

Certificate in Apostolic Theology & Biblical Survey

Program Policy Addendum

Apostolic School of Theology (ASOT)

This addendum governs the administration of the Certificate in Apostolic Theology & Biblical Survey and supplements the ASOT Academic Catalog and Student Handbook.

1. Admissions & Enrollment Policy

- Admission is open to applicants who are at least 18 years of age or who have received approval for special admission.
- Applicants must complete the official ASOT enrollment form and submit the required \$50 non-refundable registration fee.
- Enrollment is granted on a rolling basis unless otherwise stated.

2. Program Duration & Completion Requirements

- The certificate must be completed within twelve (12) months of enrollment.
- Students must successfully complete all five required courses totaling 15 credit hours.
- A minimum grade of C is required in each course.
- Course repetition may be permitted in accordance with ASOT academic policy.

3. Instructional Delivery & Academic Engagement

- Courses may include online modules, video or recorded lectures, assigned readings, quizzes, examinations, and written assignments.
- Students are expected to engage consistently with course materials and meet posted deadlines.

4. Attendance & Participation

- Attendance is measured through completion of coursework, participation in assessments, and engagement with instructional content.
- Extended non-participation without communication may result in administrative withdrawal.

5. Academic Integrity Policy

- ASOT maintains a zero-tolerance standard for academic dishonesty.
- Prohibited conduct includes plagiarism, submission of non-authored work, falsification of records, unauthorized collaboration, and misrepresentation of AI-generated work.
- Violations may result in course failure, suspension, or dismissal.

6. Identity Verification (Distance Education)

- Students may be required to verify identity through secure credentials, official email, or supervised assessments.

- ASOT reserves the right to request additional verification when necessary.

7. Grading Scale (Minimum Standard)

- Grades of A, B, and C■ are considered passing.
- Grades below C■ are failing and are recorded in the permanent academic record.

8. Financial Policy & Payment Obligations

- Total tuition for the program is \$600.
- A \$50 non■refundable registration fee is due at enrollment.
- An installment plan of \$45.83 per month for twelve (12) months is available.
- All tuition and fees must be paid in full prior to graduation and certificate issuance.
- Failure to remain current may result in suspension of access, administrative holds, or denial of credential issuance.

9. Refund & Withdrawal Policy

- Registration fees are non■refundable.
- Tuition refunds, if applicable, follow ASOT's published refund schedule.
- Students withdrawing after coursework begins may remain financially responsible for earned tuition.
- Withdrawal requests must be submitted in writing.

10. Certificate Issuance

- Certificates are issued only after verification of academic completion and full financial clearance.
- Certificates may be issued in digital and/or printed format at ASOT's discretion.

11. Credit Transfer & Degree Progression

- All 15 credit hours earned are fully transferable toward the ASOT Associate Degree track.
- Transferability is subject to good academic standing and catalog requirements in effect at the time of degree enrollment.
- External transfer acceptance is determined solely by the receiving institution.

12. Student Records & Transcripts

- ASOT maintains records of enrollment, grades, financial status, and credential issuance.
- Students may request official academic documentation in accordance with ASOT policy.

13. Student Complaints & Grievance Procedure

- Students may submit complaints through ASOT's grievance process.
- The process includes written submission, institutional review, written response, and appeal where applicable.