



NEW COVENANT UNIVERSITY

ST. AUGUSTINE, FLORIDA

STUDENT HANDBOOK

CONTACT INFORMATION

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ABOUT NEW COVENANT UNIVERSITY

In America alone, there are more than 4,000 institutions of higher education, both private and government. So, it is undeniable that we live in an age of opportunity for higher education. What is deniable, however, is that truly Christian higher education is readily available and affordable. Modern educational emphasis on passing a course of study for the sake of a degree rather than for the knowledge, understanding and wisdom that the degree should represent. We live in an age where the educated know what to do but few know why.

New Covenant University was established in 1987 by Dr. Paul Crites with a founding principle to mentor leaders with a focused strategy of discovering each student's life purpose and strengthen each student's skill set for success in the marketplace of ideas.

It all began with Dr. Crites' pragmatic and biblical approach of teaching purpose and order in his "School of Purpose" where hundreds of leaders gathered weekly to hear him. Soon the class notes were published into books and training manuals evolving into a state recognized program.



Decades later the vision continues providing students with a leadership and ethics focused education by providing a wide array of undergraduate and graduate programs in Leadership, Education, Theology, Ministry and Counseling.

The first international extension campus began in 2008 providing the same undergraduate and graduate programs of New Covenant University under the name: Destiny Christian College and University.

Through the guidance of gifted faculty, relevant guest lecturers and the Great Teacher: The Holy Spirit, it is our goal to see society transform from good to better by affirming and teaching principles in the Holy Scriptures, embodied in the person of Jesus Christ and enabled through the power of the Holy Spirit.

The Vision of New Covenant University is to train future leaders in a biblical based curriculum to reform society, renew a God consciousness and reproduce leadership of both character and integrity through technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.

New Covenant University has one of the highest retention and satisfaction rating with thousands of graduates serving in education, business, ministry and government leadership professions.

With vision backed by faith, innovation and integrity, New Covenant University continues to train the next generation of leadership through accelerated, affordable and available learning resources.

HOW OUR PROGRAM WORKS

New Covenant University (NCU) is an academic institution of higher learning offering a non-traditional educational delivery system. This methodology allows for the provision of multi-track training for 21st century Christian service that is committed to the time honored traditions of Biblical orthodoxy, yet relevant to our modern culture in order to make application of these eternal principles.

NCU's concept of distance education is joined by leading institutions of higher education as a standard for training, not only for ministry preparation, but also for other disciplines as well. In many seminary settings, excessive time is inherent in the delivery process of educating the students and much emphasis is placed on information that is common knowledge to most. Today's learners need the challenge of the latest and leading-edge material in the context of a challenging environment to make the material work in the contemporary local church and the marketplace.

The leadership and faculty of NCU are not disconnected from the local church and market place pressures of our modern world. The faculty is involved in local church ministry through special seminars, church/business consultation, researching of new trends of business, ministry, leadership, education and counseling fields.

Our accelerated program allows the student to use his/her verifiable ministry and work experience for valuable college credits (Life Learning Credits). These credits along with our practical home study courses and available online lectures / classroom lectures will enable the student to earn up to 60 credits within a 10 month period.

NCU's classes are offered through traditional delivery as well as creatively for distance-learning students. Instructional media (CD's, DVD's and lecture notes) via internet delivery, such as intensive weekend seminars, or in some combination of these methods, based upon the needs and the requirements of the individual academic program developed for the student.

All NCU courses are available via distance learning or external studies to anyone, anywhere.

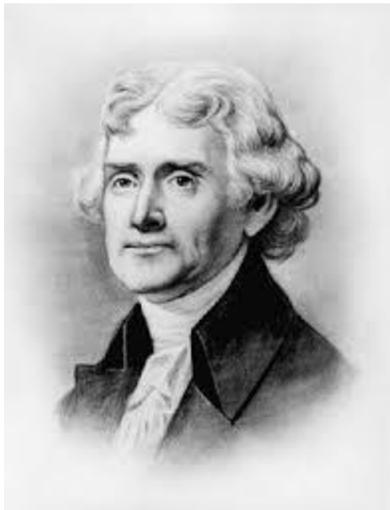
Requirements include the following:

- ✚ Computer
- ✚ E-mail (Ability to send and receive attachments)
- ✚ Ability to meet financial requirements
- ✚ Ability to obtain required textbooks from US vendors.

As a whole, the NCU experience involves a rich combination of academics, community, and sharing a commitment to one another and the Kingdom of God.

In short, NCU provides a unique opportunity for students to prepare themselves academically, professionally, and spiritually to serve God in the ministry & professions to which they have been called. As an independent, educational ministry that is thoroughly Biblical in its philosophy of education, NCU is a servant to each individual student; providing curriculum, assigning an academic mentor, and giving direction for the accomplishment of his/her educational goal.

We believe that education is missional in the redemptive mission of Christ's Church, therefore New Covenant University (NCU) is an academic institution of higher learning offering a non-traditional, Distance Learning educational delivery system. Our mission is to provide the best in higher education under the Lordship of Jesus Christ.



"I have always said and always will say that the studious perusal of the Sacred Volume will make better citizens, better fathers, better husbands...the Bible makes the best people in the world." – Thomas Jefferson

The Goals of New Covenant University

- ✚ Employ more assessment methods for student course evaluations.
- ✚ Increase online courses and technology.
- ✚ Provide a unique opportunity for students to prepare themselves academically, professionally, and spiritually to serve God in the ministry & professions to which they have been called.
- ✚ To maintain an 80% student retention.
- ✚ To be a servant to each individual student; providing curriculum, assigning an academic mentor, and giving direction for the accomplishment of his/her educational goal.

OUR PHILOSOPHY AND VISION

Thomas Chalmers understood the vital relationship between the church and education, recognizing that Christ's lordship extends to every thought, deed, place and person throughout history. Indeed, the task of education is to convey the Gospel truth--through all its manifestations in history, literature, theology, philosophy, mathematics, science and the arts--to the next generation of Christian leaders.

As orthodox Christians we are grateful heirs of the historic Christian Church and of the pioneers and patriarchs of faith who gave us the Apostles Creed which is our timeless foundation.

We believe that education is missional because education shares in the redemptive mission of Christ's Church. When Alcuin trudged across medieval Europe to establish cathedral schools, he was seeking the maturity of the Church. His mission was to raise up future pastors, teachers, and laymen of the Church.

That medieval education was not a supposed neutral activity for the "betterment" of man. Truthfully, education is never neutral. Because all men will serve a master, education inevitably is the cultivation of people of faith. We believe in Christian education for our Christian young so that they are equipped to serve the Lord with joy all their days under the sun. We believe in education by the Church for the Church- which is for the world. This is our theology of education. Hence our mission statement:

New Covenant University serves as a missional extension of Christ's Church to cultivate knowledgeable, wise, and faithful servants of God. Our mission is to provide the best in higher education under the Lordship of Jesus Christ according to the Holy Scriptures.

At NCU we stress a high view of education defined in terms of God's redeeming work in the world. Jan Amos Comenius (1592 - 1670) considered the father of modern education, was an educator, bishop and a father in the faith. His paradigm of education called pansophism asserts that knowledge is universal under Christ, and that full knowledge comes from knowing the Triune God. For Comenius, education was at the heart of the Christian life because education requires that we know God and that the Spirit is at work in us revealing knowledge and wisdom.



"New Covenant University is more than education- it is an impartation."

-Dr. Paul Crites, Founder & Chancellor

"The modern world is a crowd of very rapid racing cars all brought to a standstill and stuck in a block of traffic. "

-G.K. Chesterton

At NCU we “embrace grace”, that which has been shed across our hearts. The Dutch politician, statesman and theologian Abraham Kuyper (1837 - 1920) opposed the centralization in the church and his opposition to the liberal tendencies within the Dutch Reformed Church led to the foundation of Reformed Churches in the Netherlands. He was the first to formulate the principle of common grace in the context of a reformed world-view. Most important has been his view on the role of God in everyday life. He believed that God continually influenced the life of believers, and daily events could show His workings. Kuyper famously said:

“Oh, no single piece of our mental world is to be hermetically sealed off from the rest, and there is not a square inch in the whole domain of our human existence over which Christ, who is Sovereign over all, does not cry: Mine!”



The intellectual pursuit is one important part of the learning experience Destiny. However, the learning experience also encompasses the life experiences of God’s people, the work, worship and culture of the church community. Each month students are required to submit a review of their ministry and service experience recognized as practicum. We stand against the steady trend of Christian colleges to disengage themselves from Christian churches. Because of this we articulate in our mission that New Covenant serves as a missional extension of The Church. While we are not a denominational college, we place ourselves within the context of the Church’s mission to serve the world as Christ’s body.

OUR FACULTY

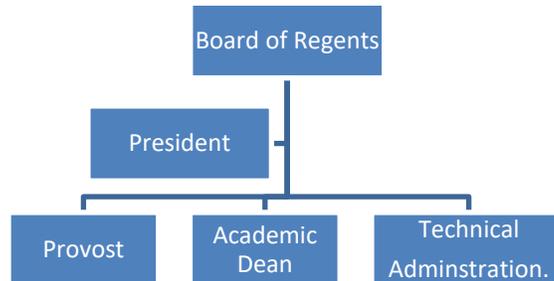
Balance is a key word in describing the persons who make up the faculty of NCU. First, there is a balance between age and youth, between enthusiasm and experience. There is also a balance in academic ability and spiritual fervor, between the quality of scholarship and a warm heart, intellectual competence and in practical wisdom.

NCU has brought together a fine group of faculty and personnel who strive for excellence in their respective areas of instruction and are well able to take on the awesome responsibility of educating and training men and women for God’s service. Most members appointed to the faculty of NCU have a terminal degree in their field of instruction along with years of practical and professional experience related to their teaching field. All faculty members are also expected to be of high moral character and personal integrity, and firmly committed to the New Covenant University Mission Statement.

New Covenant University faculty are diverse in theological and philosophical persuasion and support debate, discussion, and the promotion of academic freedom.

As per, USA not for profit corporation guidelines, the Board of Regents of New Covenant University is free of any contractual, employment, personal or familial relationship and has no financial interest in the institution.

Administrative organizational chart:



AUTHORIZATION AND RECOGNITION

New Covenant University grants degrees under the authority of the Florida State Board of Independent Colleges and Universities in compliance with section 1005.06(1)(f), Florida Statutes. The letter of compliance is available for review.

Documents filed with the office of Higher Education by New Covenant University, USA recognizes the program, content, student enrollment in compliance with Higher Education requirements. Government of the Bahamas Ministry of Education, Dr. Leon L. Higgs, Director of Higher Education, Thompson Blvd., Nassau, Bahamas.

Transferability of credits is at the discretion of the receiving institution.

OUR BOARD OF REGENTS



Kenneth Webster D Ed
Executive Director,
Osteopathic Medical Society
Pinellas/Hillsborough County

B,A. Degree Aurora College, Aurora, Illinois
M.S. Degree Chicago State University, Chicago, Illinois CAS
University of Illinois, Urbana, Illinois
CAS Ball State University, Muncie, Indiana
Doctor of Education, University of Sarasota, Sarasota, Florida.



Delton Fernander PhD, D.D.
Pastor New Destiny Baptist Cathedral
Nassau, NP Bahamas

AS - Success Training College, NP, Bahamas
BS - Industrial & Aeronautical Engineering, Tennessee State University, Nashville, TN
BA -Theology, American Baptist Theological Seminary, Nashville, Tennessee
MBA, Tennessee State University, Nashville, Tennessee
PhD, Louisiana Baptist University, Shreveport, Louisiana
Doctor of Divinity, Virginia University of Lynchburg, Virginia.



Arlyn Ross PhD
Consultant/Retired

AA, Kalamazoo Valley College, Kalamazoo, Michigan
BA, Christian Leadership, Destiny Christian College, Nashville, Tennessee
MA, Leadership and Organizational Management, Destiny Christian College and University, Nashville, Tennessee;
Doctor of Entrepreneurial Leadership, New Covenant University, St. Augustine, Florida.



Malcolm Burton D Th.
Pastor/ Award Winning Author

Associate of Arts, Rice University, Houston, Texas;
Bachelor of Arts, University of Houston, Houston, Texas;
Master of Arts, Coral Ridge College, Independence, Missouri;
Doctor of Theology, New Covenant University, St. Augustine,
Florida.



Drake Travis PhD
Author/Producer/Lecturer

Bachelor of Arts in Ancient History/Old Testament, Simpson
University, Redding, California
Master of Arts in New Testament with First Century Christian
History, Alliance Theological Seminary, Nyack, New York
PhD in Covenant Leadership, New Covenant University, St.
Augustine, Florida.

EXECUTIVE FACULTY



Paul Crites, PhD.
President of NCU

He earned a B.A. in Theology from Southeastern
University in Lakeland, Florida. He earned his M.A. in
Theology and Doctor of Ministry from Trinity Evangelical
Seminary in Naples, Florida and a Doctor of Philosophy
from Logos Graduate School and University in
Jacksonville, Florida. He served as graduate assistant at
the California Graduate School of Theology in Glendale,
California. He has authored seven books that have been
incorporated as both academic text books and personal
development. Dr. Crites was recognized by Who's Who in
Leadership in 2012.



Jonathan Ford, D.Th.
Academic Dean

He holds an Associate degree in Electronics Technology from The College of The Bahamas, B.S., magna cum laude, in Electrical Engineering Technology from Louisiana Tech University, Ruston, Louisiana. He earned both his M.A. in Christian Leadership and Organization Management and Doctor in Theology from Destiny Christian College and University, Bahamas Campus. In conjunction with his responsibilities in the classroom.



Angel L. Crites, Ed.D.
Provost

She holds an A.A. in Child Development from Henry W. Brewster Technical College, Tampa, Florida, a B.A. in Classical Christian Education, M.A. in Christian Leadership and Organizational Management, M.A. in Counseling from Destiny Christian College and University, Nashville, Tennessee campus and a Doctorate in Christian Education from New Covenant University, Jacksonville, Florida.



T.D. Leutzinger, PhD.
IT Administrator

He holds a B.A. in Christian Leadership and M.A. in Organizational Management from Destiny Christian College and University, Nashville, TN. He earned his M.A. and Doctorate in Theology from New Covenant University, St. Augustine, Florida.

DEGREES AND PROGRAMS

Associate Degree Program

<i>Program</i>	<i>Requirement</i>	<i>Career Opportunities</i>
Associate of Biblical Studies	High School Diploma/GED	Support staff Church/Ministry, CE Teacher, Assistant/Staff Minister, Minister of Helps
Associate of Christian Leadership	High School Diploma/GED	Business Management, Support staff Church/Ministry, Assistant/Staff Minister, Administrative assistant

College of Leadership

<i>Program</i>	<i>Requirement</i>	<i>Career Opportunities</i>
Bachelor of Christian Leadership & Organizational Management	Approved Associate degree or sufficient transfer credits	Business Management/Ownership, Director of Ministries, Executive Pastor, Senior Pastor
Master of Christian Leadership & Organizational Management	Approved Bachelor degree or sufficient transfer credits	Business, corporate, ownership, team or staff leadership, Administrative or Executive Pastor
Doctor of Covenant Leadership	Approved Master degree or sufficient transfer credits	Unlimited in the field

College of Theology

<i>Program</i>	<i>Requirement</i>	<i>Career Opportunities</i>
Bachelor of Theology	Approved Associate degree or sufficient transfer credits	Assistant or Senior Pastor, Teacher, Missionary
Master of Practical Theology	Approved Bachelor degree or sufficient transfer credits	Theology Professor, Ministry Leader, Executive Pastor
Doctor of Theology	Approved Master degree or sufficient transfer credits	Unlimited in the field

College of Education

<i>Program</i>	<i>Requirement</i>	<i>Career Opportunities</i>
Bachelor of Classical Education	Approved Associate degree or sufficient transfer credits	Teacher, Minister of Christian Education, Director of Preschool
Master of Christian Leadership & Organizational Management	Approved Bachelor degree or sufficient transfer credits	Business, corporate, ownership, Headmaster, Principal, Administrative or Executive Pastor
Doctor of Christian Education	Approved Master degree or sufficient transfer credits	Unlimited in the Field

College of Ministry

<i>Program</i>	<i>Requirement</i>	<i>Career Opportunities</i>
Bachelor of Christian Counseling	Approved Associate degree or sufficient transfer credits	Church Staff Counselor, Life Coaching
Master of Christian Counseling	Approved Bachelor degree or sufficient transfer credits	Church Staff Counselor, Life Coaching, Biblical Counseling Center CEO
Doctor of Ministry (with a specialized field)	Approved Master degree or sufficient transfer credits	Unlimited in the field

STUDENT INFORMATION

Transfer Students

NCU welcomes transfer students desiring to develop their educational goals while wishing to transfer from another university. Sealed official transcripts must be submitted directly to NCU from all institutions of learning the student attended after graduation from high school. Such transcripts must indicate courses entered, show whether the course is in progress or completed, the grade assigned, and semester/quarter credit hours earned. Results of aptitude and other special tests taken and evidence of standing should also be indicated on the transcript.

Transferability of Credits Earned

The transferability of credit earned at other institutions and transferred to NCU is at the discretion of NCU. The transferability of credit earned at NCU and transferred to another institution is at the discretion of the receiving institution.

Notice of Non-Discriminatory Policy

NCU admits students of any race, color, gender, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, gender, or national and ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

Admission Requirements

Students must be committed to the absolute Lordship of Christ, through an ongoing relationship with Him, and by a desire to reach greater maturity in Him, in full obedience to His will. The following are needed for evaluation of student:

- ✚ A copy of a high school diploma, or its equivalent, for entrance into the College for the Undergraduate level. High school diploma not needed if student is submitting a college transcript.
- ✚ A copy of a Bachelor's degree, etc., or equivalent, for all levels of the Graduate Programs. Sealed official transcripts from all previous college-level institutions, sent directly to NCU. If only high school or GED diploma, send copy of diploma only.
- ✚ For all levels of the Graduate Program, the applicant's undergraduate/previous graduate program transcripts must reflect a 3.0 GPA or higher.
- ✚ Students are to be actively involved in a local church.

Admission to NCU is subject to approval by the Admissions Committee, whose decision is final.

Admission Process

To be considered for admission, all undergraduate and graduate students are required to submit the following to the NCU office:

- ✚ Application for Admission.
- ✚ Cover letter stating the student's educational and spiritual goals.
- ✚ Comprehensive secular and religious resume that includes education, employment, secular and religious seminars attended, church work experience, special training, etc.
- ✚ At the time of application, copies of transcripts from previous learning institutions can be submitted; however, within completion of 30 credit hours from NCU, official transcripts will be required to be sent directly to NCU before a degree can be issued to student.
- ✚ Copies of degrees, awards, certificates, etc.
- ✚ Copy of a current, legally recognized picture ID for your file.
- ✚ \$50.00 non-refundable Application Fee.

After receipt of the application packet, NCU will ascertain proficiency to determine placement in the highest program and provide the student with an evaluation letter outlining his/her recommended course of study for the major he/she has chosen.

Records Management

The Provost's/Registrar's Office has been designated to coordinate the inspection and review procedures for all student education records to include: admissions, personal, academic, and financial files as well as academic, cooperative education, and placement records. Education records do not include records of instructional, administrative, and educational personnel – which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute – if applicable.

Each student has the following rights:

- ✚ To inspect and review information contained in his/her education records
- ✚ To challenge the contents of his/her education records

Students may not inspect and review the following:

- ✚ Confidential letters and recommendations associated with admissions, employment or job placement
- ✚ Education records containing information about more than one student, in which case access is permitted only to the part that pertains to the student inquiring

Requesting a record review:

Students who wish to review their education records must make a written request to the Provost/Registrar at provost@ncu.edu listing the item/items of interest. Records will be made available to the student, generally within 45 days of receipt of the request. The students may have copies made of his/her records with certain exceptions (e.g., a

copy of the academic record for which a financial “hold” exists or a transcript of an original or source document that exists elsewhere). Any copies will be made at the student’s expense at prevailing, reasonable rates.

Challenging the contents of education records:

Students who believe their education records contain information that is inaccurate or misleading, or otherwise in violation of their privacy or other rights may discuss this problem informally with the Provost/Registrar at provost@ncu.edu and make a request for amendment. If the Provost/Registrar approves the request, the appropriate records will be amended.

Standard of Conduct

Because of the Biblical demands of discipleship, it is expected that all students attending NCU will maintain the highest standards of conviction and conduct. Although these standards may not affect one’s spiritual standing, they do strengthen the life and testimony of both the college and the individual.

NCU wishes to convey the importance of maintaining individual integrity not only within the university, but as a standard of living for an example of the image of Christ to those around us.

Life Learning Credits

Life Learning Credits are available at the undergraduate level for a maximum of 9 credit hours and at the graduate level for a maximum of 12 credit hours. The student is responsible to list all verifiable experience in the field congruent to the student’s chosen major including the location, dates, approximate number of hours, responsibilities, and a reference who can vouch for the student’s activities.

Attendance

For resident study (i.e., seminars), students are expected to attend all the classes for the subject(s) in which they are enrolled. Unexcused absence from more than 30% of the classes for a subject will result in forfeiture of all credits for that subject. An exception to the 70% rule may be made if the absences are due to acceptable reasons and if the student is able to satisfy the requirements for that subject (e.g., by completing additional assignments and/or field work). Granting or refusing this privilege will be at the faculty mentor’s discretion.

The Academic Dean will counsel students failing to maintain satisfactory attendance, and an attempt will be made to solve the problem. Continued unsatisfactory attendance will be sufficient grounds for dismissal. Re-admission may be permitted if the student can show the Director that the problem has been overcome.

For distance learning students, unless the mentor has assigned a specific residency requirement, no specific attendance requirements exist. However, personal discipline in daily study is essential and will be monitored by a devoted academic mentor.

Assignments

Various assignments will be given to students, depending on the course in which the student is enrolled. Assignments may take the form of reaction papers, short essays, field work, local church activities, etc. These will be delineated by the course syllabi and faculty mentor.

Assignments are mandatory and are considered heavily toward the students' grades. Failure to complete satisfactorily any of those assignments may forfeit all credits for that particular subject. Other assignments may be optional, or may affect only a stated percentage of the grade.

NCU requires that all work submitted for credit meet the following standards:

- ✚ Email all assignments (ncuinbox@gmail.com)
- ✚ Use the following heading in the subject line:
Your Name/Course Number / Course Title

Within the body of your assignment:

- ✚ Typewritten in Arial or Times Roman Numeral Font
- ✚ Twelve (12) point font size
- ✚ Single Spaced
- ✚ Use the "Reaction Paper Guidelines" download located on our website as a guideline to writing all reaction papers.
- ✚ Do not send your assignments in an attachment, simply copy and paste your assignment into the body of the email.
- ✚ Send each assignment in a separate email, do not group assignments into one email.
- ✚ Retain a hard copy of all your assignments for your own records.

Policy on Research and Plagiarism

Merriam-Webster's College Dictionary defines *plagiarism* as, "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source."

While fully supporting the use of tools, reference works, the Internet and other available media, NCU requires that all of the work submitted by students for grading and evaluation be the result of their own writing efforts and creative processes. We encourage you to use all information available for the purpose of supporting your work;

however, you must clearly identify quotes and excerpts as the work of another author, and properly cite the source.

NCU has a policy for reviewing the content of all papers submitted for grading and evaluation through the use of a technological process. By means of this process, faculty members are able to identify situations where the information was taken directly from other publications or modified by the student and subsequently inserted into the work to be graded. Students should be advised that plagiarism in any form is prohibited, and that work containing plagiarized materials will be downgraded and returned for resubmission. The Academic Dean is notified whenever a student submits work for evaluation and grading that contains plagiarized materials. The first offense will result in an academic warning. Continued instances of plagiarism will result in academic expulsion.

Differences

Students are not expected to agree with everything that will be taught within the various courses. Students are, however, expected to treat the views of the faculty members and fellow students with respect. If a disagreement arises about something that is being taught, the student should listen as openly as possible, giving due attention to anything that the Holy Spirit may be saying. The student should not expect the Holy Spirit to speak to everyone in the same way, or lead everyone in the same direction. The Holy Spirit has a multifaceted plan to suit the extraordinary diversity that exists in the Church. There is much that one can learn from others.

In assignments, the student will be free to express his or her own views, but at other times will be required to show an understanding of alternate view points and be able to express that differing opinion, even if it conflicts with the student's personal beliefs. It is important for the student to follow the instructions at all times in the preparation of assignments.

Questions

Students are encouraged to ask questions. Common courtesy dictates that a student should put his or her questions in writing to submit to the faculty mentor. Usually, the faculty mentor's response will need to be accepted (even if the response is in conflict with the student's stand). Though continuing dialogue is a part of the educational program, the student is encouraged to utilize the faculty mentor as a senior mentor assisting the student to develop fuller understanding, knowledge and wisdom.

Grading System

Grade	Grade Points	Grading Scale	Quality Points
A	4.0	96-100	12 pts.
A-	3.7	94-95	10 pts.
B	3.0	88-93	8 pts.
B-	2.7	86-87	7 pts.
C	2.0	79-85	5 pts.
C-	1.7	77-78	4 pts.
<i>Below is passing but non-transferable</i>			
D	1.0	70-76	2 pts.
<i>Below is non-passing</i>			
F	0.0	69 and less	0 pts.

Symbol	Meaning	Symbol	Meaning
I	Incomplete	NC	No Credit Hours Granted
P	Passing (not in GPA total)	W	Withdrawn
X	Course Dropped Without Penalty	PA	Proposal Accepted

The Credit Measurement

NCU credit hours are fifty (50) minute hours in addition to 1½ to 2 hours of homework for every one (1) hour in class.

State of Florida Department of Education Board of Independent Colleges and Universities 6E-2.0041 Non-traditional College Programs.

“Semester unit” means either:

Fifteen hours of college or university level instruction during a semester, plus a reasonable period of time outside of instruction which the college requires a student to devote to preparation for learning experience, such as preparation for instruction, study of course material, or completion of educational projects.

Planned learning experiences equivalent to the learning and preparation described above, as determined by duly qualified faculty responsible for evaluating learning outcomes for the award of unit credits.

In keeping with the above regulation these options are offered in the various NCU learning environments at the discretion of the Academic Dean:

- ✚ Option A – Intensive weekend seminar format which includes reading/assignment requirement
- ✚ Option B – Independent Study (Distance Learning Program)

Tuition, Fees, and Financial Information

Enrollment Fees	
Application Fee	\$50.00
Registration Fee	\$50.00
Transfer Credit Fee (unit price per credit)	\$25.00
<i>Please note: All Tuition and Fees are Non-Refundable</i>	
Tuition (Breakdown by per credit and by various fees):	
Undergraduate (Associate or Bachelor level)	\$55.00
Graduate (Master level)	\$90.00
Post-Graduate (Doctoral level)	\$111.10
<i>Reading Fees:</i>	
Master Thesis	\$150.00
Doctoral Dissertation	\$200.00
<i>Program Evaluation and Faculty Mentoring Fees:</i>	
Undergraduate	\$200.00
Graduate/Post-Graduate	\$300.00
Combined tuition total per degree (with all fees):	
Undergraduate (Associate or Bachelor level)	\$3500.00
Graduate (Master level)	\$4500.00
Post-Graduate (Doctoral level)	\$5500.00
Graduation Fees:	
Undergraduate / Graduate (Associate, Bachelor, Master level)	\$200.00
Post-Graduate (Doctoral level)	\$400.00
Alumni (Does not include graduation attire)	\$100.00
<i>The graduation fees include administrative fees, degree issuance fee, one (1) unofficial student transcript, one (1) official/sealed student transcript and graduation attire (one (1) cap or hood, one (1) gown, one (1) tassel).</i>	
Miscellaneous Fees:	
Degree Replacement	\$75.00
Transcript	\$30.00
Return Check Fee	\$30.00
Dishonored Credit Card Fee	\$20.00
Student Handbook Replacement Fee	\$75.00

Tuition Financing

NCU provides a guaranteed tuition financing program that services the needs of our students. Every student who applies for tuition financing will be evaluated and approved for a tuition financing program.

These programs feature:

- ✚ Interest-free financing
- ✚ Extended payments designed to fit most budgets
- ✚ Tuition payments accepted via credit cards (MasterCard, Visa, American Express, Discover)
- ✚ Automatic monthly payments available

Text Books

All required texts are the responsibility of the students. Some textbooks can be ordered directly from NCU and it is the student's responsibility to make inquiries via email concerning those books. International students should review the book lists and order in advance as book orders may take up to 30 days.

On Pace Policy

New Covenant University is an accelerated 10 month program, however, NCU will allow up to 23 months for the completion of a degree with the following provisions:

- ✚ 60 day prior notification of your extension must be given in writing the administration of NCU
- ✚ Regular class attendance is required unless a signed medical excuse is turned in to the administration
- ✚ Tuition must be paid on a consistent basis
- ✚ Additional practicums must be turned in for each month the program is extended
- ✚ Any student not completing their program within 23 months will have to re-register the following academic year.

Refund Policy

All tuition and fees paid to New Covenant University are non-refundable.

Personal or Financial Difficulties

If a student comes into personal or financial difficulty, or if a problem develops concerning policies, procedures or other aspects of NCU, the student should consult with his/her faculty mentor immediately. Problems should not be allowed to grow until they become insurmountable. The faculty mentor should be consulted, especially if the student is contemplating leaving NCU. The university staff is ready and anxious to do everything possible to insure that students succeed in their preparation for the ministry.

Withdrawal Policy

A written notice must be presented 30 days prior to release from this contract for anyone who wishes to withdraw. All tuition will still be due until this requirement is satisfied. When withdrawing from NCU, re-enrollment into the university will be denied until all tuition is brought current.

Graduation Requirements

To qualify for graduation, a student must:

- ✚ Completed all course work/Credit hours and fulfillment of papers while maintaining an overall GPA of 2.0 or higher for undergraduate or an overall GPA of 3.2 or higher for Post Graduate Students
- ✚ Pay all tuition, fees including graduation fee 40 days prior to graduation and be cleared by the Financial Office.

Transcripts

A transcript contains all essential academic data such as the courses, grades, credits awarded, degree (with major), and graduation date.

An official transcript has the seal of NCU, date, and an appropriate signature for students who have attended this institution. These may be issued directly to other institutions, colleges, employers or to the graduate to whom it regards.

The current fee for an official transcript is \$30.00 each. Official transcripts can be released only upon receipt of official transcripts from previous learning institutions or official letters of confirmation.

An unofficial transcript is an unofficial record of grades obtained while a student of NCU. It is issued to the student and has the appropriate signature and is dated, but is without the university seal.

When all coursework has been completed and all financial obligations are fulfilled, one (1) official and one (1) unofficial transcript will be available at no charge.

Neither official nor unofficial transcripts will be issued for a student who has failed to meet all his/her financial obligations to NCU.