



**Emmanuel Bible College**  
**In Alliance with Nazarene Bible College**  
**THE3023: Systematic Theology I**

**COURSE GENERAL INFORMATION:**

**Dates:** Course Schedule – 15 weeks plus one week of finals

**Credit Hours:** 3

**Prerequisites:** There are no prerequisites for this course.

**COURSE INSTRUCTOR:**

EBC Faculty

**Instructor:** EBC Faculty

**Address:** Online Curriculum

**Phone:** Home

Office

Cell Provide by Faculty

Fax

**Email:** Provided by Faculty

**COURSE DESCRIPTION:**

A systematic study of the Christian faith from a uniquely Wesleyan-Holiness perspective with emphasis on the doctrines of God, humanity, sin, and the person and work of Jesus Christ. Related areas covered will be revelation, the inspiration and authority of Scripture, the Trinity, creation, and the atonement. *Prerequisite: Introduction to Christian Thought.*

**COURSE INTENDED LEARNING OUTCOMES:**

The following learning goals will be achieved by this course:

1. To articulate the biblical doctrines of God, humanity, sin, and the person and work of Jesus Christ.
2. To identify the main Wesleyan distinctive relevant for each of the above four areas of this course.
3. To relate these theological concepts to practical living and ministry.

The following are competencies for Ministry as outlined in the *Sourcebook for Ministerial Development* that will be addressed in this course:

1. Ability to articulate the Nazarene Articles of Faith. (CN-7)
2. Ability to demonstrate an understanding of theological reflection including its sources, its historical development, and its Wesleyan contemporary expressions. (CN-8)

**COURSE TEXTBOOKS:**

Dunning, H. Ray. *Grace, Faith, and Holiness: A Wesleyan Systematic Theology*. Beacon Hill Press, 1988.

ISBN: 9780834112193

Thorsen, Don. *An Exploration of Christian Theology*. 2008, Baker, 2015.

ISBN: 9780801030901

*Nazarene Articles of Faith*. <https://nazarene.org/articles-faith>

NOTE: Students are responsible to have the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

## **COURSE REQUIREMENTS:**

### **Reading**

Students are expected to complete the assigned reading in time that the reading may inform the student's contribution to the discussion. Students are encouraged to read ahead, as necessary, in order to be prepared for each discussion.

### **Reading Reflection/Summary**

Each student is to complete a Reading Reflection/Summary that will center on questions from the end of the chapters of the course texts or other alternatives as spelled out in the Schedule. Reading summaries each session are to be approximately 750 words long. Points will be awarded on the basis of the student's grasp of the assigned reading material, thoughtful and reflective analysis, and integration with life and Christian service. These are to show critical analysis and engagement with the texts as well as the synthesis (weaving together) of different insights.

### **Statement of Belief Essays**

The purpose of the Statement of Belief essays is to give students the opportunity to articulate in essay form what he/she believes about the major doctrines of the Christian faith explored in the sessions of this course. This is similar to an "Article of Faith" or belief statement of a denomination or other religious body. All essays should demonstrate some research (including peer-reviewed journal articles) and use of multiple resources (no less than three sources). However, the primary emphasis of this assignment is on the student's ability to communicate what he/she believes about the Christian faith at this point in his/her spiritual journey.

Besides sound biblical and theological foundations, all Statement of Belief essays are to include concrete application to personal spiritual formation and/or ministry context.

Your Statement of Belief essays should be formatted to reflect the MLA style of notation, including a Title Page and Works Cited page. Papers are to be at least 900 words in length.

### **Final Exam**

The Final Exam, worth 15% of your final grade, is a three-hour (maximum) open book exam that will include short answer and essay questions. In most cases you will have several options from which to choose in the different sections of the exam.

### **Session Reflection Assignment**

Submit a 500 word (minimum) referenced reflection on the key items addressed during the session and how they apply to your education, life, or ministry.

## COURSE EVALUATION:

### Grading Points

Assignments	
	Points
<b>Session Assignments:</b>	
Reading Reflection Summary	40
Participation	30
Session Reflection	30
<i>TOTAL EACH SESSION</i>	<i>100</i>
<b>Course Level Assignments:</b>	
Statement of Belief Essays (Sessions 1-5)	250
Final Exam	150
<i>TOTAL COURSE ASSIGNMENTS:</i>	<i>400</i>
<i>TOTAL ALL ASSIGNMENTS</i>	<i>1000</i>

### Grade Scale

Standard Grade Scale Based on Percentage of Points Earned				
A	B	C	D	F
A 93	B+ 87	C+ 77	D+ 67	F 59 or less
A- 90	B 83	C 73	D 63	
	B- 80	C- 70	D- 60	

Note: Ministerial students who are completing courses in preparation for ordination are expected to demonstrate at least a moderate level of understanding of the course materials. Individual Studies Boards may choose not to accept any class for which a student scores a final grade below a "C."

## COURSE SCHEDULE:

### 1. Session One - The Nature and Scope of Theology

- Reading Assignments
  1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapters 1-5.
  2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 1-4.
  3. Nazarene Article of Faith – IV. The Holy Scriptures <http://nazarene.org/articles-faith>
- Reading Reflection Summary
  1. Write a response to the three questions related to the assigned reading in the textbooks, as described below. The response should be at least 750 words in length (about 250 words per question). Your response should demonstrate your understanding of the material, and should include specific reference to the assigned reading (use proper MLA citation). Points earned for this assignment will depend on: 1) your comprehension of the assigned reading material, 2) critical analysis of the ideas from the reading, and 3) your reflection on how to integrate those ideas with life and Christian service.

1. Thorsen, Don. *An Exploration of Christian Theology* – Select two (2) questions (from different chapters) under "Questions for Further Reflection" found at the end of chapters 1-4. Be sure to follow the proper assignment FORMAT and indicate to which question you are responding.
  2. Dunning, H. Ray. *Grace, Faith and Holiness* – Choose one of the following questions.
    1. Discuss the meaning and function of systematic theology, including the characteristics. Address the validity of systematic theology as a discipline and discuss why there must be a norm (or control belief) that impacts how the system is formulated.
    2. What is the importance of the Wesleyan Quadrilateral? Explore Scripture, tradition, reason, and experience and discuss why it is important to stress the primary role of Scripture but also to be balanced in the use of these four resources?
- Statement of Belief Essay
    1. The focus of the essay this session is on *The Nature and Scope of Theology*. Based on the reading of the textbooks and lectures, on personal study and reflection, and on the class discussion, organize your thoughts and insights in order to write this essay. Focus on the definition of theology, sources of authority, the function(s) of theology, the importance of the discipline of theology for all Christians (especially servant leaders), and ways we discover revealed truth.
    2. Be sure to include practical application to spiritual formation and/or ministry context. The essay must also include at least 3 direct quotes from the textbooks and other appropriate research materials (such as journal articles). The essay should be at least 900 words in length, should include a title page and Works Cited, and should be formatted according to MLA style of writing.

- Session Reflection

## 2. Session Two - God and the Trinity

- Reading Assignments
  1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapters 6-7.
  2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 5-7
  3. Nazarene Article of Faith – I. The Triune God <http://nazarene.org/articles-faith>
- Reading Reflection Summary
  1. Write a response to the three questions related to the assigned reading in the textbooks, as described below. The response should be at least 750 words in length (about 250 words per question). Your response should demonstrate your understanding of the material, and should include specific reference to the assigned reading (use proper MLA citation). Points earned for this assignment will depend on: 1) your comprehension of the assigned reading material, 2) critical analysis of the ideas from the reading, and 3) your reflection on how to integrate those ideas with life and Christian service.
  2. Thorsen, Don. *An Exploration of Christian Theology* – Select two (2) questions (from different chapters) under "Questions for Further Reflection" found at the end of chapters 5-7. Include the questions you have selected with your response.
  3. Dunning, H. Ray. *Grace, Faith and Holiness* – In Chapter 6, on pages 198-207, the attributes of God are discussed. Select one of them and describe the attribute, giving a biblical basis for your answer. In addition, explain how this

attribute relates to the holiness of God. Be sure to incorporate into your response at least one insight from Dunning's discussion.

- Statement of Belief Essay
  1. The focus of this Statement of Belief essay is on *Knowing God, the Three in One*. Based on the reading of the textbooks and lectures, on personal study and reflection, and on the class discussion, organize your thoughts and insights in order to write this essay. Focus on such subjects as the character and attributes of God (what is God like?), the Christian doctrine of the Trinity, and how we know God (or arguments for the existence of God).
  2. Be sure to include practical application to spiritual formation and/or ministry context. The essay must also include at least 3 direct quotes from the textbooks and other appropriate research materials (such as journal articles). The essay should be at least 900 words in length, should include a title page and Works Cited, and should be formatted according to MLA style of writing.
- Session Reflection

### 3. Session Three - God and Creation

- Reading Assignments
  1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapter 8.
  2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 8-10
- Reading Reflection Summary

Write a response to the three questions related to the assigned reading in the textbooks, as described below. The response should be at least 750 words in length (about 250 words per question). Your response should demonstrate your understanding of the material, and should include specific reference to the assigned reading (use proper MLA citation). Points earned for this assignment will depend on: 1) your comprehension of the assigned reading material, 2) critical analysis of the ideas from the reading, and 3) your reflection on how to integrate those ideas with life and Christian service.

  1. Thorsen, Don. *An Exploration of Christian Theology* – Select two (2) questions (from different chapters) under "Questions for Further Reflection" found at the end of chapters 8-10. Include the questions you have selected with your response.
  2. Dunning, H. Ray. *Grace, Faith and Holiness* – Select one (1) of the following three options:
    1. Option #1: In Chapter 8, note the discussion on pages 235-250. Do you agree with his assessment of the theological significance and meaning of the Bible's creation narrative? Select at least two major points or lessons which are either stated or implied in his theology of creation, and explain his meaning as well as your response.
    2. Option #2: In Chapter 8, note his discussion on the problem of evil, beginning on page 250. How would you use the insights from this section to deal with questions about creation and evil in a ministry setting?
    3. Option #3: In Chapter 8, note the discussion about providence, miracle and prayer. How does a theology of creation help us to understand these?
- Statement of Belief Essay

1. The focus of this Statement of Belief essay is *Our Creative and Providential God*. Based on the reading of the textbooks and lectures, on personal study and reflection, and on the class discussion, organize your thoughts and insights in order to write this essay. Focus on such subjects as the biblical titles for God that reflect His works, the nature of God's creative activity, the meaning of divine providence, and so forth.
2. Be sure to include practical application to spiritual formation and/or ministry context. The essay must also include at least 3 direct quotes from the textbooks and other appropriate research materials (such as journal articles). The essay should be at least 900 words in length, should include a title page and Works Cited, and should be formatted according to MLA style of writing.

- Session Reflection

#### 4. Session Four - Human Beings

- Reading Assignments

1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapter 9, pp. 275-290
2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 11-12

- Reading Reflection Summary

1. Write a response to the three questions related to the assigned reading in the textbooks, as described below. The response should be at least 750 words in length (about 250 words per question). Your response should demonstrate your understanding of the material, and should include specific reference to the assigned reading (use proper MLA citation). Points earned for this assignment will depend on: 1) your comprehension of the assigned reading material, 2) critical analysis of the ideas from the reading, and 3) your reflection on how to integrate those ideas with life and Christian service.

1. Thorsen, Don. *An Exploration of Christian Theology* – Select two (2) questions (from different chapters) under "Questions for Further Reflection" found at the end of chapters 11-12. Include the questions you have selected with your response.
2. Dunning, H. Ray. *Grace, Faith and Holiness* – In the reading out of Chapter 9, the focus is on the relationship to God that is original righteousness, which Dunning notes could be violated by sin. Describe the meaning of *Imago Dei*, and address the effect of sin with regard to it, being careful to describe fully the essence of sin.

- Statement of Belief Essay

1. The focus of this Statement of Belief essay is *Being Human*. Based on the reading of the textbooks and lectures, on personal study and reflection, and on the class discussion, organize your thoughts and insights in order to write this essay. Focus on such subjects as the question of what it means to be human, the image of God, a Christian view of human personhood, and so forth.
2. Be sure to include practical application to spiritual formation and/or ministry context. The essay must also include at least 3 direct quotes from the textbooks and other appropriate research materials (such as journal articles). The essay should be at least 900 words in length, should include a title page and Works Cited, and should be formatted according to MLA style of writing.

- Session Reflection

#### 5. Session Five - The Nature of Sin

- Reading Assignments

1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapter 9, pp. 290-301
  2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 13-14
  3. Nazarene Article of Faith – V. Sin, Original and Personal  
<http://nazarene.org/articles-faith>
- Reading Reflection Summary
    1. Write a response to the three questions related to the assigned reading in the textbooks, as described below. The response should be at least 750 words in length (about 250 words per question). Your response should demonstrate your understanding of the material, and should include specific reference to the assigned reading (use proper MLA citation). Points earned for this assignment will depend on: 1) your comprehension of the assigned reading material, 2) critical analysis of the ideas from the reading, and 3) your reflection on how to integrate those ideas with life and Christian service.
    2. Thorsen, Don. *An Exploration of Christian Theology* – Select two (2) questions (from different chapters) under "Questions for Further Reflection" found at the end of chapters 13-14. Include the questions you have selected with your response.
    3. Dunning, H. Ray. *Grace, Faith and Holiness* – Regarding the section on pages 290-296, summarize and discuss as least two of the ways in which Dunning characterizes total depravity or humankind in the natural state of original sin. Next, regarding the section on pages 296-301, discuss and summarize what is meant by the dual nature of sin, and the manner in which this understanding informs a view of how God can cleanse and save from sin.
  - Statement of Belief Essay
    1. The focus of this Statement of Belief essay is *The Nature of Sin*. Based on the reading of the textbooks and lectures, on personal study and reflection, and on the class discussion, organize your thoughts and insights in order to write this essay. Focus on such subjects as the origin of sin, the nature of sin, the effects of sin, and so forth.
    2. Be sure to include practical application to spiritual formation and/or ministry context. The essay must also include at least 3 direct quotes from the textbooks and other appropriate research materials (such as journal articles). The essay should be at least 900 words in length, should include a title page and Works Cited, and should be formatted according to MLA style of writing.

- Session Reflection

## 6. Session Six - Christology (Part I)

- Reading Assignments
  1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapter 10.
  2. Thorsen, Don. *An Exploration of Christian Theology*. Chapter 15
  3. Nazarene Article of Faith – II. Jesus Christ <http://nazarene.org/articles-faith>
- Reading Reflection Summary
  1. Write a response to the three questions related to the assigned reading in the textbooks, as described below. The response should be at least 750 words in length (about 250 words per question). Your response should demonstrate your understanding of the material, and should include specific reference to the assigned reading (use proper MLA citation). Points earned for this assignment will depend on: 1) your comprehension of the assigned reading material, 2)

critical analysis of the ideas from the reading, and 3) your reflection on how to integrate those ideas with life and Christian service.

1. Thorsen, Don. An Exploration of Christian Theology – Select two (2) questions under "Questions for Further Reflection" found at the end of chapter 15. Include the questions you have selected with your response.
  2. Dunning, H. Ray. Grace, Faith and Holiness – In relation to the assigned reading in Dunning, summarize some reasons why it is important to the proclamation of Christ that one have a theological and biblical grasp of the concept of the person of the Savior.
- Final Exam
  - Session Reflection



## **COURSE POLICIES:**

### **Student Learning Information**

- **Accessibility**

As applicable to student requests

- **Academic Honesty:**

Honesty in all academic endeavors is vital as an expression of the Christian life. It is expected that *your school here's* students will not participate in cheating, fraud, plagiarism\*, or other forms of academic dishonesty, nor encourage or condone such behavior by permitting it and/or allowing it to go unreported. \*(Plagiarism is presenting another's words or ideas as one's own without properly crediting the original source.)

Academic dishonesty is a serious violation of moral and academic integrity. The minimum penalty for academic dishonesty will be a failing grade for the respective assignment. More stringent measures may include failure of the course, disciplinary probation, or disciplinary suspension, depending on the severity of the offense.

- **Time Expectations:**

As discussed during first class meeting

- **Attendance:**

Students are expected to attend each session. Excused absences are at the discretion of the instructor. Every two sessions of unexcused absence will result in a one letter grade reduction in the student's final earned grade.

- **Change of Enrollment:**

Add/drop period will be explained during the first class session

- **MLA/APA Style:**

Students are expected to follow the MLA style for written works.

- **School Information:**

Student information as provided through the student's academic portal at [ebcministry.edu](http://ebcministry.edu)

## COURSE RESOURCES:

### Bibliography

The books listed in the bibliography are either ones used as resources for this course or will be helpful for further study.

- Barbour, Ian G. *When Science Meets Religion: Enemies, Strangers, or Partners*. New York: Harper Collins Publishers, 2000. Print.
- Chan, Simon. *Spiritual Theology: A Systematic Study of the Christian Life*. Downers Grove: Intervarsity Press, 1998. Print.
- Chilcote, Paul W., ed. *Wesleyan Tradition: A Paradigm for Renewal*. Nashville: Abingdon Press, 2002. Print.
- Davis, John Jefferson. *Foundations of Evangelical Theology*. Grand Rapids: Baker Book House, 1984. Print.
- Dunning, H. Ray. *Grace, Faith, and Holiness*. Kansas City: Beacon Hill Press, 1988. Print.
- Erickson, Millard J. *Christian Theology*. Grand Rapids: Baker Books, 1998. Print.
- . *Making Sense of the Trinity: Three Crucial Questions*. Grand Rapids: Baker Books, 2000. Print.
- . *Where is Theology Going?: Issues and Perspectives on the Future of Theology*. Grand Rapids: Baker Books, 1994. Print.
- Gonzalez, Justo L. and Zaida Maldonado Perez. *An Introduction to Christian Theology*. Nashville: Abingdon Press, 2002. Print.
- Greathouse, William M. *Wholeness in Christ: Toward a biblical Theology of Holiness*. Kansas City: Beacon Hill Press, 1998. Print.
- Grenz, Stanley. *Renewing the Center: Evangelical Theology in a Post-Theological Era*. Grand Rapids: Baker Academic, 2002. Print.
- . *Theology for the Community of God*. Grand Rapids: Eerdmans Publishing House, 1994. Print.
- . *What Christians Really Believe and Why*. Louisville: Westminster John Knox Press, 1998. Print.
- Grider, J. Kenneth. *A Wesleyan-Holiness Theology*. Kansas City: Beacon Hill Press, 1994. Print.
- Gunter, W. Stephen, et. al. *Wesley and the Quadrilateral: Renewing the Conversation*. Nashville: Abingdon Press, 1997. Print.
- House, H. Wayne. *Charts of Christian Theology and Doctrine*. Grand Rapids: Zondervan Publishing House, 1992. Print.
- Hughes, Richard T. *How Christian Faith Can Sustain the Life of the Mind*. Grand Rapids: Eerdmans Publishing, 2001. Print.
- Hynson, Leon O. *Through Faith to Understanding: Wesleyan Essays on Vital Christianity*. Lexington: Emeth Press, 2005. Print.
- Killen, Patricia O'Connell and John De Beer. *The Art of Theological Reflection*. New York: Crossroad Publishing, 2001. Print.
- Knight, Henry L. *A Future for Truth: Evangelical Theology in the Postmodern World*. Nashville: Abingdon Press, 1997. Print.
- Lewis, C.S. *Mere Christianity*. San Francisco: Harper and Row, 2001 (Reprint). Print.

- Maddox, Randy L. *Responsible Grace: John Wesley's Practical Theology*. Nashville: Abingdon Press, 1994. Print.
- McDermott, Gerald R. *Can Evangelicals Learn From World Religions: Jesus, Revelation, and Religious Traditions*. Downers Grove: Intervarsity Press, 2000. Print.
- McGrath, Alister. *A Passion for Truth: The Intellectual Coherence of Evangelicalism*. Downers Grove: Intervarsity Press, 1996. Print.
- . *Christian Theology: An Introduction*. Malden: Blackwell Publishers, 1998. Print.
- McKenna, David. *What a Time to be Wesleyan!: Proclaiming the Holiness Message With Passion and Purpose*. Kansas City: Beacon Hill Press, 1999. Print.
- Middleton, J. Richard, and Brian J. Walsh. *Truth is Stranger Than It Used to Be: biblical Faith in a Postmodern Age*. Downers Grove: Intervarsity Press, 1995. Print.
- Moore, Frank. *Coffee Shop Theology: Translating Doctrinal Jargon into Everyday Life*. Kansas City: Beacon Hill Press, 1998. Print.
- Oden, Thomas. *Systematic Theology* (Three Volumes): "The Living God," "The Word of Life," and "Life in the Spirit." San Francisco: Harper and Row Publishers, 1987. Print.
- Olson, Mark K. *John Wesley's 'A Plain Account of Christian Perfection: The Annotated Edition*. Fenwick: Alethea in Heart Publishers, 2005. Print.
- Plantinga, Cornelius. *Engaging God's World: A Christian Vision of Faith, Learning, and Living*. Grand Rapids: Eerdmanns Publishing, 2002. Print.
- Poe, Harry Lee. *Christian Witness in a Postmodern World*. Nashville: Abingdon Press, 2001. Print.
- Polkinghorne, John. *Science and Theology: An Introduction*. Minneapolis: Fortress Press, 1998. Print.
- Powell, Samuel, and Michael E. Lodahl, eds. *Embodied Holiness: Toward a Corporate Theology of Spiritual Growth*. Downers Grove: Intervarsity Press, 1999. Print.
- Runyon, Theodore. *The New Creation: John Wesley's Theology Today*. Nashville: Abingdon Press, 1998. Print.
- Shelley, Bruce. *Theology for Ordinary People*. Downers Grove: Intervarsity Press, 1993. Print.
- Sire, James W. *The Universe Next Door: A Basic Worldview Catalog*. Downers Grove: Intervarsity Press, 1988. Print.
- Volf, Miroslav and Dorothy C. Bass. *Practicing Theology: Beliefs and Practices in Christian Life*. Grand Rapids: Eerdmanns Publishing, 2002. Print.
- Wiley, H. Orton. *Christian Theology* (Volumes 1 and 2). Kansas City: Beacon Hill Press, 1940. Print.

## APPENDIX ONE

### A Student's Guide to the Student Academic Portfolio (for those interested in NBC transfer credit)

The *Student Academic Portfolio* program at Nazarene Bible College is a way by which a student may be granted college credit for learning completed at an Alliance District Training Center. This guide sheet will define the *Student Academic Portfolio* and explain the process for compiling and submitting a portfolio for academic credit.

- The *Student Academic Portfolio* is a well-organized compilation of course materials (exams, papers, projects, class notes, etc.) that demonstrates academic work was college level quality and the content and extent of learning was enough to be acceptable as college credit.
- The purpose of the *Student Academic Portfolio* is to persuade college officials to grant college credit for the work you completed and the learning you gained.
- Students who enroll in and successfully complete at least one 3-credit-hour course at NBC will be eligible to submit a portfolio for evaluation.

Getting started is easy! Set up a binder at the beginning of each class and build your *Portfolio* as you go! Your instructors are available to offer help and advice, and the following check list will guide you through the process.

#### HOW TO BUILD A PORTFOLIO

- Purchase binder large enough to hold all course materials.
  - Set up the following 5 sections/tabs:
    - 1. **FINAL GRADE**  
The instructor will give you a grade sheet at the end of class that verifies your final grade and number of course credits
    - 2. **COURSE SYLLABUS** (which must provide the following)
      - a. Instructor qualifications
      - b. The course title and description
      - c. The course purpose and objectives
      - d. A list of textbooks and other curricular material used in appropriate bibliographical form
      - e. The course requirements and some idea of the instructor's criteria for assigning grades
      - f. Seat time – the number of periods the class met and the length of each period
    - 3. **ASSIGNMENTS**  
Research papers, reports, projects, etc. (appropriately titled and dated) produced by the student (original and graded).  
Arrange in chronological order according to the class schedule in the syllabus.
    - 4. **EXAMS/TESTS/QUIZZES** – original and graded
    - 5. **CLASS NOTES** – the student's class notes and any handouts received in class
  - Include a contents page at the beginning of the binder
- Remember, the more complete your Portfolio, the more likely it is that you will receive the credit. It should be organized in a neat and professional manner. This will help convince the evaluator that the contents are valuable and worth attention.**

#### HOW TO SUBMIT A PORTFOLIO

- Become an NBC student. To get started, complete an Admission Application Form at [www.nbc.edu](http://www.nbc.edu).
- Enroll in and successfully complete (with a grade of "C" or higher) at least one 3-credit-hour course online.
- After successfully completing the course, submit your *Student Academic Portfolio* to the address below. It is strongly suggested that you send it by a delivery method that can be tracked (FedEx, UPS, etc.).  
Mrs. Cheryl Graves  
Nazarene Bible College  
Alliance for Ministry Education  
17001 Prairie Star Parkway Suite 300  
Lenexa, KS 66220
- Include a cover letter asking that your portfolio be evaluated for the granting of college credit.
- Include payment of the \$40 evaluation fee for each *Portfolio* submitted.
- Your Portfolio will be evaluated by an NBC professor, and you will be advised of the result of that evaluation.
- If accepted for college credit, send the \$20 posting fee and credit will be placed on an official NBC transcript with a notation that credit was granted by "portfolio evaluation." All credit granted through this process will be honored toward a degree at NBC.