

Augusta School of Biblical Studies

Student Handbook

Address

4270 Bel Air Frontage Road

Augusta, GA 30909

706-364-ASBS

www.asbs-augusta.org

Board of Directors

Sylvester Brown (Acting Chairman)

Tom Huckabee

Rev. Alvin Lewis

Gill Redpath (*ex officio*)

Ken Stanford

Rev. Paul Volpitto (*ex officio*)

Dr. Bill Wright, D.D.S. (Treasurer)

Administration

Rev. Paul Volpitto, President

Gill Redpath, Administrator

Tony Liggins, Acting Director of Admissions

Connie Frierson, Bookkeeper

History of ASBS

In the Spring of 1992, a group of concerned pastors and laymen began to meet as Men of Missions in the City (MIMIC). They met as a fellowship of men working in the city to get to know each other better and to learn how to minister more effectively in the Augusta area. Out of MIMIC, a group started ASBS, with the first classes meeting on Central Avenue.

Since its founding, ASBS was a satellite campus of the American University of Biblical Studies in Dunwoody, GA. This relationship proved central to the mission of ASBS, providing a structure and services without which ASBS could not have continued.

In the Fall of 2001, the school moved began its 10th year at a larger and more visible site on Walton Way and Heard Avenue. In 2007, the school moved to its current address on Bel Air Frontage Road for the administrative operations, with classes at Westside Baptist Church on Flowing Wells Road.

In the Summer of 2010, by board vote, ASBS for federal tax purposes, became an independent 501-c-3 and an independent non-profit corporation in the State of Georgia. ASBS is now able to handle all aspects of running the school “in-house.” Also, this independence provides ASBS the chance to serve its students in new ways.

Beginning in the Fall of 2010, ASBS expressed a dedicated intentional mission to serve the small churches of the CSRA. The specifics of this mission are being developed based on those pastors and laypeople from small churches that the school seeks to serve.

The school’s leaders look forward to God’s vision and direction in the future.

The Purpose of ASBS

The purpose of ASBS is to educate laypeople and pastors of diverse backgrounds to interpret accurately and to apply the Bible to every aspect of their lives, and to feel empowered by Biblical Truth to defend and share their faith in Jesus Christ with all people they encounter in the C.S.R.A. and beyond. This centers on service to the smaller churches in the CSRA, their pastors, leadership and members.

What makes ASBS different:

- ASBS is committed to the authority of the Bible, which we believe to be the inerrant and inspired Word of God.
- ASBS faculty have at least a Masters Degree and/or a well demonstrated knowledge of their subject matter.
- ASBS desires to give individual, practical attention and encouragement to men and women in their relationships and ministries as well as to pastors and ministers.
- ASBS offers affordable classes based upon a student’s particular program of study.
- ASBS operates under tax-exempt status, as an independent non-profit corporation.

- ASBS holds an intention mission to serve the small churches of the CSRA by making available information to enable them to carry out the Great Commission

Doctrinal Statement

- We stand firmly on the Bible as the inerrant and infallible written Word of God.
- We believe the Scriptures of the Old and New Testaments to be the inspired Word of God, the only inerrant and infallible rule of faith and practice
- We believe that there is but one living, sovereign, and true God, existing eternally in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord and Savior Jesus Christ, and His virgin birth, His sinlessness, His miracles, His vicarious atonement by the shedding of His blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- We believe in the present ministry of the Holy Spirit, who enables the Christian to live an obedient, fruitful life resulting in a "follower of Christ."
- We believe in the resurrection of both the believer and the unbeliever. We believe that the believer will be raised up in eternal glory and the unbeliever will be sent away into everlasting punishment.
- We believe that evangelism at home and around the world is the primary mission of the Church of our Lord Jesus Christ. We are dependent upon the work of the Holy Spirit and the Word of God for fruit.
- We believe that the positive fruit of evangelism should be carefully gathered into a body, Biblically called the Church, according to the Holy Scriptures for nurturing in the worship of God and training in the things of God according to the Holy Scriptures.

This statement is agreed to and signed by each faculty member each year.

Signing Up for ASBS Courses

Learn about:

All required forms are located on the School's web site, asbs-augusta.org

- [Future Class Offerings, Dates](#)
- Registration and Two-Pay Installment Plan information
- Description of Courses and required books
- Courses of Study and Required Courses by Level
- Steps to Admission to ASBS.

Information for Continuing Students

Students may register for courses before or during the registration period prior to the beginning of classes to be eligible to enroll in a particular course. The Friday before the first class marks the date after which a class will meet only if the target number is reached. The student must do the following to be registered officially for class(es).

- Complete and sign all forms
- Submit the appropriate payment via check or money order- At least half of tuition, plus the \$10. Two Pay fee is due to be considered registered.
- Have all previous payments made

Tuition and fees

- Tuition is \$140.00 per course. Students must pay one half of all costs at the time of registration.
- With approval from the administrator, a student may pay for classes in two payments. Details and requirements for this are available on the “Two Pay Form” that may be obtained from the web site. By board directive, any student who has been late with payments will be unable to continue using the plan and should plan to pay for any coursework before the courses begin.
- Two Pay students must be aware of policies concerning payments. “Not Knowing” is not an acceptable excuse.

Academic Policies and Information

Course schedule and yearly calendar

ASBS currently operates on a quarter year system: **Fall quarter, Winter quarter, Spring quarter.** ASBS classes meet one night per week at DaySpring Baptist Church on Belair Frontage Road near the school offices. Classes begin promptly at 6:30 and end according to the amount of credit hours applied to the course. Courses meet for ten sessions with one class added for final exams.

Study at ASBS

To allow students to pursue their specific area(s) of interest, students may take any course(s) they wish and have them count for their diploma/ certificate.

There is no formal master plan for courses to be offered except for a yearly plan, developed each Spring prior to the beginning of the new academic year by the administrator.

Suggestions for course offerings may and should be made to the administrator.

Students who complete 18 hours of coursework will be awarded a Certificate of Completion at graduation, which is held every two years. Students completing 36 hours will be awarded a Diploma noting that achievement.

Each course level has different requirements in terms of expectations and testing.

Books for Courses

Printed materials listing courses and their descriptions contain information needed to obtain the specific book(s) for each course. The web site is usually linked to a bookseller. However, students are not required to use that bookseller. Students are encouraged to order books from local booksellers also.

Books for classes must be purchased by each student prior to the first class meeting.

All dealings with any bookseller are the responsibility of the student.

In certain situations, a course book will be purchased by the school for the students. In these rare cases, a book fee will be added in at the time of registration. That full book fee must be paid at registration in addition to the tuition. This book payment is non-refundable once the book has been received by the student.

Proper Registration for Classes

At the end of the second meeting of each class, the rosters will be closed and no additional registrations will be possible. Paperwork not completed by the second week will result in a student being unable to continue in the class(es).

The School reserves the right to cancel any class with insufficient number of students registered. A minimum number of students is required to ensure financial and educational viability. No class will start with fewer than 6 students registered the Friday before the first week of classes.

Occasionally, circumstances require a student to withdraw from a class during the quarter. ASBS will refund according based on the formula on the following form. No refund will be processed until the student has completed, signed and turned in the [Tuition Refund Request Form](#). No Tuition Request forms will be accepted after the beginning of the eighth meeting of the class. The student is responsible for filing the form on time.

Accountability for Standards

Faculty members are accountable to the administration of the school, the administration is accountable to the Education Committee of the Board of Directors and the Education Committee is accountable to the entire Board of Directors. All are accountable to the Truth of the Bible.

ASBS is a 501-3-c independent non-profit corporation.

Attendance/ Punctuality

Classes will begin and end on time.

Instructors have certain options concerning attendance issues:

- the option not to allow any make up for work missed.
- All make up work is the sole responsibility of the student.
- Instructors are not limited to these options only. Teachers may set their own course attendance policies with approval of the administrator. Students will be notified of these policies.

This applies particularly to any who miss the final examination or turn in work late. Grades must be turned into the office by the instructor no later than a specific date announced each quarter, or a W will be given for the course and the student will receive no credit. Work may not be made up after this date. Specifically, it is the responsibility of each student to ensure the instructor will be able to grade all late material, mail late work to the instructor such that the late work may be graded.

All policies and decisions by instructors are final in this area, as long as the policies are in writing and made available to students at the beginning of the class on the web page for the course

Most ASBS students hold full-time jobs and hustle to be present for the beginning of class at 6:30. Students may also have situations occur that prevent them from attending a class on occasion.

ASBS asks students to make every effort to attend each class and to be punctual. Classes will start promptly at 6:30 so that those who are punctual are not forced to waste their time waiting. It is the responsibility of the student to contact his/her instructor before or after a missed class and inform the instructor of the reasons for the absence. Instructors submit attendance reports weekly to the office.

Academic Integrity

Students are expected to conduct themselves in a manner that represents followers of Christ. Any form of bearing false witness (lying) on tests, papers, or any evaluated work is not acceptable. Instructors have the right to assign a grade of "F" for cheating. Appeals may be made to the academic committee comprised of, a member of the faculty not the teacher of the particular class, the administrator, and a member of the Board of Directors.

In the case of papers, students should be careful of plagiarism. Students should seek advice from their teachers if they have any questions about whether plagiarism is applicable. "Not knowing" is not an acceptable excuse for plagiarism. Students also should understand the M.L.A. guidelines on this subject.

Grading Categories

At the end of each course, students receive a letter grade.

A 95-100		A- 90-94		B+ 87-89	
B 83-86		B- 80- 82		C+ 77- 79	
C 73- 76					

Grades below 72 will not be counted for credit unless retaken.

In addition to traditional letter grades, ASBS has other grades that may appear on the transcript at the end of a quarter.

Grade	Explanation
W	<i>Withdrawal from Course</i> - Course must be retaken to receive credit. After the date grades are due to the office, this will not be changed. ASBS has no grades of INC (Incomplete)
Aud	<i>Audit</i> - Does not affect GPA. Will not be accepted concerning a course taken for credit. Audit courses are a way for a student to learn about ASBS. Therefore, this grade applies only to one's first time at ASBS.
P	Pass
F	Fail
INC	Incomplete. This course must be retaken to receive credit.

Refreshments

It is an ASBS tradition that members of each class bring snacks for the class. A sign-up sheet will be completed at the first class meeting.

Please bring food that can be consumed within the break time and not take away class time.

When more than one class meets on a specific night, refreshments will be served for the combined classes in a central location.

ASBS Accreditation

ASBS is not accredited by any state or national accrediting agency. This makes it unlikely that ASBS courses will be transferrable to other institutions, but does not mean ASBS does not educate its students to a high level or that ASBS lacks high standards. ASBS remains committed to a quality program of instruction for all students. ASBS has no plans to seek accreditation.

Graduation

Graduation is held every two years. All fees must be paid to be able to take part in graduation.