**Appalachian School of Theology**

**Catalogue**

**(Effective Jan.1, 2025)**

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**11606 Nickelsville Hwy., Nickelsville, VA 24271**

**Phone 276.479.3222 or 276.393.2741 (Mobile)**

[**www.astva.org**](http://www.astva.org)

**Appalachian School of Theology is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.**

The mission statement of the Appalachian School of Theology is: “***To partner with others and provide opportunities for God’s people within our region and beyond to engage in quality religious training and theological education at an affordable cost.”***

We exist to provide a quality, bible-based education merging study, practical application, and life experiences so that lives are transformed through our practical Christian service. *See Romans 12:1-2; 2 Timothy 2:15, 3:16-17; Philippians 4:9*

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**FROM OUR PRESIDENT**

When we think about leaders and leadership roles we tend to think of corporate executives, elected officials, and military officers; however, Webster defines a leader as: “… a person who controls or influences what other people do …” Or as Henry Blackaby said, “… ordinary people who believe their world needs to change but who are not sure what, if any, role they should play in the transformation.”

 Just now our nation is at a crossroads and the politicians in our country do not seem to have the answers we need. Only God can give us direction and he chooses to work through people, ordinary people who choose to make a difference in the environment wherein he places us. So if you’re wondering what this might resemble in our 21st century world, consider this: “If you make the place where you live, work, study, and worship better, then you are a leader. And, if ever this world needed leaders, it is now.”

 Spiritual leadership isn’t what we would consider to be an occupation but a calling, a calling from God that involves people from every background: business owners, health care workers, educators, politicians, factory and service-related workers, parents and grandparents. Yes, God calls everyone to be spiritual leaders.

 With this in mind we must remember, Jesus set the ultimate example for us a servant leader. As such, he has called and commissioned us to join him where he is working and lead others by example. This is our calling. But we must ask – what is our ultimate destination? Where are we moving to? Let’s just say we’re moving people to God’s agenda. But what is God’s agenda. Through the prophet Jeremiah God said to his people, “For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” (Jer. 29:11, NIV). Isn’t this exactly what’s needed in our country and world?

 If you’re looking to improve your leadership skills in a healthy, fun-filled, learning environment we have good news for you because our Appalachian School of Theology is both local and affordable.

 Tuition is affordable and scholarship assistance, if needed, is readily available. If you’re interested send us an email at: president@astva.org or give us a call 276-479-3222 or at 276-393-2741.

Steve J. Collins, President

**OUR HISTORY**

For many years there has been great interest in the formation and development of theological training and continuing religious educational opportunities for God’s people and churches within the region of southwest Virginia. In past years we established partnerships with others across our state to provide these classes; however, the cost for those educational experiences skyrocketed which excluded a great number of people from pursuing and achieving their educational dreams.

In early January of 2017 we assembled a group of local church leaders and addressed these issues. From our time of brainstorming emerged the "Appalachian School of Theology."

Our plans were originally to offer local theological education at strategic locations in four counties within our region (Scott, Lee, Russell, & Wise counties) but not limited to these counties or other locations. When the COVID Pandemic struck we made investments in technology and began offering hybrid classes (in person and online) through the utilization of Zoom technology. This investment enabled us to connect with and enroll students in Arkansas, Kentucky, North Carolina, Tennessee, and beyond the southwest region of Virginia. At this point we are connecting with and enrolling international pastors and key church leaders in India, Kenya, Pakistan and Uganda.

These classes are ideal for: pastors, youth leaders, teachers, preachers, small group leaders, or anyone with a desire to broaden their understanding of God and his ever-advancing Kingdom.

**APPALACHIAN SCHOOL OF THEOLOGY**

**STATEMENT OF CORE VALUES**

Our core values and beliefs express the major emphasis of faith and life that define the Appalachian School of Theology, seeking to be within the great biblical traditions of faith.

**About God –**

God is the One who exists eternally in three persons: the Father, the Son, and the Holy Spirit. These three are equal and are one God. *See Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14*

**About the Bible –**

Holy Scripture is the inspired Word of God, revealing God’s divine will for the salvation of the world and is totally truthful in all it intends to affirm. Scripture is the true and authoritative rule of faith for all Christian belief and practice. *See: 2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105,160, 12:6; Proverbs 30:5*

**About Humanity –**

We are created in God's image and likeness but all persons (except Jesus Christ) come into the world under the curse of sin and need redemption. *See* [*Genesis 1:26-30*](https://biblia.com/bible/csb/Gen%201.26-30)*;*[*2:5*](https://biblia.com/bible/csb/Genesis%202.5)*,*[*7*](https://biblia.com/bible/csb/Genesis%202.7)*,*[*18-22*](https://biblia.com/bible/csb/Genesis%202.18-22)*;*[*3*](https://biblia.com/bible/csb/Genesis%202.3)*;*[*9:6*](https://biblia.com/bible/csb/Genesis%209.6)*;*[*Psalms 1*](https://biblia.com/bible/csb/Ps%201)*;*[*8:3-6*](https://biblia.com/bible/csb/Psalms%208.3-6)*;*[*32:1-5*](https://biblia.com/bible/csb/Psalms%2032.1-5)*;*[*51:5*](https://biblia.com/bible/csb/Psalms%2051.5)*;*[*Isaiah 6:5*](https://biblia.com/bible/csb/Isa%206.5)*.*

**About Salvation –**

Salvation is by God's grace alone through faith and that people cannot save themselves by works of righteousness but that works of righteousness are products of the Holy Spirit who indwells believers by faith. *See* *Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

**About Jesus Christ –**

Jesus Christ is God Incarnate, Savior and Lord of all creation; he is the perfect revelation of God, the only mediator between God and humanity. *See John 1:1-14, 10:25-33, 14:6-11; Colossians 1:15-20, 2:9-10; Philippians 2:5-7*

**About the Church –**

The church was instituted by Jesus Christ to be the people of God and is made up of all true believers in a local congregation regardless of race, gender, age or station in life. We regard evangelism and missions for the salvation of the lost and social transformation to be essential works of the church. *See:* *[Matthew 16:15-19](https://biblia.com/bible/csb/Matt%2016.15-19%22%20%5Ct%20%22_blank);*[*18:15-20*](https://biblia.com/bible/csb/Matthew%2018.15-20)*;*[*Acts 2:41-42*](https://biblia.com/bible/csb/Acts%202.41-42)*,*[*47*](https://biblia.com/bible/csb/Acts%202.47)*,*[*12*](https://biblia.com/bible/csb/1%20Corinthians%209.12)*; Romans 12:4-5; 1 Corinthians 12:12-26; Ephesians 2:19-22; Colossians 1:17-20*

**About Servanthood –**

We believe that by following the example of Jesus, all true believers are called to servanthood, worship, prayer, the study of Scripture, faithful witness, and obedience to the commandments of the resurrected Christ. *See Matthew 28:18-20, 25:35-40* [*Philippians 2:3-8; Colossians 2:23-24; Galatians 5:13-14; Mark 9:34-45, 10:42-45;*](https://biblia.com/bible/csb/Matt%2016.15-19) *Romans 12:6-13*

**Our Educational Goal –**

We exist to provide a quality, bible-based education merging study, practical application, and life experiences so that lives are transformed through our practical Christian service. *See Romans 12:1-2; 2 Timothy 2:15, 3:16-17; Philippians 4:9*

**INTRODUCTION FROM OUR ACADEMIC DEAN**

The Appalachian School of Theology is a religious institution that welcomes students and teachers of all church denominations. Our purpose is to serve in the Kingdom of God by providing accessible, accredited theological training that equips our students to become transformational leaders in the global ministry of Jesus Christ. We are accountable to our supporting churches and institutional partners throughout our region, across the Commonwealth of Virginia, and around the world. Our goal is to educate and develop students in Christ-like character, spiritual discipline, compassion, biblical knowledge, and skills which produce pastors and lay leaders who can serve in diverse ministry settings.

As a community of faith and learning, the school provides a curriculum that seeks to develop leaders according to a four-dimensional formation model. The four dimensions are:

1. Theological – The student should develop an intellectual understanding of the Scriptures, historical and systematic theology, global church history, Christian ethics, etc., as they are addressed within each degree program.
2. Spiritual – The student should exhibit a sincere love toward God and others, the spiritual disciplines, and accountability within a faith community.
3. Practical – The student should exhibit growth in the skills and understanding of leadership, whether as a pastor, teacher, chaplain, church program director, or a leader in business or nonprofit organization.
4. Transformational – The student should have a passionate desire to be a more effective spiritual leader in the calling God has given them. As the student seeks God’s will, self-assessment and discernment for future learning and life experiences will be important to become a more effective disciple of Jesus Christ. Furthermore, the application of theological learning and relational skills will improve their spiritual leadership skills.

The programs we offer are designed to meet the contexts or challenges faced by the students in their life experiences and service. These settings include: (1) ordained congregational or denominational leadership; (2) competent leadership in congregations or other ministry positions outside the local church; and (3) leadership positions of religious schools, universities, or seminaries. Corresponding to these three contexts are the following degree programs: the Associate Degree of Theology, the Bachelor Degree of Theology, the Master of Theology, and the Doctor of Theology. These opportunities are usually scheduled in the evenings so that students who are working full-time may pursue their studies without significantly compromising their family life or employment.

Thank you for your interest in The Appalachian School of Theology. We look forward to meeting you and assisting you in achieving your educational goals through the courses of study we offer.

Tammy Lane, Academic Dean academicdean@astva.org

**ADMINISTRATION & STAFF**

**Office of the President**

Dr. Steve Collins, President, president@astva.org

**Vice-President**

Wayne E. McCarty, vicepresident@astva.org

**Academic Dean**

Tammy Lane, academicdean@astva.org

**Faculty Chair**

Mary Beth Keith, facultychair@astva.org

**Student Advisor**

Kevin James, studentadvisor@astva.org

**Regional Library**

Nancy B. Culbertson

**Registrar’s Office**

Nancy B. Culbertson, registrar@astva.org

**Treasurer**

Larry M. Culbertson

**FACULTY**

Dr. Steve Collins, President

BTh., Clear Creek Baptist Bible College, Pineville KY

MTh., Liberty Baptist Theological Seminary, Lynchburg, VA

ThD., Appalachian School of Theology, Nickelsville, VA

Nancy B. Culbertson, Registrar

Bed, Clinch Valley College, Wise, VA

MTh., Appalachian School of Theology, Nickelsville, VA

Kevin James, Student Advisor

B.A., University of Virginia, Charlottsville, VA

MDiv., Southern Baptist Theological Seminary, Louisville, KY

Mary Beth Keith, Faculty Chair

BA, Clinch Valley College, Wise, VA

MTh., University of the Cumberlands, Williamsburg KY

Tammy Lane, Academic Dean

BS King University, Bristol, VA

MTh., Appalachian School of Theology, Nickelsville, VA

**ADJUNCT FACILITATORS**

Dr. Doug Duty

BA, Christian Ed., Trinity College & Seminary, Evansville, IN

MATS, Covington Theological Seminary, Ringold, GA

ThD, Covington Theological Seminary, Ringold, GA

Dr. Jim Goebel

BS, Bible / Pastoral Studies, Cairn University, Philadelphia, PA

MDiv, Missio Seminary, Philidephia, PA

PhD, Carolina University, Winston Salem, NC

Wayne McCarty

Vice-President

MTh., Appalachian School of Theology, Nickelsville, VA

Robert (Bob) McConnell

BS, Emory & Henry College, Emory, VA

MTh., Appalachian School of Theology, Nickelsville, VA

Rick Miller

BEE, North Carolina State University, Raleigh, NC

MTh., Appalachian School of Theology, Nickelsville VA

**ACADEMIC PROGRAMS**

**Appalachian School of Theology is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.**

**Our Programs of Study –**

**Audit –**

This is ideal for the person who wishes to learn and grow in an academic setting with the understanding that completion of grading of assignments and examinations are not required or expected. The cost to audit a class is $200.00 per three-hour class.

**To assist with the progression of the career ladder please remember: All courses that are offered and completed by AST students will be applicable toward all degree programs. Participants who take the classes for credit and achieve the standards set forth by the**

**Appalachian School of Theology will be awarded an Associate’s, Bachelor’s, Master’s, or Doctorate Degree in Theology at the completion of their programs of study in which they are enrolled.**

**Associate’s Degree in Theology, ATh (45 credit hours)**

Acceptance into the Associate’s Program requires a high school or GED diploma from a fully accredited school.

Curriculum Requirements:

1.Introduction to the New Testament

2. Introduction to the Old Testament

3. Christian Ethics

4. Jesus in the Synoptic Gospels

5. Johannine Literature

6. The Prophets

7. Spiritual Development

8. Christian Theology I

9. Christian Theology II

Curriculum Requirements:

1. Church History

2. Counseling

3. Baptist Beliefs & History

4. Formation for Ministry

5. Knowing God (Spiritual Intimacy)

6. Spiritual Leadership

7. Preaching and Communication

8. Pastoral Care & Counseling

9. Philosophy of Religion

10. Formation for Ministry

11. History and Theology of the Church

12. Encountering John

13. Encountering the Book of Romans

14. Theology of Missions

15. Connecting with Community

**Bachelor’s Degree in Theology, BTh. (45 credit hours)**

Acceptance into the Bachelor’s Program requires an Associate’s or Bachelor’s Degree from a

duly accredited school, college, or university.

Curriculum Requirements:

1.Introduction to the New Testament

2. Introduction to the Old Testament

3. Christian Ethics

4. Jesus in the Synoptic Gospels

5. Johannine Literature

6. The Prophets

7. Spiritual Development

8. Christian Theology I

9. Christian Theology II

**Master’s Degree in Theology, MTh. (45 credit hours)**

Acceptance into the Master’s Program requires a Bachelor’s Degree from a duly accredited

school, college, or university.

Curriculum Requirements:

1. Church History

2. Counseling

3. Baptist Beliefs & History

4. Formation for Ministry

5. Knowing God (Spiritual Intimacy)

6. Spiritual Leadership

7. Preaching and Communication

8. Pastoral Care & Counseling

9. Philosophy of Religion

10. Formation for Ministry

11. History and Theology of the Church

12. Encountering John

13. Encountering the Book of Romans

14. Theology of Missions

15. Connecting with Community

While the textbooks for these Degree Programs may, at times, be the same the levels of testing,

depth of research, and testing materials presented by the students enrolled in different levels of the Degree Programs are held to a much higher standard. As such, the cost for those who desire to enroll in our Degree Programs varies, while remaining affordable and highly attractive. The cost for those who wish to enroll in our Associate’s or Bachelor’s Program will be $100.00 per credit hour or $300.00 per three-hour class. The cost for those who desire to enroll in our Master’s Program is $200.00 per credit hour or $600.00 per three-hour course and the Doctorate Program is $750.00 per 12 hour project.

Project Requirements:

The student has the choice of completing one (1) project for which the student will earn twelve (12) hours of credit when completed. consisting of either of the two following life / ministry projects:

1. Research and develop one (1) Master’s level course for the Appalachian School of Theology (AST) and present to the Academic Dean and two other faculty member’s (of his/her choice) their completed work.
* These courses will require the student to choose a textbook(s), in addition to the Bible, develop a syllabus for the course, and put together in completed form an entire semester of teaching notes that could be used in a classroom setting.
* The work of the student should reference at least ten (10) different sources in their research.
* The student will be required to lead at least two class sessions in this course when offered as a class with AST.
* The student will be required to develop examinations, class projects, etc. and be required to grade the course work of other students enrolled in the class.
* Topics of suggestion for these courses can include but are not limited to:
* Missions
* Church History
* Spiritual Leadership
* Spiritual Gifts
* Any book of the Bible (with the Academic Dean’s approval)
* Old Testament Theology
* Preaching & Effective Communication
* Pastoral Care
* The 21st Century Church
* Community Outreach
* Other topics of interest, or courses of study, may be considered but must be approved by the Academic Dean.
1. The student will be required to plan, develop, engage in, and lead one domestic or international mission trip that deeply impacts the lives of others.
	1. This will require the student to pinpoint an area or country (domestic or international) in need of humanitarian assistance and develop a plan to meet and fulfill that need in a manner that honors Jesus Christ and advances His Kingdom.
* The work of the student should involve at least eight (8) people from their church or other acquaintances.

**Doctor of Theology (ThD)**

Acceptance into the Doctor of Theology Program requires a Master’s Degree in religion, theology, or education from a duly accredited school, college, or university.

Project Requirements:

Any student who enters the program with a Master’s Degree, or higher, in any field other than religion or theology will be required to complete four (4) theology courses as offered by the School. These four (4) courses will suffice for one of the four (4) projects in the Doctor of Theology Program.

The student will be required to complete four (4) projects for which the student will earn 48 credit hours (12 credit hours for each project) when completed. consisting of:

1. Research and develop three (3) Master’s level courses for the Appalachian School of Theology (AST) and present to the Academic Dean and two other faculty member’s (of his/her choice) their completed work.
* These projects will require the student to choose a textbook, in addition to the Bible, develop a syllabus for the course, and put together in completed form an entire semester of teaching notes that could be used in a classroom setting.
* The work of the student should reference at least ten (10) different sources in their research.
* The student will be required to lead at least two class sessions in this course when and if offered as a class with AST.
* The student will be required to develop examinations, class projects, etc. and be required to grade the course work of other students enrolled in the class.
* Topics of suggestion for these courses can include but are not limited to:
* Missions
* Church History
* Spiritual Leadership
* Spiritual Gifts
* Any book of the Bible (with the Academic Dean’s approval)
* Old Testament Theology
* Preaching & Effective Communication
* Pastoral Care
* The 21st Century Church
* Community Outreach
* Evangelism
* Other topics of interest, or courses of study, may be considered but must be approved by the Academic Dean.
1. With our philosophy of the value of life experiences we are offering options of completing 4 (four) life experience projects consisting of 12 (twelve) credit hours each which must be carried out under the supervision of the Academic Dean or an approved individual with a Doctorate degree. Some examples of these projects are listed under the next section or similar preapproved projects.
2. The student will be required to plan, develop, engage in, and lead one domestic or international mission trip that deeply impacts the lives of others.
	1. This will require the student to pinpoint an area or country (domestic or international) in need of humanitarian assistance and develop a plan to meet and fulfill that need in a manner that honors Jesus Christ and advances His Kingdom.
* The work of the student should involve at least eight (8) people from their church or other acquaintances.
* The work should have the approval, support, and involvement of their church.
* After the project is completed, the student will be required to lead a session (worship service or missions presentation) in their church celebrating the accomplishments of their endeavors.
* This work can and should involve cooperation with another group such as the Baptist General Association of Virginia (BGAV, Impact Missions), or another Missions Group with which their church is connected.
* Some examples of this may include but are not limited to:
* Disaster Relief Responses
* Partnerships Missions efforts through the Baptist General Association of Virgina (BGAV) or another Missions Group with which their church is connected.
* Domestic or International Humanitarian Relief Efforts
* Missions engagement through The Southwest Virginia Partnership.

The cost for those who desire to enroll in our Doctorate Program is $750.00 per twelve (12 credit hour) project or $3,000 for the four (4) projects needed to complete our Doctorate Program.

Prospective participants who are concerned about the cost of the classes should not let this hinder

their interest or involvement. Payments can be made throughout the semester and scholarship

funding is readily available, both from our school and other sources such as the Baptist General

Association of Virgina (BGAV), provided that your church is a participating BGAV church- Please click on: https://www.bgav.org/blog/scholarships-and-ministerial-education-funds ; however, participants who receive scholarship assistance need to remember that someone felt they were worthy of their investment and should try their best to excel.

If you have further questions concerning our program of studies, please contact us.

**ACADEMIC POLICIES**

**State Council of Higher Education for Virginia Religious Exemption**

**The Appalachian School of Theology is a religious institution exempt from the requirements of state regulation and oversight in the Commonwealth of Virginia.**

**Online Education**

Some states may allow out-of-state institutions without a physical presence in the state to enroll students in that state in online education without any registration, licensure, authorization, or approval requirements. Other states may have such requirements or may require an application for an exemption. If you contemplate moving to or taking an Appalachian School of Theology (AST) class in another state and would like to continue as a AST student via online education from that state, please contact the AST Registrar (Nancy Culbertson) as early as possible to determine if you will be able to do so. If an application to another state is required, the approval process for the application could take several weeks or months.

**Advanced Standing Students**

Those who have taken comparable courses and/or achieved competence related to an area of graduate study may request to bypass certain required courses and substitute other courses or electives to complete the required number of hours or request to have AST reduce the number of credits required for completion of the student's program. The applicant must make a written request to the academic dean. No more than one-third of the degree being sought may be bypassed with advanced standing. In appropriate cases, advanced standing may be granted for undergraduate courses equivalent to required AST graduate courses, such as language courses, or if the student had formal learning not resulting in a transcript, or if a student can demonstrate achievement of the learning outcomes of certain required courses.

**Recognition of Credit from or at Other Schools**

Under certain conditions, The Appalachian School of Theology (AST) will recognize credit earned at other educational institutions. In addition, credit can be requested and may be granted for life and ministry experiences. All requests for such credit need to be directed to the Academic Dean, Tammy Lane academicdean@astva.org Under these conditions, credit may be transferred from a never completed degree program at another graduate school, and credit may be shared that is earned in a completed master’s degree at another school. The Appalachian School of Theology (AST) will consider for transfer or shared credit graduate level credits earned from accredited institutions such as Bible Colleges and Seminaries through grade transcripts. The Appalachian School of Theology will also consider undergraduate-level transfer or shared credits earned from institutions accredited by regional accreditation associations. Each course considered for transfer or shared credit is required to have a grade of at least C (2.0 on a 4.0 scale) and must be substantially parallel to a course offered in the Appalachian School of Theology curriculum. When appropriate credit has been given for previous education, training, and life experiences the student’s required curriculum of AST courses will be shortened proportionately, and the eligible student notified.

Whether course credit earned at one institution is accepted for transfer at another institution is a decision of the receiving institution, and the receiving institution may consider multiple factors including but not limited to institution and program accreditation, grades received, the number of credits sought to be transferred, dates credits were earned, and the comparability of the courses taken to courses in the student’s desired program at that institution. Students seeking to transfer course credit from AST to another institution are responsible for determining whether the other institution will accept the credit. The AST registrar provides academic transcripts to designated schools upon written, signed requests from current or former AST students to assist other institutions in credit transfer decisions. Students should be aware that given the Christian religious and theological nature of AST’s curricula, other institutions may not accept AST credit for transfer into non-religious or non-theological programs or into non-Christian religious or theological programs. Similarly, students seeking employment in concentrations outside of theology or religion may experience difficulty in obtaining employment due to differences in required study, education, and training. With respect to church and denominational positions, students are responsible for determining the specific degree, ordination, and pastoral licensing requirements of their specific church or denomination.

**Appalachian School of Theology (Recognition of Life Experiences)**

At the Appalachian School of Theology, we are committed to helping you earn credit for what you already know, whether it’s from work, education, life experiences, military service, or technical training.

If you have worked in a career, served in the military or participated in learning environments outside of a traditional college classroom, you may be eligible to apply your experiential learning to earn up to 30 credit hours of college credit at the Appalachian School of Theology. You may submit the documentation and request consideration for credit

**Drop or Withdrawal**

Students are encouraged to talk to their professors when experiencing difficulty in completing a course. In addition, counseling resources are available including short-term counseling with the dean or an appropriate faculty or staff member.

A student seeking to drop a class(es) or unconditionally withdraw from class(es) at The Appalachian School of Theology must academicdean@astva.org to request to be dropped or withdrawn from the class(es). If a student drops out of class without permission from the school, the permanent record will show a grade of “F.” The student who officially drops or withdraws within the period allowed on the Academic Calendar will show no academic penalty on the permanent record.

Before dropping a class or seeking any withdrawal, students should consider the impact upon any scholarship award and communicate with the scholarship donor as needed. Full tuition refunds can be requested and made throughout the first four weeks of the semester; however, refunds after the first four weeks will be prorated.

If a student cannot complete coursework because of the student’s serious physical or mental illness or another serious hardship affecting the student after the deadline has passed for an unconditional withdrawal, the student or the student’s authorized representative may request a withdrawal due to illness or other hardship. The deadline to request to withdraw from a course due to a serious illness or other serious hardship is the last day of the affected class or if an incomplete has been granted, by the deadline to resolve the incomplete. The request should initially be made to the professor(s) for the affected course(s). The professor(s) will consult with the Academic Dean and Faculty Chair. The Academic Dean or Faculty Chair will make the final decision of whether to grant the withdrawal request on a case-by-case basis and inform the student, professor(s), and registrar of the decision. The professor(s) will assign a grade of WP or WF according to whether the student is passing or failing at the time of the withdrawal.

**OUR REGIONAL LIBRARY**

We provide a regional resource library, computer lab and free wi-fi to aid our students in their time of studies. Our students and others have open access to this library and its resources seven days a week to use at their convenience.

**ACADEMIC WORKLOAD**

**Preparation**

Graduate-level students should expect to work / prepare three hours during the week for each credit hour of class taken.

**Texts**

Graduate-level students should expect 200-300 pages of reading per hour of credit. This approximation will vary to some extent based on the difficulty of the readings required.

**Style Manual**

 The SBL Handbook of Style (2nd ed.) is the required style manual for all classes. Students are expected to become familiar with The SBL Handbook, and all writing assignments should be formatted according to its guidelines. Where The SBL Handbook does not address a particular formatting, style, or citation issue, students should consult Kate Turabian's “A Manual for Writers of Research Papers, Theses, and Dissertations (9th ed.) (Manual for Writers)” or “The Chicago Manual of Style (17th ed.)” in that order of preference. Students should also follow their professor's specific requirements for the content, organization, etc. of their writing assignments. In addition, Turabian's Manual for Writers provides much practical guidance on research and writing, such as defining the question, finding sources, engaging your sources, constructing arguments, drafting, and redrafting.

**Exams**

Examinations are administered at the discretion of the professor.

**THE SCHOLASTIC GRADING POLICY**

A+ 100-98 (4.3)

 A 97-95 (4.0)

A- 94-93 (3.7) B+ 92-90 (3.3)

B 89-87 (3.0) B- 86-85 (2.7) C+ 84-82 (2.3)

C 81-79 (2.0)

C- 78-77 (1.7) D+ 76-74 (1.3)

D 73-71 (1.0) D- 70-69 (0.7)

F 68- below. The student has failed to master the material and its application.

P Passing

I Incomplete

WP Withdrawal Passing (unconditional or conditional)

WF Withdrawal Failing (unconditional or conditional)

**Pass/Fail Policy**

All requests to take a class Pass/ Fail must be submitted to the Registrar and the student’s

professor by the deadline specified in the Academic Calendar. The professor will determine

whether to grant the request in consultation with the Academic Dean.

**Incompletes**

Incomplete designations are issued at the sole discretion of the professor of record and only due to extreme circumstances.

Before a student can receive an incomplete, the student and professor must sign the incomplete agreement form concerning the remaining work to be completed and stating the applicable deadline for submission of the work and the default grade if the completed work is not submitted by the deadline. If assignments to resolve incomplete work are not submitted by the applicable deadline, the default grade(s) for the missing assignment(s) will be recorded as 0 and the resulting grade for the course will be recorded.

**Academic Probation/Suspension/Dismissal**

Students who fail to maintain a grade point average of 2.00 after 9 credit hours will be placed on academic probation not to exceed two consecutive terms. Students who fail to maintain a 2.00 grade point average during two semesters sill be required to withdraw. Students who have been required to withdraw because of academic suspension will not be permitted to apply for readmission until one full year has elapsed. No student achieving less than an overall 2.00 grade point average will be permitted to graduate.

**Grade Reports**

Final grades will be sent to students at the close of the semester or within three weeks after the end of class. Grades are not sent to students who are on financial hold.

**Transcripts**

Official transcripts are available to students upon request. A fee of $10 is charged for each official transcript issued, which may be paid to the Registrar (Nancy Culbertson) in person or mailed to the Appalachian School of Theology, 11606 Nickelsville Hwy., Nickelsville, VA 24271. To request an official transcript, the student must submit a letter with his/her handwritten signature authorizing release of their records to a third party. The letter should include complete contact information for the recipient of the transcript as well as for the student requesting the transcript. Requests should be scanned and emailed to registrar@astva.org or mailed to The Appalachian School of Theology, ATTN Registrar, 11606 Nickelsville Hwy., Nickelsville, VA 24271. Transcripts will not be provided for students who are on financial hold.

**ACADEMIC YEAR**

**2023-2024**

The academic calendar year (Spring and Fall Classes) will begin on January 20th, 2025 and end April 28th, 2025 (Spring Semester). The Fall Semester will begin on August 18th, 2025 and end December 1st, 2025.

**FINANCIAL INFORMATION**

**Student’s Financial Responsibility**

Preparation for theological studies should include a determination of financial needs and resources for meeting those needs. It is the student’s responsibility to understand the costs involved in attending the Appalachian School of Theology. The following gives information regarding these costs for the 2025 Academic Year.

**Certificate Tuition**

 Tuition per 3 hour course is $200 for those taking the class for credit or audit.

**Bachelor’s Tuition**

Tuition is $100 per credit hour or $300 per 3 hour course.

**Master’s Tuition**

Tuition is $200 per credit hour or $600 per 3 hour course

**Doctorate Tuition**

Tuition is $750.00 per twelve (12 hour) project or $3,000 for the four (4) projects needed to complete this program.

Prospective participants who are concerned about the cost of the classes should not let this hinder

their interest or involvement. Payments can be made throughout the semester and scholarship

funding is readily available, both from our school and other sources such as the Baptist General

Association of Virgina (BGAV), provided that your church is a participating BGAV church- Please click on: https://www.bgav.org/blog/scholarships-and-ministerial-education-funds ; however, participants who receive scholarship assistance need to remember that someone felt they were worthy of their investment and should try their best to excel.

**\*The Appalachian School of Theology does not provide room and board facilities for students.**