



Frequently Asked Questions (FAQ)

(Last Updated: October 2010)

Q. Is Carolina University of Theology an accredited school?

A. Carolina University of Theology is accredited by Accrediting Commissions International, Inc. (ACI). This accreditation is not recognized by the United States, Department of Education. It is our intention in the months ahead to pursue a full Accredited status with an agency recognized by the U.S. Department of Education. Acquiring this additional accreditation is a lengthy process.

Q. Does the University have a Sponsorship Program to help prospective students who reside outside of the United States?

A. At this time the University does not have a sponsorship program; therefore, any student who desires a sponsor is responsible for finding his or her own sponsor.

Q. What are the school colors for the University?

A. The University School colors are Black and Red

Q. What is the appropriate Hood color for my graduation gown?

A. The color of your hood is as follows:

Bachelor of Biblical Studies- N/A

Masters & Doctorate of Christian Education- Light Blue

Masters & Doctorate of Christian Counseling Psychology – Dark Blue

Masters & Doctorate of Ministry- Scarlet Red

Masters & Doctorate of Theology- Scarlet Red

Q. What is the appropriate Tassel color for my graduation cap?

A. The color of your tassel is as follows

Bachelors of Biblical Studies- Black

All Master's Degree- Black

All Doctor's Degree-Gold

Q. Does the Carolina University of Theology offer an Associate Degree in Biblical Studies?

A. The University does not currently offer any Associates Degrees

Q. Does Carolina University grant Life Experience Credit?

A. Carolina University no longer accepts Life Experience for any Degrees offered.

Q. When can I enroll at Carolina University of Theology?

A. Carolina University of Theology's (CUT) enrollment policy for those enrolling in our Distance learning program is as follows: Fall Open Enrollment during the month of August of the given academic year and Winter/Spring Open Enrollment during the month of January of the given academic year.

Q. How long does it usually take to complete a course or program of study?

A. Our policy allows the Bachelor student a 60 day period in which to complete any one course within his/her area of study and 60-90 days for the Master and Doctorate student.

Q. How will I receive my course material for the distance learning program?

A. All students enrolled in the Distance Learning Program will receive course material for their program of study via Priority mail once all initial fees have been met. We are working on ways to enhance our Distance Learning Program. Keep your eyes open for the features of Distance Learning with Us. All Students enroll at our local campus will receive course material on site after all initial fees are met.

Q. How do I receive an extension for my coursework?

A. Those needing a more time to complete a particular assignment must request for an extension in writing to the University (via email, fax, or postal mail). No extensions will be granted via phone messages. Please keep in mind that the extension may or may not be granted by the advisor for a course. The extension is for 2 weeks; limit 2 per semester. Be advised all extensions are inclusive for the semester time (60 days); unless otherwise stated.

Use your time wisely.

Q. What happens if I exceed 60 calendar days and have not submitted any coursework to the University?

A. If student have not submitted any request for extensions and have exceeded the 60 day time frame, the student will be dropped from Active Status. Student must then be reinstated to complete the course of study.

Q. How can I be reinstated after being dropped?

A. Students requesting reinstatement with the University must comply with the following guidelines:

Submit an application for reinstatement and pay one of the below fees that applies to student.

\$120.00 – Students reinstating after 6-12 months
\$150.00 – Students reinstating after 13 - 24 months
\$180.00 – Students reinstating after 25 - 36 months
\$250.00 – Students reinstating after 37 – 48 months
\$500.00 – Students reinstating after 49 - 60 months

STUDENT MUST RE-ENROLL UNDER NEW TUTION RATE AFTER 5 YEARS

Q. How many courses can I take at a time to be considered a full time student?

A. As a distance learning student, you have the option to work on as many courses as you wish; however, keep in mind that each semester is only 60 days long and work must be turned in order to receive credit. We strongly recommend taking a max of 2 courses at a time. In doing so, you will achieve complete understanding, knowledge and wisdom on each subject taken. It is our desire that you will take your time, allowing the course material to be fully digested. Your goal should be to learn and not to just simply receive a Degree Certificate.

Q. What are the costs of textbooks?

A. It is our goal to keep the cost of textbooks down. Books recommended for each course have a price range of \$13.99- \$75.00 plus shipping and handling. A listing of all textbooks can be found on this website according to the program of study. You may download a textbook order form if you are interested in purchasing books through Carolina University of Theology.

Q. Where can I purchase my textbooks?

A. A listing of all textbooks can be found on this website according to the program of study. You may download a textbook order form if you are interested in purchasing books through Carolina University of Theology. You may also purchase textbooks via any major bookstores and most Christian bookstores.

Q. What is the student Population of Carolina University of Theology?

A. Carolina University is constantly Growing as we equipping Men and Women to be the best that they can be for the Call of God on their lives.

Q. Once I have enrolled in a specific program of Study, is it possible to switch or transfer to a different program in the University?

A. Yes and No. Please see below for the following Scenarios:

If you are in possession of a course binder for the program of study you previously selected, and have not yet mailed any coursework for grading, you may return the binder at your expense with a typed letter requesting a change of program. Please

specify the new program you desire to pursue. Along with your letter, please send a check or money order in the amount of \$25.00 made payable to Carolina University of Theology or C.U.T to cover the cost of your replacement binder.

If you have already started your program of study and have mailed completed courses to the University for grading, but have decided that you no longer wish to continue your current program of study, you may submit a typed letter requesting a change of program. Please specify the new program you desire to pursue. Along with your letter, please send a check or money order in the amount of \$35.00 made payable to Carolina University of Theology or C.U.T to cover the cost of your new course binder.

If you have completed all coursework within a specific program of study, except for the Theses or Dissertation, you will not be allowed to switch to another program. Your only option at this point is to pay your current program in full and reapply for another program of study. You must start from scratch. Credit will be given to you for only the courses already taken that may be a part of your new program. No exceptions. I do highly recommend just completing the Dissertation to get your degree for all of the hard work you have done.

Q. If I complete all of my coursework, except for my Theses or Dissertation will I be able to participate in a graduation ceremony?

A. No. All papers must be received and graded before you are cleared to walk (Graduate) or receive a Degree; as well as having a Paid in Full balance.

Q. Must all financial Obligations be met before graduation?

A. Yes. All balances on your account must be paid in full. You will not be allowed to receive a degree otherwise. Please contact the University if you need an adjustment in your payments to ensure completion on time. You may also pay your account balance in full in one single payment.

Q. I have completed a prior program of Study with Carolina University of Theology. Will I have to pay another application fee for enrollment in a new program?

A. If twelve (12) months has passed since the completion date of your previous program of Study, and then you will be required to submit an updated application as well as pay a new application fee.

Q. What is the cost for an official transcript?

A. The cost of an official is \$7.50 per copy; in Person at Administration office Fee is \$10.00; for immediate same day or fax fee \$20.00. If you have completed more than one program of study with the University please apply the charge according if you are requesting copies of all degrees in your file. Please be advised that it will take up to 7-10 business days to process your request.

Q. How do I obtain an official copy of my transcript and what are the methods of payment?

A. In order to obtain an official copy of your transcript you must submit a request in writing, please download a form from this website under downloadable forms. You may mail or fax your request to our office {14654 Joplin Rd. Manassas, VA 20112}. Your request will be processed once it is received and all charges (\$) have cleared. Please be advised that it may take a little longer if you are mailing a request and payment to the University; you can fax your request to 703-791-8263. If you are paying for a transcript with a check it must clear through our bank first. Checks are deposited every Tuesday and Thursday of the Week. Our payment methods are as follows Credit card, Money Order, and Checks.

Q. Does the University have a payment plan for my program of Study?

A. Carolina University of Theology does have a payment plan and it is set according to each students program of Study. Beginning January 2010, all students' tuition payments will be financed through Tuition Options (formerly Educational Financial Services). We believe the University's partnership with Tuition Options will ensure that you are paid in full before graduation to make sure that you receive your Degree. Payment methods through Tuition Options are as follows credit card, money order, checks and electronic checks. Please call our office (703-791-3499 ext. 211; 215; or 218) for more details.

Q. I have lost my degree from the University, how do I obtain another copy?

A. Students may obtain a reprint of their Degree, by submitting their request in writing. Please download a form from this website under downloadable forms and downloading a charge card authorization form. You may mail to 14654 Joplin Rd. Manassas, VA 20112 or fax your request to (703) 791-8263. Cost of a Degree Reprint is \$35.00 per degree. Please allow time for request to be processed as degrees are ordered.

Q. I am applying for a new Job/ Apartment; can I get the University to verify my degree?

A. Yes. Employers or leasing companies should submit all requests in writing. Most companies will have their own forms which can be mailed to 14654 Joplin Rd. Manassas, VA 20112 or faxed to 703-791-8263. Please allow 7- 10 days to process your request; however, we will work as quickly as possible.

Q. How long are my records kept on file?

A. Records may be kept on file for 10-15 years at the discretion of the University.

Q. Who has access to my student records?

A. Only Carolina University of Theology Faculty has access to your records. All information submitted by the student is completely secure.

Disclosure of Student Records: The term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by Carolina University of Theology. In general, no personally identifiable information from a student’s educational records will be disclosed without written consent from the student.