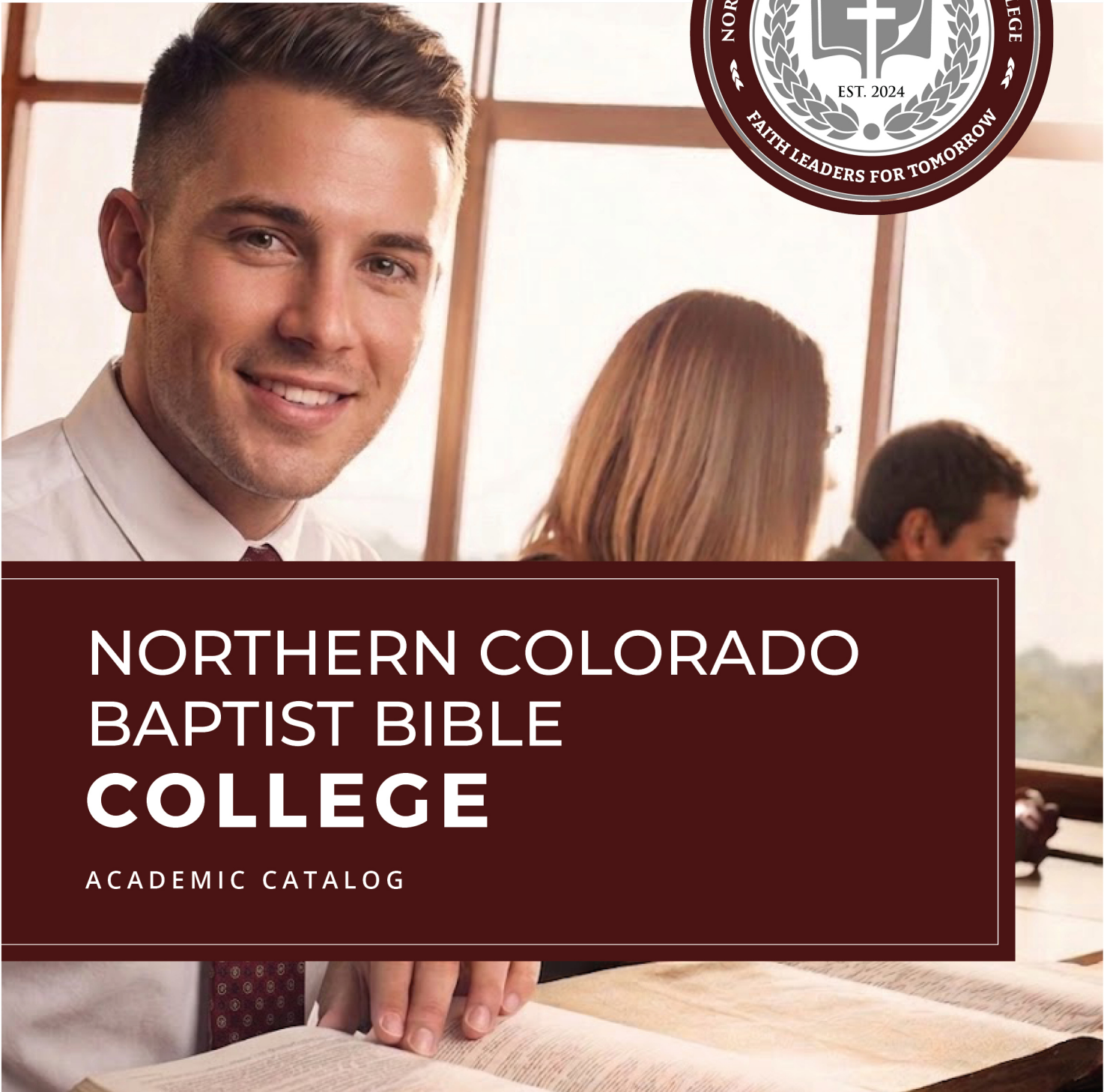


INDEPENDENT

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# NORTHERN COLORADO BAPTIST BIBLE COLLEGE

ACADEMIC CATALOG

FAITH LEADERS FOR TOMORROW

A MINISTRY OF ELMWOOD BAPTIST CHURCH

# NORTHERN COLORADO BAPTIST BIBLE COLLEGE



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**Academic Catalog**  
(2026 Edition– Version 2026.4)

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**Issued Under the Authority of:**

*Northern Colorado Baptist Bible College*

A Ministry of Elmwood Baptist Church

Brighton, Colorado

Under the Oversight of the Board of Trustees

Approved by the Colorado Department of Higher Education (CDHE)

**Administrative Oversight:**

*President:* Dr. Gary L. Randall

*Executive Vice President:* Dr. Ben Lehman

*Vice President of Technical Development:* Dr. Rick Lopez

*Vice President of Biblical Curriculum:* Dr. Jason Walker

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*The most recent dated edition governs all institutional policy. Superseded versions are retained for archival reference only.*

**Purpose of This Document:**

This manual serves as the official administrative record of Northern Colorado Baptist Bible College. It reflects the official policies, degree structures, academic standards, and governance procedures approved by the leadership of Northern Colorado Baptist Bible College.

*In the event of discrepancy between prior materials or unofficial publications, the policies contained herein shall govern.*

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# College Overview

Northern Colorado Baptist Bible College (NCBBC) is an online Bible college dedicated to training serious-minded Christians for faithful service in and through the local New Testament Independent Baptist Church. We exist to strengthen believers in doctrine, deepen their confidence in the preserved Word of God and equip them for practical ministry that honors Christ and advances the Great Commission.

NCBBC is a ministry of Elmwood Baptist Church in Brighton, Colorado. Therefore, our doctrinal position and ministry philosophy are convictions inherited from a Bible-believing local church and grounded in its ongoing ministry. We maintain firm commitment to the King James Bible, sound doctrine, Baptist distinctives, personal and ecclesiastical separation, conservative music, and personal evangelism. We hold to a dispensational theology and a pre-tribulation, pre-millennial return of Jesus Christ. Our aim is to cultivate biblical faithfulness in men and women who can “*teach others also*” (2 Timothy 2:2).

Our program is designed with two realities in view.

***First, the need is urgent.*** Churches across our nation are hungry for qualified laborers—pastors, missionaries, teachers, and faithful servants—who are grounded in Scripture and able to lead with conviction and charity. NCBBC is structured to provide accessible training without forcing students to relocate, pause their family responsibilities, or incur unnecessary financial debt.

***Second, ministry training is rooted in active service within the local church.*** NCBBC places intentional emphasis on the student’s active participation in the ministries of an approved Independent Baptist church. We believe ministry training is inseparable from active participation in the ministries of a local Independent Baptist church, through which God shapes and prepares His servants for faithful service.

NCBBC provides instruction through clear, practical, and doctrinally faithful video courses designed to equip students for real ministry within the local church.

We are thankful for the opportunity to train Christian leaders for the work of ministry. Our prayer is that God will use NCBBC to strengthen local churches, support pastors and missionaries, and raise up faithful servants who will labor for Christ until He comes.

# Academic Programs Catalog (2026 Edition)

## Academic Model and Distinctives

Northern Colorado Baptist Bible College (NCBBC) offers a streamlined, church-centered, ministry-first academic model designed for flexibility and practical ministry training. NCBBC does not operate on a traditional semester system. Students progress at their own pace through online video-based courses while remaining active in local church ministry.

All programs are built on NCBBC's Biblical and Baptist distinctives, including a commitment to the King James Version (KJV) Bible, historic Baptist doctrine, biblical (personal and ecclesiastical) separation, and a dispensational, premillennial theology. The curriculum is overseen by the college's leadership to ensure doctrinal fidelity and academic soundness at every level.

As a ministry of Elmwood Baptist Church, NCBBC operates independently of secular accreditation and government funding, maintaining local church accountability and affordable tuition.

Each program below outlines its prerequisites, credit requirements, required courses, ministry involvement, and tuition structure. All programs integrate practical ministry, requiring faithful involvement in a local independent Baptist church throughout the course of study.

Upon completion of all academic and ministry requirements, students are awarded their degree and an official transcript.

## Degree Programs Overview

Northern Colorado Baptist Bible College offers four sequential degree programs: the Associate of Biblical Studies (A.B.S.), Bachelor of Ministry (B.Min.), Master of Ministry (M.Min.), and Doctor of Ministry (D.Min.). Each program is designed for students who desire serious, local-church-rooted preparation for faithful service. Detailed requirements—including prerequisites, coursework, ministry service expectations, and tuition—are provided in the individual program sections that follow.

NCBBC is committed to expanding its training opportunities as the ministry grows. Currently, the **Bachelor of Ministry** is the only degree program available.

## *Bachelor of Ministry (B.Min.)*

The Bachelor of Ministry builds upon the associate-level foundation with deeper study in Bible, theology, and ministry practice. This program is intended for students preparing for expanded responsibilities in local church leadership and service, including pastoral ministry, missions, and other ministry roles. The B.Min. strengthens doctrinal clarity, develops ministry skill, and supports faithful service through a local church while the student studies.

## Planned Future Programs

*The following programs are in development and are not yet open for enrollment.*

### *Associate of Biblical Studies (A.B.S.)*

The Associate of Biblical Studies provides a foundational course of training in Scripture, doctrine, and practical ministry. It is designed for students beginning formal Bible training and for church members seeking a structured pathway for growth and service. The program emphasizes biblical understanding, personal spiritual maturity, and faithful involvement in the life and work of a local Independent Baptist church.

### *Master of Ministry (M.Min.)*

The Master of Ministry is an advanced program for students who already possess undergraduate Bible training and desire further development for ministry effectiveness. It is designed for active pastors, missionaries, and ministry leaders who want concentrated instruction that strengthens preaching, teaching, leadership, and counseling within a local church setting. The emphasis remains practical and ministry-oriented, with coursework structured to support faithful service while completing the program.

### *Doctor of Ministry (D.Min.)*

The Doctor of Ministry is a capstone professional program for seasoned ministers seeking advanced sharpening for leadership and service. Designed for those already engaged in ministry, the D.Min. focuses on strengthening the student's ability to apply Scripture to complex ministry responsibilities through advanced coursework and guided ministry projects. The goal is mature, biblically grounded leadership that strengthens local churches and advances the work of the Great Commission.

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*Northern Colorado Baptist Bible College is a ministry-based institution operating under local church authority and does not seek secular accreditation. Degrees are ecclesiastical in nature and intended for ministry preparation.*

# Mission, Purpose & Doctrine

## Mission Statement

*Matthew 28:19–20*

Northern Colorado Baptist Bible College exists to train and equip serious Christian men and women to know, obey, and teach the whole counsel of God through faithful service in the local New Testament church.

## Institutional Objectives

This purpose is expressed in the following objectives:

- **Scriptural Training:** Provide instruction rooted in the Word of God, affirming biblical authority and the proclamation of truth.
- **Local Church Ministry:** Prepare students for effective Christian service within a local Independent Baptist church.
- **Life of Evangelism and Faith:** Encourage a life marked by gospel witness and faithful service.
- **Spiritual Growth and Service:** Strengthen personal commitment to Christ and cultivate maturity in doctrine and ministry.

## Doctrinal Statement

As a ministry of Elmwood Baptist Church (Brighton, Colorado), Northern Colorado Baptist Bible College affirms the same doctrinal commitments as its parent church. These include confidence in the providential preservation of Scripture in the Masoretic Hebrew Text, the Greek *Textus Receptus*, and the King James Version; historic Baptist distinctives; personal and ecclesiastical separation; a dispensational, pre-tribulational, premillennial understanding of Christ's return; and a literal, grammatical-historical interpretation of the Bible.

The following doctrinal statement summarizes the theological commitments affirmed by Northern Colorado Baptist Bible College as a ministry of Elmwood Baptist Church.

1. **Scriptures:** We believe in the verbal plenary *inspiration* of the Bible and in its *preservation* by God in the *Masoretic* Hebrew Text (Old Testament), the Greek *Textus Receptus* (New Testament), and the *King James Version* English Bible. The Bible is our sole authority in all

matters of faith and practice, and the biblical canon of 66 books is complete – nothing shall be added to it nor taken from it.

2. **God:** We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. **Jesus Christ:** We believe in the deity of the Lord Jesus Christ – including His virgin birth, His sinless life, His vicarious atoning death and shed blood on the cross, His bodily resurrection, and His ascension to the Father’s right hand.
4. **Man’s Condition:** We believe that man is totally depraved – a sinner by nature and by practice – utterly separated from God, lost, and in need of the convicting and regenerating work of the Holy Spirit.
5. **Salvation:** We believe that salvation is the free gift of God, offered by grace alone and received through faith alone in Christ, not earned by works.
6. **Resurrection & Eternity:** We believe in the bodily resurrection of all people – the saved unto everlasting **life** and the unsaved unto final judgment and everlasting damnation. We believe in a literal heaven of eternal blessedness for the redeemed, and a literal burning hell of fire and brimstone for the lost.
7. **Christ’s Return:** We believe in the visible, personal, imminent return of Jesus Christ prior to His millennial kingdom – that is, we affirm His pre-tribulational, pre-millennial Second Coming as taught in Scripture.
8. **The Church:** We believe in the local New Testament church – a body of baptized believers who have covenanted together to carry out the mandates of God’s Word in obedience to Christ. Christ established the *local church* as His institution for fulfilling the Great Commission.
9. **Ordinances:** We believe Christ gave two ordinances to the local church: Believer’s Baptism and the Lord’s Supper. Baptism is the symbolic immersion of a saved believer in water, picturing the death, burial, and resurrection of Christ. The Lord’s Supper is a memorial observance, in which the church partakes of bread and the fruit of the vine, commemorating the Lord’s death and anticipating His return.
10. **Security of the Believer:** We believe that once a person has truly accepted the Lord Jesus Christ as personal Savior, he is saved forever and can never be lost. The believer is kept by the

power of God and is secure in Christ for all eternity.

11. **Satan:** We believe in the reality and personality of Satan – in his present power and evil kingdom in this world, in his deceitful works and wiles, in his defeat through Christ's work on the cross, and in his ultimate eternal punishment in hell.

## Governance & Leadership

Northern Colorado Baptist Bible College (NCBBC) is a ministry of Elmwood Baptist Church and operates under the church's spiritual and organizational oversight. The college is led by its founder and President, **Dr. Gary L. Randall**, who holds primary administrative and spiritual responsibility for the institution. As Senior Pastor of Elmwood Baptist Church, Dr. Randall ensures that the college's direction remains aligned with the church's doctrinal commitments and ministry vision.

### Executive Leadership

The President is supported by an executive leadership team responsible for specific operational areas:

- **Dr. Ben Lehman**, Executive Vice President
- **Dr. Rick Lopez**, Vice President of Technical Development
- **Dr. Jason Walker**, Vice President of Biblical Curriculum

These officers oversee strategic planning, academic programs, and technological infrastructure in accordance with the college's mission and established policies.

### Board of Trustees

NCBBC operates under the accountability of a Board of Trustees, which provides oversight and counsel to ensure fidelity to its founding principles and institutional integrity. The current Board members are:

- **Dr. Tom Strohfus** – Chairman
- **Mr. Brandon Powell** – Vice Chairman
- **Mr. Jeff Chapman** – Trustee
- **Mr. Wayne Cooper** – Trustee
- **Mr. Joshua Fuller** – Trustee
- **Mr. Matt Ledman** – Trustee
- **Dr. Steve Manciangli** – Trustee
- **Mr. Daniel McEachern** – Trustee
- **Mr. David Williams** – Trustee

The Board works in cooperation with the President and executive leadership to maintain doctrinal consistency, administrative accountability, and institutional stability.

# Bachelor of Ministry (B.Min.)

## Program Overview

The Bachelor of Ministry (B.Min.) is an undergraduate program designed to provide advanced preparation in Bible, theology, and practical ministry. Building upon the Associate of Biblical Studies or its equivalent, the program develops deeper doctrinal understanding and ministry competence for service in local church leadership and related ministry roles.

## Program Format

The B.Min. is offered through a self-paced online format. Courses are delivered through video lectures and structured assignments, allowing students to complete coursework while remaining actively engaged in their local church. The program does not operate on a traditional semester system.

## Ministry Integration

Consistent with NCBBC's philosophy of ministry training, students are expected to maintain active and documented involvement in a local Independent Baptist church throughout the program. Practical ministry experience forms an integral component of degree completion.

## Program Outcome

Graduates of the Bachelor of Ministry program demonstrate sound biblical understanding, strengthened doctrinal clarity, and practical ministry readiness developed through concurrent academic study and local church service.

# Degree Requirements

To earn the Bachelor of Ministry (B.Min.) degree, a student must complete the following academic and ministry requirements:

## Credit-Hour Framework and Prior Training Requirement

The Bachelor of Ministry (B.Min.) is designed as an *upper-division ministry degree* that builds upon verified associate-level Bible training (or approved equivalent). Students must enter with documented prerequisite training and then complete 60 credit hours (20 courses) through NCBBC to fulfill the bachelor-level requirements. Transfer and equivalency determinations are governed by the *Advanced Standing and Transfer Policy*.

## Academic Coursework

The B.Min. degree requires **60 credit hours beyond the associate level**, normally fulfilled through:

- 15 designated Core courses
- 5 approved Elective courses

All required Core courses must be successfully completed. Electives must be selected from the approved elective offerings listed in the current catalog.

The structure, sequencing, and descriptions of Core and Elective courses appear in the sections titled:

- *Core and Elective Courses*
- *Core Course Descriptions*
- *Elective Course Pools*

## Ministry Service Requirement

Because NCBBC is committed to training men and women for faithful service within the local church, graduation requires:

- A minimum of **two years of documented Christian service** in a local Independent Baptist church
- Written verification from the supervising pastor

This service requirement is intended to ensure that academic preparation and active ministry involvement

develop concurrently.

## Academic Standing

Students must:

- Successfully complete all required coursework with passing grades
- Fulfill all course assignments and assessments
- Maintain satisfactory academic progress in accordance with published Academic Policies

Details regarding grading standards, academic probation, and satisfactory progress are found in the *Academic Policies* section of this catalog.

## Advanced Standing and Credit Evaluation

Prior ministry training or substantial ministry experience may be reviewed for possible advanced standing.

- Credit is granted at the discretion of the academic administration
- All Core program outcomes must still be satisfied
- No student is exempt from required institutional distinctive coursework

# Bachelor of Ministry (B.Min.) – Core and Elective Courses

The B.Min. degree curriculum consists of **15 Core Courses** (required for all students) and a selection of **Elective Courses** (students **choose 5**). Courses are marked (*Coming Soon*) if in active production, or (*Planned*) if scheduled within the viable pipeline.

Because NCBBC commonly assumes incoming students possess a Bible-institute-level foundation (e.g., a two-year Bible diploma equivalent), the B.Min. focuses on doctrinal formation, interpretive competence, and local church ministry preparation.

## Core Courses (15 Required)

All B.Min. students must complete the fifteen Core courses. These courses establish the theological, exegetical, and ministerial framework of the program and include required studies in:

- Systematic Theology
- Baptist distinctives and ecclesiology
- Old and New Testament survey
- Biblical interpretation and exegesis
- Pastoral and church formation
- Evangelism and church planting
- Christian home and family leadership

The complete list and full descriptions of these required courses appear in the section titled “Core Course Descriptions.”

## Elective Courses (Choose 5)

In addition to the Core curriculum, students select five elective courses from the approved elective offerings. Electives allow students to deepen biblical exposition, develop specialized ministry skills, or pursue focused studies in areas such as:

- New Testament book studies
- Old Testament book studies
- Missions and cross-cultural ministry
- Practical theology and preaching
- Church music
- Women's ministry
- Integrative biblical studies

Elective offerings may vary by academic year according to faculty availability and development schedule.

A complete listing of current elective options, along with course descriptions and status designations, appears in the section titled "Elective Course Pools."

# Core Course Descriptions

The Core Courses of the Bachelor of Ministry program reflect NCBBC's conviction that faithful ministry begins with *doctrinal clarity, biblical literacy, and demonstrated commitment to the local church*. Because many students enter with foundational Bible institute training, the Core curriculum builds upon that groundwork with upper-division studies designed to strengthen theological precision, deepen interpretive competence, and cultivate mature ministry leadership. These required courses form the theological, exegetical, and pastoral framework necessary for sustained service in an Independent Baptist church context.

The following **15 Core Courses** form the academic and spiritual spine of the Bachelor of Ministry (B.Min.) program. Each course is required for graduation and is listed with its current development status: (*Coming Soon*) or (*Planned*).

These courses are designed to establish doctrinal clarity, interpretive competence, and practical readiness for faithful service in a local Independent Baptist church context.

## Doctrinal Foundations & Baptist Distinctives

### **TH101 Bible Doctrines I** (BSWE; *Coming Soon*) — *Dr. Shawn Foster*.

A foundational survey of core doctrines with emphasis on the authority and sufficiency of Scripture. Topics include Bibliology, Theology Proper, Anthropology, Angelology, and Hamartiology. This course establishes the doctrinal vocabulary and framework needed for advanced ministry study.

### **TH102 Bible Doctrines II** (BSWE; *Coming Soon*) — *Dr. Shawn Foster*.

A continuation of Bible Doctrines I covering Christology, Pneumatology, Soteriology, Ecclesiology, and Eschatology. Students are expected to build doctrinal precision and biblical reasoning skills suitable for ministry leadership.

*Prerequisite: Bible Doctrines I.*

### **TH205 Baptist History & Distinctives** — *Dr. Gary Randall*.

A study of Baptist identity, history, and distinctives as they relate to doctrine, polity, ordinances, and conscience before God. Students will be equipped to articulate Baptist convictions clearly and to understand the theological and practical implications of Baptist ecclesiology.

### **TH208 Biblical Separation** — *Dr. Gary Randall*.

Instruction in the biblical doctrine of separation as applied to both personal holiness and ecclesiastical integrity. Students examine key passages and principles governing consecration to Christ, doctrinal boundaries, and

faithful church practice in an increasingly compromised age.

**TH215 The King James Bible: Inspiration, Preservation, & Superior Doctrine** — *Dr. Gary Randall*.

A doctrinal and historical study of the English Bible with focused attention on inspiration and preservation and the providential transmission of Scripture. This course affirms confidence in the preserved Word of God and strengthens students in the theological convictions that undergird the King James Bible and its textual foundation.

**TH315 Calvinism: A Biblical Evaluation** — *Dr. Gary Randall*.

A careful biblical evaluation of Calvinistic systems and claims with attention to key doctrines related to salvation, sovereignty, human responsibility, and gospel proclamation. Students are trained to handle debated texts responsibly, maintain doctrinal clarity, and preserve unity without compromise of truth.

## Bible Interpretation & Biblical Studies

**BI101 Old Testament Survey** (BSWE) — *Dr. Jason Walker*.

An overview of the Old Testament books with attention to chronology, historical context, major themes, covenant development, and key theological emphases. This course reinforces canonical understanding and supplies a reliable framework for advanced study and preaching.

**BI102 New Testament Survey** (BSWE; *Coming Soon*) — *Dr. Jason Walker*.

An overview of the New Testament books emphasizing background, authorship, purpose, structure, and doctrinal themes. Special focus is given to Christ, the church, and apostolic doctrine, providing a foundation for later expository and ministry courses.

**BI213 Methods of Bible Study** (BSWE; *Coming Soon*) — *Dr. Jason Walker*.

A practical introduction to the science of biblical interpretation using a literal, grammatical, historical approach. Students learn core interpretive principles, responsible use of study tools, and disciplined workflow methods for exegesis, teaching, and sermon preparation.

**BI315 Pastoral Epistles (1–2 Timothy & Titus)** (BSWE; *Coming Soon*) — *Dr. Jason Walker*.

A verse-by-verse study emphasizing pastoral doctrine and ministry order. Students examine church leadership qualifications, sound doctrine, pastoral courage, church discipline principles, and the practical demands of shepherding Christ's people with integrity.

**BI401 Pentateuch & OT Prophets** (BSWE; *Coming Soon*) — *Dr. Shawn Foster*.

A combined survey of the Pentateuch and the Old Testament prophetic books. This upper-level course examines historical context, covenant theology, the Mosaic Law, prophetic literature, and the unfolding promise of the Messiah. Emphasis is placed on tracing redemptive themes from Genesis through the prophetic

writings.

*Prerequisites: Bible Doctrines II; New Testament Survey.*

## Local Church Ministry Formation

### **NT305 Acts: The Church in Action** — *Dr. Bruce Miller.*

A study of the beginning, expansion, and doctrinal formation of the New Testament church through the Book of Acts. Students examine apostolic preaching, conversion and discipleship patterns, church order, missionary expansion, and the challenges of gospel ministry in hostile contexts.

### **MI211 Indigenous Church Planting: A First-Century Model (BCPM)** — *Dr. Earl Jessup / Dr. Jason Walker.*

A study of biblical principles and practical methods for planting and strengthening indigenous local churches. Emphasis is placed on New Testament patterns of evangelism, discipleship, leadership development, and church organization, with the goal of establishing congregations that are self-governing, self-supporting, and self-propagating.

### **PT111 Biblical Evangelism (BSWE)** — *Dr. Jason Walker.*

A training course emphasizing gospel clarity, personal responsibility, and practical evangelistic engagement. Students learn to present the gospel faithfully, answer common objections biblically, and cultivate patterns of witnessing that support the mission of the local church.

### **PT341 Christian Home: Marriage & Family (BSWE)** — *Dr. Jason Walker.*

A biblical study of marriage, family life, and spiritual leadership within the home. Students examine the responsibilities of husbands, wives, parents, and children, with attention to discipleship in the household and the relationship between strong homes and strong churches.

## Elective Course Pools

Bachelor of Ministry students personalize their degree by selecting five elective courses from the approved elective offerings listed below. Electives are grouped by ministry focus to help students pursue areas of particular calling, interest, or future ministry direction.

Courses are marked if currently deployable, (*Coming Soon*) if in active production, or (*Planned*) if scheduled within the viable development pipeline. No elective duplicates any required Core course. Elective offerings may vary by academic year according to faculty availability and development schedule. For consistency with the published catalog, “Coming Soon” corresponds to “In Development,” and “Planned” corresponds to “Later Development.”

### Pastoral Ministry Electives

**PT201 Homiletics I** (*Planned; Men Only*) — *Dr. Shawn Foster.*

Covers the biblical call and preparation of the preacher as well as fundamental preaching methods. Topics include sermon types, homiletical structure, manuscript preparation, and delivery techniques. Students practice preaching with structured peer and instructor evaluation. Strongly recommended for men preparing for preaching ministry.

**PT202 Homiletics II** (*Planned; Men Only*) — *Dr. Shawn Foster.*

A continuation of Homiletics I providing advanced instruction in sermon development and pulpit delivery. Students preach in more formal settings with continued critique and refinement.

*Prerequisite: Homiletics I.*

**PT208 The Flesh and the Spirit** (*Planned*) — *Dr. Brandon Bowser.*

A study of sanctification and the ongoing conflict between the flesh and the Spirit. Focuses on practical spiritual growth and disciplined Christian living.

**PT209 Spiritual Warfare** (*Coming Soon*) — *Dr. Shawn Foster.*

A biblical study of spiritual conflict, the believer’s armor, and victory in Christ. Emphasizes discernment, spiritual maturity, and practical application of Ephesians 6 and related passages.

## Missions & Cross-Cultural Ministry Electives

**MI301 Acts: Life of Paul** (*Coming Soon*) — *Dr. Jason Walker.*

A study of the missionary journeys and ministry of the Apostle Paul as recorded in the Book of Acts. Emphasizes church-planting strategy, evangelistic boldness, cross-cultural challenges, and pastoral endurance.

**MI201 Cultural Anthropology** (*Planned*) — *Mr. Larry Quinlan.*

An introduction to cross-cultural understanding for missions and church planting. Examines worldview formation, communication across cultures, and the importance of indigenous church development.

**YM210 Cross-Cultural Children's Ministry** (*Planned*) — *Mr. Abb Thomas.*

Presents a biblical philosophy and practical approach to children's ministry within cross-cultural and church-planting contexts. Students examine strategies for evangelizing and discipling children while supporting families and maintaining doctrinal integrity in diverse ministry environments.

## Church Music Electives

**MU150 Church Music Philosophy** (*Coming Soon*) — *Mr. Ben Everson.*

Provides a comprehensive, scriptural philosophy of church music and worship. Examines biblical principles, historical development of sacred music, and the spiritual influence of music within congregational worship.

*(Students preparing for pastoral or music ministry are strongly encouraged to complete MU150)*

**MU250 Principles of Christian Music** (*Planned*) — *Evangelist Ken Lynch.*

A focused study of scriptural principles governing music in the local church. Emphasizes doctrinal fidelity, reverence in worship, and discernment in musical selection.

## Women's Ministry Electives

**NM202 Women in Ministry** (*Coming Soon; Women Only*) — *Mrs. Cordia Horner.*

A biblical study of the role of women in the home and local church. Explores Titus 2 principles, discipleship of younger women, hospitality, children's ministry, and faithful service within scriptural boundaries.

## Biblical Studies Electives – Old Testament

**OT318 Job** (*Coming Soon*) — *Dr. Rick Lopez.*

An expositional study of suffering, divine sovereignty, and faith under trial. Examines the theological dialogue of Job and the ultimate resolution grounded in God’s character.

**OT331 Obadiah** — *Dr. Chris Clay.*

A focused study of divine justice and covenant accountability. Explores the prophetic warning against pride and hostility toward God’s people.

**OT332 Jonah** (*Coming Soon*) — *Dr. Rick Lopez.*

A chapter-by-chapter study of Jonah’s calling, rebellion, restoration, and Nineveh’s repentance. Highlights God’s mercy toward the nations and the necessity of obedient service.

**OT334 Nahum** (*Coming Soon*) — *Dr. Rick Lopez.*

A verse-by-verse examination of Nahum’s prophecy to Nineveh. Emphasizes God’s justice, holiness, and the certainty of divine judgment.

**OT335 Habakkuk** — *Evangelist Paul Schwanke.*

A verse-by-verse exploration of the prophet’s dialogue with God amid national turmoil. Traces the movement from doubt to faith and underscores the biblical principle that “the just shall live by his faith.”

## Biblical Studies Electives – New Testament

**NT304 Gospel of John I** (*Coming Soon*) — *Dr. Steve Manciangli.*

Covers approximately chapters 1–11, focusing on Christ’s public ministry, miracles, and doctrinal affirmations of His deity.

**NT404 Gospel of John II** (*Coming Soon*) — *Dr. Steve Manciangli.*

Covers approximately chapters 12–21, emphasizing the Passion narrative, resurrection, and the theological depth of Christ’s final teachings.

**NT310 Ephesians** (*Coming Soon*) — *Dr. Brandon Bowser.*

An in-depth study of the believer’s position in Christ, the unity and purity of the church, and practical Christian living.

**NT311 Philippians** (*Coming Soon*) — *Dr. Joshua Lehman.*

A verse-by-verse study emphasizing joy, humility, and steadfastness in ministry.

**NT312 Colossians** (*Coming Soon*) — Section 1 (BSWE): *Mr. Larry Quinlan*; Section 2: *Dr. Ben Lehman*.

A study highlighting the supremacy and sufficiency of Christ and the believer's completeness in Him.

**NT406 Romans: The Gospel & the Righteousness of God** — *Dr. Gary Randall*.

An advanced exposition of the doctrines of sin, justification, sanctification, and the believer's responsibilities under grace.

**NT419 Hebrews** (*Planned*) — *Mr. Larry Quinlan*.

A study of Christ's superiority over the Old Covenant system and an exhortation to perseverance in faith.

**BI323 Epistles of John (1–3 John)** (*Coming Soon*) — *Dr. Steve Manciangli*.

An examination of fellowship, love, doctrinal truth, and assurance of salvation in the Johannine epistles.

**BI150 Life of Christ** (*Coming Soon*) — Section 1: *Dr. Jason Walker* (BSWE); Section 2: *Dr. Malcolm Redman*.

A harmonized study of the earthly life and ministry of Jesus Christ, emphasizing His person, works, and fulfillment of prophecy.

## Additional Biblical Studies

**BI103 Biblical Backgrounds** (*Planned*) — *Mr. Jonathan Cloud*.

A study of historical, cultural, and geographical backgrounds that illuminate the proper interpretation of Scripture.

# Program Roadmap & Recommended Course Sequence

The Bachelor of Ministry program is designed for students who enter with foundational Bible institute preparation equivalent to a two-year diploma. Because of this assumed groundwork, the B.Min. emphasizes doctrinal precision, interpretive competence, and practical ministry formation from the outset.

While the program is self-paced and does not operate on a traditional semester calendar, students benefit from following a structured progression through the Core curriculum before completing elective specialization.

The sequence below is recommended but not mandatory. Course availability, transfer credit, and individual ministry circumstances may require adjustments. All prerequisites must be observed.

## Program Structure Overview

The B.Min. consists of:

- 15 Core courses (required)
- 5 Elective courses (student-selected)
- A minimum of two years of documented ministry service

Students typically complete approximately 60 credit hours beyond the associate level.

Because the program operates on a self-paced model, pacing may vary. However, steady progress is strongly encouraged.

## Recommended Course Progression

### *Year One*

#### Fall Term (Foundation Emphasis)

- TH101 Bible Doctrines I
- BI213 Methods of Bible Study
- BI101 Old Testament Survey

- PT111 Biblical Evangelism
- TH205 Baptist History & Distinctives

This term establishes doctrinal vocabulary, interpretive discipline, canonical framework, and Baptist identity.

### Spring Term (Doctrinal Development)

- TH102 Bible Doctrines II (Prerequisite: TH101)
- BI102 New Testament Survey
- TH208 Biblical Separation
- BI315 Pastoral Epistles
- TH215 The King James Bible

This stage deepens theological precision, ecclesiological clarity, and pastoral doctrine.

## *Year Two*

### Fall Term (Advanced Formation)

- TH315 Calvinism: A Biblical Evaluation
- BI401 Pentateuch & OT Prophets
- NT305 Acts: The Church in Action
- MI211 Indigenous Church Planting

This phase integrates theology, redemptive history, and church expansion models.

### Spring Term (Completion & Elective Focus)

- PT341 Christian Home: Marriage & Family
- Elective Course
- Elective Course
- Elective Course
- Elective Course
- Elective Course

Electives allow students to pursue advanced book studies, ministry skills, cross-cultural preparation, music philosophy, women's ministry, or other focused training areas.

## Ministry Service Integration

Students are expected to maintain consistent involvement in a local Independent Baptist church throughout the program. The two-year ministry requirement should begin early in the student's academic journey and continue alongside coursework.

Academic study and local church service are intended to function concurrently, not sequentially.

## Pacing Guidance

Because the program is self-paced:

- Students may begin courses at any time.
- It is recommended to complete one course at a time.
- Sustained momentum is strongly encouraged.
- Overlapping courses may require advisor approval.
- Academic advising is available for sequencing and graduation planning.

Students should consult the Degree Requirements, Core Course Descriptions, and Elective Course Pools for complete academic details.

## Faculty and Instructors

NCBBC courses are taught by experienced local-church servants and ministry leaders who affirm the doctrinal commitments of Northern Colorado Baptist Bible College and Elmwood Baptist Church. Each instructor teaches within his or her area of competency and under institutional curricular oversight. Faculty biographies and photographs will be updated as additional information is provided.

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### Dr. Brandon Bowser

**Role:** Instructor

**Teaches (Current Canon):** NT310, PT208

Dr. Brandon Bowser serves as Assistant Pastor at Elmwood Baptist Church, where he oversees Bus Ministry and Junior Church. He is actively preparing to plant a church in New England, continuing a church-planting heritage shaped by his father's ministry. Raised in that environment, he witnessed firsthand the faith and perseverance required to establish strong local churches. This background has cultivated in him a burden to see communities without a pastor supplied with called and qualified men. Dr. Bowser's testimony includes experiencing spiritual victory through Christ, which fuels his passion for discipleship and pastoral preparation. His teaching emphasizes doctrinal clarity, Spirit-enabled living, and leadership formation for faithful service in the local church.



## Dr. Chris Clay

**Role:** Instructor

**Teaches (Current Canon):** OT331

Dr. Chris Clay serves both in the marketplace and in active local church ministry. He owns and operates a Grease Monkey franchise, where he openly displays Christian literature and regularly engages customers in gospel conversations. His business functions as an extension of his personal witness for Christ. At Elmwood Baptist Church, Dr. Clay is an Assistant Pastor and leads the HOPE Ministry, assisting individuals seeking recovery from life-dominating entanglements through biblical counsel and accountability. He also serves faithfully in outreach efforts and bus ministry. His life reflects visible transformation and joyful obedience to Christ. Through his instruction at NCBBC, Dr. Clay models how biblical truth shapes daily life, personal holiness, and faithful service within the local church.



## Dr. Earl Jessup (1947–2016)

**Role:** Guest Lecturer (Church Planting Philosophy)

**Affiliation:** Baptist Church Planting Ministry (BCPM)

Dr. Earl Jessup was the founder of Baptist Church Planting Ministry (BCPM) and a pioneer in the philosophy of local churches reproducing churches. After serving as a church planter in Canada from 1972 to 1987, he became convinced that biblical success in ministry was not measured merely by attendance in one congregation, but by establishing strong, fundamental Baptist churches in communities that lacked them. Through BCPM, formed in 1993, Dr. Jessup assisted pastors in planting churches by mobilizing healthy local congregations to reproduce new works. His ministry helped launch churches across the United States, Canada, and internationally. Dr. Jessup's legacy continues through the principles he taught, which emphasize pastoral leadership, local church authority, and reproducible church planting.



## Dr. Ben Lehman

**Role:** Executive Vice President; Instructor; Associate Pastor, Elmwood Baptist Church

**Teaches (Current Canon):** NT312 (Section 2)

Dr. Ben Lehman serves as Associate Pastor at Elmwood Baptist Church and is the Executive Vice President of NCBBC. At EBC, he leads the Out-Reach Evangelism ministry, the Life & Home Builders Bible Class, and oversees Brookdale Assisted Living services on Sundays. He has been actively involved in church planting efforts and ministry development, assisting in discipleship structures and outreach strategy. His pastoral work reflects a strong commitment to evangelism, local church growth, and hands-on shepherding. Through his instruction at NCBBC, Dr. Lehman brings practical pastoral experience alongside doctrinal conviction, encouraging students to combine biblical clarity with active soul-winning and faithful service in the local church.



## Dr. Joshua Lehman

**Role:** Instructor; Senior Pastor, Mt. Vernon Baptist Temple (OH)

**Teaches (Current Canon):** NT311

Dr. Joshua Lehman serves as Senior Pastor of Mt. Vernon Baptist Temple in Ohio. Prior to his pastoral ministry there, he served as an Assistant Pastor and the Administrator of Elmwood Baptist Academy, where he provided leadership in Christian education and discipleship development. His ministry emphasizes biblical preaching, doctrinal clarity, and the cultivation of spiritually mature church members. Dr. Lehman has long maintained a heart for church planting and ministry expansion, seeking to strengthen local congregations through faithful exposition and leadership training. At NCBBC, his instruction reflects a commitment to Scripture-centered ministry and the formation of leaders prepared for long-term service in the local church.



## Dr. Rick Lopez

**Role:** Vice President of Technical Development (NCBBC); Assistant Pastor (EBC); Instructor; Administrator, Elmwood Baptist Academy

**Teaches (Current Canon):** OT318, OT332, OT334

Dr. Rick Lopez serves as Assistant Pastor of Elmwood Baptist Church and Administrator of Elmwood Baptist Academy. He contributes to NCBBC as both an instructor and technical advisor. His background includes ministry leadership, Christian education, and professional graphic design, which he uses to support instructional development and outreach initiatives. Dr. Lopez is strongly outreach-oriented and actively engaged in evangelistic and educational ministry efforts. His teaching emphasizes biblical interpretation, practical ministry readiness, and disciplined study of Scripture. In addition to classroom instruction, he assists in course production workflow and media quality oversight, helping ensure that NCBBC maintains high standards in both content and presentation.



## Evangelist Ken Lynch

**Role:** Instructor (Planned)

**Teaches (Current Canon):** MU250 (Planned)

Evangelist Ken Lynch is a Bible-preaching evangelist and musician whose ministry has spanned more than four decades. He accepted Christ as his Saviour at age fifteen and surrendered to the call to preach while a student at Bob Jones University. Since 1977, Br. Lynch and his family have labored in full-time evangelistic ministry, conducting well over a thousand crusades across the United States and more than twenty-five countries. He ministers with a burden for smaller, Bible-believing churches, combining fervent preaching of God's Word with a traditional sacred music ministry on violin and other instruments. Br. Lynch's seminar "Gospel Music: Blessing or Blight?" reflects his conviction that worship music must honor Christ and uphold scriptural standards. In MU250, he will teach the principles of Christian music rooted in biblical worship and doctrinal fidelity.



# Dr. Steve Manciangli

**Role:** Instructor

**Teaches (Current Canon):** NT304, NT404, BI323

Dr. Steve Manciangli brings a diverse background in ministry leadership, higher education instruction, and public service to his role at Northern Colorado Baptist Bible College. He currently serves as a Project Engineer with the U.S. Department of Veterans Affairs, applying disciplined planning and practical problem-solving in support of veterans' needs. Prior to his current work, Dr. Manciangli served as a faculty member teaching engineering and technical subjects at Pensacola Christian College, where he gained experience in higher education pedagogy and curriculum delivery. He also serves on the Board of Trustees for NCBBC, contributing to institutional governance and strategic oversight. His teaching integrates thoughtful leadership, organizational insight, and a commitment to the gospel, equipping students to serve with wisdom, integrity, and doctrinal fidelity within the local church and broader ministry contexts.



## Dr. Bruce Miller

**Role:** Instructor; Senior Pastor, Foothills Baptist Church

**Teaches (Current Canon):** NT305

Dr. Bruce Miller serves as Senior Pastor of Foothills Baptist Church, where he leads with an emphasis on expository preaching, discipleship, and community outreach. His pastoral ministry is marked by doctrinal steadiness and consistent gospel proclamation. Dr. Miller's teaching in Acts focuses on the work of the Holy Spirit in the early church and the principles of church expansion and missionary engagement. He models a church-centered vision of ministry that integrates preaching, shepherding, and evangelistic outreach. Through NCBBC, he contributes seasoned pastoral perspective and practical ministry insight to students preparing for leadership in local churches.



## Dr. Gary Randall

**Role:** President, Northern Colorado Baptist Bible College; Senior Pastor, Elmwood Baptist Church

**Teaches (Current Canon):** TH205, TH208, TH215, TH315, NT406

Dr. Gary Randall serves as President of Northern Colorado Baptist Bible College and as Senior Pastor of Elmwood Baptist Church. His leadership is marked by doctrinal clarity, Baptist distinctives, and an unwavering commitment to the authority of the King James Bible. Under his pastoral ministry, Elmwood Baptist Church has experienced sustained growth and strengthened evangelistic outreach. At NCBBC, he teaches courses that reinforce ecclesiology, biblical separation, theology, and confidence in the preserved Word of God. Dr. Randall's ministry emphasizes helping believers understand what they believe and why they believe it. Through pastoral leadership and institutional oversight, he works to preserve doctrinal fidelity and prepare students for faithful service in the local church.



# Dr. Malcolm Redman

**Role:** Instructor

**Teaches (Current Canon):** BI150

Pastor Malcolm Redman has faithfully served in pastoral and ministry leadership roles for many years, including assistant pastor and Christian school supervision in multiple churches. He has pastored three churches, one of which included a Bible Institute where he trained men for ministry. In addition to his pastoral work, he served in the United States Air Force, with deployments in Vietnam, the Philippines, and Korea, giving him a unique understanding of both military life and the spiritual needs of those who serve. Following his conversion, Pastor Redman devoted his life to ministry and has served for over 35 years as a chaplain in physical and mental rehabilitation settings. His experience in both pastoral and chaplaincy roles has equipped him to minister with compassion, wisdom, and a steady commitment to the Word of God.



# Evangelist Paul Schwanke

**Role:** Instructor

**Teaches (Current Canon):** OT335

Evangelist Paul Schwanke is an independent Baptist evangelist with decades of preaching ministry across the United States and internationally. Called to preach at a young age, he has devoted his life to revival meetings, evangelistic campaigns, and faithful exposition of Scripture. He is widely known for his extensive memorization of Scripture and his unwavering emphasis on Christ-centered preaching. Br. Schwanke maintains a deep love for the local church and for pastors laboring in difficult fields. Proceeds from his book ministry are used to support his travel to churches at home and abroad, especially assisting congregations that would otherwise be unable to host evangelistic meetings. He regularly serves as keynote speaker at Elmwood's annual Men's Retreat, where his preaching consistently calls believers to personal revival and renewed trust in God.



## Dr. Jason Walker

**Role:** Vice President of Biblical Curriculum Oversight; Instructor

**Teaches (Current Canon):** BI101, BI102, BI213, BI315, PT111, PT341, MI211 (co-instruction), MI301, BI150 (Section 1)

Dr. Jason Walker serves as Vice President of Biblical Curriculum Oversight at Northern Colorado Baptist Bible College and as Senior Pastor of First Baptist Church of Westminster. He is responsible for curricular alignment and doctrinal fidelity across degree programs. Dr. Walker has served in pastoral and church-planting ministry in Colorado and has also ministered as a Fire Department Chaplain. He holds a Doctor of Ministry and a Doctor of Biblical Studies and has pursued advanced study in biblical languages and ecclesiastical leadership. His work includes ongoing exegetical research and theological writing in support of local-church ministry training. His instruction emphasizes sound doctrine, biblical authority, and faithful service in the New Testament church.



## Guest Lecturer Biographies (BSWE Affiliations)

*Selected instructional content is provided by permission of the Biblical School of World Evangelism (BSWE) and used within Northern Colorado Baptist Bible College coursework. These individuals are affiliated with BSWE and are not employees of Elmwood Baptist Church or Northern Colorado Baptist Bible College.*

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### **Jonathan Cloud – Guest Lecturer (Biblical Languages)**

**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

Jonathan Cloud serves as a biblical language instructor with BSWE, specializing in both Hebrew and Greek. Raised in the mission field of Nepal, he has pursued extensive study in biblical languages domestically and abroad, and he produces instructional materials used for language training at multiple educational levels. His contributions to NCBBC support our language foundations in Old Testament Hebrew and New Testament Greek.

**Ben Everson – Guest Lecturer (Church Music Philosophy)**

**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

Ben Everson brings a unique blend of ministry and music experience to his teaching. A graduate of Maranatha Baptist University in Church Ministry, he and his family have ministered internationally through music and evangelism, and their bilingual outreach informs his instructional perspective. At BSWE he teaches Church Music Philosophy, contributing to NCBBC's understanding of music ministry and worship principles.



**Dr. Shawn Foster – Guest Lecturer (Theology & Pastoral Studies)**

**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

Dr. Shawn Foster holds a Ph.D. in Biblical Studies and serves as Administrator and Academic Dean at BSWE. He has extensive pastoral ministry experience and teaches a range of doctrinal and pastoral courses. In the context of NCBBC, his contributions support core theology and pastoral-practical instruction, reflecting his commitment to doctrinal soundness and church-centered education.



**Cordia Horner – Guest Lecturer (Language Arts & Linguistics)**

**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

Cordia Horner serves in BSWE's Language Arts and Linguistics concentration, bringing her experience and graduate-level training in education to biblical language instruction. Her work in linguistics enriches NCBBC's curriculum where biblical language foundations are essential for responsible interpretation and teaching of Scripture.



**Larry Quinlan – Guest Lecturer (Missions & Cross-Cultural Studies)**

**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

Larry Quinlan is a veteran missionary with over three decades of church planting experience in Indonesia. He serves in missions education at BSWE and contributes to NCBBC's missions and cross-cultural coursework, offering seasoned insights into practical missionary engagement and evangelistic strategy.



**Nancy Quinlan – Guest Lecturer (Language & Missions)**

**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

Nancy Quinlan, having ministered alongside her husband overseas for over 30 years, serves with BSWE in their language department and brings seasoned ministry experience to cross-cultural education. Her involvement enhances NCBBC's practical and cultural approaches to missions training.

**Levi Nichols – Guest Lecturer (Bible & Missions Studies)**

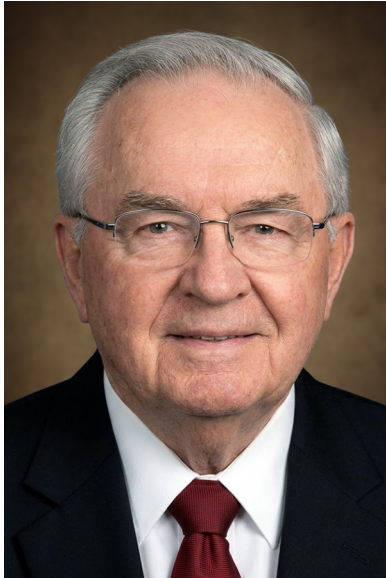
**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

Levi Nichols grew up in ministry and holds degrees in Pastoral Studies and Biblical Languages. He has served internationally in ministry and is preparing for Bible translation work. His teaching contributions, drawn from real-world ministry engagement, support NCBBC courses that integrate Scripture with practical service.

**Abb Thomas – Guest Lecturer (Children’s Ministry Leadership & Discipleship Development)**

**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

Abb Thomas is the founder of Master Ministries (Master Clubs), a discipleship-based children’s ministry used in churches nationwide. For decades, he has trained pastors and church leaders in Sunday School organization, child evangelism, and structured Scripture memorization. His contributions to NCBBC strengthen children’s ministry instruction through practical experience and biblical conviction.



**David Williamson – Guest Lecturer (Ministry Leadership)**

**Affiliation: Guest Lecturer — Biblical School of World Evangelism (BSWE)**

David Williamson is a BSWE graduate and representative who brings both ministry and leadership experience to his teaching. A retired law enforcement lieutenant and current educational leadership student, his work intersects practical discipline and biblical ministry service, enriching NCBBC's leadership-focused courses.



# Student Handbook

## Welcome

Welcome to Northern Colorado Baptist Bible College. Our programs are designed to strengthen doctrinal clarity, biblical understanding, and faithful service within the local church. NCBBC operates as a ministry training institution under biblical authority and with accountability to Christian conduct and academic integrity.

## Your Learning Model

NCBBC courses are delivered through an asynchronous, self-paced format. Students may begin coursework at various points throughout the year and progress through lessons according to an individualized schedule. While pacing is flexible, consistent progress is expected.

## What Success Looks Like

Students who succeed in a self-paced program typically:

- Establish a weekly study routine
- Read syllabi carefully and follow course instructions
- Complete assessments in sequence
- Communicate early when obstacles arise
- Maintain steady progress until completion

A helpful principle: **“Redeeming the time”** (Ephesians 5:16, KJV). The freedom of self-paced study requires disciplined stewardship.

## Tuition and Fees (Student Information)

### *1. Application Fee*

Application fee: **\$50**

This fee is non-refundable. Your application will not be reviewed until this fee is paid. It helps cover the work of processing your application and checking church/pastor information.

### *2. Tuition for the Bachelor of Ministry (B.Min)*

- Tuition per course: **\$50**
- Total number of courses required: **20** (15 core + 5 electives)
- Total tuition for the B.Min degree: **\$1,000**

You do not have to pay the full \$1,000 up front. You pay as you enroll in courses.

#### How enrollment works

Enrollment confirmation is normally issued by email after payment processing is completed. After you are accepted, you may normally enroll in **up to three (3) courses at a time**. When you submit your course registration, you will be asked to pay:

$\$50 \times$  the number of courses you select

*Example:* 3 courses  $\times$  \$50 = **\$150** due at registration.

Once payment is received, you will be enrolled in those courses.

### *3. Future Associates Program*

We plan to offer an Associates in Biblical Studies degree in the future. Planned total tuition for the Associates program is **\$500** for 20 courses. This program is not yet open for general enrollment. Details will be announced when it officially launches.

### *4. How to Pay*

You can pay your **application fee** and **tuition**:

- Online through our designated payment platform (link provided in emails and on the website)
- By mail – check or money order made out to **Northern Colorado Baptist Bible College**

- By phone – if card payments by phone are available at the time of payment

We will provide step-by-step payment instructions in your acceptance and registration emails.

If your tuition is not paid, you will **not** be enrolled in the requested courses. Outstanding balances must be paid before you can register for more classes, receive grades, transcripts, or have a degree issued.

## Refund Policy (Student Information)

### *Application Fee*

The \$50 application fee is **non-refundable**.

### *Tuition Refunds*

We recognize that life can change unexpectedly. At the same time, once you enroll, the college immediately begins incurring costs to serve you. For that reason, refunds are limited.

#### 1. First 3 Business Days (Initial Withdrawal Window)

If you withdraw from **all** newly enrolled courses **within 3 business days** of paying tuition for that enrollment, you may receive a 100% tuition refund for those specific courses if you submit your withdrawal request in writing (email or letter) within those 3 business days, and you have not substantially participated in the course (for example, you have not completed quizzes, exams, or major assignments).

The application fee is still **non-refundable**.

#### 2. After 3 Business Days

After the 3-day window has passed, tuition is normally **non-refundable**. If you choose to stop taking a course after that, you should assume you will **not** receive a refund.

#### 3. Extraordinary Situations

If something serious and unexpected happens (for example, a major illness, death in the immediate family, or another event clearly outside your control), you may ask us to consider an exception. Send a written request (email or letter) to the college office:

- Explain what happened
- Include any documentation you can reasonably provide

The college administration will review your request. In some cases, the college may approve a full or partial refund, or offer a tuition credit toward future courses. These decisions are made on a **case-by-case** basis.

#### 4. If You Have a Concern About Charges or Refunds

If you believe there has been a mistake with your charges or refund, or you disagree with how the refund policy was applied:

1. *Contact the office first.* Explain the situation and ask for it to be reviewed.

2. If it is not resolved, you may *submit a written appeal to the President* of NCBBC.

3. The **President** (or a designated representative) will review your concern and respond in writing.

Details of the full student grievance process are available in the Academic Policies.

## Academic Integrity

NCBBC requires honest, original student work. Plagiarism, cheating, and unauthorized assistance are prohibited. Students should complete all work as a matter of Christian testimony and integrity.

“Lying lips are abomination to the LORD: but they that deal truly are his delight.” (Proverbs 12:22, KJV)

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.” (Colossians 3:23, KJV)

## Use of AI Tools

Unless an instructor explicitly permits AI use for a specific assignment, students should assume AI-generated content is prohibited. If permitted, students must disclose usage and remain responsible for accuracy and originality.

## Grading and Progress

Course syllabi define grading components and assessment expectations. Students should monitor their gradebook and follow course instructions carefully. If a student has questions about grading or assessment feedback, they should contact the instructor through official channels.

## Instructor Communication

Students may contact instructors via NCBBC email or course platform tools. Because many instructors are active in local church ministry, response time may vary; students should communicate clearly and respectfully and plan ahead when questions affect progress.

## Ministry Service Requirement

NCBBC integrates academic study with local church service. Students are expected to remain actively involved in a local Independent Baptist church during enrollment. Degree completion requires documented ministry service as defined in institutional policy.

Service may include teaching, outreach, music support, children's ministry, discipleship, hospitality, or other church-authorized ministries under pastoral oversight.

## Student Conduct

Students are expected to maintain Christian testimony consistent with biblical holiness and integrity. Conduct that undermines the mission of the institution may affect academic standing and graduation review.

## When You Face Difficulties

If you encounter obstacles (academic, personal, technical), communicate early. The self-paced model allows flexibility, but students must remain responsible and responsive. Silence and inactivity create preventable problems.

## Student Grievance Procedure

NCBBC provides an orderly process for addressing serious concerns. Students should pursue resolution at the lowest appropriate level and follow the established grievance procedure when necessary.

## Graduation Readiness Checklist

Before requesting graduation audit, ensure:

- All required courses are completed with passing grades
- Ministry service documentation is submitted
- Financial obligations are resolved
- Academic integrity standing is clear
- Graduation application has been submitted

## Closing Charge

NCBBC exists to strengthen local churches by training faithful servants. Students are encouraged to approach study as preparation for lifelong ministry usefulness.

“Study to shew thyself approved unto God... rightly dividing the word of truth.” (2 Timothy 2:15, KJV)

## Student Concerns and Grievances

Northern Colorado Baptist Bible College desires to maintain a learning environment marked by truth, fairness, respect, and biblical order. Students who believe they have been treated unfairly or that a college policy has been applied improperly may raise their concern through the grievance process.

Whenever possible, students should first seek to resolve the matter directly and graciously with the person involved, in keeping with the spirit of Matthew 18:15–17. Many concerns can be resolved at this level through respectful communication and clarification.

If the concern is not resolved informally, the student may submit a written grievance. The written grievance should explain the issue clearly, identify the people involved, include relevant dates and supporting documentation, describe any prior attempts to resolve the matter, and state the outcome the student is requesting.

Academic grievances should be submitted to the Academic Dean. Non-academic grievances should be submitted to the Executive Vice President or another designated administrator. The college will review the matter and normally provide a written response within two to four weeks.

If the student believes the matter remains unresolved after that response, a written appeal may be submitted to the President. The President's decision is final within the institution. If the grievance directly involves the President, the appeal may be directed to the Chairman of the Board of Trustees.

No student will be disciplined or penalized for submitting a grievance in good faith. Retaliation is prohibited. Grievances will be handled as confidentially as reasonably possible.

Students who complete the college's internal grievance process and remain dissatisfied may have the right to file a complaint with the Colorado Department of Higher Education. Current contact information for that office is available from the college office.

For full procedural details, students should consult the official Student Grievance Procedure (Administrative Edition) available through the college office.

Need help? Students who are unsure whether a matter rises to the level of a formal grievance may contact the college office at [help@ncbbc.org](mailto:help@ncbbc.org) or (303) 659-3818 for guidance on the proper next step.



# Contact Us :

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**Office Address :**

13100 East 144th Avenue, Brighton, Colorado 80601

**Office Phone:**

(303) 659-3818

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