

National Fellowship Churches of God, Inc.

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NFCOG Bible Institute

STUDENT HANDBOOK

“Welcome!”

Congratulations on your decision to enroll in course study designed to equip you to more effectively live and witness as a Christian. Both our campus and distance-learning programs have been designed with your convenience in mind. You will find distance learning does not mean you are alone in your studies. Instead, you have the convenience of working at times suited to your schedule, along with access to our committed staff and faculty who are dedicated to your success. Regardless of your type of enrollment, NFCOG Bible Institute is for you! Resource materials may be provided as part of your enrollment package to facilitate your learning experience.



a tax-exempt public charitable 501(c)3 non-profit organization

Iris E. Grant, A.A., *Dean*

Lisa M. Wright, B.A., *Associate Dean*

Apostle Ivan L. Grant, Sr., D.D., *Chancellor/Presiding Prelate*

NFCOG Bible Institute

STUDENT HANDBOOK

Student ID #: _____

The Bible Institute Faculty and Staff
welcome you as a campus or distance learning student.

Every effort will be made to help you
successfully complete your course of studies.

NFCOG BIBLE INSTITUTE

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STUDENT HANDBOOK

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Welcome from the Office of the Dean

Dear Student,

Welcome to the NFCOG Bible Institute! Your enrollment speaks to your awareness of the value derived from the structured study of God's Word on a consistent basis and is to be congratulated.

Having knowledge and understanding of God's Word enables one to attain wisdom. Wisdom, is indeed a gift from God that transcends one's own personal achievements or limitations, and is a necessary component in the life of the believer.

It is our prayer that your experience with us will enhance your biblical understanding, provide you with a springboard in your personal walk with God, and enable you to both live holy and witness effectively to all persons you encounter.

Your Fellow Servants in Kingdom Building,

Iris E. Grant, A.A.

Dean of the NFCOG Bible Institute

Lisa M. Wright, B.A.

Associate Dean of the NFCOG Bible Institute

Welcome to the NFCOG Bible Institute

Dear Student,

It is with great expectation that I welcome you as a student of the NFCOG Bible Institute. Your enrollment confirms your desire to be equipped to “rightly divide” and be properly prepared to share the Word of God.

Our dean and faculty are available to help you get the most out of your studies. We welcome your questions, as well as, any input you may wish to contribute. This student handbook has been compiled as a resource tool and will answer many of your “how-to” questions. Please take the time to become familiar with its contents. Again, our prayer for you is that your studies with the NFCOG Bible Institute will prove to be beneficial to your spiritual growth and result in your increased knowledge and ability to witness for the Master.

Your Servant in Christ,

Apostle Ivan L. Grant, Sr., D. D., *Chancellor
Presiding Prelate of the “Nation of NFCOG”*

**HOW TO CONTACT
the NFCOG Bible Institute**

NFCOG BIBLE INSTITUTE
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Jacksonville , FL 32217
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Student Affairs
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Apostle Ivan L. Grant, Sr., *D. D., Presiding Prelate*
E-mail: apostle@nfcog.org

POLICIES

Admission

Admission to the NFCOG Bible Institute may be granted to adult students seeking enrollment in classes offered by this institute upon receipt of his/her 1st submitted registration form. The student will be notified in writing of his/her acceptance and issued a student ID# that will follow him/her throughout his/her enrollment as a student. Students granted admission are free to engage in courses, both on campus or via distance-learning, based upon availability, having met any required pre-requisites and financial responsibilities.

Enrollment

All courses in the curriculum are one-semester courses and no students are granted late enrollment beyond the second full week of class. Students granted late-enrollment remain responsible to complete all assigned course work and exams as prescribed by the instructor.

A student that continues to be enrolled for consecutive semesters is eligible to receive Special Recognition Awards under the requirements of the first semester of his/her attendance.

Students who experience a lapse of one or more semesters, may receive an award based upon the requirements of his/her first semester attendance providing such lapses were due to limitations of course offerings by the Institute, and his/her completion of the requirements within one year beyond the date he/she would have received such an award.

A student desiring to receive an award based upon the requirements of a new catalog may do so providing he/she meet all of the new requirements for the award.

Attendance

The Bible Institute's non-traditional twelve (12) week semesters consist of fifty (50) minutes of instruction each. Campus students are required to attend 8 of the 10 class hours equivalent to 9 1/2 of the 12 classes.

Distance learning students are required to complete all course work, quizzes, and exams by the end of the semester in which they are enrolled.

Students failing to meet the required attendance and/or course timeline are at risk of receiving a failing grade for the course. Students may re-enroll, however, re-enrollment is subject to availability and requires full payment of applicable registration fees and tuition, as well as the completion of the entirety of coursework as a returning student.

Auditing

Students interested in auditing courses should submit written request for approval. Students are required to complete a registration form and make payment of their non-refundable registration fee and full tuition payment prior to auditing a class. Auditing students are not responsible to submit completed coursework, nor are they tested and graded. Auditing students do not qualify for Special Recognition Awards. The option of auditing is not available to distance learning students.

Students electing to audit a course must indicate their desire to audit at the time of their registration. Approval is subject to availability and must be granted by the instructor prior to class attendance.

Auditing students may elect to receive a final grade provided they sit for the required exams within a one year period. Students will be advised of any applicable costs at such time of their request and granted permission before any exams are administered. No further private or classroom instruction will be given to the student exercising this option and a passing grade must be earned to receive credit for the course.

Students desiring any additional instruction, however, will be required to re-register for the course and are subject to applicable registration fees and tuition.

Students enrolled in a course for credit, who may experience a hardship that warrants their change of status to that of audit, with permission of the instructor, may be granted audit status. This change must be granted on/ or before the completion of the 5th week of class, however, course fees and tuition are non-refundable. Change of status from credit to audit does not constitute a lapse of enrollment.

Withdrawal

A student may elect to withdraw from a course at any time up until the final three weeks of a semester. Students wishing to withdraw need to contact Student Affairs and will be issued a “Memorandum of Understanding” that will require their signature. Upon receipt of the signed form, the instructor will be advised to withdraw the student.

Withdrawing from a course does not impact the student’s cumulative grade, however, course fees and tuition are non-refundable.

A student will be considered to withdrawn from the NFCOG Bible Institute after one year of non-enrollment in courses.

FINANCIAL RESPONSIBILITY FOR STUDENTS

Institute Admission and Course Enrollments Fees

All individuals desiring to become students in the NFCOG Bible Institute are required to submit an admission form complete with a one-time \$25 processing fee. It is our goal to enroll students who demonstrate a committed life to Jesus Christ, as well as, demonstrate the capacity to successfully complete the course(s) of study. Our staff is committed to making your experience with us as beneficial as possible. They are available to answer your questions, offer encouragement, and maintain contact with you as required.

Upon acceptance, students desiring enrollment in courses that are available should submit an enrollment application together with applicable tuition and fees. Registration for each semester opens five (5) weeks in advance and closes two (3) weeks prior to the 1st week of class. Students will be notified upon enrollment acceptance in each course.

Tuition/ Course Enrollment

Students are required to pay their tuition upon receipt of their approved enrollment notification. All tuition is to be paid two (2) weeks prior to the beginning of classes. Current tuition and fees are outlined in our catalog and are subject to change upon short notice.

Hardship/Late Fees/Returned Checks

If a student experiences hardship and cannot pay his/her bill within the prescribed time, a payment arrangement should be sought with Student Affairs before permission for enrollment is granted. All students having failed to remit any portion of their registration fees and tuition prior to

the 3rd week of class will be charged a 15% late fee. Failure to meet the terms agreed to may result in expulsion. All returned checks are subject to a \$20.00 returned check fee. Please be reminded that our financial commitment, as stewards of God, obligate us not only to man but to God.

Your electronic Student Handbook is provided free of charge. All requested hardcopy(s) are available at a cost of \$30.00 + S/H.

NFCOG BIBLE INSTITUTE CATALOG

The NFCOG Bible Institute Catalog is available for download from either our website or Bible Institute site!

(Contact Student Affairs for link)

<http://bibleinstitute.nfcog.org/>

(If you do not have Acrobat Reader, you will need to download it through the following link:

<http://www.adobe.com/products/acrobat/readstep2.html>



If you have any questions pertaining to the Catalog, please contact the dean via email at iegrant@nfcog.org

Hardcopies of our Catalog are available upon request.
Contact us via email at bibleinstitute@nfcog.org

*Your personal copy of our catalog may be downloaded from our website.
Hardcopies and/or CD versions are available at a cost of \$10.00 each + S/H.*

LESSON INSTRUCTIONS

Lesson Submission

NFCOG Bible Institute offers you the convenience of completing all course requirements online. Faxed and/or postal submissions are not accepted unless pre-approved by your instructor. Students are advised to pay particular attention to the opening and closing dates of coursework submission(s), as late submittals may not be accepted and result in a zero (0) grade for that particular component of work. In addition, students should be aware that some coursework may be time sensitive (i.e. quizzes), and/or be subject to a limited number of submittals.

It is strongly advised that you maintain a copy of all your work for your personal files. Should a lesson's submission be subsequently questioned and re-submittal required, your copy will prove advantageous.

Students having special needs (physical and/or learning disabilities) may be eligible to complete required coursework and exams via oral examination with permission from the office of Student Affairs or the dean.

Your course materials are included in your tuition payment, however, should replacement of course materials be required, such replacement is subject to a minimum \$40.00 replacement fee. Instructors reserve the right to recommend additional resources that are not provided by NFCOG Bible Institute.

UNDERSTANDING TERMINOLOGY

From Wikipedia, the free encyclopedia

Curriculum

In formal education, a curriculum (plural curricula) is the set of courses, and their content, offered at a school or university. As an idea, curriculum stems from the Latin word for race course, referring to the course of deeds and experiences through which children grow and mature in becoming adults.

Syllabus

A syllabus is an outline and summary of topics to be covered in a course. It is often either set out by an exam board, or prepared by the professor who teaches the course, and is usually given to each student during the first class session. A syllabus usually contains specific information about the course, such as information on how, where and when to contact the lecturer and teaching assistants; an outline of what will be covered in the course; a schedule of test dates and the due dates for assignments; the grading policy for the course; specific classroom rules; etc.

Within many courses concluding in an exam, syllabi are used to ensure consistency between schools and that all teachers know what must be taught and what is not required. Exams can only test based on information included in the syllabus.

Outline

An outline is a hierarchical way to display related items of text to graphically depict their relationships.

Homework (Assignments)

From Wikipedia, the free encyclopedia

Homework, or homework assignment, refers to tasks assigned to students by their teachers to be completed mostly outside of class, and derives its name from the fact that most students do the majority of such work at home. Common homework assignments may include a quantity or period of reading to be performed, writing or typing to be completed, problems

to be solved, a school project to be built (such as a diorama or display), or other skills to be practiced.

Quizzes

Quizzes are also brief assessments used in education and similar fields to measure growth in knowledge, abilities, and/or skills.

Test (Exams)

A test or an examination (or "exam") is an assessment, often administered on paper or on the computer, intended to measure the test-takers' or respondents' (often a student) knowledge, skills, aptitudes, or classification in many other topics (e.g., beliefs). Tests are often used in education, professional certification, counseling, psychology (e.g., MMPI), the military, and many other fields. The measurement that is the goal of testing is called a test score, and is "a summary of the evidence contained in an examinee's responses to the items of a test that are related to the construct or constructs being measured."^[1] Test scores are interpreted with regards to a norm or criterion, or occasionally both. The norm may be established independently, or by statistical analysis of a large number of subject

FACULTY REVIEW(S)/RESUBMISSIONS

Faculty Review(s)

Faculty has the responsibility to review, evaluate, and assign a grade for all coursework forwarded. Faculty bears the responsibility to ensure that the student has a clear grasp of scripture knowledge and context, that he/she demonstrates the capacity to properly convey his/her thought applying such content and reasoning, as well as, the ability to communicate in acceptable grammatical structure the originality of their work and answers in their own words.

Faculty Initiated Resubmission(s)

In rare instances, faculty members may at their discretion allow assignments to be resubmitted as needed if determined unacceptable and an understanding has been derived from the student that he/she wishes to exercise this option. The faculty has the right to make determination as to how he/she will handle the lesson upon resubmission---namely, how/if they will adjust the grade. In such instances, the faculty will properly document with the NFCOG Bible Institute the rationale for such resubmission. Additionally, faculty will submit a letter or email to the student granting permission to resubmit. The student may then make determination if they choose to exercise the option.

Student Initiated Resubmission(s)

Students wishing to exercise the option to resubmit, must submit to the faculty written request outlining the reason for the request. Lessons can only be resubmitted if permission is granted in writing.

Grievances and Other Issues

Grievances resulting from dissatisfaction with a grade received, and other issues, may be submitted in written form to the dean. Students are strongly encouraged to consult with the appropriate individuals, and/or faculty, relative to the grievance before filing the same. Every effort will be made to arrive at a possible solution.

FREQUENTLY ASKED QUESTIONS

The following questions are frequently posed by incoming students. Though the answers below are general, we would be happy to answer any more specific questions that you might have. Please be sure to contact the institute with any questions or concerns.

Is NFCOG Bible Institute an accredited degree-granting school?

No, we are a non-degree granting school and an Adult Education Division Member School of the Evangelical Training Association (ETA).

Does NFCOG Bible Institute offer awards/certificates upon the completion of major subject areas?

Yes, Special Recognition Awards are bestowed at our Awards Ceremony Banquet/Baccalaureate Service (date and location to be announced) to students successfully completing any of our 4 major subject areas.

Does NFCOG Bible Institute offer other courses on-line?

No. However, the addition of certificate courses are a part of the vision for the NFCOG Bible Institute and will be made available in the future.

Does NFCOG Bible Institute offer a program for working adults?

Yes, our courses are designed to encourage self-paced study. Students should note that course completion and coursework submittals are time sensitive.

Are provisions made for students having special needs (physical and/or learning disabilities)?

Yes, special needs students may be eligible to complete coursework and exams via oral examination with written permission from the office of Student Affairs or the dean.

INTERNATIONAL STUDENTS

NFCOG Bible Institute invites students from all areas of the globe to enroll in our campus classes, on-line studies, or participate in our distance learning program. NFCOG Bible Institute does not sponsor individuals seeking visas (student or work). We do accept students who are in the U.S. on the following three Visa Programs:

- F1 Student Visa
- H1-B Employment Visa
- J1 Exchange Visitor Visa (for specially funded students, short-term scholars, professors and specialist)

We will review all applicants to insure that all U.S. government guidelines have been fully met before qualifying any exchange student's application as accepted for courses.

All interested students must complete a registration application for the NFCOG Bible Institute by the established deadline and contact our Office of Student Affairs to provide all visa documentation as required by law.

GIVING TO NFCOG BIBLE INSTITUTE

Your financial gift to NFCOG Bible Institute is being used to supply quality education and services to our diverse student body. Without your financial gifts and partnership, the impact and long-term goals of this institution cannot be fully realized. Your support pays the price and your gift giving generates the revenue that enables us to expand this ministry with great anticipation of training many to effectively live and witness for Christ.

If you are not partnering with us, we encourage you to do so. Visit our website today and give:

www.nfcog.org/donate



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