men and women of God in the Word of God. It is our desire to develop people for the work of ministry, spreading the Gospel, making disciples and character maturation. It is the goal of NLTBC to cultivate people of integrity and excellence, which has been the standard principle of this institution since its inception. We also desire to encourage and guide men and women who recognize the call of GOD on their lives for higher ministry development.

IT IS ALSO THE GOAL OF NLTBC TO:

IMPART INTEGRITY

Sometimes those who possess the skills of a leader may still lack an understanding of the integrity needed to uphold the responsibility of the office. NLTBC teaches scriptural principles of integrity to assist all individuals to develop Godly character.

ENCOURAGE GROWTH

Personal growth is the desire of most people seeking higher education. Our goal is to encourage both your personal and spiritual growth. We know that each step toward personal and spiritual maturity will help accomplish a lifestyle of success.

PROVIDE STRENGTH

Often times individuals who serve in ministry while attempting to gain a higher education, may become a little weary. NLTBC strives to strengthen the individual through a network of faculty and students, and instill the ability to combat both personal and spiritual fatigue.

PROMOTE UNITY

One of Jesus' last prayers was "That we become one as He and the Father are one." To embrace this prayer we teach the importance of unity among our students. We are also careful to promote this philosophy in our church, institution, and throughout the entire Body of Christ.

ACT IN LOVE

This is the command given to the church, and each of NLTBC espoused goals is exemplified through love; we love what we do, express the love of Christ to our students, and equip them to take it to the world.



**"The Tragedy in life doesn't lie in not reaching your goal.
The tragedy lies in having no goal to reach."**

- Benjamin E. Mays

NLTBC/NLTLI ADMINISTRATION & BOARD MEMBERS



Pastor Ralph Godfrey Jr.

Director & Strategic Coordinator/Board Member

Ralph Jr. senior pastor of New Life Temple Church has expanded the educational component of NLTBC with the addition of the Leadership Institute. He has published several small group workbooks which have been used in various churches. Presently, he is instrumental in strategically coordinating school courses & teachers for both the college and the institute. He also arranges the establishing of schools and ministries globally as he teaches the Word of God to an international audience.



Pastor David Brown Jr.

Education Director/Board Member

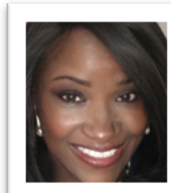
David has been a Pastor and Christian educator for 40 years. He currently assists in implementing courses for the college & institute. He served as youth minister for 15 years, and also managed New Life Temple's education programs for the past 20 years. He holds a MS Theology.



Pastor Tom Katenkamp

Service Learning Director/Board Member

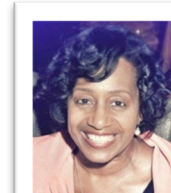
Tom brings a wealth of experience in Service learning to NLTBC. He currently develops internships, volunteer opportunities, short term missions, practicums and opportunities for ministry while utilizing a teaching and learning strategy that integrates meaningful community service. He also adds instruction, reflection and prayer to enrich the learning experience which teaches kingdom responsibility and strengthen communities. He has authored and directed numerous outreach trainings and mentoring programs for over 30 years.



Phylise Hill

Director of NLT Leadership Institute/Board Member

Phylise is NLTBC assistant Strategic Coordinator. In this role, she provides insight, advice and helps to coordinate courses, teachers, and the direction of the Bible College & Leadership Institute. Phylise was formerly a presenter for Hamilton County's Strategic Speakers Bureau and a Professional Leadership Development Manager and Recruitment/Retention Specialist. She currently holds a Master's degree in Theology from NLTBC and a Bachelor's Degree in Science from the University of Cincinnati.



Elder Deborah Merritt

Master Experiential Learning Director/Board Member

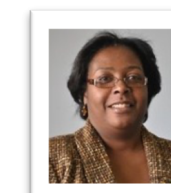
Elder Deborah J. Merritt currently serves as the Executive Pastor at Christ Emmanuel Christian Fellowship. She received her master's degree in Religious Education from Cincinnati Christian University. Deborah is the Director of NLTBC Experiential Learning program which provides students an alternate approach to receiving their master's degree. She is also one of the schools instructor, student counselor, and a board member.



Pastor Roger Webb

Business Manager/Board Member

Roger has a passion for training people to become leaders in the Kingdom of God, from the workplace to the world. He is founder of Grace Church of the Valley and responsible for reaching nearly 40 nations due to his missional outreach. Roger is NLTBC's Business Manager, Instructor and Board Member. He holds a degree in Business and Ministry.



Rhonda Hudson

Registrar

Rhonda is one of the first graduates of NLTBC. She has been a faithful member at her local assembly for nearly 20 years serving in a variety of ministries as a leader. She is also one of the instructors at the Bible College. Presently, she is a Manager/Administrator in private industry, and holds a BS in Theology from NLT Bible College.

NLTBC ADJUNCT INSTRUCTORS/LECTURERS

Pastor David Brown, Jr., Th.M.

Pastor Hurshel Davis, M. Min.

Vicky Davis, M.BS.

David Dupee, M. Div.

Robert Ferguson, M. Div.

LaNora I. Godfrey, M.P.A.

Dr. Ralph Godfrey, Jr., Ph.D

Phylise E. Hill, Th.M.

Rhonda Hudson, Th. B.

Romayne Jones, M.F.A.

Pastor Tom Katenkamp, M.B.S.

Dr. Nikki Lee, Ph.D.

Dr. Jean McEntire, D.D.

Elder Deborah Merritt, M.R.E.

Donna Stevens, M.C.B.

Dr. Roger Webb, Ph.D

Wesley Williams, A.B.M. **

Samuel Yates, M.E.D. **

**Leadership Institute Instructors Only

ACADEMIC PROGRAMS

BIBLICAL STUDIES DEGREE PROGRAM (Associate, Undergraduate & Graduate Program)

The Biblical Studies Program provides the student with a thorough knowledge, and clear understanding of the Scriptures. This program focuses on interpreting the literary, historical, and theological context of Scriptures. Courses will explore the meaning of the text as well as the intention, and audience of the original writers. Students should expect to receive sound biblical teaching, and acquire the skills necessary to handle the Word of God with accuracy for themselves, and others through teaching, preaching, assisting, and building the Kingdom of God in the earth.

MINISTRY DEGREE PROGRAM (Undergraduate and Graduate Program)

The general objective of NLTBC's Ministry degree is to develop the ministry skills and aspirations of individuals seeking to carry the Gospel of Christ to the world or surrounding communities. Specified courses are designed to encourage and equip students with real life experiences. These courses will develop the student's ability to minister effectively once they graduate. The student will learn the value of ministry and its effect on the lives of people they encounter.

PASTORAL MINISTRY DEGREE PROGRAM (Undergraduate and Graduate Program)

NLTBC believes that every ministry should inspire to have a sound biblical and Kingdom foundation. Proper preparation is essential to a minister's success. Designed to prepare students for ministry this program trains individuals in several areas: spiritual development, development of a personal relationship with God, and people, leadership effectiveness, and cultivation of ministry. Students should expect to develop strong spiritual and theological fundamentals needed to build the qualifications necessary for ministry. When the program is completed, students should have the necessary tools to implement, develop, maintain, and encourage effective service. Whether in the role of a pastor or leader, the candidate will perform well in any religious or structured organization. The master's program provides a pastoral mentoring and service program for greater in-depth learning.

COLLEGE & INSTITUTE CREDIT/NON-CREDIT PROGRAMS:

Leadership — 2 year study, leading to a Leadership Institute Diploma – Non Credit

Associate — 60 credit hour, 2 year program, leading to an Associate of Science

Bachelors — 120 credit hour, 4 year program, leading to a Bachelor of Science

Masters — 39 – 66 credit hour, 1 ½ -3 year program leading to a Master's of Science

NOTE: Because we are a theological training program, no liberal arts or sciences are required; however, we do accept basic liberal arts courses from other institutions for credit.

NLT LEADERSHIP INSTITUTE TRAINING PROGRAM: (NON-DEGREE CREDITS)

NLTLI is a 2 year certificate program. This program assists the student to:

- Acquire the life skills necessary for personal ministry
- Discover their attainable leadership potential
- Develop their essential biblical world view, ethics, values, and character
- Learn the art of engaging, evangelizing, discipling and developing others

AUDIT PROGRAM: (NON-DEGREE CREDITS)

Auditing courses allow an individual to engage in college level curriculum without the course work requirements.

Any course can be audited which provides:

- A unique opportunity for in-depth study into God's nature and His Word
- The ability to engage on a college level with students without the college level work
- A great way to determine if the actual college program is right for you

Ministry Practicum

One of the essential tools required for each degree program is a Ministry Practicum. A Practicum is a hands-on learning exercise that helps a student to relate better in serving others. The practicum experience provides students the opportunity to apply and integrate knowledge acquired through coursework in a real-world experience. In clarifying and broadening ministry goals, the practicum experience assists students in discovering, developing and refining necessary competencies and skills for their proposed ministry objectives. Each program requires every student to participate each year in a ministry service practicum module in order to reach the credit requirements of NLTBC. For more details, please refer to page 11 under *Bachelor Student Service Practicum Module*.

NLTBC Is A Intense Program Of Study

Accreditation is about the standards of a quality education, and requires specific in-class and out-of-class study requirements. In order for an institution to issue 3 semester hours per 4 to 8-week course the instructional period, and periods of study, must approximate a 60-minute class, per week, on a 14-week calendar.

To satisfy semester hours and uphold NLTBC standards, each student is required to participate in 4 contact hours of class lectures and studies per week. In addition, 8 hours of outside class assignments are required each week. To satisfy further semester requirements, as part of the course work, each NLTBC course requires a **research paper** supported and validated by a distinct number of outside reading sources determined by the student's graduate level.

Research Paper Requirements:

- **Associate Level**
1100 words which equate to about 4 pages (*double spaced*) w/4 outside reading sources
- **Bachelor's Level**
1,500 words which equate to about 6 pages (*double spaced*) w/6 outside reading sources
- **Master's Level**
3,000 words which equate to about 12 pages (*double spaced*) w/8 outside reading sources

ASSOCIATE DEGREE PROGRAM

BIBLICAL STUDIES (A.BS) - Core Courses

- **The Biblical Studies Core Course** requires 60 hours, which may include up to 30 hours of general and religious education transfer credits. The two-year program provides an introduction in the fields of biblical history, surveys and doctrine. The Associate Degree Program provides the core curriculum which serves as the pre-requisite to the four-year programs of NLTBC.
- To obtain an associate degree sixty (60) credits are required with a 2.0 grade point average (GPA) on a scale of 4.0. Up to 30 general education credit hours may transfer into NLTBC from an accredited two or four-year institution. Transfer credits will be determined and accepted based on a transcript review. Acceptable transferred general education course credits require 2.0 or above in the following subject areas.
 - English, Language, Literature – 9 credits
 - Social Sciences – 6 credits
 - Humanities – 3 credits
 - Science and Math – 3 credits
 - Electives – 9 credits (in a combination of either Leadership, Management, and or Biblical Studies Courses)

Transfer of individual religious credits & degrees will be assessed by NLTBC Committee on an individual basis.

1st YEAR CORE ASSOCIATE BIBLICAL STUDIES

(30 credits: 27 course credits & 3 ministry practicum credits.)

Aug/Sep	BS100	Intro to Biblical Study	Jan	BS104	Fundamental Doctrines II
Sep/Oct	BS101	Collegiate Writing	Feb	BS105	Old Testament Studies I
Oct/Nov	BS102	Foundational Stones	Mar	BS106	Old Testament Studies II
Nov/Dec	BS103	Fundamental Doctrines I	Apr	BS107	Intertestamental Period I
Dec	2 wk Christmas Break		May	BS108	Intertestamental Period II

2ND YEAR CORE ASSOCIATE BIBLICAL STUDIES

(30 credits: 27 course credits & 3 ministry practicum credits.)

Aug/Sep	BS200	Doctrines of Scripture	Jan	BS204	New Testament Survey
Sep/Oct	BS201	Christ in the Old Testament	Feb	BS205	The Gospels
Oct/Nov	BS202	The Life of Christ	Mar	BS206	Book of Acts
Nov/Dec	BS203	Doctrine of the Holy Spirit	Apr	BS207	Church History I
Dec	2 wk Christmas Break		May	BS208	Church History II

BACHELOR DEGREE PROGRAMS

BIBLICAL STUDIES (B.BS)/ MINISTRY(B.Min)/PASTORAL MINISTRIES(B.PMin).

The Biblical Studies/Ministry/Pastoral Ministries Courses require 120 credits for the selected Bachelor program which includes 12 credits (*3 credits per year*) for ministry practicums that must be completed each year. (Please see: *Bachelor Student Service Practicum Module pg11*)

- To attain a Bachelor degree all course credits require a 2.0 grade point average (GPA) on a scale of 4.0. Transfer credits will be determined, and accepted based on a transcript review. Acceptable transferred credits require 2.0 or above.

The following lists of courses are taken in the Third and Fourth years of study for the selected bachelor program concentrations.

BIBLICAL STUDY PROGRAM (B.BS)

3rd YEAR BIBLICAL STUDIES COURSES

(30 credits: 27 course credits & 3 ministry practicum credits.)

Aug/Sep	BS300	Pentateuch Survey	Jan	BS304	Book of 1 st Corinthians I
Sep/Oct	BS301	Poetical Books	Feb	BS305	Book of 1 st Corinthians II
Oct/Nov	BM302	Apologetics I	Mar	BS306	Biblical Theology
Nov/Dec	BM303	Apologetics II	Apr	BS307	Major Prophets
Dec	2 wk Christmas Break		May	BS308	Minor Prophets

4th YEAR BIBLICAL STUDIES COURSES

(30 credits: 27 course credits & 3 ministry practicum credits.)

Aug/Sep	BS400	Romans I	Jan	BS502	General Epistles
Sep/Oct	BS401	Romans II	Feb	BP405	Timothy Training I
Oct/Nov	BS402	Johannine Study	Mar	BP406	Timothy Training II
Nov/Dec	BS403	Book of Revelations	Apr	BP407	Hermeneutics I
Dec	2 wk Christmas Break		May	BP408	Hermeneutics II

MINISTRY PROGRAM (B.Min)

3rd YEAR MINISTRY COURSES

(30 credits: 27 course credits & 3 ministry practicum credits.)

Aug/Sep	BM309	Leadership I	Jan	BM314	Intro to the Prophetic
Sep/Oct	BM310	Leadership II	Feb	BP405	Timothy Study I
Oct/Nov	BM302	Apologetics I	Mar	BP406	Timothy Study II
Nov/Dec	BM303	Apologetics II	Apr	BM313	Team Ministry
Dec	2 wk Christmas Break		May	BM312	Missions

4th YEAR MINISTRY COURSES

(30 credits: 27 course credits & 3 ministry practicum credits.)

Aug/Sep	BM409	Intro to Evangelism	Jan	BM311	Effective Communication
Sep/Oct	BM410	Intro to Discipleship	Feb	BM413	Vision Management
Oct/Nov	BP411	Christian Ethics	Mar	BP306	Biblical Theology
Nov/Dec	BP412	Comparative World Religions	Apr	BM414	Building Vision
Dec	2 wk Christmas Break		May	BP415	Understanding 5-fold Ministry

PASTORAL MINISTRIES PROGRAM (B.PMin)

3rd YEAR PASTORAL MINISTRY COURSES

(30 credits: 27 course credits & 3 ministry practicum credits.)

Aug/Sep	BM309	Leadership I	Jan	BM311	Effective Communication
Sep/Oct	BM310	Leadership II	Feb	BP405	Timothy Study I
Oct/Nov	BM302	Apologetics I	Mar	BP406	Timothy Study II
Nov/Dec	BM303	Apologetics II	Apr	BM313	Team Ministry
Dec	2 wk Christmas Break		May	BP415	Understanding 5-fold Ministry

4th YEAR PASTORAL MINISTRY COURSES

(30 credits: 27 course credits & 3 ministry practicum credits.)

Aug/Sep	BM409	Intro to Evangelism	Jan	BP404	Homiletics
Sep/Oct	BM410	Intro to Discipleship	Feb	BM413	Vision Management
Oct/Nov	BP411	Christian Ethics	Mar	BP306	Biblical Theology
Nov/Dec	BP416	Pastoral Counseling	Apr	BP407	Hermeneutics I
Dec	2 wk Christmas Break		May	BP408	Hermeneutics II

BACHELOR STUDENT SERVICE PRACTICUM MODULE

Each Bachelor's student is required to participate in the Student Service Practicum module in order to complete the Bachelors Degree program. Each year the student must execute a corresponding practicum for 12 actual hours which will equate to 3 credit hours per year. Upon completion of the 4 year module the student will receive a total of - **12 credit hours**.

The Module consists of the following:

1. Freshmen Year: Ministry Service Practicum

-3 credit hours

The Ministry Service Practicum requires a student to participate in a selected and approved ministry in their local church assembly. If the student does not belong to an assembly then they can volunteer their time at a local Para-church or church. The objective is for the student to find some capacity of ministry whether as a greeter, usher, nursery worker, etc.; which will provide the student an opportunity to serve in God's Kingdom.

2. Sophomore Year: Mentor Compliancy Program

-3 credit hours

The Mentor Compliancy program requires the student to seek out a mentor in a desired ministry or vocation who is willing to meet with them over the course of the school year. A packet* for both the student and mentor would be provided. A minimum of 12 hours (1 hr per week) of meeting time is required to complete the program.

3. Third Year: Junior Ministry Service Practicum

-3 credit hours

The Junior Ministry Service Practicum is the pre-requisite to the Senior Ministry Service Practicum. At the start of a student's third year, they will choose 1 of 4 service practicums that will be provided to them by a school counselor. The first year serves as preparation for the final year. Once a ministry service practicum is selected, the student will present to their counselor for approval the required information, goals, and documentation needed to fulfill their credit requirements.

4. Fourth Year: Senior Ministry Service Practicum

-3 credit hour

During this last year, the student will complete their Ministry Service Practicum chosen the previous year. The Senior Ministry Service Practicum becomes the finale for the two-year project. The student will be evaluated and graded on the excellence expected of a NLTBC student.



MASTER DEGREE PROGRAMS

GRADUATE STUDENT REQUIREMENTS

To enter the graduate program each student must have a bona fide Bachelor's degree or have completed the NLTBC Bachelor Degree program and be accepted into the program by the Master's Acceptance Committee. The Master's Concentration requirements are as follows:

NLTBC Graduate Student:	42 credit hours
Newly Enrolled Graduate Students:	66 credit hours
Graduate Student w/ Ministry Life Experience (MLE):	51 credit hours

NLTBC's Master's Program presents a two-part objective. The first is a **Graduate Service Practicum Module**. The second involves completion of **Graduate Coursework accompanied by a 3000 word research paper** due for each class. Meeting these standards of the Graduate Service Practicum and Coursework is necessary for completing the overall graduate program. *(See- What is a Research Paper?)***

NEWLY ENROLLED GRADUATE SERVICE PRACTICUM MODULE

Each **Graduate Student**, with the exception of an MLE student, is required to participate in NLTBC's Graduate Service Practicum Module in order to complete the Master's Degree program. Upon completion of the module the student will receive a total of – **12 credit hours**.

The Module for a Newly Enrolled Student consists of the following:

- 1. Mentor Compliancy Program** **– 3 credit hours**
The Mentor Compliancy Program requires the student to seek out a mentor in a desired ministry or vocation who is willing to meet and mentor them one day a week for a 2-month period (*est..8weeks, 1hour per week*). The student will be provided a contract and checklist of a “**Developmental Ministry Assessment**” form for the mentor that helps the student reach their educational and ministry goals.
- 2. Ministry Service Program** **– 3 credit hours**
The Ministry Service program offers the student “hands on” opportunity to serve others. This exercise equips the student for ministerial, leadership and practical experience that is useful for their overall ministry objective. In general, the program has the student pair with either a ministry, para-ministry, chaplaincy, shelter or non-profit organization for a minimum 2 month period. The student must dedicate a total of 24 contact hours of time (*ex. 3 hrs per week for 2 months*) in order to meet graduate standards. The student will be able to apply both training hours and service hours as part of the programs contact hours. Once the student has presented forms specifying the required hours to the school board, credits will be awarded. *(List of NLTBC Ministry Service Programs on pg.14)* ***
- 3. Master Thesis, Biblical Exploratory Study, OR Experiential Learning** **– 6 credit hours**

Master's Thesis

The thesis researches a topic in order to pursue a truth or present qualitative or quantitative results that may help establish a better understanding of a subject matter. It is normally formulated around a hypothesis established by the student with the intent to either prove or disprove its theoretic position. As a rule of thumb, a master's thesis should be publishable as a single article that attempts to answer a hypothetical thought. Students who chose to write a master's thesis display an interest in pursuing academic research into a topic of interest that will help bring about a greater clarity to a subject in their field of study.

Biblical Exploratory Study

NLT's Biblical Exploratory Study is an intellectual research used to investigate either an unclear textual passage(s) or to conduct an academic inquiry into divergent Christian topics. Biblical Exploratory studies "explores" a topic in order to help both the author and audience attain better understanding. The biblical exploratory creates a body of work that can eventually be used as a teachable study for its selected subject matter. Rather than ask a question, its objective is to inform the reader through a well-documented study that can be both insightful and revelatory.

Keep in mind that a biblical exploratory is not usually focused on a psychological or social interest of the subject, but rather a biblical or Kingdom wide interest. As such, its scope of study is poised to infer insight upon topics from a Kingdom point of view. Students who choose this path will be encouraged to select a particular biblical or Christian topic that the student may wish to research and present to the Master's Committee. Ultimately, a Biblical Exploratory Study allows the student to present a concentrated scholastic work that offers insight into a well thought out study.

To complete the graduate program a 12,500 word (*approx. 50pgs dbl spaced*) Master's Thesis or Biblical Exploratory Study must be written, edited and presented to a school panel. All topics must be submitted to the school board for approval. The assignment once completed, should be properly bound. Look for guidelines under **MLE Ministry Master's Thesis Project on line.**

Experiential Learning Program

The Experiential Learning Program is an alternate master's study program for the student who prefers to be more hands-on (practical) than academic. Experiential learning is the process of making meaning from direct experience in a real-world context. Experiential learning is a philosophy and methodology in which purposeful engagement in direct experience and focused reflection was employed to increase knowledge, develop skills, and clarify values. Facilitated and guided practice, reflection, and evaluation are all essential components of this transformative method of learning.

The Goals and Objectives of Experiential Learning

The student may choose to engage in one of several very different Experiential Learning depending on their interests, but there is a common set of Core Student Learning Outcomes, which are the same 'across the board,' and a common rubric is used to assess student learning in areas of learning.

Successful students can:

- Describe and reflect on the learning process
- Explore, evaluate and articulate personal and social values
- Integrate and apply academic skills to understanding practical experiences and problems found in our world

Experiential Learning Requirements

A master's Experiential Learning study for NLT Bible College requires a 7,500-word (dbl. sp.) essay 30 pages in total, and a presentation presented before the Master's Grading Committee upon completion.

REQUIRED MASTER COURSEWORK FOR NEWLY ENROLLED GRADUATE STUDENTS

In the first year of attendance, all Newly Enrolled Graduate Students will participate in our core courses structured to assure a solid biblical foundation.

MASTER'S CORE COURSES

1st Year Basic Core Courses

(27 credit hrs.)

Aug/Sep	BS200	Doctrine of Scripture	Jan	BS104	Fundamental Doctrines II
Sep/Oct	BS201	Christ in the Old Testament	Feb	BS205	The Gospels
Oct/Nov	BS202	Life of Christ	Mar	BS206	The Book of Acts
Nov/Dec	BS103	Fundamental Doctrines I	Apr	BP407	Hermeneutics I
Dec	2 wk Christmas Break		May	BP408	Hermeneutics II

MASTER'S BIBLICAL STUDY PROGRAM (M.BS)

2ND Year Biblical Studies Courses

(27 Credit hrs.)

Aug/Sep	BS400	Romans I	Jan	BS502	General Epistles
Sep/Oct	BS401	Romans II	Feb	BP405	Timothy Study I
Oct/Nov	BS402	Johannine Study	Mar	BP406	Timothy Study II
Nov/Dec	BS403	Book of Revelations	Apr	BS307	Major Prophets
Dec	2 wk Christmas Break		May	BS308	Minor Prophets

MASTER'S MINISTRY STUDY PROGRAM (M.MIN)

2ND Year Ministry Study Courses

(27 Credit hrs.)

Aug/Sep	BM409	Intro to Evangelism	Jan	BM314	Intro to the Prophetic
Sep/Oct	BM410	Intro to Discipleship	Feb	BM413	Vision Management
Oct/Nov	BM302	Apologetics I	Mar	BP306	Biblical Theology
Nov/Dec	BM303	Apologetics II	Apr	BM313	Team Ministry
Dec	2 wk Christmas Break		May	BM312	Missions

MASTER'S PASTORAL MINISTRY STUDY PROGRAM (M.PMin)
2ND Year Pastoral Ministry Study Course
 (27 credit hrs.)

Aug/Sep	BM309	Leadership I	Jan	BP404	Homiletics
Sep/Oct	BM310	Leadership II	Feb	BM413	Vision Management
Oct/Nov	BP411	Christian Ethics	Mar	BP306	Biblical Theology
Nov/Dec	BP416	Pastoral Counseling	Apr	BM313	Team Ministry
Dec		2 wk Christmas Break	May	BP415	Understanding 5-Fold Ministry

In most cases, at the completion of each course the student must write a 3,000 word (*approx. 12 pgs dbl. spaced*) Research Paper* with the minimum of 8 reference sources.

MASTER'S COURSEWORK FOR GRADUATE STUDENT OF NLTBC

NLTBC students receive **12 credit hours** for completing the **Graduate Ministry Service Practicum***** and need an additional **24 credit hours** of class course work to complete the Master's Program. A NLT Graduate student would acquire the necessary course work credits for completing their appropriate degree courses on **Chart A**:

Chart A	Masters of Biblical Studies		Masters of Ministry		Masters of Pastoral Ministries	
Aug/Sep	BS500	Galatians	BS400	Romans I	BS300	Pentateuch Survey
Sep/ Oct	BM510	7 Practices of Effective Ministry	BS401	Romans II	BS301	Poetical Books
Oct/Nov	BM503	Tabernacle of David	BM503	Tabernacle of David	BM503	Tabernacle of David
Nov/Dec	BP412	Comp. World Religions	BS403	Book of Revelations	BM510	7 Practices of Effective Ministry
Jan	BS502	General Epistles	BS304	Book of 1 st Corinthians I	BS304	Book of 1 st Corinthians I
Feb			BS305	Book of 1 st Corinthians II	BS305	Book of 1 st Corinthians II
Mar	BP504	Covenants	BP504	Covenants	BP504	Covenants
Apr	BS501	Ephesians	BM510	7 Practices of Effective Ministry	BS501	Ephesians
May	BM312	Missions				

In most cases, at the completion of each course the student must write a 3,000 word (*approx. 12 pgs dbl. spaced*) Research Paper* with the minimum of 8 reference sources.

NLTBC Graduate Ministry Service Practicum

Being a NLTBC student has allowed for certain advantages when acquiring a Master's degree. The student has already complied with many of our service practicum requirements and is now eligible to decide what practicum or ministry path is equitable for their call to service. The NLTBC Graduate student will select from 1 of 6 Ministry Service Programs available and once completed, will be awarded 12 credit hours. The Ministry Service Programs to select from will include.

NLTBC Ministry Service Practicums*** (*details of practicums will be discussed with counselor*)

1. Seminar Student Practicum
2. Curriculum Student Practicum
3. Chaplaincy Student Practicum
4. Project:52 Student Practicum
5. Global Mission Graduate Practicum
6. Student-Teacher Graduate Practicum

NLTBC Student Master's Thesis

For the NLTBC student a final **6 credit hours** are awarded once a Master's Thesis paper is completed. For a student to complete the graduate program a 12,500 word (*approx. 50pgs dbl spaced*) Master's Writing Project must be completed. NLTBC graduate students have the freedom to select their topic of choice which must be approved by the Master's Committee Review Team. This body of work must meet one of two requirements:

1. The project must be publishable. Meaning that it must be able to be made into a small readable book. Publishing is not required to complete program; Or,
2. The project must be formatted into a workbook training manual, which is a book designed to instruct and guide the work of a student with the inclusion of questions and/or exercises.
3. Students must use and document at least 12 outside reference sources.

After project is completed a presentation of work to the school board will be required. Afterward, the student will be awarded the credit hours needed to complete the graduate program.

MINISTRY LIFE EXPERIENCE GRADUATE STUDENT (MLE)

The MLE graduate is a unique student. Normally, this student has tons of ministry experience but never found the time to complete their educational goals. NLTBC has a passion for such people. It is not our desire to make life harder but easier for them to accomplish their desired life goals and dreams. We do this by taking into account their various ministry experiences and awarding them credit for them. The requesting candidate can receive up to 15 credit hours once their MLE form has been evaluated by the Master's Committee Review Team.

- **Ministry Life Evaluation Form**

In order to receive credit for life experience, a person must fill out the Ministry Life Evaluation Form. This form helps NLTBC identify, assess and credit the ministry experience that has been performed by the requesting candidate. The Master's Committee Review Team determines whether the student is qualified for the MLE graduate credits.

- **MLE Graduate Course Requirements**

Once the MLE enrollment qualifications are met the **Graduate Service Practicum Module is waived** and the graduate student will receive **9-15 credit hours**. If 9 credit hours are awarded the student would need an additional 42 credit hours to complete the Master's program and if 15 credit hours are awarded the student would need an additional 36 credit hours to complete the Master's program. An additional 6 credit hours will be received once student has written and completed their ***"Ministry Masters Thesis Project"*** which will meet the required 51 credit hours needed to finish the Master's Program.

- **MLE Research Papers**

MLE students **must** complete the 3,000 word (*12 pages dbl spaced*) writing assignments that accompany each course of study. Each assignment requires the minimum of 8 reference sources. If the writing assignments are forfeited then the student will not attain course credit.

- **MLE Ministry Masters Thesis Project (*guidelines for Newly Enrolled Students*)***

For a MLE student to complete the graduate program a 12,500 word (*approx. 50pgs dbl spaced*) Master's Thesis Project must be completed. Just like the NLTBC Master's students, MLE graduate

students have the freedom to select their topic of choice which must be approved by the Master's Committee Review Team. This body of work must meet one of two requirements:

1. The project must be publishable. Meaning that it must be able to be made into a small readable book. Publishing is not required to complete program; Or,
2. The project must be formatted into a workbook training manual, which is a book designed to instruct and guide the work of a student with the inclusion of questions and/or exercises.
3. Students must use and document at least 12 outside reference sources.

After project is completed a presentation of work to the school board will be required. Afterward, the student will be awarded the credit hours needed to complete the graduate program. The coursework and studies last a minimum of 2 to 2 ½ years if there are no credit transfers.

LEADERSHIP INSTITUTE PROGRAM

LEADERSHIP PROGRAM

The Leadership Program is two years of courses structured to encourage, and develop the skills of leadership in those who desire to understand the value, and principles of leading others. Although the program is Christian, and spiritually based, the concepts, theories, and knowledge apply in any environment, and can be used by any leader who desires to be effective, and successful. The leadership program is lock-step designed, interactive, and peer focused. There are book requirements for each class with course work, although it is less intensive than college course work. There is no college credit awarded for these courses, and the program requires no ministry practicum for completion. Students may take individual courses or complete either the 1 or 2 year program, or both.

Classes will be on Monday evenings 6:30 – 8:30.

A certificate of completion for a year of study will only be issued if a student has completed at least 6 of the 7 courses during the year program. A diploma will be issued if the student completes at a minimum 12 classes over the 2 year period.

Developing Team Ministry

Team ministry is another key to great leadership. A major objective of NLTLI is to help other churches build indispensable team ministry. Our curriculum is designed to assist ministries with equipping essential personnel in basic ministry concepts. We encourage students to walk in accordance to scripture in fulfilling their duties while helping a leader accomplish the vision established for their local assembly. We are equipped to help ministries become a cohesive force working with a pastor rather than against him. Team ministry is an awesome concept if a church desires to reach lives beyond its four walls.

Below are the courses required for the Leadership Program

FIRST YEAR – LEADERSHIP CERTIFICATE

Sep	Leadership I	Jan	Effective Communications
Oct	Leadership II	Feb	Ministry of Helps
Nov	Christian Ethics	Mar	Spiritual Gifts & Leadership
Dec	Christmas Break	Apr	Team Ministry

SECOND YEAR – LEADERSHIP DIPLOMA

Sep	Intro to Evangelism	Jan	Conflict Management
Oct	Intro to Discipleship	Feb	Essentials of Worship
Nov	Stages of Leadership	Mar	Intro to Vision Management
Dec	Christmas Break	Apr	Building Vision

COURSE DESCRIPTIONS

All courses of NLTBC and NLTLI are designed to engage, equip and empower our students for the work of ministry. In the bible college each course is 3 credit hours while the leadership material leads to a certificate of diploma. Each student is encouraged to participate and get involved in order to receive the full benefits offered by these various courses.

1 Corinthians I&II - *In this in-depth course on First Corinthians, students will study, analyze and discuss various doctrinal issues that plagued this body of believers during the time of Paul.*

ACTS - *This course introduces the student to the Acts of the Apostles. It studies the background and events of the early Church in how they evolved into a mighty force groomed to spread the Gospel of Christ to the world.*

Apologetics I & II - *This course will enable learners to identify key terms and describe essential issues of apologetics and to apply apologetic methodology to today's contemporary challenges.*

Biblical Theology - *The course traces biblical doctrine with its key patterns, symbols, and themes arranged according to their chronology and historical background. It shows the unfolding of God's revelation as it progressed through history.*

Building Vision - *This course challenges the student to explore, determine and understand both the missional and visionary intent of their proposed ministry. The student learns how God aligns Kingdom vision with our personal visions.*

Conflict Management - *Students will learn techniques and methods to use when dealing with conflict in ministry, work or home. This study will provide the student the tools needed to minimize conflict among people in a diversity of situations.*

Christ in the Old Testament - *This course allows the student to root out the hidden treasure of the Old Testament which was Jesus Christ himself. This course offers a powerful testimony to the importance the Old Testament and its revelation of Jesus Christ to the world.*

Collegiate Writing - *This course will teach the student how to make a claim or an argument, while using a combination of evidence (details and facts) with clear explanations of logical support while using the MLA format.*

Comparative World Religions

This class opens up the world of diverse Religions to the student. The student will get a birds-eye view on the various religious organizations and how they vary in comparison to the Christian experience.

Covenants - *This course offers the students an overview of the overarching structure of the Bible by tracing the significance of the concept of "covenant" through both the Old and New Testaments.*

Christian Ethics - *This class offers the student an eye opening experience in Christian moral standards. It will engage the student to observe moral dilemmas and how they should properly apply the Word of God to the diversity of situations challenging the Christian faith today.*

Doctrines of Scripture - *Doctrine of Scripture reveals to the student the reason, history and authors of the sacred text we call the Holy Bible. Students will learn why this is the greatest book ever written.*

Doctrine of the Holy Spirit - *What greater power does the believer have apart from the Holy Spirit? This course provides teaching on who he is and what he does through every believer in Christ. Students will learn that he does more than they could ever imagine.*

Effective Communication Skills - *This course will aid the student in understanding the importance of communication and the development of effective communication skills.*

Ephesians - *This course examines Paul's Letter to the Ephesians with regard to cultural and historical contexts, and explores the significance of the text for Christians in the twenty-first century.*

Essentials of Worship - *Students learn how important worship is in their personal and corporate lives. They will examine and explore God's true intent for worship and how it plays a part in our kingdom living.*

Foundation Stones - *As believers we are encouraged to go on to maturity. This study leads the student to uncover the 6 foundational doctrines of elementary rudiments. This would include repentance, faith, the baptisms, laying on of hands, resurrection and eternal judgment. Each step or stone will move the student closer to a mature level in Christ.*

Fundamental Doctrines of the Bible I & II - *This course is a systematic study that will expose the student to the basic fundamental doctrines found throughout scripture. This course helps the student to engage in sound theology for proper biblical interpretation. Without this course many believers will never be capable of combating false doctrines.*

General Epistles - *This course discusses the origin, theme, and authors of the New Testament epistles that were circulated throughout the church age. General epistles are the non-Pauline letters.*

Hermeneutics I & II - *Hermeneutics is defined as the art and science of Biblical interpretation. Learning to interpret scripture is as valuable as the air we breathe. This is a class every student should desire to have under their belt. This course will observe the methods and procedures necessary for the exploration and exposition of the Word of God correctly.*

Homiletics - *This class introduces homiletic principles. Principles may include: the structure, classification, preparation and delivery of a sermon. Students may also have the opportunity to construct and deliver a mini sermon to their student faculty.*

Inter-Testamental Period - *This is a study of the time periods that bridges together the Old and New Testament. This course includes the various historical backgrounds of the Persians, Greeks and Romans and what part they played in establishing the beginning of the New Testament period. It also reveals the purpose of these select empires which became an essential part of Jewish history and set up the introduction of events that lead to the coming of the Messiah.*

Introduction to Biblical Study - *Every student needs to understand an appropriate way to tackle their personal studies. This course will help the student to master the tools and techniques of Bible study, focusing upon observation, interpretation, and application.*

Intro to Discipleship - *Once the gospel is preached it becomes vital to walk the new believer through a clear understanding of Christian behavior. This course gives the student another hands on opportunity to learn the proper use, reason and ministry of disciple making.*

Intro to Evangelism - *This course is designed to involve and engage the student in the various nuances of Evangelism. It is a hands on approach to learning how to express the true intent of the Gospel message which was to go and make disciples of men.*

Intro to the Prophetic - *This class is designed to guide the student to a full understanding in the purpose, qualifications and the proper use of the prophetic gift. It will define the characteristics of a prophet and introduce the student to a working knowledge of the anointed power in this spiritual gift.*

Johannine Study - *This course is an introduction to the writings of the beloved apostle John. The student will survey the themes emphasized in John's gospel and epistles; discuss the content of John's epistles while discussing and observing features in his book of Revelation.*

Leadership I & II - *This course is a two part overview of the fundamentals and dynamics with emphasis on the personal qualities of Kingdom leadership. It outlines the basic impact a person should have as a leader. It is a two-part course opening the eyes of the student to realize their God given ability to lead.*

Major Prophets - *Major prophets introduce students to the 5 major prophetic books of the Old Testament. Students will discuss and discover the important factors of the writers and their prophecies. Major books should include Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel.*

Minor Prophets. - *In Jewish tradition, the Minor Prophets are known as the Book of the Twelve because in ancient times they circulated on a single scroll. They are Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi. This class will introduce the student to the overall message and makeup of the books.*

Missions - *Students will learn to understand the impact and outlook of the great commission which is Missions!*

New Testament Church History I & II - *This course covers the ascension of the Church and its persecution while walking the student through the historicity of the Church Fathers which may include Clement, Ignatius, Polycarp, the Didache even the conversion of Constantine.*

The second half of this course picks up from the Reformation period introducing the student to reformers such as Martin Luther, John Calvin, Tyndale, Cranmer, Knox and others. From the Reformation the student will be guided through an array of historical Church movements up to the modern day Church.

New Testament Survey - *This course surveys the contextual contents of the New Testament books and outlook. This class will validate the importance of understanding the message of the Gospels, the various epistles as well as John's Revelation.*

Old Testament Studies I & II - *This study will survey the historical accounts of the Old Testament in the books of Genesis to Esther. The course will cover what life was like, how these books were arranged, and how to approach the Old Testament.*

Pastoral Counseling - *Students are encouraged as leaders to discuss, examine and determine the methods needed for counseling diverse situations common & uncommon to church and people.*

Pentateuch Survey - *In this course, students study the contents of the Pentateuch from a Jewish perspective.*

Poetical Books - *This course offers a general observation and survey to the gracious writings of the Poetical books: Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon.*

Revelation -*This course invites the student into a journey of the coming King, the future impact of His Kingdom and the final judgements implemented by God Most High.*

Romans I & II - *This course offers the student one of the greatest opportunities to observe and study the Apostle Paul's core beliefs. The book of Romans discloses Paul's foundational anthem concerning doctrines such as justification, predestination, redemption, salvation and more. It is believed to be one of the greatest books exposing Christian doctrines.*

Seven Practices of Effective Ministry - *This course is designed to provide a template that will help students determine tools and ideas for an effective approach to ministry. When implemented properly, these practices should energize certain facets of a student's ministry.*

Spiritual Gifts and Leadership - *Students are taught as leaders how they are to walk in the anointing of the Holy Spirit's power. They learn that they are imparted with power to perform signs and wonders for today's generation.*

Stages of Leadership -*This course will assist the student in learning how leaders develop over a lifetime. By studying distinct stages, the study will learn how to recognize and respond to God's providential shaping in their life and determine where they are in the leadership development process*

Tabernacle of David - *The course exposes the student to various forms of new worship that was experienced by the Hebrews during the time of the covenant God made with David. It demonstrates a Kingdom transition of Old Covenant worship to the New Testament worship.*

The Gospels - *The Gospels testify that Jesus is the one true Messiah and the son of God. Each book possesses the wording and characteristics of its writer, while delivering the greatest story ever told. Students will be enamored with what this course has to offer.*

The Life of Christ -*The student is introduced to the life and ministry of Jesus the Christ. This course will encourage the student to take part in the true meaning and message of Christ's life and teachings.*

Timothy Study I&II -*The Timothy Study is a two-part course that examines the pastoral and leadership principles outlined by Paul to Timothy and the Church.*

Understanding Spiritual Gifts -*Students are encouraged to examine, understand, discover and use their spiritual gifts imparted to them by the Father, Son and Holy Spirit.*

Vision Management -*Students are required to examine their life's vision. They are taught to determine their future Kingdom aspirations and how to begin implementing them.*

GRADING AND GRADE REPORTING

Instructors Responsibilities

Instructors will provide students with syllabi. Each syllabus will provide the expectations for the course and the specific instructor. Instructors are not held strictly to giving quizzes or midterms but students must read the textbook, complete a final exam and a research paper.

Instructors will keep grades for quizzes and the midterm, if applicable, and the final exam and research paper. Grading oral presentations is optional, but the instructor should provide the student with feedback.

All grades must be recorded by the instructor on the grading sheet provided with the class roster and turned in to the Registrar no later than 10 days after the research paper deadline. This enables the college to post student grades by the end of the following month after course completion. This allows students to track their academic progress.

NLTBC Grading System

<u>Grade</u>	<u>Description</u>	<u>Percentage</u>	<u>GPA</u>
A	Superior	93-100	4.0
B	Excellent	85-92	3.0
C	Average	77-84	2.0
D	Below Avg	70-76	1.0
F	Failing	00-69	0.0
W	Withdrawn		0.0
I	Incomplete		0.0

Graduating With Honors

The following honors are granted to graduating students with superior achievement and are reflected on their degree certificate:

Summa Cum Laude:	3.90 — 4.00 cumulative GPA
Magna Cum Laude:	3.65 — 3.89 cumulative GPA
Cum Laude:	3.50 — 3.64 cumulative GPA

Failing Grades

If a student fails a course, they will be expected to take the entire course over again. The student must demonstrate satisfactory work for the entire course for a passing grade to appear on their transcript.

Missed Quizzes, Tests, & Exams

Students are expected to take all quizzes, tests, and exams; deliver any scheduled oral presentations; and turn in any other work required on the assigned date. If a personal emergency prevents this, students are responsible for contacting the class instructor and taking any missed quiz, test, or exam within two weeks. If the work is not made up within this two-week period, the student's quiz, test, or exam grade will be reduced by one letter grade for each week the work is late.

Withdrawal

Should any student desire to withdraw from school, he/she should write a letter and speak with the Education Coordinator to formally withdraw. Unless the student formally withdraws, the student will not be eligible for re-admission without an interview with the Education Coordinator. The student who just stops attending class and does not formally withdraw will receive an "F" for any course with unsatisfied requirements. The student who formally withdraws will receive a "W" which does not count against a student's GPA.

Research Papers Requirements*

For every course taken a research paper is required. The final grade cannot be given until the Research paper is turned in. Research papers are due one week after the last class meeting date. If instructors are not teaching at the college the next month, papers will be collected and sent to the instructor for grading. If students arrange to submit a late Research paper to the instructor, it must receive an automatic one letter grade reduction.

Research papers submitted one week late should be given an automatic one letter grade reduction. After the first late week, Research papers should not be accepted and the student should receive a 0.

Listed below are the writing requirements for each student's graduate level:

- **Associate Level**

Each student must write a paper consisting of at least 1100 words which equates to about 4 pages (double spaced) w/4 outside reading sources other than the course book and the Bible.

- **Bachelor's Level**

Each student must write a paper consisting of at least 1,500 words which equates to about 6 pages (double spaced) w/6 outside reading sources other than the course book and the Bible.

- **Master's Level**

Each student must write a paper consisting of at least 3,000 words which equates to about 12 pages (double spaced) w/8 outside reading sources other than the course book and the Bible. **Master's Thesis project** requires at least 12,500 word (*approx. 50pgs dbl spaced*) and no less than 12 outside sources.

If you have any questions, please see any NLTBC staff member for clarification on all procedures.

A Quick Note About The Research Paper**

What is a Research Paper? - by Dr. Michael D. Hays

A research paper is a paper reflecting research! In other words, it is any kind of written work --an essay, homework assignment, research paper, dissertation, book, etc., which calls for the student to investigate and use material from other sources. Moreover, research papers may include articles written for newspapers or magazines, sermon manuscripts, Sunday school lessons, seminar courses, and even church bulletins! Research, of course, demands a search for and a consultation of other articles and sources that can provide useful material in defense or support of what you seek to discover or wish to say.

The sources consulted may be directly quoted in your paper, paraphrased or alluded to, but in every case where they are used, they must be accurately cited and given proper credit. They represent the statements and thinking of other individuals. It is only right and proper that we give them due credit for their ideas and not steal their words or thoughts and present them as our own; a transgression we call plagiarism!

Virtually all students usually plan to be engaged in some form of Christian ministry. Many are pastors or ministers in Christian education. Some are missionaries. Others may desire to apply their Christian education in other ways. The vast majority, however, will be involved in a lifetime of Bible study and ministry that may include the need to produce or publish written materials. And many of these written works will demand thorough research.

That's right! Doing research and submitting writing assignments should not be the end of our scholastic studies but only the beginning of them! We may and should have opportunities to produce more articles in writing. They may not be formal research papers, but they could include publications such as sermon manuscripts, Sunday school lessons, and seminar courses, posters and bulletins, articles to be published in newspapers and magazines or on the Internet, and even books or other published materials. Therefore, we must learn to write well, to do accurate research, and to document our sources consulted whenever we produce anything in writing. Learning these skills will enable us to communicate well and accurately in our written works; and so it should be if we would be good stewards of the talents and opportunities bestowed upon us by our Lord. For these reasons, this "research practice" offers you several opportunities to hone your communications skills by writing various kinds of research papers.

Documented Formation Style

Any material taken from an outside source must be properly documented using the **MLA Style** guide, footnote at the end of the page, and include an appropriately formatted bibliography. The Little Brown Compact Handbook is the source we recommend for students wanting to coordinate their writing with school standards.

Research Papers must be written with one-inch margins all the way around, doubled spaced, Times New Roman type and 12 pt. font. Papers must have a cover page and a Bibliography page. Sources should be footnoted according to the appropriate MLA format. Scripture references should be a major contributor to student's concepts and understanding, and should be cited in their paper; however, long scripture verses should not be typed out inside the essay. (If questionable papers are presented they will be submitted to the Education Administrator for review).

Late Research Papers

Research papers are due one week after the last class meeting date if not otherwise specified – even if the student is absent on that date. Late research papers will have an automatic grade reduction of one letter grade for each week they are late.

- **Plagiarism**

Plagiarism is using someone else's writing, ideas, thoughts, concepts, charts, graphs, statements, etc., in a writing and failing to acknowledge the author, but presenting it as the writer's own work. Even paraphrasing another's work must be documented. A general rule of thumb for class assignments: quoted or paraphrased material with cited references should not exceed 25% of the entire assignment or paper; 75% of an assignment should consist of the student's own words, thoughts, and ideas.



STUDENT STANDARDS OF CONDUCT

Educational Standards

Students will be held to a high standard and are required to:

- Read and study the textbook and any other required material
- Engage in scholarly discussions, projects and presentations
- Be equally responsible for the learning environment
- Engage in outside research for paper completion
- Be an active class participant to receive any applicable points

Standard of Conduct & Christian Integrity Agreement

NLTBC requires its student and faculty to uphold godly standards. Each student and faculty must sign a *Standard of Conduct & Christian Integrity Agreement* in order to attend or teach at this institution. A student whose personal conduct is a poor testimony for Christ, and who fails to live in accordance with the scriptural ideals of the College, will be spiritually counseled and will be disciplined to such extent as the President or Director deems appropriate. The College reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgment of the Administration, are not consistent with the Christian spirit and standards which the College seeks to maintain.

By way of example, academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another work as your own) are not acceptable behaviors and will not be tolerated. Both are subject to immediate dismissal.

Unsatisfactory Student Performance

Consistently unsatisfactory academic performance (such as course failure, unexcused absences, late research assignments, lack of meeting course requirements, missing of exams, etc.) should be reported by instructor to Education Administrator. If a student's GPA falls below 2.0 for two consecutive trimesters, they may be placed on academic probation which eventually leads to suspension.

Students are expected to take all quizzes and exams, deliver any scheduled oral presentations, and turn in any other work required on the assigned date. **If a personal emergency** prevents this, students are responsible for contacting the class instructor and completing any missed work within 1 week. If the work is turned in two weeks late, it will result in a reduction of 1 letter grade. If the work **is not** turned in within two weeks, it will result in an F or 0, unless the student has previously withdrawn from the course. If a student misses more than 1 class, it must be reported by the instructor to the Education Administrator.

Attendance, Absentee & Tardy Policies

Regular and punctual attendance is essential to scholastic achievement and success in ministry. Thus, students are expected to be in class at the appointed time. Attendance is recorded for every class. Students who routinely miss class should be directed to see the Education Administrator for educational status, make-up instructions and if a student is in jeopardy of failing their selected degree program. The student may be required to repeat a course at another time.

Students who miss a class are required to pursue class assignments and material needed to continue class participation. If tests are missed, the student must follow policies detailed under "*Missed Quizzes, Test & Exams*".

GETTING STARTED AT NLTBC

THE APPLICATION PROCESS

Enrollment is open and on-going for academic year. An enrollment package may be obtained online at **www.nltbiblecollege.org** or by request at 513-561-5120 and ask for Pastor David Brown Jr. Registration is rolling, meaning a student may enter at any time.

Individuals who desire entry to any of NLTBC's programs the following steps must be completed before an application will be processed by the Registrar.

1. Completely fill out the NLTBC Student Application for Admission.
2. Include a **\$75.00** non-refundable application fee.
3. Submit either proof of high school graduation or request official transcripts from undergraduate or graduate institutions of higher learning to be sent to NLTBC. All official transcripts must come in a **sealed envelope** from the requesting students learning institution.
4. Proof of high school graduation may be a Xerox copy of any one of the following three items:
 - *High school diploma*
 - *GED certification*
 - *Proof of equivalent education*
5. Read & sign Standard of Conduct & Christian Integrity Agreement

A **sealed official copy of college transcripts** and all other required documentation must be sent to NLTBC Registrar at the address below:

New Life Temple Bible College

Attn.: Registrar,
4836 Ward St.
Cincinnati, OH. 45227.

CLASS TIMES & SCHEDULE

NLTBC classes are Monday & Thursday evenings from 6:30 pm to 9:30 pm, and both college and leadership program classes are four (4) weeks in length. The school year constitutes nine (9) courses.

The Beginning of Every School Term Normally Begins:

THE LAST THURSDAY OF AUGUST!

However, check the school website for starting dates.

You can begin classes anytime of the year between August –May.

Leadership Classes

Classes are Monday evenings from 6:30 pm to 8:30 pm; however, this location is subject to change, so please be flexible. The school year for the leadership program is 7 months in total and runs from August to April with a Christmas break in December

MINISTERIAL LIFE EXPERIENCE (MLE)

Applying for MLE with no credit hours

Individuals who have no credit hours to submit from a previous institution yet desire to use their ministry life experience for credit can apply for our MLE program. If qualified, they may receive up to 30 credit hours in the Bachelor Degree Program and up to 15 credit hours in the Masters Degree program. Although all applications will be considered, some may not meet the overall qualifications to participate in the MLE program. The MLE can be used only once for either the Bachelors or Masters Program not both.

Applying for MLE with credits

If applicants are awarded credits from a previous institution they **cannot** apply for the MLE. Graduate students can be awarded up to 15 credit hours for comparable graduate coursework from either a religious or secular institution.

Any student desiring ministerial life experience credit must request a “**Ministerial Academic Evaluation Form**”. Credit is usually considered and awarded for mentoring, preaching, and teaching of the Word of God in formal classes, or services, sanctioned by their church, or denomination. MLE request will be received and reviewed by a committee.

TRANSFERRING CREDITS

Up to 30 general or 30 religious/biblical education credits (*i.e.*; theology, church doctrine, biblical studies, etc.) may transfer to NLTBC from an accredited two or four-year institution. Transfer credits will be determined and accepted based on a transcript review. Acceptable transferred general education course credits require 2.0 or above in the following subject areas.

- *English, Language, Literature – 9 credits*
- *Social Sciences – 6 credits*
- *Humanities – 3 credits*
- *Science and Math – 3 credits*
- *Electives – 9 credits* (in a combination of either Leadership, Management, and or Biblical Studies Courses)

TEXTBOOKS

Most undergraduate classes require at least one textbook. Textbook prices vary. Required texts will be available for purchase at least 1 week in advance of the student’s class.

TUITION AND FEES

Our Low Tuition Philosophy

NLTBC's philosophy is a quality, spiritual, education that trains an individual for service to God, and the Lord Jesus Christ, should not leave that individual with an oppressive financial debt. Accordingly, we have not sought the extremely costly state and regional accreditation that leads to qualification for government-guaranteed student loans, and other government programs. Institutions using such loans generally charge the maximum tuition allowable, leaving the student with a sizable debt at the completion of their education. For those called to the ministry, it can be very difficult to obey God's calling with this type of debt hindering their finances and ministry options. Our fees are a fraction of the cost of most secular, or theological university programs, without sacrificing the quality. Entering students may pay each year's tuition in full, or make a down payment with monthly payments, which allows budget flexibility and complete program fee payments one month before the end of each year. Our approach provides the most affordable, quality, spiritual education that we can as a ministry to the Lord, and His servants.

FLEX PAYMENTS

Flex payments is an affordable comprehensive way for a student of NLTBC/NLTLI to make monthly payments instead of paying the whole tuition up front like most other religious and secular schools require. It usually requires a small deposit and then an arrangement with the Registrar that we trust you will keep. Below you will see the pricing per credit hour and then the “Flex” payment arrangements.

AUDIT CLASSES

Monthly Fees Per Course — \$50.00/mo.

LEADERSHIP INSTITUTE TRAINING PROGRAM

Monthly Fees Per Course - — \$50.00/mo.

UNDERGRADUATE PROGRAMS

Associates and Bachelor Students Tuition (\$55 per credit hr.)

- Associate program full Tuition — \$3300.00
- Baccalaureate program full Tuition — \$6600.00

Flex payment for Undergraduates (9 mo. of payments) — \$150.00/mo.

- **Requires a \$300.00 annual deposit** (pd before August 15)
- Tuition is **\$1650.00** yearly

Baccalaureate Graduation fees — \$100.00

MASTER’S PROGRAM

NLTBC Graduate Student Tuition (\$55 per credit hr.)

(former NLTBC Bachelor Student)

- NLTBC Graduate Student full Tuition — \$1980.00

Flex payment (9 mo. of payments) — \$150.00/mo

- **Requires a yearly \$315.00 deposit**

Newly Enrolled Student Graduate Student Tuition (\$55 per credit hr)

New Enrollee full Tuition — \$3630.00

Flex payment (9 mo. of payments) — \$175.00/mo.

- **Requires a yearly \$240.00 deposit**

Masters Graduation fees — \$100.00

MINISTERIAL LIFE EXPERIENCE FEE

One Time Cost — **\$250.00**

NOTE: When applying for Ministerial Life Experience Credit (MLE), please include a completed MLE application along with the \$250.00 non-refundable application fee. Application provided upon request.

MLE Graduate Student Tuition (\$55 per credit hr)

- MLE Graduate Student full Tuition — \$3300.00

Flex payment (9 mo. of payments)

—\$150.00/mo.

- **Requires a yearly \$300.00 deposit**
(deposits can be split into 2 or 3 payments)

MLE Masters Graduation fees

—\$100.00

REFUND POLICY

Notification of withdrawal from a course must be made in writing. The application fee is non-refundable. After the beginning of classes, refunds will be made according to the following schedule.

- First Month -100%
- Second Month -75%
- Third Month -50%
- Fourth Month -0%

OUTSTANDING FEES

Students will not be allowed to participate in the graduation exercise or receive official transcripts as long as there are current fees that have been assessed and remain unpaid. All fees are non-refundable.

GRADUATION FEES

All graduation fees must be paid in full before any student can participate in the graduation exercise.



GRADUATION REQUIREMENTS

The graduation requirements for the conferring of diplomas and degree credits are as follows:
Each student must have completed all required course work in a chosen program prior to graduation. All students MUST have taken or transferred credits covering Program #1 subjects and completed a minimum of thirty (30) credit hours in one of the College's programs.

Undergraduate students must have maintained a 2.0 or greater cumulative grade point average (GPA) while attending NLTBC. Graduate students must have maintained a 3.0 or greater GPA while attending NLTBC at the graduate level. Each student should submit a Ministry Practicum Form documenting their volunteer work for their local church.

Each student must have paid all tuition and fees before graduation.

The student must complete an “*Intent to Graduate Form*” and submit it to their Campus Director at least thirty (30) days prior to the scheduled graduation exercise. No partially completed forms will be accepted.

The graduating student is expected to attend the commencement exercise.

For more information please contact:

Pastor David Brown Jr. - dbrownjr@newlifetemplechurch.org
(Associate/Bachelors Student Candidates)

Phylise Hill - phill@newlifetemplechurch.org
(Associate/Bachelors Student Candidates)

Pastor Tom Katenkamp - tkatenkamp@newlifetemplechurch.org
(Master's Student & Service Practicum)

Pastor Ralph Godfrey Jr. - rgodfreyjr@newlifetemplechurch.org
(School Director & Mentoring Program)

Rhonda Hudson - rhudson@newlifetemplechurch.org
(Registrar & Financial Officer)

Vernie Besley (Secretary) - vbesley@newlifetemplechurch.org
(General Information)

You may also call us at 513-561-5120.

NEW LIFE TEMPLE BIBLE COLLEGE & LEADERSHIP INSTITUTE

TRANSCRIPT REQUEST

STUDENT INFORMATION: *Your College or University may have its own request form and a fee for transcripts, please inquire.*

Last Name	First	Middle
Maiden Name	Social Security#	Date of Birth (MM/DD/YYYY)
Address	Apt./Suite#	
City	State	Zip
Phone w/Area Code	Email Address	

EDUCATIONAL INSTITUTION ATTENDED

College/University's Name		
City	State	Zip
First Month/Year Enrolled	Last Month/Year Enrolled	Degree Awarded
Signature	Date	

*Please send one (1)
sealed official academic
transcript to:*

NLTBC
Attn: Registrar
4836 Ward Street
Cincinnati, Oh 45227

NEW LIFE TEMPLE BIBLE COLLEGE & LEADERSHIP INSTITUTE

TRANSCRIPT REQUEST

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Last Name	First	Middle
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Phone w/Area Code	Email Address	

EDUCATIONAL INSTITUTION ATTENDED

College/University's Name		
City	State	Zip
First Month/Year Enrolled	Last Month/Year Enrolled	Degree Awarded
Signature	Date	

*Please send one (1)
sealed official academic
transcript to:*

NLTBC
Attn: Registrar
4836 Ward Street
Cincinnati, Oh 45227