



Emmanuel Bible College
In Alliance with Nazarene Bible College
THE3033: Systematic Theology II

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 salvation, the person and work of the Holy Spirit, the Church, and the Second Coming of Christ. Related areas covered will be the way of salvation, the teaching and life of holiness, the nature of ministry, the sacraments, and views of the millennium. *Prerequisites: Systematic Theology I.*

COURSE INTENDED LEARNING OUTCOMES:

The following learning goals will be achieved by this course:

1. To articulate the biblical doctrines of The Holy Spirit, Salvation, The Church, and Eschatology.
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:

H. Ray Dunning. *Grace, Faith & Holiness with 30th Anniversary Annotations*. The Foundry Publishing, 2018.

ISBN: 9780834137592

Thorsen, Don. *An Exploration of Christian Theology*. 2nd Edition, 2008, Baker, 2020.

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:

1. 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.

2. 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.

3. 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 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.

4. 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.

5. 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
Session Assignments:	
Reading Reflection Summary	40
Participation	30
Session Reflection	30
<i>TOTAL EACH SESSION</i>	<i>100</i>
Course Level Assignments:	
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 - Christology (Part Two)

- Reading Assignments
 1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapter 11a, pp. 332-338, and Chapter 12.
 2. Thorsen, Don. *An Exploration of Christian Theology*. Chapter 17-18.
 3. Nazarene Article of Faith – VI. Atonement <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* – At the end of Chapters 17-18 in the Thorsen text (part of the assigned reading), you will

notice "Questions for Further Reflection." You are to select two of these questions and respond to them. Each of these two responses should be 250 words.

2. Dunning, H. Ray. *Grace, Faith and Holiness* – Dunning observes that "Wesley's Christology is built upon the threefold office of Christ as Prophet, Priest, and King" (Dunning 366). Briefly describe the unique role of one of these offices, and explain how Jesus' role as prophet, priest, or king, affects your relationship with God.

- Statement of Belief Essay

1. The focus of this Statement of Belief essay is *The Person and Work of Jesus Christ*. 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 person of Jesus Christ (Who is Jesus?), and on the work of Jesus Christ (What is accomplished through his life, death, and resurrection).
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 - The Person and Work of the Holy Spirit

- Reading Assignments

1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapter 13, pp. 397-428.
2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 19-20.
3. Nazarene Article of Faith – III. The Holy Spirit <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* – At the end of Chapters 19-20 in the Thorsen text you will notice "Questions for Further Reflection." You are to select two of these questions (one from each chapter) and respond to them. Please indicate or label each question to which you are responding (for example, Chapter 19, Question Two). Each of the two responses should be 250 words.

2. Dunning, H. Ray. *Grace, Faith and Holiness* – Respond to one of the following questions:

1. Based on your reading of Chapter 13, and other sources, what would you describe as the similarities and the differences between the Old Testament understanding of the Holy Spirit, and the New Testament understanding?

2. Dunning writes on page 417, "The Spirit's work is decisively Christ-Centered." What is the significance of this statement, and why is it important to you, personally?
- Statement of Belief Essay
 1. The focus of this Statement of Belief essay is the *Person and Work of the Holy Spirit*. 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 biblical teachings on the Holy Spirit, creedal statements, and theological studies concerning the work of the Holy Spirit in salvation and the Christian life.
 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 - Salvation

- Reading Assignments
 1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapter 11b, pp. 338-361, and Chapter 14a, pp. 429-455.
 2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 21-22.
 3. Nazarene Article of Faith – VII. Prevenient Grace; VIII. Repentance
<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* – At the end of Chapters 21-22 in the Thorsen text you will notice "Questions for Further Reflection." You are to select two of these questions (one from each chapter) and respond to them. Please indicate or label each question to which you are responding (for example, Chapter 21, Question Two). Each of the two responses should be 250 words.
 2. Dunning, H. Ray. *Grace, Faith and Holiness* – Respond to one of the following questions:
 1. On pages 339 ff., Dunning writes that the basic meaning of atonement is expressed in the word, "reconciliation." He then goes on to discuss four biblical metaphors for this atonement/reconciliation: 1. Sonship/Adoption, 2. Fellowship with God, 3. Redemption, and 4. Justification. Which of these terms do you find most meaningful? Why?
 2. In chapter 14, Dunning discusses the relationship between repentance and faith. How would you describe that relationship?

- Statement of Belief Essay
 1. The focus of this Statement of Belief essay is *the gracious gift of salvation*. 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 human need of salvation, the divine means of salvation, and the personal experience of salvation. Special attention should be given to an explanation of justification and forgiveness.
 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 - Sanctification

- Reading Assignments
 1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapter 14b, pp 455-477, and Chapter 15.
 2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 23-24.
 3. Nazarene Article of Faith – IX. Justification, Regeneration, and Adoption; X. Christian Holiness and Entire Sanctification <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* – At the end of chapters 23-24 in the Thorsen text you will notice "Questions for Further Reflection." You are to select two of these questions (one from each chapter) and respond to them. Please indicate or label each question to which you are responding (for example, Chapter 23, Question Two). Each of the two responses should be 250 words.
 2. Dunning, H. Ray. *Grace, Faith and Holiness* – Respond to one of the following questions based on chapter 14 (especially pp. 455-477):
 1. In what ways does Wesley's doctrine of sanctification differ from that of Augustine, Luther, and Calvin?
 2. On what basis, and by what process, according to Wesley, does a person enter into the experience of perfect love (entire sanctification)?
- Statement of Belief Essay
 1. The focus of this session's Statement of Belief essay is the doctrine of entire sanctification (also referred to as Christian Perfection, Perfect Love, Full Salvation, etc.). 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 biblical, historical, and theological teachings

related to the doctrine of entire sanctification. It will be important to articulate the need for, the provision for, and the experience of entire sanctification. Those who may not subscribe to Wesleyan teaching on this doctrine may write their statement of belief on their understanding of the biblical teaching on sanctification.

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 and Mission of the Church; The Sacraments

- Reading Assignments

1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Chapters 16 and 17.
2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 25-27.
3. Nazarene Article of Faith – XI. The Church; XII. Baptism; XIII. The Lord's Supper; XIV. Divine Healing <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* – At the end of chapters 25-27 in the Thorsen text you will notice "Questions for Further Reflection." You are to select two of these questions (each from a different chapter) and respond to them. Please indicate or label each question to which you are responding (for example, Chapter 25, Question Two). Each of the two responses should be 250 words.

2. Dunning, H. Ray. *Grace, Faith and Holiness* – Respond to one of the following questions based on chapters 16 and 17:

1. Dunning discusses three New Testament images of the Church. Which of these images do you think is most neglected? Why would it be helpful to give renewed attention to this image?
2. How does Wesley's teaching on baptism support the position and the practice of the Church of the Nazarene (or your denomination) in regard to Infant Baptism?

- Statement of Belief Essay

1. The focus of this Statement of Belief essay is the *Nature and Mission of the Church*. 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 topics as what it means to be the people of God, the marks of the Church, the Church's mission to the world, the nature of Christian ministry, the nature and practice of the sacraments, and the means of grace.

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 - Eschatology

- Reading Assignments

1. Dunning, H. Ray. *Grace, Faith, and Holiness*. Appendix I, pp. 569-589.
2. Thorsen, Don. *An Exploration of Christian Theology*. Chapters 28-30.
3. Nazarene Article of Faith – XV. Second Coming of Christ; XVI. Resurrection, Judgment, and Destiny <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* – At the end of chapters 28-30 in the Thorsen text you will notice "Questions for Further Reflection." You are to select two of these questions (each from a different chapter) and respond to them. Please indicate or label each question to which you are responding (for example, Chapter 28, Question Two). Each of the two responses should be 250 words.

2. Dunning, H. Ray. *Grace, Faith and Holiness* – Respond to one of the following questions based on the eschatological teaching in Dunning's, "Appendix I", pp. 569-589.

1. Dunning begins his discussion of eschatology by noting that virtually every doctrine has an eschatological facet. How would you describe the eschatological facet in the doctrine of salvation?
2. Dunning vigorously refutes dispensational eschatology on pages 585 ff. Explain dispensationalism, and describe the way it undermines one or more important Christian doctrines.

- 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

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.
- 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.