

# ACADEMIC POLICIES AND PROCEDURES

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## ACADEMIC ADVISEMENT

All NEBC students are assigned an academic advisor by their major area of study. Students are encouraged to meet with their advisor or the Registrar to discuss upcoming course selections prior to online registration each semester. At any time, students may request a degree audit from the Registrar to confirm course sequencing and to ensure student progress toward an anticipated completion date. It is ultimately the responsibility of the student to register for class online each semester during the open registration period and to complete the appropriate courses required for degree completion.

## ACADEMIC DISCIPLINE

### **WARNING: Semester GPA below 2.0**

Any student who does not achieve a semester GPA of 2.0 for a given semester will receive an Academic Warning.

### **PROBATION: Cumulative GPA below 2.0**

Any student with 30 or more attempted credits whose cumulative GPA falls below a 2.0 will be placed on Academic Probation. The student will not be permitted to take more than 12 hours in subsequent semesters until his/her cumulative GPA rises to or above 2.0. To enroll for courses, an Academic Probation Contract must be completed and signed by his Academic Advisor, the Academic Dean and submitted to the Registrar. Academic Probation will be noted on the student's transcript.

### **SUSPENSION:**

#### **Cumulative & Semester GPA below 2.0**

Any student whose semester GPA falls below 2.0 for the semester following Academic Probation, will be placed on Academic Suspension. The student must withdraw from enrollment for one semester. After the semester of suspension, the

student may re-enroll on Academic Probation status and must submit a signed Probation Contract to the Registrar, limiting the student to 12 hours. Academic Suspension will be noted on the student's transcript.

## ACADEMIC HONORS

Every semester, Northeastern Baptist College recognizes full-time students whose academic efforts have produced excellent grade point averages. Students are recognized during the second Chapel of the subsequent semester.

- President's List: **3.85 – 4.2**
- Dean's List with Distinction: **3.6 – 3.84**
- Dean's List: **3.5 – 3.59**

## ACADEMIC INTEGRITY AND PLAGIARISM

Cheating is a type of deception that takes many forms, such as copying from another person's quiz or exam; the use of unauthorized notes, previous exams, books, or other materials; the submission of another's work to fulfill a course requirement; the unauthorized use of work completed for one course in another; or the reporting of material as read that was not read.

Plagiarism is a serious offense that is illegal, unethical, and immoral. Plagiarism exists when one gives the impression that another person's words or ideas (written or oral) are their own. This can occur intentionally or unintentionally. Examples include the use of quotations without identification by quotation marks and citation or paraphrasing the words or ideas of another without giving credit (unless describing common knowledge). Plagiarism is not only poor academic practice but also demonstrates a disregard for the work of others.

A student who breaks the standard of academic integrity by cheating or plagiarism will be confronted by the faculty member involved and

will be reported to the Dean of Students and Academic Dean. The result will be a “zero” grade for that assignment, which may result in an “F” for the course (e.g., depending on the normal weight of that assignment, as articulated on the syllabus, the student may fail the course). It may also lead to expulsion from the institution, or a revocation of a degree already granted by NEBC.

## ACADEMIC REGULATIONS

The Senior Vice President/Academic Dean administers the academic policies and procedures of NEBC. These academic regulations are established by the Dean in consultation with the faculty and President, under the authority of the Board of Trustees. NEBC reserves the right to change academic policies and requirements as needed. Questions concerning the status of all academic matters should be addressed to the Senior Vice President/Academic Dean.

**The information in this catalog applies to the 2025-2026 academic year only.** NEBC reserves the right, at its sole discretion, to review, modify, amend, alter, rescind, abolish, or delete any provision of this catalog or of any other catalogs, policies, publications, or statements of the college. This right includes, without limitation, admission or graduation standards, degree requirements, and accreditation of academic programs. This catalog is not a contract, real or implied; it is for informational purposes only. The most current version is always online at [www.nebcvt.org/academics](http://www.nebcvt.org/academics).

Students may take advantage of any improvements that appear in later catalogs while they are enrolled. A student who withdraws from enrollment for more than one academic year may be required to re-enter under the current catalog at the time of readmission.

## ADD, DROP, AND WITHDRAW FROM COURSES

To add, drop, or withdraw from a course, students must submit an ADD-DROP-WITHDRAW form to the Registrar prior to the deadlines below.

**ADD deadline:** The first business day of the second week of the academic semester.

**DROP deadline:** The first business day of the fourth week of the academic semester.

**WITHDRAW deadline:** Four weeks prior to the last day of class during the academic semester. Withdrawals are permitted only when a student has a passing grade in the course.

If a student desires to drop a course after the drop deadline, he/she can withdrawal from the course on a pass basis until the withdraw deadline. Withdrawing while currently failing a course is not allowed; however, an appeal may be made to the Academic Dean under extreme situations.

## ARTIFICIAL INTELLIGENCE POLICY

Students may not submit any work generated by an AI program as their own work. If students include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference). It is never acceptable, under any circumstances, for a student to simply generate and claim authorship for material written by an AI program. AI is a technological tool, but one that a student needs to acknowledge using. A paragraph must be included at the end of any assignment that uses AI-generated material explaining how the tool was used and what prompts were used to obtain results. Failure to meet these minimum standards constitutes plagiarism and is a violation of NEBC's Academic Integrity and Plagiarism policy. This statement serves as the overarching policy of the college and must be followed. In addition, it should be noted that professors may have additional, specific, policies and guidelines in each of their courses.

## CLASS ATTENDANCE

Regular class attendance is expected at Northeastern Baptist College. Professors are responsible for their individual attendance policies; however, professors are at liberty to assign a failing grade to any student who is absent from 15% or more of scheduled class meetings, regardless of the student's assignment and/or examination grades.

## COMPUTER REQUIREMENTS

Students at NEBC are required to complete their work using the latest full version of Microsoft Office Suite. Google docs. or other open-source versions of Office are not acceptable. Online versions of Microsoft Office are also not acceptable, as they do not allow for the use of all functions and features of the computer-based software. The software must be downloaded to a laptop capable of running the full version with all features. One way to comply with this requirement is to use MS Office 365. This software is available at a significant discount directly from NEBC.

Devices such as netbooks, Chromebooks, iPads, some Surface computers, and other tablets are not capable of operating the full version of MS OFFICE, therefore, they do not meet the requirements. Tablets may be used by students for personal use, but cannot be used for in-class assignments, or the production of papers and projects in most required courses. If the student is uncertain about the use of a tablet in specific courses, he/she should ask the professor.

## COMPUTER USE AND CONDUCT

Email is a vital communication tool for faculty, staff, and students at Northeastern Baptist College. Incoming students will receive an NEBC email address which will be used for all official communication from NEBC, including professors' course communications.

Electronic device usage in the classroom is based solely upon the professor's preference.

If using a device during class, students are expected to conduct themselves appropriately and in accordance with the Statement of Faith and student handbook, which they have signed. Any inappropriate conduct, language, or general misuse of electronic device will be reported to the Dean of Students for evaluation and possible disciplinary action.

## CONCURRENT ENROLLMENT

Students enrolled in Northeastern Baptist College and another institution of higher education must not take more than 22 credit hours per semester from NEBC and not more than 24 credit hours combined from both schools.

## CREDIT HOUR DEFINITION

Northeastern Baptist College defines one-credit hour as a unit of academic work consisting of fifty (50) minutes of classroom instruction (or periods of laboratory work, internships, or practicum), plus two hours of outside study in support of classroom instruction (reading, review, assignment work, etc.) per week, throughout the semester. Thus:

- **One-credit hour** consists of 50 minutes of classroom instruction (lab work, internship, or practicum), plus 120 minutes of outside study in support of classroom instruction per week, throughout the semester.
- **Three-credit hours** consists of 150 minutes (one period of 150 minutes, two periods of 75 minutes, or three periods of 50 minutes) of classroom instruction (lab work, internship, or practicum), plus 360 minutes of outside study in support of classroom instruction per week, throughout the semester.

As most courses at NEBC are 3-credit hours, students should expect to spend 150 minutes in class and six hours of outside study in support of classroom instruction per week for each course undertaken for credit.

## GENDER ENROLLMENT POLICY

Northeastern Baptist College exists to train men and women to have the *Mind of a Scholar*, *Heart of a Shepherd*, and *Perseverance of a Soldier*.

Regarding theological and biblical training, Scripture provides clear, delineated roles between men and women within the ecclesiastical setting.

As an institution who trains men and women for service in ministry, Northeastern Baptist College firmly adheres to theological and biblical precepts regarding the doctrine of the Church. The Baptist Faith and Message 2000 is the guiding doctrinal statement for the College, and therefore we agree with the statement that the office of the pastor is limited to qualified men. It is because of this guiding principle, NEBC admits only male students for degrees in Pastoral Ministry and Church Planting.

## GRADE APPEAL PROCEDURE

Students may seek an appeal to a course grade which is believed to be in error. The student must have factual evidence that the grade was reported incorrectly and must follow these steps:

1. A written appeal, including rationale and evidence, must be submitted to the instructor within 30 days from the beginning of the subsequent semester. The instructor will have 10 days to respond in writing to the written appeal.
2. If the student is not satisfied with the instructor's response, the student can appeal in writing to the Department Chair within 10 days of the instructor's response. The Department Chair will have 10 days to respond in writing to the appeal.
3. If the student is not satisfied with the Department Chair's response, the student can appeal in writing to the Sr. Vice President/Academic Dean within 10 days of the Department Chair's response. The Dean of Academics will have 10 days to respond in writing to the appeal.

4. If the student is not satisfied with the Vice President/Academic Dean's response, the student can appeal in writing to the President and his Cabinet within 10 days of the Dean's response.
5. The recommendation of the President and his Cabinet will be forwarded in writing, along with all previous documentation, back to the Vice President/Academic Dean. In consideration of the President's recommendation, the Academic Dean's decision will be considered final.

## GRADING EXPLANATION

Grade points are awarded on the following basis:

98-100	A+	4.2
93-97	A	4.0
90-92	A-	3.8
88-89	B+	3.2
83-87	B	3.0
80-82	B-	2.8
78-79	C+	2.2
73-77	C	2.0
70-72	C-	1.8
68-69	D+	1.2
63-67	D	1.0
60-62	D-	0.8
< 60	F	0.0

### Grade A+, A, A-

Represents exceptional performance.

### Grade B+, B, B-

Represents a better command of the material than is generally required to pass the course.

### Grade C+, C, C-

Signifies that the student has demonstrated an acceptable level of competency in the course of study. A student must achieve a cumulative average grade of C to graduate.

### Grade D+, D, D-

Signifies that the student's grasp of the academic components of the course was

minimal, but the professor believes that the student would not significantly profit by repeating the course.

### **Grade F**

Is applied to a numerical score of less than 60 and indicates a student's failure to master the essentials of the course. A student must repeat the course before credit may be allowed. Grades received when the failed course is repeated will be used to calculate final GPA. Students must achieve an overall average of C to receive their degree.

### **I - Incomplete**

If circumstances prevent an otherwise competent student from completing the requirements of a course by the end of the class schedule, the instructor may assign the letter I. The student must complete the work of that course as quickly as possible and must do so by the end of the fourth week following the end of the course. If the grades on incomplete work have not been submitted to the Registrar by six weeks after the end of the course, the Registrar will enter the grade of F. Exceptions may apply.

### **W - Withdrawal**

If a student desires to drop a course after the drop deadline, he/she can withdrawal from the course on a pass basis until the withdrawal deadline. The grade of W will be submitted and posted on the student's transcript.

### **P/F – Pass or Fail**

The Ministry Practicum course is administered on a pass/fail basis and are assessed by the student's shepherd group leader.

### **CR - Transfer credit accepted**

Transfer credit does not affect a student's GPA.

### **R - Retake**

When a student retakes a course, the higher grade will be used to calculate GPA, though both grades will be noted on the student's transcript.

## **GRADUATION**

Northeastern Baptist College celebrates the perseverance and excellence of its students and their accomplishments each spring at our annual commencement ceremony. It is the student's responsibility to be aware of all deadlines and procedures to qualify for graduation. Students are encouraged to see the Registrar for a graduation check and degree audit at the conclusion of their junior year. This allows students two full semesters to complete courses required for graduation in a specific degree program.

### **Qualifications for Graduation**

1. A 2.0 minimum cumulative grade point average.
2. A 2.6 minimum major department grade point average.
3. Completion of all academic degree requirements; credit hours and prescribed courses.
4. Graduation application must be submitted to the Registrar's office no later than twelve weeks prior to the commencement service. Any transcript corrections including grades or transfer credits must be completed by this time.
5. Senior Oral Examination. During a bachelor student's final semester, he/she will undergo a comprehensive oral examination in the month prior to commencement. A faculty committee will evaluate the student's doctrinal stance and comprehensive academic achievement within the student's specific area of study. Students who demonstrate an adequate grasp of the material studied will be approved for graduation. If a student's doctrinal stance is not consistent with the doctrinal position of the college, he/she will be allowed to graduate but will not receive a recommendation from the college for Christian ministry. The President and/or Senior Vice President/Academic Dean may sit on any oral committee, as they determine.
6. Compete and submit a Graduation Clearance form to the Registrar no later than two weeks

prior to commencement. This form involves clearances from Student services, Library services, Business office, and the Registrar.

**Graduation in Absentia:** Students are required to be present at graduation exercises. A student is excused from attendance only by written permission of the Academic Dean. Written requests specifying the unusual circumstances leading to such a request must be submitted by the student no later than three weeks prior to the date on which he or she is scheduled to graduate.

### INCLEMENT WEATHER OR CAMPUS EMERGENCIES

In the event of inclement weather or emergency, the student body will be notified via the Populi messaging system and/or through local media. If delayed, students will refer to the Delayed Class Schedule available on Populi and posted on campus. If the school is facing any immediate threat or danger, students will be fully informed in a timely fashion concerning any issues of which they need to be made aware.

### LEAVE OF ABSENCE

During times of crisis or unforeseen circumstances, students may choose to take a leave of absence and not register for class for one or two semester(s). Students may have their admission status maintained for two regular semesters upon submission of the Leave of Absence form to the Registrar. Such students are free to register for classes during the open registration period as usual during that time. Students choosing to extend a Leave of Absence beyond two semesters will be required to submit a Re-enrollment Form for approval to register for classes (request form from Registrar). A Leave of Absence extended beyond two years will require a student to reapply to the college.

### MINISTRY PRACTICUM

Ministry practicum is a vital part of every degree program at NEBC. It is a unique, hands-on

component which connects students with a local church where they gain practical experience in ministry. This 1-credit course is graded by the student's Shepherd group leader and meets weekly to help students balance the *Mind of a Scholar*, the *Heart of a Shepherd*, and the *Perseverance of a Soldier* by providing group mentoring and practical experience in local church ministry. Every student participates in these small groups. Ministry experiences shared within the Shepherd group provide assessment of the students' ministry practicum fulfillment.

### Transfer Students & Ministry Practicum

Candidates for a bachelor's degree at NEBC must complete seven semesters of Ministry Practicum and associate students must complete four semesters. Because transfer students may not attend Northeastern Baptist College for seven semesters or four semesters depending on degree, they can apply to receive credit for previously completed ministry activity by submitting a one-page paper to the Academic Dean for each credit to transfer. Each paper will be of academic quality and formatted according to NEBC's writing requirements.

The ministry activity proposed for each 1-credit hour must include at least 36 hours of ministry time. This may include a one-week mission trip, or it could include such activities as summer camp ministry, serving as a summer missionary, or providing support for a local church during summer ministry. Transfer students will supply the name and contact information for the ministry supervisor, as the Academic Dean may choose to verify the nature and extent of the activity.

The Academic Dean will review papers submitted and award credit for activities deemed sufficient. The Academic Dean must receive all Ministry Practicum transfer credit papers before the graduation application deadline.

## RECORDS

NEBC has established and is committed to specific guidelines for maintaining the confidentiality of student educational records in keeping with the Family Educational Rights and Privacy Act of 1974. FERPA generally bars colleges from releasing any educational records that include “personally identifiable information” without the student’s consent. Students’ educational records, including transcripts, enrollment records, and academic plans, are not disclosed to anyone other than Northeastern Baptist College’s personnel except in accordance with the written consent of the student and specific FERPA exceptions. Students submit a signed consent form annually with the Registrar’s office indicating preference for accessibility to the student’s records.

Northeastern Baptist College personnel are allowed under the authority of the Vice President of Academics to access student records on a need-to-know basis for honors evaluation, routine processing, academic concerns, and to fulfill necessary administrative tasks. Student records are otherwise held in confidence.

Permanent academic records for each student consist of the following:

- Completed application for admission
- Early Scholars file, if applicable
- Transcripts from all institutions attended
- Final college transcript (showing degree received and the date awarded)
- Graduation application with the final degree check
- Original church recommendation and references for admission
- Copies of any correspondence regarding disciplinary issues and the student’s written response(s), if any. U.S. Courts have ruled that disciplinary files qualify as “educational records” under FERPA.
- Any other information deemed pertinent to a student’s academic history.

A student has the right, with the Registrar present, to view his or her permanent file, but is not allowed to alter the content in any way except by the addition of written and signed correctives. Failure to provide truthful and/or accurate information on applications, church certifications, or on other permanent records provided by the student may be grounds for dismissal.

The student has the right to request privacy of directory information. Directory information published by NEBC is in the public domain. Students may request that the school not disclose directory information about them. This may be done by written request to the Registrar.

## RE-ENROLLMENT

Students seeking re-enrollment to Northeastern Baptist College after a period greater than two semesters of withdrawal are required to complete the college’s re-enrollment form and communicate with the registrar his/her reason for non-continuation at NEBC and for his/her reason for seeking re-enrollment. Upon submission of the re-enrollment form, the request will be considered for approval by the Dean of Students, Registrar, Academic Dean, and President. Students will be notified regarding approval/rejection of re-enrollment request in writing within 30 days of the form’s submission.

**Within two semesters of withdrawal –** Students will have their admission status maintained and may register for classes during the regular registration period.

**One year after withdrawal –** Students must submit an approved Re-enrollment Form to the Registrar’s office to enroll in courses. Those students who have been withdrawn for more than one year may be required to re-enter under the catalog in effect at the time of re-entry.

**Two years after withdrawal** - Students are required to reapply through the Admissions Office.

## REGISTRATION

Each semester during the open registration period, students can meet with academic advisors or the Registrar to review the courses needed for the next term. Students are responsible for registering for classes online each semester. In Populi, under the student tab, the degree audit can help students track course requirements for completing their degree. It is the responsibility of the student to track his or her progress toward graduation.

## REVOCATION OF DEGREE

Northeastern Baptist College, by conferring a degree, does not provide a lifetime certification of the good character of the graduate, nor does it guarantee the orthodoxy or spiritual commitments of the graduate. Those who employ any graduate of the institution should conduct interviews and determine if the graduate fits the expectations of the employer.

If it should be discovered after graduation that the student misrepresented personal data on application forms on which admission was improperly based, or if it is found that the student cheated on exams, received transcript credit for courses not actually taken or completed, committed plagiarism in academic papers, or otherwise engaged in academic fraud or other behavior that would have led to expulsion if known at the time, the student may have his or her degree revoked. The academic transcript will note any such revocation from the date of official action. A degree may also be revoked if it is discovered that a diploma was issued in error.

If the student believes the revocation is based on erroneous information or is unjust and appeals the ruling to the Registrar, the case will be reviewed by the Executive Staff. The student would have the right to a hearing and may provide further information to resolve the issue.

The decision of the Academic Dean, if it is further disputed by the student, may be reviewed by the President using a procedure appropriate to the case. Unless overturned by the President, the Deans' decision is final.

## SEMESTER COURSE LOAD

The full-time undergraduate academic course load at Northeastern Baptist College is 12-22 hours per semester. Students must receive prior approval from his/her Advisor, the Registrar, and the Academic Dean to exceed the maximum hours. Extra fees apply for semesters exceeding 22 credit hours.

The full-time graduate academic course load at Northeastern Baptist College is 9 hours per semester.

## STUDENT CLASSIFICATION FOR UNDERGRADUATES

- Freshman: 0–29 hours completed
- Sophomore: 30–62 hours completed
- Junior: 63–95 hours completed
- Senior: 96–130 hours completed

## STYLE REQUIREMENTS FOR WRITTEN WORK

The standard style manual for written work at Northeastern Baptist College is Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (2018). Turabian style is required in all undergraduate general education and Bible courses, unless specified otherwise by the course professor. Christian Counseling and Business Administration courses will adhere to the APA style manual: *American Psychological Association Publication Manual of the American Psychological Association*, 7th ed. (2020). Christian Education courses will follow guidelines established in *The MLA Style Manual*, 9<sup>th</sup> edition.

## TRANSFER CREDIT POLICY

Northeastern Baptist College generally accepts credits earned at institutions of higher learning

which are accredited by their regional or national accrediting body. However, the Academic Office reserves the right to accept or reject credit. The College understands the hard work invested to earn college credits; thus, it is our desire to evaluate all course work for maximum transfer of credits.

- Earned course work of a “B” or higher from a previous college, university, or school of higher learning will be considered for transfer evaluation.
- Up to 18 credit hours earned from previous institutions of higher learning are transferable to Northeastern Baptist College in pursuit of a master’s degree.
- Up to 60 credit hours earned from previous institutions of higher learning are transferable to Northeastern Baptist College in pursuit of a bachelor’s degree.
- Up to 20 credit hours earned from previous institutions of higher learning are transferable to Northeastern Baptist College in pursuit of an associate degree.
- Hermeneutics, New Testament 1, and Old Testament 1 are non-transferable and must be taken at NEBC.
- English Composition courses must have been completed within five years prior to admission to NEBC. Exceptions will be considered on a case-by-case basis.
- Students may request an evaluation of a course for transfer through the Academic Office.

## TRANSCRIPT REQUESTS

All transcript requests must go through the Registrar’s Office. A fee of \$10.00 will be assessed for the first transcript request and a \$5.00 fee for each additional request. Transcripts will be released for students whose accounts are in good standing. Requests can be made through the NEBC website ([www.nebcvt.org/student-services](http://www.nebcvt.org/student-services)) or to the Registrar at [b.mcdill@nebcvt.org](mailto:b.mcdill@nebcvt.org).

## WITHDRAWAL FROM ENROLLMENT

Students seeking to withdraw from enrollment at Northeastern Baptist College are required to:

1. Submit a withdrawal form to the Registrar,
2. Surrender identification card, mailbox key, main campus key fog, and establish a clear account with the Business office.
3. Return all materials on loan to the library.
4. Participate in an exit interview with the Director of Student Services.

Students not planning to enroll for a subsequent semester are expected to withdraw from enrollment through the Leave of Absence procedure.