



# North Carolina College of Theology

## Student Handbook

  
NORTH CAROLINA  
**BIBLE INSTITUTE**

A Division of North Carolina College of Theology



# North Carolina College of Theology North Carolina Bible Institute

## *Student Handbook*

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# *Student Handbook*

Since our founding in 2001 by the late, Dr. J. L. Cook, NCCT/NCBI has given students the knowledge, insight, skills, and experience to become leaders in their homes, churches and the workplace. We are a community that prioritizes the intellectual, physical, social, emotional, and spiritual well-being of all our members.

NCCT/NCBI aspires to create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. In that regard, NCCT/NCBI promotes and fosters personal growth and learning; preserves both individual rights and the well-being and respect of others and the community; encourages healthy choices, not only in one's self but also in relation to others; and creates opportunities to make positive impacts in the world.

Our goal is that while at NCCT/NCBI, you will cultivate a love for learning God's Word. Then as you leave NCCT/NCBI, you will carry that love out into your community as to impact many lives for the Kingdom.

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## **Vision and Mission**

### **Vision**

NCCT, as a Christian institution, is reaching the world for Jesus one student at a time, equipping them with Biblical knowledge, for effective leadership and servant-hood to impact the Church, marketplace and the world.

### **Mission**

NCCT, a Christian institution, is equipping and empowering students within the world marketplace for Godly stewardship by preparing Christian servants who will become spiritually vibrant, Biblically strong, theologically balanced, Spirit-empowered, ministry-equipped and culturally sensitive.

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## **What We Believe**

We are a fundamental, evangelical, Bible-believing school based upon canonized Old Testament and New Testament scripture as the inerrant and infallible Word of God. We accept that the Bible is God's instruction manual for life, and it is not open to any single or denominational interpretation but is written to all mankind.

It is our belief that God created the earth and the universe in six literal days and that Jesus Christ is the Son of God, born of a virgin. We believe that Jesus died on the cross of Calvary, arose from the dead three days later, and now sits at the right hand of God as our High Priest. We believe that those who have been born-again through the blood of Jesus Christ will reign in Heaven for eternity.

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## NCCT / NCBI Institutional Goals

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1. **Academic Goal:** Provide biblically-enhanced instruction and enrichment for personal and professional development within an ecumenical ethos, for Servanthood in the Marketplace, the Church and the World. (*while instilling the recognition of the authority of scripture*)
2. **Strategic Goal:** Use technology to create effective mode and mean of instruction that expands access to learning to the Church, Marketplace and the World.
3. **Spiritual Goal:** Encourage student development of a biblical and balanced theology, the quest of knowledge and truth. This goal is very important for ABHE accreditation.
4. **Operational Goal:** To maintain and refine support systems for enhancing college functions (operations), faculty and staff development, and student success.
5. **Financial Infrastructure Goal:** Increase revenue and resources to fiscally strengthen the institutions for long-term financial security.

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## Student Nondiscrimination Policy

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NCCT/NCBI admits students of any race, color, national or ethnic origin with all rights, privileges, programs, and activities generally accorded or made available to students of our institutes. We do not discriminate in administration of policies, loan programs or other administered programs.

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## Grievance Policy

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The NCCT grievance policy is written in the spirit of Romans 12:18 which reads, *“If it is possible, as far as it depends on you, live at peace with everyone.”* The NCCT community must work together to effectively train the men and women God has entrusted to us. We can do this best by maintaining peaceful and respectful communications and relationships. Please follow the steps given below in expressing your concerns. We ask that you exercise humility and confidentiality throughout the process, as will all staff members.

1. If your grievance is with your professor, please discuss the concern with that individual. If no resolution is obtained then contact the Vice President to intervene. The third step if no resolution is to contact the President.
2. If your grievance is with the school in general then contact the President, who will in turn contact the Board Members for a discussion of the matter.

## Information about Student Complaints

The State Authorizations Unit of the University of North Carolina System Office serves as the office state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at: <https://studentcompliant.northcarolina.edu/form>

## Policy on Student Tuition and Fees and Administrative Withdrawal

1. **Policy on Student Tuition and Fees:** All students must pay in full upon registration, unless approved for monthly payments.
  - a. A student will not receive a degree or transcript until all financial obligations are met.
  - b. The Application for Admission Fee (\$60) and the Administrative Fee (\$150) are one-time, non-refundable fees after submission of the Application.

### NCCT Online Fee Schedule

Degree Program	Application Fee	Learning Resource Fee Per Term	Tuition Fee Per Term	Student Fee Per Year	Graduation Fee
Associate 4 Terms	60.00	200.00	4250.00	100.00	125.00
Bachelor 4 Terms	60.00	200.00	4550.00	100.00	125.00
Masters 3 Terms	60.00	200.00	5250.00	100.00	225.00

Associate Program: Total of 60 credit hours- \$283 per credit hour

Bachelor Program: Total of 60 credit hours- \$303 credit hour

Masters Program: 30 credit hours- \$525 per credit hour

### NCBI Fee Schedule

Diploma Program	Application Fee	Book Fees	Tuition Fee	Administration Fee	Graduation Fee
Associate	60.00	400.00	1580.00	100.00	100.00
Bachelor	60.00	400.00	1680.00	100.00	100.00
Graduate	60.00	400.00	1835.00	100.00	200.00
Masters	60.00	400.00	1980.00	100.00	200.00
Doctorate	60.00	640.00	3250.00	100.00	350.00

### **Fee and Tuition Description:**

- **Application Fee:** This is the cost of our staff to review your submitted NCCT application.
- **Learning Resource Fee:** Includes Technology fee; Learning Management fee; Library resources; and additional applications to complete your degree.
- **Tuition Fee:** This cost is for the teaching and instruction you will be provided by NCCT/NCBI.
- **Student Fee:** This cost is for all paperwork to be filed and information imputed into our system while currently enrolled.
- **Graduation Fee:** This cost covers the printing of your degree and secures your seat at the NCCT/NCBI Graduation Ceremony (Students are responsible for ordering their own robe at [collegegrad.herffjones.com](http://collegegrad.herffjones.com)).

- 2. Student Voluntarily Withdrawing.** Students may withdraw from a credit course(s) after the defined Add/Drop period but before the published last day to withdraw date in the Schedule of Classes. Students will not be able to attend the course once withdrawn. Students who withdraw from a credit course(s) will receive a grade of “W.” The course that the student withdrew from, and the grade of “W” will appear on the student's transcript, however, no creditor quality points will be assigned.

A withdrawal is an unsuccessful attempt and will be calculated as part of a student's completion rate but will not impact a student's Grade Point Average. It is recommended that students should confer with faculty.

To officially withdraw from a course, students will need to submit a withdrawal form with a typed statement explaining the extenuating circumstances and the required supporting documents.

- 3. Student Withdrawal Refund.** Students who want to withdraw from NCCT may be eligible to receive a refund of tuition and fees. All refunds will be made according to the following refund schedule:

Refunds for students who withdraw after tuition has been paid, but during the drop/add period, which is one week from the day student submit their Agreement, will receive a 100% refund of the Tuition. Thereafter, the Tuition will be refunded based on the following sliding scale.

### Cancellation Refund

Second week after the first class	80%
Third week after the first class	60%
Fourth week after registration	40%
Fifth week after registration	20%
Sixth week after registration	0%

- Cancellation after the fifth (5th) business day, and before the end of the second week after registration, will result in a refund of 80% of tuition.
- Cancellation after the second week and before the end of the third week after registration will result in a refund of 60% of tuition.
- Cancellation after the third week and before the end of the fourth week after registration will result in a refund of 40% of tuition.
- Cancellation after the fourth week and before the end of the fifth week after registration will result in a refund of 20% of tuition.
- Any cancellation after the beginning of the sixth week will result in no refund.
- Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.

4. **Administrative Withdrawal from the College:** The College reserves the right to withdraw or terminate the privilege of attending the College when such an action is deemed advisable or necessary in the interest of the student or the College. Students who stop attending classes for a period of 14 calendar days, excluding college holidays or breaks within a semester, may be terminated if they have not made arrangements with the instructor including providing documentation to support their extended absence from classes. Students who stop attending classes without approval may be administratively withdrawn from the College. Their academic transcript will indicate withdrawal from their classes. The student will be notified of their withdrawal in writing and communicated to their personal email and in a letter to the home address. The appropriate college offices will be notified. The student will be refunded based on the College's refund policy.



# Graduation

## Graduation Requirements

In order to graduate, a student must fulfill graduation requirements as established in the catalog in effect at the time of their matriculation or, if the student has formally elected to adopt requirements from a subsequent catalog, then the requirements from that catalog must be fulfilled. Requirements from a catalog over six years old may be used to determine requirements for a degree only if the student has been enrolled continuously in all fall and spring terms each year.

## Pre-Graduation Advising

All students should meet with their academic advisor(s) regularly. A pre-graduation review prior to the semester in which they plan to file for graduation is especially important to verify students are on track to graduate and have no outstanding items beyond their final semester or course work still pending.

## Apply for Graduation

All NCCT/NCBI students must formally apply for graduation. Failure to do so will result in a student not being reviewed for, or awarded, their degree.

Prior to applying for graduation, students are required to pay the Graduation Application Fee by March 15 for students graduating in May. Please note that this fee is good for one application and is non-refundable.

Graduation Application Fee Schedule for US/Domestic applicants:

Associate of Arts - \$100

Bachelor of Arts - \$100

Master of Arts - \$200- Hoods are purchased by the students.

Graduation Application Fee Schedule for International (F or J visa) applicants:

Associate of Arts - \$125

Bachelor of Arts - \$125

Master of Arts - \$250- Hoods are purchased by the students.

The fee is \$100 for US/Domestic applicants and \$125 for International (F or J visa) applicants. The application fee is non-refundable.

- Students who are completing dual degrees/diplomas (e.g., graduate and masters) must pay a separate application fee for each degree/diploma.
- The graduation fee is applied at the beginning of the semester in which graduation is anticipated. This application fee is applicable for one year. After this time, students who have not completed their degree requirements will be removed from the graduation list, and they must reapply for graduation, as well as repay the graduation fee.



Graduation Term	Opening Date	Final Filing Deadline
Spring	June 1	March 1
Summer	September 15	June 15
Fall	January 2	October 1

### Late Graduation Application Fee

If you have missed the final filing deadline for your graduating term, please contact the Vice President of Academics at [timcook@ncctonline.com](mailto:timcook@ncctonline.com).

As a late graduation applicant, you will be required to comply with the following items:

- Obtaining Vice President of Academics approval for the late graduation application.
- Paying the \$100 Graduation application fee.
- Paying the late fee of \$50.

### Graduation Application Status & Review Process

Your graduation application status will remain “in review” until your degree is conferred at the end of the graduating term. If there are any issues with your graduation application, you will either be notified from your department advisor or the Vice President of Academics to resolve the issue.

Your graduation application will go through several review steps along the way:

1. Initial review by the Office of the Registrar.
2. Department Advisor / Department Chair.
3. Final review by the Vice President of Academics.
4. Degree Conferral Processing.

### Verify Diploma Name

All diplomas ordered for graduating students will be printed with the "Diploma" name listed on the student's NCCT/NCBI account.

- If there is no diploma name listed, the students' "Primary" name will be printed on the diploma.
- Students wishing to change or update their diploma name should contact the Vice President of Academics at [timcook@ncctonline.com](mailto:timcook@ncctonline.com)
- Any changes made after the above deadlines to the "Diploma" or "Primary" names will not be reflected on the students' printed diploma and any additional charges for reprinting with the updated information will be the students' responsibility.

Diploma Name Change Deadline		
Spring	Summer	Fall
April 1	July 1	November 1

## Code of Conduct – Faculty and Student

The NCCT/NCBI Code of Conduct establishes guidelines for professional conduct by those acting on behalf of NCCT/NCBI including executive officers, faculty, staff, and other individuals employed by NCCT/NCBI using college resources or facilities, and volunteers and representatives acting as agents of NCCT community.

This is not an attempt to define specifically what one should and should not do, but to communicate NCCT's/NCBI's expectation of proper conduct and the professional conduct the college values. It is an expectation that the Code of Conduct serves as the basis that employees should make decisions related to the best interests of themselves, their co-workers and NCCT/NCBI. College policies, procedures, and state laws serve to reinforce the concepts presented in the Code of Conduct.

### THE CODE - Students

Those acting on behalf of NCCT/NCBI have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of NCCT/NCBI and take no actions incompatible with their obligations to NCCT/NCBI.

Regarding student professional conduct, those enrolled at NCCT/NCBI should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility.
- Trustworthiness by acting in a reliable and dependable manner.
- Evenhandedness by treating others with impartiality.
- Respect by treating others with civility and decency.
- Stewardship by exercising custodial responsibility for NCCT property and resources, including digital resources.
- Honesty in the preparation of submitted works with resources appropriately cited and compliance with plagiarism policy.
- Ethical conduct requires that all work submitted must be prepared by the student using their original ideas, thoughts, and problem-solving abilities.
- Faithful participation within your local church or ministry.

It is the goal of NCCT/NCBI for our students, faculty, and administration to never put themselves in a position to compromise their academic and spiritual integrity. Those acting on behalf of NCCT shall seek appropriate guidance when faced with ethical dilemmas. For additional information related to ethical dilemmas, please contact the NCCT office at: 910-395-5593.

## Sexual Harassment

NCCT has adopted the following definition of Sexual Harassment to address the unique environment of our academic community, which consists not only of employer and employees, but of students as well. Acts of Sexual Harassment can be committed by any person upon any other person.

Sexual harassment can take many forms and may:

- Include, but are not limited to sexual advances or requests for sexual favors, inappropriate comments, jokes or gestures, or other unwanted verbal or physical conduct of a sexual nature.
- Be blatant and intentional and involve an overt action, a threat of reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- Not include intent to harm, be directed at a specific target, or involve repeated incidents.
- Be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- Be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- Be committed by or against an individual or may be a result of the actions of an organization or group.
- Occur by or against an individual of any gender.
- Occur in the classroom, in the workplace, in residential settings, over electronic media (including the internet, telephone, and text), or in any other setting.
- Be a one-time event or part of a pattern of behavior.
- Be committed in the presence of others or when the parties are alone.
- Affect the complainant and/or third parties who witness or observe the harassment.

Sexual harassment, which includes sexual violence and other forms of nonconsensual sexual misconduct, is a form of sex discrimination and is prohibited under this law. NCCT is fully committed to the Biblical Standard of sexual integrity as defined and practiced.

None of the above will be tolerated. Immediate action will be taken by the Administration to resolve the issue in a Christ-like manner.

## Crisis Management

Provisions provided will protect institutional personnel and students from harm or loss. This is applicable to distance learning programs as well.

### Earthquake

Red Cross Instructions:

Know What to Do When the Shaking Begins

1. Drop, Cover, And Hold On! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows. In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
2. Listen to the radio for instructions.
3. Only report life-threatening emergencies.
4. Evacuate immediately after you hear any order from local authorities.

### Wildfires

Even in areas where you expect there to be wildfires, they almost always start unexpectedly and in places you did not predict.

- If there is a threat of a wildfire, monitor warnings. Listen to your local radio or TV news programs or monitor your weather app for the most reliable, latest information. Observe all warnings.
- Evacuate immediately after you hear any order from local authorities, using the evacuation routes and paths they provide.
- Call your emergency contact person to report your plans.

### Floods

These disasters—the temporary overflow of water onto previously dry lands—are the most common of all. They can happen anywhere in America and result from rain, snow, coastal storms, storm surges, and overflows from dams or other water systems. Some happen slowly, others, in a flash. Both types are dangerous and should not be taken lightly. Knowing how to handle a flood can save more than your property. If told to evacuate, leave immediately, especially if the warning is for flash flooding. It is easier to leave before the flood waters become too deep. Evacuate immediately after you hear any order from local authorities. Call your emergency contact person to report your plans.

### Hurricanes

These massive storm systems form over warm ocean waters and move toward land. Hurricanes often bring powerful winds, heavy rainfall, storm surges, coastal and inland flooding, rip currents, tornadoes, and landslides. The Atlantic hurricane season runs from June 1 to November 30. The Pacific hurricane season runs from May 15 to November 30.

- When a hurricane is approaching, a hurricane watch or a hurricane warning will be announced through your school's local news media, emergency warning systems, or the weather apps you use.
- Be prepared to evacuate, especially if you live on the coastline, near a river, or on a floodplain.
- You should expect high winds even if the hurricane doesn't make landfall, so follow all warnings, policies and evacuation instructions, including recommended evacuation routes.
- Evacuate immediately after you hear any order from local authorities.
- If you have evacuated, wait until the authorities tell you it's safe before returning.
- Call your emergency contact person to report your plans.

### **Thunderstorms**

These dramatic, sudden and totally unpredictable storms often bring real danger, including powerful winds over 50 mph, hail, flash flooding, and tornadoes. But lightning strikes are one of the biggest threats. The federal government identifies lightning as a leading cause of weather-related injury and death. Thunderstorm preparation gives real meaning to the warning “better safe than sorry,” because it's crucial to take it seriously. Get indoors as quickly as possible if you begin to see or hear a thunderstorm coming your way, even if the rain hasn't started. Sometimes hail comes before or instead of rain. Call your emergency contact person to report your plans.

### **Tornadoes**

These ominous funnels are violently rotating air columns that can form out of thunderstorms at any time, anywhere and roar across the land. They can bring extreme winds of over 200 mph and can destroy buildings, flip cars, and create deadly flying debris. Become familiar with the type of alarm or notification system your local government will put into effect to let you know when they're issuing a tornado watch or warning. Identify a safe shelter and practice going there in the event of high winds. The safest place to be during a tornado is underground. Call your emergency contact person to report your plans.

### **Fire**

Press the red button on the security alarm located at one of the exits to alert the fire department and alert other persons to exit the building. At any building phone dial 911 for police emergencies. Give specific information as to the nature of the fire and its specific location. See emergency safety plan to locate nearest fire extinguisher and follow directions on the extinguisher. Call your emergency contact person to report your plans.

## **Health**

If a situation is obviously life-threatening, such as heart attack, choking, or severe injury, at any building phone dial 911. Give specific information as to the nature of the problem and the specific location of the injured person.

## **Person Exhibiting Threatening Behavior**

If a stranger is menacing, threatening, out of control, displaying a weapon, etc., do the following:

- From any building phone dial 911 for police.
- Contact administrative staff immediately.
- Do not attempt to resolve the situation alone.

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## **Protection of Student's Privacy**

### **Confidentiality of Student Records**

North Carolina College of Theology/North Carolina Bible Institute provides confidentiality of student records. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended.

A confidential record is any document which is marked thus by the author and/or is considered to be so by the Executive Vice President of the College. The institution may provide directory information (i.e. student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and participation in officially recognized activities). Students may withhold directory information by notifying the registrar in writing.

The College will only grant access to a file if the student is the subject of that file, and to staff whose duties require them to have access. The file may be viewed only in the Office in the presence of a staff member. Any document of a confidential nature or which is marked confidential or which contains information on another student will be removed before viewing and replaced by a brief description of the document removed. Photocopies of documentation required by the student will be provided for a fee as determined by the Registrar.

Information about a student or former student held by the College will not be released or revealed to any person (including relatives) or organization without the written permission of the student except where the College is legally required to release such information. In all cases, the *bona fides* of the person or organization requesting the information will be confirmed before any information is released.



Examples include:

- Governmental departments such as those responsible for education and visas for overseas students.
- The College will provide information concerning a student if required to do so under a Court order.
- Information may be released to the police where a student is reasonably suspected of having committed a criminal offense, can assist in the prevention or solving of a crime, or in the case of an emergency.

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## Very Important

Programs of study offered by NCCT/NCBI have been declared by the appropriate state authority exempt from the requirement for licensure, under provisions of North Carolina General Statutes (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

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## Accreditation

NCCT/NCBI holds applicant status with the Association for Biblical Higher Education Commission on Accreditations (5850 T.G. Lee Blvd. Ste. 130, Orlando, FL 32822, 407-207-0808). Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

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[www.NCCTonline.org](http://www.NCCTonline.org)

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