Student Handbook
The Student Handbook

The Student Handbook is an official document that is essential for all students. The Handbook communicates and explains important information and policies to help a student successfully complete his or her academic work, understand the different services Asbury Theological Seminary offers and prepares a student for future ministry. These policies and procedures have direct bearing on all students, and each student is responsible for familiarity of content and policies. Therefore, we encourage each student to review and take seriously the information contained in the Student Handbook.

Asbury Theological Seminary reserves the right to change policies when necessary. All policy changes will be communicated promptly to the student community. Please note that the policies and information contained in the Student Handbook are not exhaustive. Please consult the Academic Catalog and individual offices for complete details.

Asbury Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The Seminary is also an accredited member of The Association of Theological Schools in the United States and Canada (TATS). In addition, the Seminary is approved by the University Senate of The United Methodist Church.

Asbury Seminary Florida Dunnam campus is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32309-0400, toll-free telephone number 888.224.6684; License #4501.

Asbury Theological Seminary does not, within the context of its religious principles, its heritage, its mission and its goals, discriminate on the basis of race, color, national origin, age, physical impairment or gender in administration of its policies, programs and procedures.

The Seminary is authorized under federal law to enroll non-immigrant alien students.

This handbook is not a contract of any kind or for anything between students and/or applicants and Asbury Theological Seminary. The Seminary reserves the right to revise it and policies derived from it as it deems appropriate.
Dear Asburian,

The Student Handbook's main purpose is to provide an easily accessible and comprehensive source of the information you will need during your experience at Asbury Theological Seminary. Through this document we hope to clearly communicate the many services the Seminary offers to support you and your family in your academic and formational preparation for ministry. Our hope is that Asbury Theological Seminary is not only a place to prepare for ministry, but also a place to be renewed in the heart, soul, and mind.

As a student at Asbury Theological Seminary you are part of a community who values relationships, formation, academic vigor and a global perspective. We believe we are a community called to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit, and to the glory of God the Father. The faculty and staff are committed to serving you in this way as you prepare to fulfill your calling.

Listed in this handbook are polices and procedures designed to sustain a community that fosters godly relationships and safe living. They also support you as a student to have every opportunity for success at this institution. As a student you are expected to know and follow the policies and procedures found in the handbook. If you have questions or concerns please contact the Office of Student Services who will be happy to speak with you.

On behalf of the entire Asbury Theological Seminary community, we welcome the opportunity to serve you during the academic year. Many blessings to you as you answer the call of God on your life.

Blessings,

Rob Holifield

Director of Student Services
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Academic Calendar
# 2015-2016 Academic Calendar

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<td><strong>June</strong></td>
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</tr>
<tr>
<td>28</td>
<td>2014 Preaching and Leading Cohort, Residency 2 (KY Campus)</td>
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<tr>
<td><strong>August</strong></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Fall New Student Orientation, Florida Dunnam Campus</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Fall International New Student Orientation, Kentucky Campus</td>
</tr>
<tr>
<td>2-3</td>
<td>Fall New Student Orientation, Kentucky Campus</td>
</tr>
<tr>
<td>3-4</td>
<td>Fall Advanced Research Programs New Student Orientation, Kentucky Campus</td>
</tr>
<tr>
<td>7</td>
<td>Labor Day - no classes - Seminary closed</td>
</tr>
<tr>
<td>8</td>
<td>Fall 2015 Classes Begin</td>
</tr>
<tr>
<td>8</td>
<td>Opening Convocation, Kentucky Campus</td>
</tr>
<tr>
<td>11</td>
<td>Opening Convocation, Florida Campus</td>
</tr>
<tr>
<td>11</td>
<td>Last day to drop a course with a refund by 3 p.m. EST - Close of all registration for additional courses by 3 p.m. EST</td>
</tr>
<tr>
<td>11</td>
<td>Last day to apply for December 2015/January 2016 graduation by 3 p.m. EST</td>
</tr>
<tr>
<td>12</td>
<td>LMI Lexington Introduction Meeting</td>
</tr>
<tr>
<td>18-19</td>
<td>Faculty Retreat</td>
</tr>
<tr>
<td>21-24</td>
<td>Southern Territory Salvation Army Marriage Renewal Retreat</td>
</tr>
<tr>
<td>25</td>
<td>Payment of fees due in Business Office</td>
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<td>26</td>
<td>LMI West Virginia Phase 1</td>
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<tr>
<td><strong>October</strong></td>
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<td>2-3</td>
<td>LMI Mississippi Phase 4</td>
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<td>2-21</td>
<td>2015 Preaching and Leading Bilingual cohort, Residency 1 (FL Campus)</td>
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<td>Advanced Research Programs Interdisciplinary Colloquium</td>
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<td>12-26</td>
<td>2013 Preaching and Leading cohort, Residency 3 (Asia)</td>
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<tr>
<td>16</td>
<td>Last day to withdraw from the institution or current semester with a prorated refund by 3 p.m. EST</td>
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<tr>
<td>16</td>
<td>Last day to drop a course without a grade of “F” by 3 p.m. EST</td>
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<tr>
<td>24</td>
<td>LMI Lexingtoning Phase 1</td>
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<td><strong>November</strong></td>
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<tr>
<td>5-6</td>
<td>The Asbury Project (KY)</td>
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<tr>
<td>20</td>
<td>Last day to remove incompletes (Spring 2015 and Summer 2015)</td>
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<tr>
<td>23-27</td>
<td>Fall Reading Week - no classes</td>
</tr>
<tr>
<td>26-27</td>
<td>Thanksgiving Holiday - Seminary closed</td>
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<th>Date</th>
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<tr>
<td>11</td>
<td>Commencement for all campuses, location: Kentucky Campus</td>
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<tr>
<td>11</td>
<td>Final payment due to Business Office; any pre-registered courses will be dropped if account is not paid in full.</td>
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<tr>
<td>14-18</td>
<td>Final exams</td>
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<tr>
<td>18</td>
<td>Fall semester ends</td>
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<tr>
<td>28</td>
<td>Fall semester grades due</td>
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<tr>
<td>23-Jan. 3</td>
<td>Christmas Holiday - Seminary closed</td>
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<td>Seminary offices reopen</td>
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<td>Classes begin</td>
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<td>6</td>
<td>Last day to drop a course with a refund by 3 p.m. EST - close of all registration for additional courses by 3 p.m.</td>
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<tr>
<td>15</td>
<td>Last day to drop a course without a grade of “F”</td>
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<tr>
<td>18</td>
<td>Martin Luther King Jr. Day - no classes - Seminary closed</td>
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<tr>
<td>29-30</td>
<td>LMI Lexington Phase 2</td>
</tr>
<tr>
<td>29</td>
<td>Final exams - January term ends</td>
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<tr>
<td>5</td>
<td>January term grades due</td>
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### Spring Semester 2016

#### February

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<td>8</td>
<td>Classes begin</td>
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<tr>
<td>12</td>
<td>Last day to drop a course with a refund by 3 p.m. EST - close of all registration for additional courses by 3 p.m.</td>
</tr>
<tr>
<td>12</td>
<td>Last day to apply for May 2016/August 2016 graduation by 3 p.m. EST</td>
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<tr>
<td>16-20</td>
<td>Salvation Army Eastern, Preaching Seminar</td>
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<td>16-18</td>
<td>Beeson Preaching Series</td>
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<td>18</td>
<td>Last day to drop a course without a grade of “F” by 3 p.m. EST</td>
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<td>25</td>
<td>Good Friday - no classes - Seminary closed</td>
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<td>28-29</td>
<td>Easter Break - Seminary closed</td>
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<td>28-April 1</td>
<td>Spring Reading Week - no classes</td>
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<td>9-12</td>
<td>Salvation Army Eastern, Renewal &amp; Enrichment Convocation</td>
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<td>Commencement, Florida Dunnam Campus</td>
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<td>Memorial Day - Seminary closed</td>
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<td>Summer semester begins--start date for all online (ExL) courses. Consult online course schedule for intensive course dates</td>
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<td>Last day to drop all Summer courses with a refund by 3 p.m. EST - close of all registration for additional courses by 3 p.m. EST (see financial information section of the catalog for policy on dropping an intensive course).</td>
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<td>Independence Day - no classes - Seminary Closed</td>
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<td>2016 Activating Missional Communities cohort, Residency 1 (FL Campus)</td>
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<td>2016 Social Justice, Ethics, and the Church cohort, Residency 1 (KY Campus)</td>
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<td>2016 Preaching and Leading cohort, Residency 1 (KY Campus)</td>
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<td>15</td>
<td>Last day to withdraw from summer semester with a prorated refund by 3 p.m. EST - last day to drop online (ExL) summer courses without grade of “F” by 3 p.m. EST</td>
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<td>2015 Church Planting cohort, Residency 2 (KY Campus)</td>
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<td>2015 Preaching and Leading cohort, Residency 2</td>
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<tr>
<td>1-2</td>
<td>Advanced Research Programs New Student Orientation, Kentuck Campus</td>
</tr>
<tr>
<td>2</td>
<td>Summer semester grades due</td>
</tr>
<tr>
<td>6</td>
<td>Fall 2016 classes begin</td>
</tr>
</tbody>
</table>
Statement of Faith
The following is a statement, in short form, of the Wesleyan-Arminian theological doctrines on which Asbury Theological Seminary was founded in 1923.

We believe:

**God**
In the one God, creator and sustainer of all things, infinite in love, perfect in judgments and unchanging in mercy. God exists eternally in three persons — Father, Son and Holy Spirit;

**Scripture**
In the divine inspiration, truthfulness and authority of both the Old and New Testaments, the only written Word of God, without error in all it affirms. The Scriptures are the only infallible rule of faith and practice. The Holy Spirit preserves God's Word in the Church today and by it speaks God's truth to peoples of every age;

**Humankind**
That human beings were created in the image of God. This image was marred in every part through the disobedience of our first parents, and fellowship with God was broken. God, by His prevenient grace, restores moral sensibility to all humankind and enables all to respond to His love and to accept His saving grace, if they will;

**Jesus Christ**
That Jesus Christ is God's Son incarnate, born of the Virgin Mary. He died for the sins of all, taking on Himself, on behalf of sinful persons, God's judgment upon sin. In His body He rose from the grave and ascended to the right hand of the Father where He intercedes for us;

**Holy Spirit**
That the Holy Spirit is God present and active in the world. The Holy Spirit was given to the Church in His fullness at Pentecost. By the Spirit, Christ lives in His Church, the gospel is proclaimed and the kingdom of God is manifested in the world;

**Justification**
That God graciously justifies and regenerates all who trust in Jesus Christ. Believers become children of God and begin to live in holiness through faith in Christ and the sanctifying Spirit;

**Entire sanctification**
That God calls all believers to entire sanctification in a moment of full surrender and faith subsequent to their new birth in Christ. Through sanctifying grace the Holy Spirit delivers them from all rebellion toward God, and makes possible wholehearted love for God and for others. This grace does not make believers faultless nor prevent the possibility of their falling into sin. They must live daily by faith in the forgiveness and cleansing provided for them in Jesus Christ;

**Assurance of believers**
That believers are assured that they are children of God by the inward witness of God's Spirit with their spirits, by faith in the gracious promises of God's Word, and by the fruit of the Spirit in their lives;

**Christians in society**
That Christians are called to live in daily witness to the grace which comes to us in Jesus Christ, to preach the gospel to every person according to the command of Christ, and to declare God's insistence upon righteousness and justice in all relationships and structures of human society;

**The Church**
That the Church is the people of God composed of all those who believe in Jesus Christ as Savior and Lord. The Church is Christ's body; it is visible in the world wherever believers, in obedience of faith, hear the Word, receive the sacraments, and live as disciples;

**Return of Christ**
In the personal return of Jesus Christ, in the bodily resurrection of all persons, in final judgment, and in eternal reward and punishment;

**God's ultimate victory**
In God's ultimate victory over Satan and all evil and the establishment of His perfect kingdom in a new heaven and a new earth.
Ethos Statement
Ethos Statement

Asbury Theological Seminary is a community called to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit and to the glory of God the Father.

We, the trustees, administration, faculty, staff and students, embrace this global mission as a Wesleyan community that stands within the tradition of Christian orthodoxy and whose life and work is committed to reflecting the truth, beauty and goodness of God’s holiness.

We aspire to order our communal and personal life according to the truth and love revealed in Scripture and imparted by the Holy Spirit. We pledge ourselves to go on to the fullness of salvation, seeking through relationships of mutual accountability the maturity of faith, hope, and love that reflects the mind and likeness of Jesus Christ. By the Spirit’s power we will bear witness to God’s Kingdom, embodying a way of scriptural holiness that unites sound knowledge and vital piety in proclaiming the Gospel and participating in God’s mission.

We covenant together to embrace ways of living in keeping with the spirit and intent of the General Rules set forth by John Wesley.

1. By doing no harm and by avoiding evil of every kind.
2. By doing good of every possible sort as far as possible to all people.
3. By practicing the means of grace together.

We are committed to speaking the truth in love, sharing one another’s burdens, bearing with one another’s weaknesses, and serving one another by the mercy, forgiveness, and reconciliation extended by God. We will practice and nurture speech that is just, charitable, encouraging, and respectful of the standards and policies of Asbury Seminary. Exercising discernment, which is guided by the law of love, we will affirm the breadth of views that bear witness to the richness of the Gospel and the diversity of Christian communities it calls and creates.

With God’s help we will exercise the freedom of joyful obedience in being faithful stewards of our minds, bodies, time, gifts, abilities, possessions, and finances as expressions of God’s good creation. We will renounce those attitudes and actions that resist the work of the Spirit, divide Christian community, and impede human flourishing. In faithfulness to the Gospel, we will resist the pervasive influence of materialism and commit ourselves to ministry with the poor. We will reject utilitarian methods that commodify the faith and mission of the church according to the values of a consumerist culture. By God’s grace, we will nurture redemptive relationships that honor and uphold the dignity of creation, human life, the sanctity of human sexuality, the equality of women and men, the covenant of Christian marriage, and the importance of the family. Soli Deo Gloria!
Application of Wesley’s General Rules as a Covenantal Community

This covenantal ethos orients our community life toward the fullness of holy love as the end of God’s Law, which has been fulfilled in the life and work of Jesus Christ. In light of the truth and goodness of God revealed by Christ, and as interpreted by our Wesleyan heritage, we acknowledge the Christian life cannot be reduced to either right doctrine or morality. Because we have been created and redeemed through Christ in the power of the Spirit, the fullness of salvation consists of the restoration of our being and life in communion with God and others. Intrinsic to our task as a theological Seminary is the cultivation of knowledge, wisdom, and virtue for the practice of faithful obedience that bears fruit in love for God, our neighbors, and the whole creation.

For this reason, concerns related to particular expressions of thought and behavior will be assessed in light of the law of love, which is the source, means, and goal of true freedom in Christ. To this end, we commit ourselves to seeking the Spirit’s wisdom and discernment through the study of Scripture and participation in the means of grace, common worship, and holy conversation. For the common good of the Asbury Seminary community, we offer the following guidance:

- We stand with all Christians, both past and present, against the misuse of all substances that abuse the body, foster addiction, and bring harm to others.
- We covenant with each other to maintain an alcohol, tobacco and drug free environment with respect to all Seminary facilities, events, and activities.
- We affirm the need for responsible care and stewardship of the human body through regular exercise when possible, practicing healthy eating habits, and proper balancing of study, work, rest, and leisure.
- We commit ourselves to the practice of celibacy in singleness and fidelity in Christian marriage, which we affirm as a sacred union between one woman and one man.
- We commit ourselves to helping one another attain the highest standards of sexual morality, and to recognize the devastating personal, social, and global effects of sexual sin against God, the self, and others, but especially society’s most vulnerable members.
- We condemn any form of harassment or abuse.

This ethos assumes the practice of Christian hospitality within a Seminary community that is dependent upon the gift of God’s grace and characterized by relationships of mutual trust and respect. To this end, we acknowledge our constant need for keeping covenant with one another and diligence in speaking the truth in love. We encourage the practice of repentance, confession, pardon, correction, and redemptive discipline when breaches of this covenant may occur.
Mission Statement
Mission Statement

Asbury Theological Seminary is a community called to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit and to the glory of God the Father. This mission commits the Seminary to maintain a multi-denominational, multicultural community which:

1. Pursues the union of sound learning and vital piety through excellence in graduate, professional and continuing studies for ordained and lay ministries, and provides resources for scholarly leadership in the Wesleyan-Arminian tradition;

2. Nurtures men and women called of God for parish ministry and other forms of servant leadership in the experience and practice of personal and social holiness as defined by Scripture and Wesleyan theology;

3. Encourages its members, in their teaching, scholarship and service, to live out the witness of a Spirit-filled life formed by the authority of Scripture; and

4. Prepares women and men for prophetic ministries of redemption and renewal in an increasingly urbanized and secularized world.
General Information
General Information

Campus locations and extensions

[asburyseminary.edu](http://asburyseminary.edu)

800.2ASBURY

**Asbury Seminary Kentucky Campus:**

204 North Lexington Avenue
Wilmore, Kentucky, 40390
859.858.3581

The Asbury Seminary Kentucky Campus offers the following: Doctor of Philosophy (Biblical Studies, Intercultural Studies); Master of Theology (Biblical Studies, World Mission and Evangelism); Doctor of Ministry (Beeson International Leaders, Beeson Pastor Non-Residential, Beeson Pastor Residential, In-Ministry); Master of Divinity; Master of Arts (Specialization in Biblical Studies, Specialization in Theological Studies); Master of Arts in Aging and Spirituality, Christian Education, Christian Leadership, Christian Ministries, Intercultural Studies, Marriage and Family Counseling, Mental Health Counseling, Pastoral Counseling, Spiritual Formation, World Mission and Evangelism, and Youth Ministry; Certificate in Christian Discipleship, Certificate in Christian Studies, Certificate in Leadership

**Asbury Seminary Florida Dunnam Campus:**

8401 Valencia College Lane
Orlando, Florida, 32825
407.482.7500

The Asbury Seminary Florida Dunnam Campus offers the following: Doctor of Ministry, Master of Divinity, Master of Arts in Christian Ministries, Master of Arts in Biblical Studies, Master of Arts in Christian Leadership, Master of Arts in Marriage and Family Counseling, Master of Arts in Mental Health Counseling, Master of Arts in Pastoral Counseling and the Certificate in Christian Studies.

Located on the Florida Dunnam Campus is the Latino/Latina Studies Program (LLSP), which offers a Certificate in Theological Studies and an opportunity to specialize in two different areas of ministry. The three-year curriculum was designed to provide theological education in Spanish and also from a Hispanic perspective. Additionally, LLSP has been approved as an AETH-Certified Bible Institute. This Certification creates a pathway for LLSP students to master-level programs at most tATS accredited graduate schools. This option requires the successful completion of the 60-credit program. Areas of specialization are pastoral studies and counseling.

Since April 2010, as part of a three-year cooperative agreement between Asbury Seminary and AETH, the campus is hosting the Justo González Center for Latino/a Ministries. The Justo Center was created by AETH (Association for Hispanic Theological Education) as a centralized resource for Hispanic/Latino ministries. The center addresses the need for accessible and affordable Latino-focused and Latino relevant theological resources for ministerial formation in the U.S., Puerto Rico and Canada.

**Asbury Seminary online courses (ExL):**

204 North Lexington Avenue
Wilmore, Kentucky, 40390
859.858.3581

Asbury Theological Seminary’s Extended Learning Program (ExL) is an online learning program that has been approved by both the Association of Theological Schools and the Southern Association of Colleges and Schools Commission on Colleges. The learning management system that the students will use to take their online classes is Moodle, one of the industry’s leading systems. Among the different models of online learning, Asbury believes the one that works best for our students is asynchronous, which means that students are not required to be online at a specific time but that they will interact with their fellow students and the faculty within a specific time frame. This model of online learning depends upon high interaction and engagement between faculty and students as well as between each student in a collaborative learning environment.
Since ExL™ classes require file transfers, extensive dialogue with other students and multimedia you will need the following equipment in order to participate:

- Computer with Windows 7 or Mac OS 10.6 or above
- Account with, or access to an Internet Service Provider (ISP)
- High speed internet is preferred

Potential and current students can experience our online classroom by working through the online training module, located at: http://discover.asburyseminary.edu.

For technical and research support, students may contact the Information Commons through the library webpage: http://guides.asburyseminary.edu/home

Asbury Seminary’s online courses service graduate degree programs of the Seminary. By taking Extended Learning, ExL™ (online) courses, students may earn the Certificate in Christian Studies, up to two-thirds of the Master of Divinity degree, or up to one-half of a Master of Arts degree online. The credit hours required on a geophysical campus might include intensive courses or a minimum of one-year of residency.

Understanding the changing needs of students, Asbury Seminary has built flexibility into its academic schedule. Students may choose from two campuses, multiple degree programs and various course-offering timetables to fulfill their academic goals. Working with an academic advisor, students move freely within the Asbury Seminary infrastructure to complete their traditional degrees utilizing a blended course plan.

Block scheduling at the Kentucky and Florida Dunnam campuses maximizes the calendar and minimizes the commute. Intensive classes lasting one week, or, two or three weekends, are also available year round. Previous catalogs outlined a specific set of courses that were designed to accommodate the distant student. That “program” was called the “Intensive Course Opportunities” (distance learning courses) and has now outlasted its demand. Students who have planned to use those “Intensive Course Opportunities” may still take equivalent courses under a ‘teach-out’ plan that provides the course on the Orlando and/or Wilmore campus(es) or facilitates an independent study if such is not available. The ‘teach-out’ ends at the beginning of the 2015-2016 academic year. After that time, students will need to arrange independent studies, as necessary.

Please see refund and complaint policies for individual states in the State Policy section of the Academic Catalog.

Asbury Memphis

Christ United Methodist Church
4488 Poplar Avenue
Memphis, TN 38117

Information specific to students attending Asbury Memphis, in Memphis, TN

Memphis, TN—Asbury Theological Seminary is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Approved Degrees: Master of Divinity

Transferability of Credit for Tennessee Students attending at Memphis, TN

Transferability of credit hours earned at Asbury Theological Seminary to another institution is at the sole discretion of the other institution.

Credits earned at Asbury Theological Seminary may not transfer to another education institution. Credits earned at another educational institution may not be accepted by Asbury Theological Seminary. You should obtain written confirmation that Asbury Theological Seminary will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Asbury Theological Seminary to determine if such institutions will accept credits earned at Asbury Theological Seminary prior to executing an enrollment contract or agreement. The ability to transfer credits from Asbury Theological Seminary to another educational institution may be
very limited. Your credits may not transfer and you may have to repeat courses previously taken at Asbury Theological Seminary if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is strongly recommended and you are advised to make certain that you know the transfer credit policy of Asbury Theological Seminary and of any other educational institutions you may in the future want to transfer the credits earned at Asbury Theological Seminary before you execute an enrollment contract or agreement.

**Student Complaint Policy for Tennessee Students attending at Memphis, TN**

Students with a complaint should contact the Student Services Department in writing at 204 N. Lexington Avenue, Wilmore, KY 40390 or contact the Director of Student Services, Rob Holifield at (859) 858-2093. As required by the Tennessee Higher Education Commission, if a student is unable to resolve any grievance at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615.741.5293.

**Asbury Extension Sites:**

Asbury Seminary offers a cohort model of extension education that delivers several courses at selected sites around the United States over a two-year period. In accordance with Asbury’s commitment to Christian formation, Asbury Extension Students experience student formation retreats and learn together in the context of an extension site community. For additional information, please refer to the Asbury Extension information on our website: asbury.to/Memphis.

**Hours of Operation**

**Kentucky Campus**

The main offices are open from 8 a.m. till 4:30 p.m. Monday through Friday except for the business office, which is open from 8:45 a.m. till 4 p.m. Monday through Friday. Many of the buildings are open later than this for student activities and classes. The phone is always answered 24 hours a day. The number for the Kentucky Campus is 859.858.3581.

**Florida Dunnam Campus**

The main offices on the Florida Dunnam Campus are open from 8 a.m. till 5 p.m. The building is open occasionally at other times for classes and student activities. The number for the Florida Dunnam Campus is 407.482.7500.

**Communications**

**Email**

Each student will receive an Asbury Seminary Google Apps for Education account that is accessible via the “Email” tab in oneATS. It is important for students to check this email account regularly because this will be the main avenue by which Asbury Seminary will communicate with students. If you have problems accessing your Seminary Google Apps account, please contact Information Commons at 800.2.ASBURY or 859.858.2233.

**oneATS**

Asbury Seminary’s portal is called oneATS. This portal is used for announcements, community forums, emergency notifications and internal web pages. Students should check this portal regularly for updates and to access information from various departments: Financial Aid, Registrar, Library, Career Services, etc.

**Online Courses (ExL)**

The online Courses area is Asbury Seminary’s collaborative learning environment where online courses are taught and course content is delivered. Students who take ExL courses must access their classes through this system. Most on-campus professors will also upload content or deliver assignments via Online Courses. Finally, through this environment all students have access to the Christian Formation Program “portfolio” that contains information and related assignments that contribute to their Christian Formation Plan.

**Student Portal**

The official student record is maintained in the student portal and students must access this area to tend to administrative and academic functions. Through the student portal students can pay bills, sign up for insurance and meal plans, accept/decline financial aid, register for classes, manage their password and biographical information, and more. Students will access this area frequently during registration periods and around the start of the term; however, they should occasionally check this area because many functions have strict deadlines that need attention.
This Week At Asbury and This Week At Asbury Orlando

This Week At Asbury is an unofficial blog of Asbury Theological Seminary that shares updates and announcements from around the community about upcoming events, opportunities for students, and chapel services. This Week At Asbury is delivered via web page and a weekly email.

Business Office

Office Hours
Kentucky:
September through May: Monday – Friday 8:15am-4:30pm (closed Tuesdays and Thursdays during the semester 11 am-Noon for chapel)

Billing Information

Students are billed for tuition and other fees on the day after the add/drop date of each semester for which he/she is enrolled. The add/drop date is typically the Friday of the first week of classes. For fall and spring semesters there is an extended payment plan so payments can be spread equally over four months. For short-term classes, such as the January term, payments are due by the end of the term.

Due dates are posted for students on oneATS under ATS Info and Asbury Community, and Florida community in the form of a Billing Information sheet. This sheet is also available in the Business Office. Student bills are available online once you are registered for that term. To view your bill, go to http://asbury.to/billpay. It is important to note these dates in order to avoid fees and consequences of late payments.

For more information, see the Financial Information section in the Academic Catalog. The catalog is available online.

Payment of Fees

Payment of all charges on a student’s account is due and payable two weeks after the last day of the add/drop period. (For the specific due date each session, please refer to the Seminary’s academic calendar)

Asbury Theological Seminary now uses Higher One, Inc. for all of its payment processing for student accounts. Students will be able to view their current bill on Higher One’s payment website. (Links to Higher One’s payment website can be found on the student intranet/portal website.) Any student account payments made using a credit or debit card will also include the credit card processing fee charged for such payments (currently 2.75% of the payment amount). Student account payments made by check or ACH do not incur a fee.

During the fall and spring sessions, students may pay their account balance in four equal installments through Higher One’s “SmartPay” system. This Full Service Payment Plan (FSPP) is interest free as long as payments are made in a timely fashion, but there is a $35 service/enrollment fee paid to HigherOne for the FSPP. All student accounts not paid in full by the due date indicated above will automatically be placed on the FSPP. A late fee will be charged for any late installment payments. (Please carefully review the HigherOne SmartPay materials to fully understand all potential fees.) All student account payments made using the FSPP are subject to the fees noted above.

Payments are due in the Business Office by 4 p.m. on each due date. A late fee is charged for all past-due payments. If payment has been made but is less than the amount due, a late fee is assessed on the amount unpaid.

Overdue Account Policy

1. Students delinquent after the final payment due will not have grades for courses taken in that semester placed on their official transcript, will be removed from any pre-registration they may have for the next semester, and will not be allowed to register for additional classes until their account is cleared. Once the account is cleared, the grades submitted for the courses taken during the semester of delinquency will be placed on the transcript and registration for the next semester will be permitted. Please note that once a delinquent balance is paid that registration must be completed within the normal registration schedule (before the add/drop period ends), and that student enrollment will be subject to class availability.

2. Students with past due Asbury Seminary short-term student loans are not allowed to finalize registration for the following term until their account is cleared.

3. Students owing a balance on their account at the end of a term are dropped from any subsequent classes for which they have pre-registered. Upon payment in full, students may register within the normal registration schedule, subject to course availability.
4. Students who have a balance due after final payments are due will have a hold placed on their diplomas and official transcripts and diplomas, and are not allowed to register for the next term.

- A phone call is made or letter sent after 60 days advising the student to make payment.
- 90 days after the term ends, a letter is sent advising the student that his or her account is being turned over to a collection agency.
- 180 days after the semester ends, the past-due accounts of students who have not made satisfactory re-payment arrangements are turned over to a professional collection agency, where their past-due amounts are reported to the national reporting agencies.
- After the collection agency has exhausted its efforts, Asbury Seminary authorizes the collection agency to litigate against the student, and the receivable is written off as a bad debt.

**Doctor of Ministry (D.Min) Installment Plan**

The 36-month payment plan spreads the cost of three annual visits into manageable segments. Every six months (on July 1 and January 1), students are registered for DM900 that costs $2,922. This can be paid in lump sum form or spread into six monthly installments broken down per amount of scholarship received. Note: Monthly payments provide a credit of approximately $2,000 for the participant’s international travel fund to be used during the third residency, as well as a Kindle.

**Late Fees.** If participating in the payment plan, monthly tuition payments are due on the 25th of the month. Payments received after the first of the following month will incur a $25 late fee.

**Missed Payments.** A missed monthly payment will result in the loss of the equivalent amount from the international travel fund built into the 36-month payment plan. More than three missed monthly payments may result in dismissal from the program.

**Refund Policy.** The 36-month payment plan spreads the cost for three annual visits into manageable segments. The 12 monthly payments cover the expenses of one annual visit. Therefore, refunds of tuition payments will not be available unless the full 12 months of payments have been received for each annual visit. If a participant drops out of the D.Min. program before attending an annual visit, and a full 12 payments have been received for the prior annual visit, the participant may apply for a refund of unused tuition payments. Refunds will be granted only after all expenses on the participant’s account have been cleared.

<table>
<thead>
<tr>
<th>Beeson Scholarship Payment Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
</tr>
<tr>
<td>Makes no monthly payments</td>
</tr>
<tr>
<td>Expected to pay for lodging and food for first two residences – approximately $200 and $150 respectively</td>
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<td>3 immersion trips are covered</td>
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</tbody>
</table>
Travel to and from campus is covered

Exact cost for international students

Airfare or mileage (whichever is less) for domestic students

Travel to and from campus is covered

Exact cost for international students

Airfare or mileage (whichever is less) for domestic students

Travel to and from campus is covered

Exact cost for international students

Airfare or mileage (whichever is less) for domestic students

Food and lodging for first 2 domestic immersion trips is covered, along with $2000 is available to defray the cost of the 3rd immersion trip to Asia.

Travel to and from campus is student’s responsibility

NOTE: International students must also pay for health insurance to cover the residency time.

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How to Pay Online
2. Login to your oneATS account, using your username and password.
3. Click Portal at the top right of your screen.
4. Click Student Portal Homepage and again enter your username and password
5. Click “My Finances-Student Account” to view your online statement.
6. To make a payment, click “Make A Payment-make a payment”(Please use any internet browser but Safari)
7. Complete all the fields as prompted to complete your payment.

Contact the Business Office with questions at business.office@asburyseminary.edu or 859.858.2286.

Asbury Inn
The Rosa Foster Beeson Manor was constructed in 1990 in conjunction with a gift from Mr. Ralph Waldo Beeson to serve as a campus guesthouse on the Kentucky Campus. In October 2006 it was recommissioned as The Rosa Foster Asbury Inn (Rosa Foster was Mr. Beeson’s mother) to serve as a public hotel serving guests not only of the Seminary, but of the broader Wilmore community. During this time, it has achieved AAA approval and serves as Jessamine County’s only lodging facility with this designation. With approximately 30 guest units (including three townhouses), the Inn provides comfortable and affordable lodging. Complimentary continental breakfast is included for all overnight guests and amenities such as free Wi-Fi and a business center help guests stay connected while away from home. Reservation requests may be made up to six months in advance by calling 859.858.2156 or by logging on to asburyinn.com. Discounted rates are available most nights for friends and family of Asbury Seminary students.

Dress Code
With the diversity of backgrounds and lifestyles represented in the Seminary community, the question of appropriate dress is raised periodically. Generally, the standards of “good taste” and “appropriate dress for the appropriate occasion” are adequate descriptions. The specific standard determined by the administration is that gym shorts, swimsuits and bare feet are not appropriate for the cafeteria, library, chapel and classrooms.

Emergency and Safety
The Asbury Theological Seminary Emergency Information Handbook, posted on oneATS under “Resources” is provided by the Physical Plant administration to assist Seminary community members in reporting and responding to emergencies. If a situation requires the response of Asbury Theological Seminary, local police, fire departments or other emergency personnel, follow the guidelines outlined in this document to alert the proper authorities. Additional
information relevant to incidents of sexual assault or other sexual misconduct can be found in the Seminary's Sexual Misconduct Policy. A copy of the Seminary's Sexual Misconduct Policy is contained in Appendix ___ to this Student Handbook and online at http://asburyseminary.edu/resources/sexual-violence-information/.

Anyone parking on campus property is encouraged to keep his/her vehicles locked. Communicate any security concerns or potential problems to the Director of Administration—Physical Plant, 859.858.2298. On the Florida campus please direct concerns to the Director of Operations at 407.482.7555. In accordance with federal regulations, information on campus crime statistics is distributed to all enrolled students the first week of fall classes.

The Seminary offers an Emergency Alert Response System (EARS) for students, faculty, and staff to be notified through text messages, email and voice calls in the event of an emergency. The alert system notifies subscribers in emergency situations, dangerous weather conditions, school closings, and other important announcements. If you would like to subscribe please follow this link, https://one.asburyseminary.edu/alert, on oneAts.

Threats of Violence

Threats of violence against a student or other Seminary community member will be responded to immediately and consistent with Seminary policy. Threats will be turned over to the local police when necessary to protect a person’s health or safety. The Seminary will assess and address threats of violence or harm consistent with the appropriate Seminary policy, e.g., the Seminary's policy on Grievances, Discipline and Restoration; the Seminary's Harassment and Discrimination Policy; the Seminary’s Sexual Misconduct Policy; or the Seminary’s Discontinuance Policy. In case of an emergency or ongoing threat, students should get to a safe location and call 911.

In a situation where the health, safety or welfare of a member of the Seminary community is threatened, any member of the Department of Student Services or any other Seminary official may be contacted, although when feasible a student should contact the Seminary official responsible for the particular kind of threat at issue (e.g., threats of sexual assault should be referred when feasible to the Seminary's Title IX Coordinator or a Deputy Title IX Coordinator) and, when necessary, a student should call 911. Seminary officials are authorized to take such interim action as is necessary and appropriate to ensure the immediate health and safety of the Seminary community. Interim action may include notifying local authorities, engaging police or rescue teams and notification of Seminary administration.


Missing Students Policy

If a member of the Asbury Theological Seminary community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Rob Holifield, Director of Student Services at 859.858.2093 or rob.holifield@asburyseminary.edu; Kevin Bish, Vice President for Enrollment and Student Services at 859.858.2273 or kevin.bish@asburyseminary.edu; or the Residential Assistant on call at (859) 488-1287. Student Services will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Student Services in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Student Services will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Asbury Seminary Housing website. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After Student Services investigates a missing person report and determines that the student has been missing for 24 hours, it will notify local law enforcement and the student's emergency contact no later than 24 hours after the student is determined to be missing.
Chapel
Chapel

Florida Dunnam Campus

The ongoing theme of our Chapel experience is founded on the belief that “Worship is the central act of the people of God.” Chapel is the opportunity for every student to bring into focus what they are learning in the classroom with what is happening in the worship life of the Church. It is the opportunity to hear faculty not just lecture but open their hearts in the proclamation of the Word of God. It is the place where those who work in the administration share a common fellowship with those who come for classroom instruction. Florida Chapel is the heartbeat of the community life of our campus.

Chapel services occur on Tuesdays between the close of afternoon classes and the beginning of evening classes. Students fellowship over dinner and follow that by feasting on the Spirit in Chapel. If students come for a weekend intensive, Friday mornings become our gathering time just prior to lunch. There we worship and celebrate Jesus Christ before moving to a time of fellowship over lunch. During a Hybrid Week students are invited to join in lunch and Chapel with some of the best biblical leaders in the area. If you just have a need to pray, a prayer room is provided on campus. Prayer and meditation services are held there during the early morning and evening hours for those who desire a time of contemplative refreshment.

Chapel is a “go to” event on campus. With dynamic worship provided by our worship team and band, outstanding preaching provided by faculty, staff, students, and guests, and meaningful times of communion and celebration shared together, the times of worship have truly become the central act of the people of God who call Asbury home. Come join us every week for Chapel!

Kentucky Campus

Worship is the most important work in all the world. We are rehearsing the gospel, declaring the glories of God, gathering up the whole creation as an offering and making intercession for the nations. In worship we confess our sins, both personal and corporate, drink from the cup of forgiveness and feast on the bread of life. Our worship work does not prepare for service in God’s Kingdom, it declares and demonstrates the Kingdom itself. Our worship, which is to say our work, resides in inhabiting the Story of God to the glory of the father and the Son and the Holy Spirit in the servant ministry of reconciliation.

Chapel is a hallmark of our life together at Asbury Seminary. Chapel gathers on Tuesday, Wednesday and Thursday at 11:00 a.m. in Estes Chapel. Preachers, teachers and world leaders add to the richness of these experiences. Eucharist is served each week on Monday, Tuesday and Thursday in the Richard Allen Chapel for a service of Anglican Communion. A midweek Eucharist is celebrated during each Wednesday chapel service. A midweek Eucharist is celebrated during each Wednesday chapel service. During intensive semesters, chapel occurs at 11:30 a.m. on Wednesdays in Estes Chapel.

There are a variety of opportunities for students to be meaningfully engaged in chapel worship: Singing Seminarians (chapel choir), communion servers, musicians, liturgists, chapel team, etc. Simply email worship.coordinator@asburyseminary.edu to get involved.

You can experience Kentucky Chapels live through streaming audio online.

Extended Learning

Spiritual nourishment is important for all of our students. Online (ExL) course students are encouraged to connect with a local congregation in meaningful ways, as well as to take advantage of the online chapel. The Kentucky chapel meets on Tuesdays, Wednesdays and Thursdays at 11:00 a.m. in Estes Chapel and the Florida Dunnam chapel meets Tuesdays and Thursdays at 1:00 p.m. Both campuses make chapel services available as downloadable podcasts.

Preachers, teachers and church leaders from around the world add a variety of learning and worshiping experiences.
Admissions
Admissions

Students and their questions are always welcome at the Admissions Office. Students should contact the office if they are interested in information about adding a second degree, to continue their education through post graduate studies, or to recommend someone to be a student at Asbury.

844.GO-TO-ATS
admissions@asburyseminary.edu

Office hours are Monday – Friday, 8am-5pm EST.

Following are a few areas of general interest for current students:

Adding a Second Graduate Degree
To add a second graduate degree or re-enroll within one year of prior enrollment please submit:

- Online application
- MAMH/MAMF/MAPC will have additional requirements

Changing Degree Plan
Students wishing to change their degree to counseling (MAMH, MAMF or MAPC) should contact Admissions directly at 859-858-2342 or admissions@asburyseminary.edu.

To change to any other non-counseling degree, a student will need to contact the Registrar’s office and must submit an Academic Petition.

Postgraduate Studies or D.Min.
To apply for PH.D, Th.M. or a first-time D.Min. application, please contact the Admissions Office at 844.GO.TO.ATS or admissions@asburyseminary.edu.

Scheduling Campus Visits for Friends or Family
Do you have friends coming to town who might like to learn more about Asbury Seminary? Great! We are here to help. The best time to visit campus is Tuesdays, Wednesdays, or Thursdays during the semester. Visits during J-Term and summer can be made by appointment. Please have your visitors register online at asbury.to/visit prior to their visit to ensure adequate time to prepare appointments for them.

Prospective student visits typically include an appointment with Financial Aid, an Admissions Counselor, a campus tour, chapel, lunch with the Admissions Team, class and a housing tour (if visiting the Kentucky Campus).

Special requests can be made on the visit form. With proper notice we are able to accommodate most additional requests.

If you have questions about how to schedule a friend to join us for a campus visit, you may contact visit.asbury@asburyseminary.edu or call 859.858.2250.

Experience Asbury Days
Asbury Seminary hosts prospective student events on both the Kentucky and Florida Dunnam campuses, as well as our site in Memphis, TN. These events vary in length based on campus location and date of visit. Each location will host a minimum of two Experience Asbury events each year. Dates and details can be found at asbury.to/visit.

Please encourage your friends to explore Asbury Seminary through an Experience Asbury event! Online registration opens at least two months prior to the event. Early registration is encouraged. For questions, please contact Admissions at visit.asbury@asburyseminary.edu or call 859.858.2250.
Volunteer for Admissions Events

Each semester Asbury Seminary hosts hundreds of prospective student visitors seeking to discern their calling. It is a great privilege to be on the front lines of what God is doing in the lives of those pursuing ministry. We are unable to make our campus visits and preview events successful without the many amazing current students and families on our campuses. Are YOU interested in teaming with Admissions to make prospective student visits and events a success? Please contact visit.asbury@asburyseminary.edu to volunteer.
Student Services
Student Services

The Office of Student Services is here to support students throughout their experience at Asbury Theological Seminary in non-academic related matters. The office welcomes students and provides the information they will need to start successfully. Services and other informative pieces are offered that aid students to graduate with a degree that is in their line with their calling, gifts, and passions. The desire is to provide support to students as they navigate through the complexities of an educational journey, while we engage students in opportunities that allow God to work an act of preparatory grace in their lives.

New Student Orientation

New students and their families are assimilated into the Seminary experience through a comprehensive orientation at the start of each semester. It is expected that each student who will be taking classes on a physical campus will attend New Student Orientation (NSO) at the beginning of either the fall or spring semester. Each geophysical campus will offer an NSO at the beginning of the fall and spring semesters. Online students are welcome to attend NSO at either campus. During this event, a new student will learn important campus information, as well as the opportunities for spiritual formation available along the Asbury Seminary journey. NSO provides a unique opportunity for belonging that is crucial to a successful Seminary experience.

Detailed campus-specific NSO information can be found on oneATS (click “Resources” and then the “New Student” link).

A specialized required NSO for incoming Ph.D. and Th.M students, in addition to the general NSO, is held prior to the beginning of the fall semester. Please contact the Office of Advanced Research Programs for information (advancedresearchprograms@asburyseminary.edu).

Student Health Insurance

It is the expectation of Asbury Theological Seminary that all students who are enrolled at half-time status or greater will have, and keep active at all times while a student at the Seminary, adequate health insurance.

In accordance with the spirit of federal guidelines for certain Visa types, all students enrolled at Asbury Theological Seminary with citizenship other than the United States (referred to hereafter as an “international student”) are required to have health insurance coverage for themselves as well as all non-U.S. citizen dependents residing with them.. All international students must provide a physical copy of their insurance plan’s certificate of benefits to the Office of Student Services no later than the add/drop deadline each semester. International students’ insurance for themselves must include coverage for medical evacuation and repatriation of remains. Insurance coverage must be in effect on the day of arrival in the United States and remain in effect for the entire time the student remains enrolled at Asbury Theological Seminary. Further details about the specific level of coverage required are available from the International Student Services Manager.

Confidentiality

The Seminary will maintain student confidentiality consistent with policy and applicable law, including the Family Education Rights and Privacy Act (“FERPA”). Student files pertaining to investigations conducted by the Office of Student Services, the Offices of Enrollment Management or any other Seminary office are regarded as confidential and will not be made available to the public by the Seminary unless required by law or needed to protect the health and safety of others, consistent with law. Such records may be made available to individuals involved or alleged to be involved in a complaint and will only be made available to Seminary officials who have a legitimate need to know. Seminary officials receiving such disclosures will be expected to handle such information consistent with its confidential nature, Seminary policy and applicable law.
Grievances, Discipline and Restoration

Grievance Policy

Note: This section concerns grievances filed against students but does not include grievances or complaints concerning either (1) sexual misconduct (that is, sexual harassment, sexual assault, domestic violence, dating violence, sexual exploitation or stalking), which should be processed through the Seminary's Sexual Misconduct Policy (Appendix C); or (2) harassment and discrimination other than sexual misconduct, which should be processed through the Seminary's Harassment and Discrimination Policy.

If an alleged grievance covered by this policy is committed against a student by a staff member or administration, the matter will be processed through the human resources department. If an alleged grievance is committed against a student by a member of the faculty, the matter will be processed through the Office of the Provost. However, the Student Services Office on either campus may be the starting point for any grievance, and the matter will be properly channeled. Throughout this policy when the phrase “campus-specific director” (CSD) is used, it is referring to the Director of Student Services on the Kentucky Campus and the Director of Enrollment Management on the Florida Dunnam Campus.

Grievances are not necessarily limited to disciplinary matters. The process of recovery and restitution after a grievance will vary depending on the extent and cause of the grievance. Asbury Seminary will operate from a foundation of justice and grace, seeking the wellness of all individuals involved as well as the community at large.

Community-Based Restoration

Community-based restoration engages various levels of ongoing participation by more than one party, following a process that aims toward recovery, healing, and restoration of the accused party(ies), while acknowledging the impact of the grievance on the community and engaging a strategy of restitution and reconciliation. Asbury Theological Seminary embraces Matthew 18:15–21 as the biblical standard for the resolution of conflict and disappointment between persons within a community.

Student Grievances, Discipline and Restoration

Asbury Theological Seminary recognizes that Christian character and personal holiness are developed over time and by a process of formation involving all of life. While the community has a rule of life called our Ethos, and while the admission process takes into account a level of maturity and prior formation, we acknowledge the ongoing process of personal development.

Restoration Plan

Students in violation of the Seminary’s Ethos Statement or Seminary regulations may be subject to sanctions and/or required to participate in a restoration plan. (See page ___ for a list of sanctions.) A restoration plan is a uniquely designed action plan meant to foster personal growth and restoration in a community context. In particular, a restoration plan may include, but is not limited to, such elements as a season of counseling, restorative action toward an offended party, ongoing accountability with a community member, small group attendance, or even a leave of absence from the Seminary community.

Procedures for Processing Grievances, Discipline and Restoration Matters

a) Letter stating allegations and consequences

Grievances against students may be filed by faculty, staff, administrators or other students, but must be filed with the campus-specific director. The student against whom a grievance is filed will receive a request for a meeting accompanied by a written statement from the campus-specific director, setting forth a summary of the conduct giving rise to the grievance. The written statement will include a copy of the signed, written grievance. The meeting with the student against whom the grievance is made will be held within five (5) business days of the filing of the grievance unless extenuating circumstances are presented to and approved by the campus-specific director.

b) Meeting with and process of the Student Services Committee

1. The campus-specific director will meet with all parties involved regarding the alleged grievance. The campus-specific director will decide if the grievance warrants referral to the Student Services Committee for possible action. The Student Services Committee consists of the campus-specific director, Director of Community Formation, and three faculty members.

2. The Student Services Committee will determine the next course of action based on the nature and severity of the grievance. The Student Services Committee may dismiss a grievance without further action if it determines in its discretion that the grievance is without merit or cannot be substantiated.
3. Unless a grievance is dismissed, the Student Services Committee will schedule a meeting with the student against whom a grievance is made to discuss the allegations and possible consequences. If the committee schedules a meeting, the student against whom the grievance is made may bring a supportive observer who may advise the student but may not actively participate in the meeting. Legal counsel is not permitted in this meeting.

The Student Services Committee may also meet with the person who filed the grievance and such other persons the committee deems pertinent to the handling of the grievance. Only those invited to meet with the Student Services Committee may attend.

c) Letter stating ruling and possible sanctions

Absent extenuating circumstances, the Student Services Committee will send written notice of its decision to the student against whom a grievance is made (via U.S. Postal Service and/or SPO) no later than five (5) business days after the student meets with the committee, stating their ruling on the grievance and any resultant sanctions. The campus-specific director will have a follow up meeting with the student within five (5) business days of the letter being sent to the student against whom a grievance is made.

d) Sanctions

All sanctions imposed upon students are cumulative in nature and will be added to the student's official record. Sanctions that may be imposed in accordance with Seminary policy include:

1. Disciplinary Warning: a written notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

2. Disciplinary Reprimand: a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action, without loss of good standing with the Seminary. A violation of the terms of disciplinary reprimand, or subsequent misconduct after discipline, is grounds for further disciplinary action, including disciplinary probation, social suspension, disciplinary suspension, or disciplinary expulsion.

3. Disciplinary Probation: exclusion from participation in specified privileges or extracurricular institutional activities for a specified period of time. Additional sanctions or restrictions may also be imposed. A student on disciplinary probation is not in good standing with the Seminary. A violation of the terms of disciplinary probation, or subsequent misconduct, is grounds for further disciplinary action, including disciplinary probation, social suspension, disciplinary suspension, or disciplinary expulsion.

4. Social Suspension: exclusion from Seminary premises, as well as exclusion from participation in all privileges and extracurricular institutional activities, except for attendance in classes in which officially enrolled and defined privileges that are necessary and required for a specified period of time. Additional sanctions or restrictions may also be imposed. A violation of the terms of social suspension, or subsequent misconduct, is grounds for further disciplinary action, including disciplinary suspension, or disciplinary expulsion.

5. Disciplinary Suspension: exclusion from Seminary premises, as well as participation in all privileges or extracurricular institutional activities, for a stated period of time at the end of which the student may apply for readmission to the Seminary. While under disciplinary suspension, the student is not entitled to attend classes, use Seminary facilities, participate in Seminary activities, or be employed by the Seminary. Special conditions may be stipulated for a student to be reinstated at the conclusion of the period of suspension. A violation of the terms of disciplinary suspension, or subsequent misconduct, is grounds for disciplinary expulsion.

6. Disciplinary Expulsion: termination of student status, and exclusion from Seminary premises, privileges and activities. Once expelled a student would be required to reapply and be accepted prior to returning to the Seminary.

7. Withholding of a Degree: This may be imposed with, but does not require, the possibility of having the degree conferred after the successful completion of conditions specified by the Student Services Committee and/or the Discipline and Appeals Committee.

8. Other Sanctions: other sanctions or conditions may be imposed instead of or in addition to those specified. Examples include, but are not limited to, termination of residence contract, restriction of access to specific areas of campus, monetary penalty, monetary reimbursement, public or community
service, research projects, compulsory attendance at education programs, compulsory psychiatric/ psychological evaluation and counseling, such as alcohol and drug counseling.

All applicable local, state, and federal laws shall be upheld by the Asbury Theological Seminary community at all times. The Seminary expects that each individual and group within the Seminary community will obey these laws. Failure to do so subjects the offender(s) to the possibility of Seminary disciplinary action and/or action by civil authorities.

e) Appeal process

If a student wishes to appeal the decision of the Student Services Committee, the student must submit a signed, written notice of appeal to the Vice President of Enrollment Management on the Kentucky Campus or the Vice President of the Florida Dunnam Campus within ten (10) business days after the Student Services Committee mails its decision to the student by U.S. Postal Service and/or SPO.

The Discipline and Appeals Committee will meet with the student to hear the appeal in a timely manner. The student may bring a supportive observer into the meeting who may advise the student but may not actively participate in the meeting. This meeting is closed to all other individuals, including attorneys. The Discipline and Appeals Committee will hear from other involved individuals as deemed necessary and will make a decision within ten (10) business days of hearing the case, absent extenuating circumstances. The Discipline and Appeals Committee's decision shall be final and will be communicated to the student via U.S. Postal Service and/or SPO. The campus-specific director will have a follow up meeting with the student within five (5) business days of the letter being sent to the student against whom a grievance is made.

f) Grievance Records

All occurrences submitted to the Discipline and Appeals Committee will be added to the student's official record and be kept in the Office of the Registrar. A copy of the grievance and restoration record may be kept in the Office of Student Services, dependent upon which campus the student resides.

Discontinuance Policy

Discontinuance, in contrast to dismissal, does not imply an infringement of moral, ethical or ethos standards. Students may be discontinued for either academic reasons or demonstrated behavior that affects or is likely to affect the health, safety or welfare of the Seminary community.

In the case of academic discontinuance, students on probationary status for two consecutive semesters are normally discontinued and must be discontinued after three consecutive semesters. All academic discontinuance cases will be processed through the Office of the Provost. Students who are discontinued for academic reasons cannot be considered for readmission until at least three semesters have elapsed after the discontinuance.

Behavioral discontinuance may apply either to a student's eligibility to remain in student housing or to the student's eligibility to remain enrolled in the Seminary altogether. In cases of behavioral discontinuance, the Seminary's Discipline and Appeals Committee will first conduct an individualized assessment of the situation and the behavior at issue, examining all relevant factors and incorporating the objective evidence and, where applicable, the medical advice available. Relevant factors may include but are not limited to the effects of the behavior on other students, employees and the Seminary community; the behavior's impact on academic, residential and extracurricular activities; Seminary policy; and whether there are support measures or other accommodations that would adequately manage the risks at issue. A student may be discontinued to the extent appropriate if, after conducting this individualized assessment, the Discipline and Appeals Committee determines the health, safety and/or welfare concerns raised by the student's behavior rise to a level where, as the case may be, the student is no longer qualified to remain either a resident in Seminary housing or enrolled at the Seminary altogether. When behavioral discontinuance is deemed appropriate, the Discipline and Appeals Committee may first attempt to reach a voluntary resolution of the situation with the student.

The Discipline and Appeals Committee will, at the time of a behavioral discontinuance, set any terms and conditions for readmission to the Seminary or reentry to Seminary housing that may be appropriate, such as setting a number of semesters that must elapse or requiring compliance with and/or successful completion of a treatment plan before applying for readmission or reentry. Prior to imposing behavioral discontinuance, the Discipline and Appeals Committee will inform the student in writing of the possibility of discontinuance, the kind(s) of discontinuance that may be imposed, the grounds for potential discontinuance and the evidence supporting it, and give the student at least 10 business days to respond in writing. The Discipline and Appeals Committee may also meet with the student to discuss the matter. The Discipline and Appeals Committee will work to resolve a behavioral discontinuance matter
within 30 calendar days of when the matter is referred to it, and will advise a student when time beyond 30 days is needed.

Pending a behavioral discontinuance decision by the Discipline and Appeals Committee, the campus-specific director for the student at issue may take such interim action as is necessary and appropriate to ensure the immediate health, safety and welfare of the Seminary community, including temporary removal of a student from Seminary classes, housing and/or property. The campus-specific director will inform the Discipline and Appeals Committee and, as necessary, other Seminary faculty and staff of the interim action.

**General Complaint Process for Students**

The Seminary is committed and interested in the concerns of the students. Students may use this process to voice concerns not covered by other Seminary policies or procedures (e.g., the Seminary’s Sexual Misconduct Policy, the Seminary’s policy on Harassment and Discrimination, or the Seminary’s policy on Grievances, Discipline and Restoration) through normal administrative procedures that include meeting with the Student Services Department or any other staff member(s).

A student with a complaint—a concern that a policy or procedure has been incorrectly or unfairly applied in his/her particular case—has recourse through complaint procedures. In most instances, complaints are expected to be resolved informally, beginning with talking to the individual and his/her supervisor, if necessary.

Any student who wishes to file a written complaint about any issue can do so through the Student Services Department. These procedures apply only to student complaints received in writing.

- A written Complaint Form is available in the Office of Student Services on the Kentucky Campus or the Enrollment Management Office on the Florida Dunnam Campus.
- The written Complaint Form is submitted in person or by U.S. mail. Complaints may not be submitted by email and should be clearly dated and signed.
- The Seminary will acknowledge all written student complaints within 10 business days of receipt of the complaint. The date of receipt should be marked on the complaint.
- Within 15 business days after acknowledging receipt of the complaint, the appropriate administrative office will inform the complainant regarding the institutional response to the complaint.
- All academic complaints will be forwarded and processed through the Office of the Provost. The student will be notified by the Director of Student Services on the Kentucky Campus or by the Director of Enrollment Management on the Florida Dunnam Campus when the complaint has been forwarded, and all other correspondence will be conducted between the student and the Office of the Provost. (Refer to Academic Catalog for specific requirements.)
- Students have the right to appeal the Seminary’s decision in the event they are not satisfied with the Seminary’s response. Any complaint that is appealed will automatically become a part of the student’s permanent file with the Seminary.

The steps to request an appeal are as follows:

**Appeal Policy and Procedures**

1. **Introduction**

   The Student Services Committee is a standing committee that meets as needed on discipline matters under the Discipline and Restoration committee. The members for each campus are outlined in the campus appendices found at the end of the Asbury Theological Seminary Student Handbook.

2. **Purpose**

   The Student Services Committee exists as a mechanism to provide a fair hearing for students, with the goal to ascertain if the Seminary’s action was fair and appropriate. The committee will hear evidence, ask questions, review the catalog/handbook policies, deliberate, and render an advisory ruling that, upon approval by the appropriate Vice President, will become the official response of the Seminary.

3. **Request for Appeal**

   The “Student Complaint Appeal” form may be obtained from either the Director of Student Services on the Kentucky Campus or from the Director of Enrollment Management on the Florida Dunnam Campus at any
time during normal business hours or online. All “Student Complaint Appeals” should be submitted to the Director of Student Services on the Kentucky Campus or the Director of Enrollment Management on the Florida Dunnam Campus within 10 business days after receiving the institutional response.

Appeal Process and Procedure

1. Within 10 days of receiving the CSD’s institutional response, a student may file an appeal and must complete a “Student Complaint Appeal” form to begin the process. The form must be signed and dated with a full explanation of the problem/reason for the appeal. The “Student Complaint Appeal” form must be submitted to the Director of Student Services on the Kentucky Campus or to the Director of Enrollment Management on the Florida Dunnam Campus within the 10-day period. The Discipline and Appeals Committee will meet with the student to hear the appeal in a timely manner. The student may bring an advocate into the meeting; if an advocate will accompany the student, his/her name and relation to the situation must be included on the appeal form.

2. Upon receipt of the “Student Complaint Appeal,” the Director of Student Services on the Kentucky Campus or the Director of Enrollment Management on the Florida Dunnam Campus, whichever is appropriate, will schedule the hearing with the Student Services Committee within 10 business days of receipt of the request.

3. After the hearing, the Student Services Committee will make a decision within 10 business days and forward their decision to the appropriate Vice President for review within that time period.

4. The Vice President will review the decision of the Student Services Committee and will provide a final ruling concerning the complaint and communicate his/her decision to the campus-specific director within 5 business days.

5. Absent extenuating circumstances, the student requesting the hearing will then be notified by the campus-specific director of the decision within 3 business days.

6. The final ruling will automatically become a part of the student’s permanent file with the Seminary.

Special Note: If the complaint concerns one of the vice presidents, the CSD will communicate directly with the President as it relates to the complaint. If the complaint concerns the President, the CSD will work with the chair of the Leadership Committee of the Board of Trustees.

Course Complaints

The student who has a course-related complaint [e.g., course grade, timely and substantive feedback, late work, incomplete work, interpretation of course requirements, etc.] with a professor should talk first with the professor involved. If the professor is satisfied that the issue is one of fact, he/she may suggest a resolution to the complaint. If the student agrees with the faculty member’s judgment, the matter shall be concluded.

If the student and professor do not agree whether the issue is one of fact or judgment, the student will consult with the dean of the professor’s school. The dean, on the basis of a conference with the faculty member, will make a preliminary decision regarding whether the matter is one of fact or judgment and will inform the faculty member and the student of his/her decision, in writing. If the dean indicates that the issue is one of judgment and the student accepts the decision, the matter may be terminated. Or, if the dean’s preliminary decision is that the issue is one of fact, and the faculty member agrees and acts accordingly, the matter may be terminated.

If the student or the faculty member does not agree with the dean’s preliminary decision, the matter may be presented to the Academic Council in writing for discussion and recommendation. The council shall invite the faculty member and the student to participate in the discussion, though the final decision will be made in executive session. If the academic council decides that the issue is one of fact, it shall direct the faculty member regarding the resolution of the issue. The academic council shall tender its decision to all parties in writing.

In the event that either the faculty member and/or the student does not agree with the decision of the academic council, the faculty member and/or the student may appeal to the vice president of academic affairs/provost (vpaa/provost) who shall be the final arbiter with respect to the resolution of the complaint.

Official documentation of all course-related complaints and resolution to same shall be housed in the Office of the Vice President of Academic Affairs/Provost.
Christian Formation Complaints
Students with complaints about the Christian formation program or about their formation guides should contact the dean of the school in which the faculty member is housed, in writing. The dean will respond to the complaint and, when necessary, affect a course of action aimed at resolving the complaint, communicating with the complainant in writing within two weeks of receiving the complaint.

Students wishing to appeal the decision of the dean of the school of in which the faculty member is housed may do so by addressing the provost in writing. The decision of the provost in cases related to the Christian formation program is final.

Student Records
All records involved in the Dismissal Policy, Discontinuance Policy, and Interim Emergency Withdrawal will be added to the student’s official record and be kept in the Offices of the Registrar. A copy of the discipline and restoration record may also be kept in the Office of Student Services, dependent upon which campus the student resides.

Harassment and Discrimination
The purpose of this policy is to establish the Seminary’s position on the subjects of unlawful harassment and discrimination, to set forth guidelines for handling violations of the policy and to explain the related complaint procedure.

This policy concerns all forms of unlawful harassment and discrimination except sexual misconduct. For incidents of sexual misconduct (that is, sexual harassment, sexual assault, domestic violence, dating violence, sexual exploitation or stalking), please see the Seminary’s Sexual Misconduct Policy, set out in Appendix ___.

This policy applies to all employees, faculty and students of the Seminary. The Seminary will establish appropriate procedures to ensure that vendors, contractors and other third parties who work with the Seminary are also made aware of this policy’s prohibition against harassment and discrimination.

Definitions

A. **Discrimination.** For purposes of this policy, discrimination means an adverse employment or education action (such as a demotion or a grade change) that is taken because of an employee’s or student’s race, gender, national origin, disability or other protected status. (See the Seminary’s policies on equal opportunity.)

B. **Harassment.** For purposes of this policy, harassment (other than sexual harassment, which is addressed in the Seminary’s Sexual Misconduct Policy) means unwelcome verbal, written, electronic, physical and/or visual conduct based on a person’s race, gender, national origin, disability or other protected status, which both (1) unreasonably interferes with the person’s work or educational performance, and (2) creates an environment that both a reasonable person and the specific person being harassed would find intimidating, hostile or offensive.

Policy
Discrimination or harassment by any Seminary employee or student will not be tolerated. Harassment or discrimination by a third party who works with the Seminary (for example, a customer, volunteer, vendor or supplier) is also prohibited. Harassment is illegal; it is a form of discrimination prohibited by laws such as Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and state law. Harassment and discrimination subvert the mission of the Seminary and can threaten the careers, educational experience and well-being of students, staff and faculty. The Seminary is committed to maintaining an environment that is free of unlawful harassment and discrimination.

Any employee, faculty or student who engages in conduct that violates this policy is subject to corrective action up to and including immediate termination or dismissal.

Employees, faculty and students who reasonably believe they have been harassed or discriminated against in violation of this policy should immediately report such incidents, following the procedure described below, without fear of retaliation. Retaliation is prohibited and will result in disciplinary action up to and including dismissal or termination.

Confidentiality will be maintained to the extent permitted by the circumstances. The investigation and its results will only be discussed when necessary and only with persons who need to know.
Procedure

Complaints of harassment and discrimination under this policy will be handled under the following process:

A. **Complaints.** Complaints should be made in writing when possible, preferably using the form available from the Department of Human Resources, and submitted as soon as possible using the following chain of reporting:

1. Complaints about harassment or discrimination in which a faculty member is the accused should be submitted to that faculty member’s Dean or, if the Dean is the accused, to the Vice President for Academic Affairs or, if that Vice President is the accused, to the President.

2. Complaints about harassment or discrimination in which a non-faculty employee (staff) is the accused should be submitted to the Director of Human Resources or, if the Director of Human Resources is the accused, to the Vice President for Finance and Administration or, if that Vice President is the accused, to the President.

3. Complaints about harassment or discrimination in which a student is the accused should be submitted to the Kentucky Director of Student Services or, if the Kentucky Director of Student Services is the accused, to the Vice President for Enrollment Management and Student Services or, if that Vice President is the accused, to the President.

4. All other complaints about harassment or discrimination not addressed above should be submitted to the Director of Human Resources or, if that Director is the accused, to the Vice President for Finance and Administration or, if that Vice President is the accused, to the President.

B. **The Investigation Process.** Complaints of harassment and discrimination will be promptly and thoroughly investigated by either the person to whom the complaint is submitted or, in some cases, another person assigned by Seminary administration to investigate the complaint. Investigations may include speaking with the person making the complaint, the person accused and other relevant persons identified in the process. The investigation may also include a review of documents, emails and other communications, if any, that are relevant to the complaint. Absent circumstances requiring an extension, the investigation process (including the report described below) will be completed within fifteen (15) working days after the complaint is submitted. If an extension is needed, the investigator will promptly inform the complaining party of the need for an extension and the new date by which the investigation process will be completed.

Upon conclusion of an investigation, the person conducting the investigation shall prepare a written report that addresses whether the investigation substantiated a violation of this policy and the reasons supporting the investigator’s conclusion. Absent special circumstances, the person conducting the investigation will promptly provide a copy of the report to both the accused and the person who submitted the complaint.

If either party disagrees with the report, they may appeal one time to the next available level according to the chain of reporting set out above. Thus, for example, with a complaint of harassment brought against a faculty member, the report of the department chair could be appealed to the Vice President for Academic Affairs. All appeals must be received within five (5) working days after the date the underlying report is issued. Absent special circumstances, the decision on the appeal shall be based solely on information gathered at the previous level and shall be rendered within fifteen (15) working days after the appeal was received. The decision on appeal shall be final.

Pending completion of the process described in this section, the Seminary may take preventative steps to protect parties involved from risk of retaliation or further discrimination or harassment.

Absent special circumstances, a copy of the final decision in this process will be provided to the parties’ supervisors for initiation of any corrective action that may be appropriate. A copy of the report will also be provided to whichever office(s) maintains the personnel or student file(s) for the parties involved. If, upon completion of the process described in this section, a violation of this policy is substantiated, the Seminary will take prompt corrective action, up to and including possible termination or dismissal. The Seminary reserves the right to provide information about any discrimination or harassment or retaliation to the appropriate legal authorities if required by law or if the Seminary, in its sole discretion, believes illegal conduct has occurred.
If the charge is upheld, the person charged with harassment has the right to file a formal appeal. The appeal must be made in a signed writing to the Vice President of Student Services no later than 10 working days from the date of notification of the decision. The Vice President of Student Services, acting in consultation with the President’s Cabinet, will make a final decision on the ruling within 15 working days of the appeal.
Student Housing

The Seminary offers housing for both single and married students on the Kentucky Campus. For married and single-parent students, there are townhouses; for single students (or students attending without other family members), there are residence halls. New students receive a housing application upon applying to the Seminary; current students may request a housing application from the Office of Student Services. (Please note: there are different applications for the different types of housing, so be sure to submit the correct application for the type of housing desired.)

The Seminary provides housing for students on a first-come, first-served basis. However, international students from outside North America are given priority in terms of being granted housing. Housing assignments are based on the date the Seminary receives the completed housing application and $100 deposit from students who have been admitted to the Seminary. The deposit is refundable up to the point that the student accepts an assignment. For family housing, an additional $100 deposit is required at lease signing.

To occupy Seminary housing, a student must be full time (i.e., taking at least nine credit hours during the fall and spring semesters or pursuing a full course of study). A student moving into Seminary housing must sign and abide by the corresponding rental agreement. Absolutely no animals/pets of any kind, weapons, firearms, or flammable materials are permitted in or on Seminary property and violation of this policy will result in immediate eviction.

J. Ellsworth and Janet Kalas Family Housing

Asbury Theological Seminary's new family housing consists of a total of 150 2BR/1.5 bath, 3BR/2 bath and a limited number of 4BR/3 bath units, with living room, fully furnished kitchen (range, microwave oven, refrigerator, and dishwasher), as well as washer/dryer hookups. Fully furnished units are available for international students on a first-come first-serve basis.

The units are all electric and feature several amenities, including geothermal heating and cooling for extremely efficient comfort control and very low utility costs, hardwood floors throughout, as well as ceramic tile in kitchen, dining rooms and bathrooms. All units also come equipped with washer and dryer hook ups and a storage room on the back porch. Several parking areas are positioned throughout the development, and have individual street addresses and nearby mailbox clusters. The lessee will pay utilities. Please see the Kentucky appendix for floor plans.

Gallaway Village

Bishop Sundo Kim (Men’s Residence Hall) and Bettie Morrison (Women’s Residence Hall)

Gallaway Village is our new single residence neighborhood located on the edge of campus. Each of our new residence halls can accommodate up to 46 men/women in single occupancy rooms. The rooms are arranged in apartment-like suites in which a student will share a living area and kitchen with three other students. Each student will have his/her own bedroom and bathroom. The bedroom is furnished with a desk and chair, double bed, dresser, and a nightstand. The suite common area will have a couch, chair, and kitchen table with chairs.

Each residence hall provides wireless Internet throughout and Ethernet cables in individual rooms. The first floor has a large common area, which provides relaxed sitting areas, fireplaces, and areas for group meals. A laundry facility and study area are located on each floor. The Gallaway Village residence halls offer a unique opportunity for serious academic focus and formational community.

Grice Hall

Over the past 40 years, Grice Hall has housed students preparing to meet the call of God on their lives. During the summer of 2011, Grice was given a full makeover. The upgrades included new flooring in all common areas and hallways, new carpet in the bedrooms, new lobby furniture, new bedroom furniture and a total remodel of the bathrooms and kitchens.

This fall Grice will serve as overflow housing for full-time male residents and male commuters. These residents will be housed in single rooms throughout the dormitory and may share a bathroom with one other person. Short-term students will also be housed in either private or semi-private rooms.

Florida Dunnam Accommodations

The Florida Dunnam Campus does not have on-campus housing. The Seminary recommends several hotels in the area for students who are either commuting and need to stay a couple nights per week or are on campus for an intensive class. Please see the Florida Dunnam appendix at the end of this document for a listing of these hotels.
Commuter and Intensive Housing

Housing is usually available for commuter students or Intensive class students on the Kentucky Campus. Women and men are housed in the residence halls at reduced prices. Please refer to the housing section on oneATS for up-to-date rate information. Sometimes single occupancy options are available, but the majority of the time commuter and intensive students will have a roommate during their stay. Commuter students who stay throughout the semester will be required to buy a meal plan. Intensive students will be required to buy a meal plan during January terms but not for weekend or summer intensive classes. Please see the meal plan costs under Housing on oneATS.

Excessive Damage Policy

The Seminary expects normal wear and tear to occur while living in on-campus housing. However, excessive damages related to destruction, neglect, or vandalism will require the assessment of Excessive Damage Billing so as to hold residents, or resident groups, accountable for the costs required for any repairs. The application of Excessive Damage Billing is intended to reduce the frequency and dollar-amount of rent increases required to cover the cost of excessive maintenance reparation. Examples of excessive damage include, but are not limited to: writing and/or coloring on walls (or any permanent surface of the unit), holes and/or indentations in walls and/or doors, doors broken off of their hinges, torn window screens, cracked and/or broken appliances, broken drainage collectors and/or pipes, and long-term neglect of the unit and its common areas.

A representative of the Physical Plant will inspect an on-campus unit during the course of a resident's checkout, or at the time of a routine maintenance call, to determine whether the unit contains excessive damages necessitating Excessive Damage Billing.

Discovery of Damages (During Checkout Process)

Two weeks prior to a resident's checkout from on-campus housing, a representative of Student Services will conduct a preliminary walk-through and assess the unit for damages, excessive or otherwise. The resident will be notified of any notable damages and given the opportunity to repair and/or replace any necessary items before the final checkout, which will be conducted by a representative of the Physical Plant.

Charges assessed through Excessive Damage Billing will first be withheld from the tenant's initial housing deposit, which is equal to one month's rent. Costs in excess of the housing deposit amount will be charged to the student's account.

A student graduating from Asbury Seminary will not be eligible to receive his/her diploma until he/she has completed the on-campus housing checkout process. The move out policy allows graduating students to remain in on-campus housing for a maximum of two weeks after the date of graduation. Students will not be eligible to receive diplomas until check out is complete and all damages are paid in-full, if applicable.

Discovery of Damages (During Routine Maintenance Visit)

Excessive damages discovered during the course of a routine maintenance visit will be assessed to the resident or resident groups living in close proximity to the damage and will be charged to the appropriate student account(s). Excessive Damage Billing costs charged during the course of a student's residence will not be taken from the tenant's housing deposit.

Employment Assistance

Asbury Seminary does not make any guarantees of employment or salary to its students upon graduation. The school commits to provide students with placement assistance, which will consist of identifying employment opportunities and advising them on appropriate means of attempting to realize these opportunities.
Financial Aid
Financial Aid

The mission of the Financial Aid Office is to deliver institutional and governmental financial aid in the most efficient manner possible to meet the financial need of students who are part of “a community called to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit and to the glory of God the Father.” This is accomplished in compliance with the policies and goals of the Seminary and the regulations of the Department of Education, Department of Homeland Security and Department of State.

Office Overview

Asbury Theological Seminary is dedicated to aiding students in completing their seminary education. The Financial Aid Office makes every effort to help students identify sources of financial assistance. Most students utilize multiple sources of income to finance their education: personal savings, scholarships, church/conference funds, foundations, federal student loans and part-time employment. Each student should formulate a tentative plan for financing his/her seminary education. Although the exact plan may be tentative at the beginning, the student should have a clear understanding of the expenses involved, the available sources of income for the first year, and a reasonable plan for financing subsequent years.

The Financial Aid Office is located on the third floor of the Larabee Morris Building. The Larabee Morris Building also houses the offices of Admissions, Student Services, Registrar, and Academic Advising, offering a one-stop shop for students who have need for these departments. If you are unable to stop by the Financial Aid Office, email financial.aid@asburyseminary.edu or call 859.858.2319 for assistance.

The Financial Aid Office is structured so that students work with an individual financial aid coordinator from the time they are a prospective student until the time they graduate. The financial aid coordinator is available to help with the student’s aid package, assist the student with financing tips and strategies, and to advise the student in relation to all financial aid matters. Financial aid coordinators’ work loads are based upon the alphabet, with one coordinator working with the students whose last names begin with A-K and the other coordinator working with the students whose last names begin with L-Z.

Annual Financial Aid Packets

New Financial Aid packets are made available to students on the student portal in December of each year. The Asbury Theological Seminary Financial Aid Application serves as the initial application for scholarships for all U.S. citizens and eligible non-citizens. The Free Application for Federal Student Aid (FAFSA) is also a prerequisite for all graduate level scholarships and federal aid for U.S. citizens and non-citizens. The international student questionnaire serves as the initial application for international scholarships. Students must reapply for aid on a yearly basis by completing these forms by March 1st. Scholarships are awarded on a one-year basis based on the guidelines and available funding of each scholarship. Information concerning scholarships and loans can be found on the seminary website or in the Academic Catalog.

Please check with your financial aid coordinator for any important dates and scholarship details.

Federal Work-Study Program

The Federal Work-Study program provides part-time jobs for students with financial need as determined by the Free Application for Federal Student Aid (FAFSA). Students work up to 20 hours per week during periods of enrollment or up to 40 hours when not attending classes. Work-study positions are paid at minimum wage. Paychecks are issued every two weeks. An institutional employment application must be filed with human resources.
Satisfactory Academic Progress

Federal regulations mandate that all students make satisfactory, measurable progress towards a degree in order to receive financial assistance through federal student aid Title IV programs. Satisfactory Academic Progress (SAP) consists of three components measured by qualitative and quantitative progress; these are GPA, pace, and maximum timeframe. Students must meet the following standards to achieve SAP.

These standards are for financial aid purposes only and neither replaces nor overrides the academic policies of Asbury Theological Seminary. Satisfactory academic progress will be reviewed annually at the end of each spring semester.

QUALITATIVE PROGRESS—Cumulative GPA

The required GPAs (based on a 4.0 scale) for degree programs are as follows:

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A./M.Div.</td>
<td>2.0</td>
</tr>
<tr>
<td>D.Min.</td>
<td>3.0</td>
</tr>
<tr>
<td>D.Miss.</td>
<td>3.3</td>
</tr>
<tr>
<td>Th.M./Ph.D.</td>
<td>3.3</td>
</tr>
</tbody>
</table>

QUANTITATIVE PROGRESS—Cumulative Pace

In order to achieve quantitative SAP, a student must earn 75 percent of the coursework he/she attempts. For example, a Master of Divinity student who attempts 24 credit hours during an academic year must earn at least 18 of those hours in order to meet quantitative standards.

Maximum Time Frame for Degree Completion

Students are expected to complete their program within a maximum time frame as determined by the Seminary. Maximum time frame for degree completion is determined by evaluating the cumulative percentage of attempted hours vs. degree hours. A student’s total cumulative attempted hours may not exceed 133 percent of the minimum hours needed to complete his/her degree program. For example, a student working towards a Master of Divinity degree consisting of 96 credit hours of required coursework may not attempt more than 127 hours.

All prior work counts towards SAP, not just those years in which the student is receiving federal student aid.

Treatment of repetitions, transfer credits, and failed courses in relation to SAP

<table>
<thead>
<tr>
<th>Repetitions</th>
<th>Counts towards attempted hours and only counts as earned hours the first time a passing grade is received.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer credits</td>
<td>Counts towards earned hours only</td>
</tr>
<tr>
<td>Advanced Standing with Credit</td>
<td>Counts towards earned hours only</td>
</tr>
<tr>
<td>Failed courses</td>
<td>Counts towards attempted hours only</td>
</tr>
</tbody>
</table>

Note: For students who earn multiple degrees at Asbury Theological Seminary, Advanced Standing with Credit will count towards both attempted hours and earned hours for the degree program the student is currently in if the advanced standing was granted after the student’s most recent Asbury Seminary graduation date within the same level of degree (graduate vs. postgraduate).

Failure to meet SAP requirements

SAP will be reviewed annually by the Financial Aid Office at the end of each spring semester. Students who do not meet the stated SAP requirements will no longer be eligible for federal financial aid and will be notified via his/her Asbury Seminary email account. In order to regain eligibility, students may do one of the following:

1. Submit a SAP appeal for approval OR
2. Attend subsequent semester(s) at student’s expense until SAP standards have been met.
SAP Appeals

Students may submit a SAP appeal to the Financial Aid Office if their schooling was adversely affected by one of the following situations:

1. Death of a family member
2. Injury or illness of the student, including both physical and mental illness
3. Other extenuating and unforeseeable circumstances

Within the SAP appeal, students must submit

- Supporting documentation of the situation which caused the student to fall below the minimum standards
- Written explanation of what has changed which would allow the student to successfully progress in his/her studies AND
- Specify what measure(s) are being taken to ensure academic progress will improve if the appeal is granted

Students whose appeal is approved will be placed on financial aid probation for ONE semester and will be permitted to receive federal financial aid. At the conclusion of the immediate semester, the student’s academic progress will be reviewed to determine if the student is meeting the conditions of their appeal as set forth by the SAP Appeal Committee. If the student fails to meet the conditions of the appeal, he/she will forfeit eligibility for federal financial aid until SAP standards have been met.

SAP appeal forms are available from the Financial Aid Office. Appeals will be reviewed by the SAP Committee and decisions will be communicated to the student via his/her Asbury Seminary email account.
International Students
International Students

Visa Information from Beginning to End

Step One: Understanding Your Immigration Documents
For many students, the difficult part of entering into seminary is over after the school accepts them. However, for International students the difficult section of passage is just beginning. To study in the United States, a student must have four important documents to prove his/her legal foreign student status: passport, I-94, I-20 or DS-2019, and visa.

1. **Passport:** A passport is used by foreign governments and the U.S. government to identify a student as a citizen of his/her country. A student's passport must remain valid at all times. It is not allowed to expire. Visitors traveling to the United States should have a passport valid for six months beyond the period of their intended stay. A student may renew a passport by contacting his/her Embassy/Consulate within the U.S.

2. **I-94 Entry Permit:** The I-94 Admission number is a record of your entry and exit from the United States. It contains your visa classification (F-1, J-1, F-2, J-2) and the expiration date of your authorized stay in the US. When you arrive by air, an I-94 admission number will be electronically assigned to you. You can later retrieve the official record of this number by going to the following website: www.cbp.gov/I94 and entering your personal information. Once inside the US, you will need this I-94 Admission number for various things such as, applying for a Driver's License, Applying for a Social Security number (if employed) and other things.

   If you arrive through a land border such as Mexico or Canada, you may receive a paper version of the I-94 card. You will fill this out at your port of entry. It is recommended that you staple the I-94 to your passport to prevent losing it. The cost to replace a lost or stolen I-94 is $330.

3. **Form I-20:** Certification of Eligibility for F-1 Visa and DS-2019: Certificate of Eligibility for Exchange Visitor Status (J-1 Visa).
   a. **I-20:** The I-20 certifies that the student is eligible to receive an F-1 Visa from the U.S. Government. The Manager of International Services issues these upon Financial Certification. The official name on seminary records and ID must match name on passport and I-20.
   b. **DS-2019:** The DS-2019 certifies that the student is eligible to receive a J-1 Visa from the U.S. Government. The Manager of International Services issues these upon Financial Certification.

4. **Visa:** A visa normally is a stamp placed in the student's passport by an official of the United States (or the country he/she is entering) permitting entry. The student must have a valid visa to enter the United States. However, unlike a passport, once in the U.S., a visa is allowed to expire.

Once the student learns and understands each of these important terms and documents, he/she should take the second step, showing eligibility for his/her I-20/DS-2019. The Seminary is here to walk with each student on this journey.

Step Two: Show Eligibility
To receive an I-20 or DS-2019, a student must be approved as eligible, which means that the student must show how they will fund their Seminary experience. This is called Financial Certification. Whether the student has the resources already or somebody else who will sponsor them has the resources, the student's responsibility is to show the Manager of International Services how they will fund their degree. Once this paperwork has been approved, the student will receive an I-20 or DS20-19 document in the mail.

Step Three: Enter SEVIS (Student and Exchange Visitor Information System)
The Manager of International Services enters the student's information into the SEVIS system as the I-20 or DS-2019 is being created. SEVIS is a national tracking/monitoring system that will allow the U.S. government to record various events during the student’s program of study such as travel or holiday. SEVIS requires a fee that every student must pay in order to apply for a visa. Students can pay the SEVIS fee or receive more information at www.fmjfee.com. Once the SEVIS fee has been paid, the student can print the receipt (I-901) as proof of payment.

Step Four: Applying for a Student Visa
Now the student is ready to apply for a student visa. However, before beginning this process, the student must be committed to following all the regulations related to his/her visa status. Violations of status will put the student's visa and their residency here at risk. The student can learn more about the regulations in the section below marked, “Life at Asbury: Visa Regulations.”
The Seminary is here to help each student complete his/her goal of following God’s call to Asbury Seminary.

When a student receives his/her Certificate of Eligibility (I-20 or DS-2019), they will need to make an appointment with the nearest United States Consulate or Embassy. Although the student can apply at any U.S. Consular office abroad, it might be more difficult to qualify for the visa outside the country of the student’s permanent residence.

Students should apply for student visas well in advance of the date they would like to depart for Wilmore, Kentucky. Each student should remember that they are required to show proof of having paid the SEVIS Fee (I-901) at his/her visa interview. The summer period is very busy at U.S. embassies and consulates worldwide, and it is important for students to have their visas in time to arrive at least five days before orientation, which is usually in the last week of August or January, depending on the term in which they are enrolling. However, since there are many tasks for students upon arrival, the Seminary suggests arriving at least two weeks before orientation but no more than 30 days before the program start date. Regulations prevent students from coming any earlier.

Appointments are now mandatory for all student visas, and some U.S. embassies and consulates require that appointments be made at least four to eight weeks in advance. All U.S. embassies and consulates have a website where the latest information on visa procedures can be found. Students can visit: http://travel.state.gov to locate the embassy or the nearest consulate. For information on waiting times for student visa appointments, students can visit the following link: http://travel.state.gov/visa/temp/wait/wait_4638.html

What students should bring to the Visa Interview:

- Passport
- Required photo(s)
- Visa fee or proof of visa fee payment
- SEVIS Fee (I-901) payment receipt ($200 for F-1 student; $180 for J-1 Exchange visitors)
- U.S. non-immigrant visa application forms (unless student will complete it at the consulate or embassy)
- Asbury Theological Seminary admission letter
- Asbury Theological Seminary SEVIS I-20 or SEVIS DS-2019
- Test scores and academic records
- Proof of English proficiency
- Proof of financial support
- Evidence of ties to student’s home country
- Any other documents required by the embassy or consulate

Visa Denial or Visa Delay

The majority of Asbury Theological Seminary students will be successful in obtaining their student visas. Despite this, a small number of students might have their visa applications denied.

The most common reasons for visa denial are as follows:

- failure to prove sufficient ties to home country; or
- failure to provide sufficient evidence of financial support.

The visa officer must verbally inform the student of the reason for the visa denial. If a student’s visa is denied, they can send an email message to financial.aid@asburyseminary.edu and provide the date and location of the visa interview and details regarding the reason given by the visa officer for the denial. The student should also notify the Seminary if he/she is subject to a security check and the check is not completed in time to arrive for the scheduled semester.

Once the student has obtained his/her visa, the Seminary needs to be contacted. The student will then be ready to make travel arrangements to the U.S. Congratulations! At this point, students are almost ready to begin their studies at Asbury Theological Seminary. The Seminary looks forward to your arrival.
US-Visit Entry/Exit System

“US-VISIT” is a U.S. Department of Homeland Security program that monitors the country’s entry and exit system. It enables the United States to effectively verify the identity of incoming visitors and confirm compliance with visa and immigration policies.

Upon Arrival

At an airport or seaport, travel documents such as a passport and visa will be reviewed and a U.S. Customs and Border Protection Officer will ask specific questions regarding the visitor’s stay in the U.S. Please travel with your original I20/19 or 2019. It will be needed for review at your port of entry.

As part of the enhanced procedures, students will have a minimum of two fingerprints scanned by an inkless device and a digital photograph taken. All of the data and information is then used to assist the border inspector in determining his/her status. These enhanced procedures will add only a few seconds to the overall processing time.

When student’s leave, they will again scan their travel documents and give fingerprints on the same inkless device. The system is intended to validate their identity, verify their departure, and confirm their compliance with US immigration policy. Compliance with these new security procedures is critical because the exit information will also be added to the student’s travel record to protect his/her status for future visits to the United States.

Special Registration Requirements for Certain Non-Immigrants

There are requirements for some foreign nationals to go through the special registration process upon arrival in the United States and to report to U.S. Customs and Border Patrol (CBP) inspection before leaving the country. Foreign nationals from Iran, Iraq, Libya, Syria, the Sudan, Pakistan, Saudi Arabia and Yemen are required to register at ports of entry. Foreign nationals from all other countries are registered if Customs and Border Protection Officers deem it necessary based on initial questioning upon arrival.

Department of Homeland Security Regulation

Maintaining Your Status

Students on F and J visas are admitted for “duration of status.” It is the student’s responsibility to do everything to remain in status and to be sure that his/her dependents also remain in status. Each visa and each category within that visa classification has specific criteria for what is required to maintain good visa status. One of the most serious visa violations is unauthorized employment. The requirements for employment authorization depend on numerous factors. Employment and other issues are very complex. (For a list of status issues go to: http://www.ice.gov/sevis/SEVISFactSheet.htm)

Therefore, it is the student’s sole responsibility to be informed about what it takes to maintain good visa status. The ultimate definition of what is required to maintain good visa status is dynamic (constantly changing) and the most up-to-date information can be found on the Department of Homeland Security site [http://www.dhs.gov/dhspublic/], the U.S. Customs and Immigration site [http://www.uscis.gov/graphics/index.htm], the Department of State site [http://www.state.gov/], and the SEVIS site [http://www.ice.gov/sevis/index.htm].

The Manager of International Services functions in an advisory capacity for the students and scholars. The manager serves the Seminary and the students by (1) keeping up-to-date on the daily and weekly changes; (2) advising all of the aforementioned persons; and (3) advising international students on how to get here and how to maintain good visa status. Therefore, it is critical that international students see and check with the manager before doing anything that might affect their visa status.

Requirement to Keep Your Passport Valid

A student’s passport must be valid at all times. Renewal applications must be made with the Embassy or Consulate of the country issuing the passport. Students will need a certification of student status from Asbury Theological Seminary (this can be obtained from the Registrar’s Office). Addresses of embassies and consulates are available from the US Department of State website at: http://www.state.gov.

Requirement to Report Address Changes to the Manager of International Services

Students are required to report any address change to ATS within 10 days of the address change. This includes address changes of any of the student’s dependents as well. However, it is best for students to see the Manager of International Services BEFORE MOVING, to determine if a move will have any consequences for his/her student status.
**Requirement to Maintain Status as a Full-Time Student**

Students are required to pursue a full course of study during normal enrollment periods. Full time at Asbury Theological Seminary is nine credit hours per semester. Students are allowed to deviate from this full course of study only with PRIOR authorization from the manager, and only under very limited circumstances.

**Requirement to Report Departure Date and Reason to the Manager**

For a variety of reasons, students leave Asbury Theological Seminary early or unexpectedly. Some of these reasons include graduation, leave of absence, suspension, expulsion or family emergencies. Students are required to inform the manager if they plan to leave the Seminary, and the reason for doing so. They can do this by completing the SEVIS Update Form found in the Financial Aid and Non-Immigration Services office.

**Requirement to Abide by Employment Regulations**

Students may work no more than 20 hours per week on campus while school is in session. These 20 hours include the work done for an assistantship, if the student has one. Students are not permitted to work off campus without receiving PRIOR authorization from the U.S. Federal Government and/or the Manager of International Services depending upon their visa status type. Employment possibilities are very limited. Students may work full time during scheduled breaks (i.e., summer).

J-1 exchange visitors must have written authorization from the Manager of International Services prior to employment on campus or off campus. This authorization is valid for up to one year. It is the student’s responsibility to renew this authorization.

**Requirement to Give Notice of Intent to Attend Another School**

If a student decides to attend another school in the U.S., he/she must notify the manager of International Services of the intent to transfer and the name of the school to which he/she intends to transfer. This is done using the “Request to Transfer” form found in the Financial Aid and Non-Immigration Services office. The manager will then enter a “Release” date in SEVIS (usually the day the current term ends). After this date is reached, the new school can issue an I-20 or DS-2019. The student will then have to report to the Designated School Official/Responsible Officer at the new school within 15 days of the program start date in order to complete the transfer.

**Requirement to Apply for an Extension of Program**

Students must apply for an extension of their program 30 days prior to the expiration date on their Form I-20 or Form DS-2019 if they cannot complete the program by that date. Requests for extensions should be submitted to the Manager of International Services prior to the expiration date on the Form I-20 or Form DS-2019 so the extension process can be completed before the expiration date on the student’s document. Students must follow the instructions found in the Manager’s office.

**Requirement for Changing Your Academic Program or Degree Level**

Students must obtain a new I-20 or DS-2019 if they change their academic program from one degree level to another (e.g., from Master’s to Doctoral level) or one major/field of study to another (e.g., from Master of Arts to Master of Divinity). The students must receive a new I-20 or DS 2019 from the Manager of International Services within 15 days of beginning the new program/degree level. Students must follow the instructions from the Manager.

**Requirement for Receiving Authorization to Travel**

Students must notify the Manager of International Services prior to traveling outside the U.S. so that the I-20 or DS-2019 can be endorsed for travel or a new form can be issued, if required. Students and scholars must complete and submit a “Travel Request Form” at least five working days prior to the anticipated travel date, although students are strongly encouraged to submit the form even earlier. When buying an airline ticket or making other arrangements for travel, students can submit a request for a travel letter. The form can be found in the Registrar’s office. These forms can be completed at any point in time up to at least five working days prior to the anticipated travel date.

**Requirement to Provide Documentation of Dependents**

Students must notify the Manager of International Services of any accompanying dependents in F-2 or J-2 status and provide biographical information (e.g., full name, address, country of birth, etc.) and non-immigrant visa information (e.g., passport information, visa information, etc.) regarding those dependents. The manager is required to report information to Bureau of Citizenship and Immigration Services and/or Department of State regarding the student’s dependents.

In addition, students must inform the manager of the birth of any new family member during their F-1 or J-1 status. This information is essential to keeping the student’s file accurate and up-to-date.
Tax—Income Tax

All U.S. residents, including all international students, must file income tax returns by April 15 each year. Students must use the form 1040NR-EZ or form 1040NR and form 8843. Form 8843 must be completed even if student owes or is owed nothing. Students are required to file an income tax return even if they have no income from U.S. sources, or if their income is exempt from U.S. taxes due to treaties between the U.S. and their home country. The forms are available for free at the local post office and also at public libraries in Nicholasville and Lexington during tax season; these may be downloaded from http://www.irs.gov. Access is provided annually to international tax software (CINTAX) and a tax workshop is held in February or March, to answer questions and provide instruction on completing the proper tax forms.

Some students will need to pay income tax on their stipends if paid by a scholarship. Monies received in scholarship fund above tuition costs will be taxed at a 14% rate. The Seminary will pay these taxes on the student’s behalf from his/her student account. It is the policy of Asbury Seminary to pay taxes on behalf of all international students. If your country has a tax treaty with the U.S., you may attempt to seek a refund of these funds by filing the appropriate tax form. This will cause a debit on the student account which the student will be responsible for paying. Students who have been in the United States for a minimum of five years are responsible for reporting and paying this tax themselves as it will not be paid by Asbury Seminary on their behalf.

IMPORTANT NOTE

This information is not exhaustive and is subject to change without notice. International students should contact the Manager of International Services at 859.858.2386 with questions on any of the information presented above.

The responsibility for maintaining a non-immigrant status is up to each student.

Florida International Students, please contact 407-482-7570 for assistance.
Office of the Registrar
Office of the Registrar

Advising

The Office of the Registrar offers academic advising for graduate students at Asbury Theological Seminary. Academic advisors assist students by interpreting academic policies and procedures as they apply to each student’s particular degree program and specific call to ministry.

Advisors are here to help students with the following:

- Receive clearance for registration.
- Make appropriate course selections and sequencing choices for the student’s degree.
- Fulfill prerequisites in a timely manner so that the student can secure upper level class registrations when necessary.
- Interpret online registration procedures and the waitlist process.
- Remain aware of important enrollment and registration issues affecting the student’s program.
- Monitor critical academic deadlines and dates.
- Understand late add/drop penalties and procedures, and help the student plan to avoid these.
- Navigate the process of applying for transfer and/or advanced standing.
- Strategize ways to meet the student’s degree residency requirements.
- Develop a healthy strategy for balancing the demands of ministry, work, family and school commitments.

Meeting With Academic Advisor

Prior to obtaining 30 credit hours, a student must meet with his or her advisor once per semester. This meeting can take place by phone, email or in person. After earning 30 credit hours, meetings are not mandatory. However it is strongly suggested that students update their advisor each semester of their academic plans. This helps the office maintain an accurate understanding of a student’s academic and ministry goals.

The Office of Academic Advising is part of Asbury Theological Seminary’s Registrar’s Office. On the Kentucky Campus, the office is located on the 2nd floor of Larabee–Morris Hall.

On the Florida Dunnam Campus, the office is located in the main building on the first floor, in suite 109.

ARP Advising

Ph.D. and Th.M. students have assigned Faculty Advisors as they enter their program and throughout coursework. This Faculty Advisor is from the School which houses their degree program. Through Ph.D. Qualifying Examination preparation and Dissertation phase the role of academic advising responsibilities are assumed by a doctoral Mentor. In addition, their academic progress is tracked by the Office of Advanced Research Programs.

Appointments

Drop-ins are welcome but availability is more likely if an appointment has been scheduled. Students may call or email to arrange an appointment. On the Kentucky Campus, a student may also sign up for an appointment on the bulletin boards outside the Advising Office suite. On the Florida Dunnam Campus, students should contact their advisor directly or call 407-482-7570 to set up an appointment.

Registration

Students must register within the specified time as assigned by the Registrar and do so on their Asbury Information System registration page. Registration clearance from the student’s academic advisor or postgraduate faculty advisor/mentor is required each registration period. Arrangements for financial payment must be made by the term payment due date. An additional fee is assessed for late registration and late payment.
Registration Changes

Prior to the add/drop deadline for a term, students may drop and add courses without penalty on the Asbury Information System. After the add/drop deadline, the Office of the Registrar must be notified in writing for any registration change. Any course dropped after the sixth week of the semester will receive a grade of “F”. Lack of attendance does not constitute a dropped course. Please contact the Office of the Registrar to drop a course after the add/drop deadline. A fee will be assessed for late changes.

(See also the Financial Information section of the Academic Catalog for the refund schedule. Note particularly that the refund schedule applies only to full withdrawal. There is no refund for individual courses dropped beyond the change of registration period.)

Withdrawal from Classes

Students may drop and add classes without penalty during the add/drop period:

- Fall, spring and summer semesters, through the first week of classes;

Students withdrawing from courses after the add/drop period will receive a grade of “WD” (withdraw) on their transcripts, provided they meet the deadline for withdrawal:

- Fall, spring and summer semester courses, through the end of the sixth week of classes;
- Intensive courses, equivalent of the sixth week of classes, with one day equaling three weeks in a semester.

After these posted deadlines, a grade of “F” will be assigned to the course from which the student has withdrawn. See the academic calendar for specific deadline dates throughout the year and the financial information section for the tuition refund schedule. Note particularly that the refund schedule applies only to full withdrawal. There is no refund for individual courses dropped beyond the change of registration period.

Withdrawal from Seminary

A student who, for any reason, finds it necessary to withdraw from school at any time other than at the close of a term is required to obtain official approval. Permission to withdraw shall be secured from the Office of the Registrar.

A grade of “F” shall be recorded for all courses from which a student withdraws without permission or after the deadline stated in this handbook. A student who withdraws from Asbury Theological Seminary and later decides to return as a student will be required to reapply for admission. Lack of attendance does not constitute a withdrawal.

Course Load and Enrollment Status

For M.A., M.Div., and D.Miss., students, full-time status is defined as nine credit hours of coursework per semester. Half-time status is defined as five to eight credit hours of coursework per semester. Less than half-time status is defined as less than five credit hours per semester. For Ph.D. and Th.M. students, full-time status is defined as 6 credit hours of coursework per semester. Half-time status is defined as three to five hours of coursework per semester. Less than half-time status is defined as less than three credit hours per semester. The January and summer terms remain non-mandatory terms of enrollment.

Enrollment status for the January term is as follows: full-time status is defined as three credit hours of coursework; half-time status is defined as two credit hours of coursework; less than half-time status is defined as one credit hour of coursework. For D.Min. enrollment status information, please contact the Registrar’s office. For the financial aid policy on satisfactory academic progress, see the financial information section of the academic catalog.

The semester course load for active M.A., M.Div., Th.M., D.Miss., and Ph.D. students in good academic standing will be limited to 14 credit hours. The course load for the January term is limited to four credit hours. The summer semester course load is limited to 12 credit hours. Exceptions may be made for Th.M., D.Miss., and Ph.D. students, but the request must be submitted to the director of postgraduate studies for approval prior to the beginning of the coursework.
Academic Information
Academic Information

Commitments to the Student

Asbury Seminary takes the position that God calls to His ministry women and men renewed by faith in Christ and set apart for Christian service by a divine call. God empowers them in their work and guides them into the pastorate, missions, evangelism, teaching, the chaplaincy, Christian education, music, staff ministries, social work, counseling, campus ministries, youth ministries, administration and other forms of Christian leadership. The major objective of Asbury Seminary is to help facilitate the preparation of men and women called by God to such forms of Christian ministry.

Organization of Schools

Office of the Provost

Dr. Douglas K. Matthews, Vice President of Academic Affairs and Provost

Degree program oversight: M.Div.
Course oversight: IS

School of Biblical Interpretation

Dr. David R. Bauer, Dean

Faculty: Arnold, Cook, Dongell, Jackson, Johnson, Keener, Long, Matlock, Oswalt, Reese, Stone, Thompson, Witherington

Degree program oversight: MA(BS)
Course oversight: BS, BT, IBS, NT, OT

School of Practical Theology

Dr. Chris Kiesling, Dean

Faculty: Hampton, Headley, Holeman, Johnson-Miller, Kalas, Kiesling, Marmon, Minger, Pasquarello, Sims, Stratton, Tumblin, Whitworth

Degree program oversight: MAAS, MACE, MACL, MACM, MAMF, MAMH, MAPC, MAYM
Course oversight: AS, CA, CD, CL, CM, CO, IT, MM, MU, PC, PR, WO, YM

School of Theology and Formation

Dr. James R. Thobaben, Dean

Faculty: Choi, Collins, Edgar, Johnson, Kinghorn, Martyn, O’Malley, Peterson, Pohl, Seamands, Wood

Degree program oversight: MA(TS), MASF
Course oversight: CH, CS, PH, SF, TH

School of Urban Ministries (FL)

Dr. Brian Russell, Dean

Faculty: Frymire, Gober, Gray, Miller, Mucherera, Okello, Patrick, Pérez, Sierra, Smith, Vendrell

E. Stanley Jones School of World Mission and Evangelism

Dr. Gregg A. Okesson, Dean

Faculty: Irwin, McPhee, Moon, Offutt, Pachauau, Russel, Tennent, West, Ybarrola

Degree program oversight: MAIS
Course oversight: MC, MD, ME, MH, MS

Beeson International Center for Biblical Preaching and Church Leadership

Dr. Thomas F. Tumblin, Dean

Dr. Russell West, Associate Dean

Degree program oversight: D.Min.
Course oversight: DMIN
Advanced Research Programs

Dr. Lalsangkima Pachuau, Dean

- Degree program oversight: Th.M., Ph.D.
- Course oversight: BB, DMIS, PHD

Advanced Research Programs at Asbury Theological Seminary pertain to the degrees of Master of Theology (Th.M.) and Doctor of Philosophy (Ph.D.). Supervised by the Dean, the Office of Advanced Research Programs oversees these research degree programs, and produced a separate handbook. Please contact the Office of Advanced Research Programs for further information on the Th.M. and Ph.D. handbook.

Christian Formation Process (CFP)

Every life has its rhythms. Some seasons seem to demand break-neck speeds, while other times invite a slower, saner pace. Formation of the spiritual life need not be left up to external circumstances (http://asburyseminary.edu/students/cfp/about/you-are-here). We learn from the history of God’s people that the way we make sense of and prioritize our time, may make the difference between lives that are flourishing or floundering.

Here at Asbury Theological Seminary, we have shaped a formative path designed to undergird the academic experience. We call it, “CFP” (http://asburyseminary.edu/students/cfp). The Christian Formation Process (CFP) is not a mentoring relationship or a discipleship opportunity. It is a series of intentional “pauses.” They are five reflective moments designed to slow us down.

Theologically, we view the five moments as “spiritual pauses.” From the very beginning, “rest,” (or the Latin phrase, “pausis,” from which we get the word “pause”), was one of the practices to which God invited humanity, as a means to be like Him. Throughout the Scriptures, these pathways to grace and formation come to us as offers. What Wesley called “means of grace” become doorways through which God promises to meet us when we avail ourselves of them.

In the CFP, we have fashioned several pauses, which allow each of us to take stock of where we are on the path and even how we are traveling. In an introductory video (http://asburyseminary.edu/students/cfp/about/structure-timeline), we play with the metaphor of the “speed bump” to describe five moments along your formative path at the Seminary. Although a speed bump can be seen as an unwelcome impediment to a fast-moving life, these pausing points are necessary to slow you down, encourage reflection and open up conversation about those reflections with a faculty or staff member here at Asbury.

Keep in mind: A speed bump is only an aggravation to the person who is going too fast for the safety of self and others. While we, as an institution, might prefer that all members of our community choose to accept such an invitation for pauses without the requirement of an external system, our experience reveals that unless we are required to slow down, oftentimes we do not. For these reasons, we outline the following points of pause, or spiritual speed bumps, if you will, along the path of your formation here:

First Semester

- Email Note from Provost about CFP – first week
- First Speed Bump – Email Invitation to complete the Spiritual Transformation Inventory (STI) – second week (http://asburyseminary.edu/students/cfp/about/cfp-spiritual-transformation-inventory)
- Email Announcement of Faculty Guide and TK20 Portfolio -- after first half of semester
- Email Re-introduction to CFP via website – send Tutorial
- Upload Rule of Life/Spiritual Autobiography to TK20 – if completed in CD 501 or CO 600/601

1/3 Mark

- Email Announcement of first Conversation with Faculty Guide – Second Speed Bump
  o Email invites student to complete first TK20 Student formation Survey
  o Student schedules and attends first Conversation with Faculty Guide
  o Guide completes first TK20 Faculty Survey
- Optional Retreat for any Middler Students – “Second Wind Retreat”
2/3 Mark

- Email Announcement of second Conversation with Guide – Third Speed Bump
  - Email invites student to complete second TK20 Student Formation Survey
  - Student schedules and attends second Conversation with Faculty Guide
  - Guide completes second TK20 Faculty Survey

Final Mark

- Email Announcement of third Conversation with Guide – Fourth Speed Bump
  - Email invites student to complete third TK20 Student Formation Survey
  - Student attends third Conversation with Faculty Guide
  - Guide completes third TK20 Faculty Survey

- Fifth and Final Speed Bump -- Email Invitation to complete Spiritual Transformation Survey (STI) for second time
  - second week of final semester

For more information on the Christian Formation Program (CFP), please go to cfp.asburyseminary.edu.

Disability Accommodation Policy

Asbury Seminary seeks to provide equal opportunity for success for qualified students with disabilities without compromising the caliber of instruction.

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against individuals with disabilities. The following policy statement describes the procedures the Seminary will follow in providing reasonable accommodations to qualified persons with disabilities:

Prior to admission into a particular degree program, an applicant seeking accommodations should arrange an interview with the Accommodations Officer in the Office of the Registrar to discuss how projected accommodations will interface with degree program requirements.

A student having a disability requiring accommodation must provide the Seminary with documentation from a qualified health care provider.

1. The documentation provided by a physician or a certified psychologist must indicate the nature and extent of the student’s limitation(s) and recommended accommodation(s).

2. The documentation must be not more than three years old. More current documentation may be required on a case-by-case basis.

3. It is the student’s responsibility to inform the institution through the accommodations officer of his or her limitations and of the need for accommodation. Such disclosure should be done no later than two weeks before the first day of classes for any academic term.

4. Documentation of the need for reasonable accommodations should be submitted to the accommodations officer two weeks prior to the first day of classes for which the student is requesting accommodation. The accommodations officer will keep the documentation in a separate file.

5. The accommodations officer, upon review of the relevant documentation of the disability, will determine reasonable accommodation in each particular case and for each individual class. The student and relevant professor may be consulted during this process.

6. The accommodations officer will communicate to the relevant faculty member, the Registrar and the student, elements of accommodation for each particular class.

7. Requests for accommodation must be made each term. The student should make this request in writing no later than two weeks before the first day of classes, and present this written request for accommodation to the accommodations officer.

8. Records concerning a student’s requests for reasonable accommodations will be maintained separate and apart from a student’s official file with the Registrar’s Office.
Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Seminary receives a request for access. A student should submit a written request to the Office of the Registrar that identifies the record(s) the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar's Office will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the Seminary to amend a record should write the Office of the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Seminary decides not to amend the record as requested, the Seminary will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Seminary discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Among other things, the Seminary may disclose education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the Seminary in an administrative, supervisory, academic, research, or support staff position (including security personnel and health staff); a person serving on the board of trustees; or someone serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Seminary who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Seminary.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

Under FERPA, the Seminary may disclose appropriately designated “directory information” without written consent, unless you have advised the Seminary to the contrary in accordance with Seminary procedures. The primary purpose of directory information is to allow the Seminary to include information from your education records in certain school publications. Examples include:

- A playbill, showing your role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; and
Graduation programs; and

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without an eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the Seminary to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Office of the Registrar in writing by ________. The Seminary has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Academic Integrity

In addition to maintaining integrity in their own academic pursuits, faculty should establish and clarify academic integrity expectations for students' work. Conduct that is considered academic dishonesty includes but is not limited to: reusing previously and/or concurrently submitted material in another class without faculty permission, cheating by copying from another's work, allowing another to cheat by copying from one's own work, reading an examination prior to the date it is given without the instructor's permission and similar types of conduct. Unlawful duplication of copyrighted material such as music, library materials and computer software are other examples of academic dishonesty. (Seminary guidelines related to acceptable duplication can be found in the Seminary’s Copyright Policy, which is part of the Seminary’s Copyright Manual, available online at http://answers.asburyseminary.edu/faq/4990). Plagiarism is yet another form of academic dishonesty and is defined as the presenting of another’s ideas or writings as one’s own; this includes both written and oral presentations. Usually, plagiarism involves more than a simple lack of precision, accuracy or proper form in the use of citations.

Cases of suspected academic dishonesty will be addressed through the following process:

1. The professor(s) teaching the course(s) at issue will meet with the student as promptly as possible to review the allegations and any supporting proof, and give the student a chance to address that information. The professor may arrange for a third person to attend and document the meeting.

2. If a professor concludes from the meeting that academic dishonesty has occurred, he/she will submit a written report to the appropriate school dean or program director (e.g. Director of Advanced Research Programs, ARP) describing the incident and attaching supporting proof, and recommend one of the following consequences:
a. allow the student to redo the same or comparable assignment, typically with the grade for that assignment being penalized to account for the act of academic dishonesty;

b. record a failing grade for the assignment in question;

c. record a failing grade for the entire course; or

d. dismissal from the seminary (required for repeat offenses of academic dishonesty; also see below concerning repeat offenses).

3. The dean/director will promptly provide the student with a copy of the professor's written report, recommendation and supporting proof, and give the student five (5) business days to submit a written response, together with any supporting proof the student may wish to offer in his or her defense. The dean/director will include notice to the student concerning whether this instant allegation, if confirmed, will constitute a repeat offense that could require dismissal.

4. The dean/director will review the record and either affirm, modify or reverse the professor's recommendation consistent with the options set out above, and provide written notice of that decision to both the student and the professor. If the dean's/director's decision is to affirm a recommendation of dismissal from the Seminary, the dean/director will refer the matter to the Provost for review as described in this policy. All other decisions of the dean/director may be appealed by the student directly to the Academic Council by submitting a written request as stated in this policy. Failure to appeal within the time set out in this policy will result in the dean's/director's decision becoming final.

5. If the decision of the dean/director is to affirm a recommendation of dismissal from the Seminary, the Provost will conduct a review of the case. The Provost may affirm, modify or reverse the decision of the dean/director. (If the Provost's decision is to affirm a recommendation of dismissal, the Provost first may offer the student the option of voluntarily withdrawing from the Seminary. This offer of withdrawal is not automatic or required.) The student may appeal an adverse decision of the Provost to the Academic Council by submitting a written request as stated in this policy. Failure to appeal within the time set out in this policy will result in the Provost's decision becoming final.

6. A request for appeal to the Academic Council must be submitted in writing to the Provost such that it is received by the Provost within five (5) business days after the student receives notice of the underlying decision (dean/director or Provost). The Provost will promptly forward the request for appeal and underlying record to the Academic Council. Unless an extension is needed, the Academic Council will review the underlying record, deliberate and render a decision within thirty (30) calendar days after the appeal is received by the Provost. The Academic Council may request both the student and the professor to appear together before the Academic Council and answer any questions it may have prior to rendering a decision. If the student's appeal is from a decision of the Provost, the Provost will recuse himself or herself from participation in the Academic Council's review and decision. (If the Provost is not present the Academic Council meeting will be chaired by the Associate Provost for Faculty Development or a designee.) The decision of the Academic Council in all appeals that come before it under this policy will be final.

7. At all stages of review under this policy, the standard of review is (a) whether the evidence and record shows it is more likely than not that the student committed academic dishonesty; and (b) if so, whether the recommended consequence is reasonable under the circumstances.

8. If any level of review is aware that a confirmed act of academic dishonesty represents a repeat offense by a student who already has been disciplined once before for academic dishonesty, that level may impose or recommend (as the case may be) dismissal from the Seminary even though the information of the prior offense may not originally have been part of the underlying record presented for review. The appropriate school or program dean/director should always and promptly inquire of the office of the Provost as to whether there are prior incidents by the student in any academic school or program of the Seminary.

9. Students may have an advisor (parent, friend, attorney, etc.) during this process; however, that person will be limited to participating in a secondary and advisory role only.

10. Each stage of review will provide the student and the professor with a written copy of its decision within any time frames established above.

11. Upon issuance of a final decision of dismissal under this policy, the party issuing that decision will fill out a Registration Changes for Academic Disciplinary Cases form and submit it to the Registrar's Office. Voluntary withdrawals made under this policy must also be recorded on that form and submitted to the Registrar's Office. This
form is available from the Registrar’s office.

12. Copies of all written **reports and forms will be forwarded to the office of the Provost** at the appropriate time based upon the policy above.

**Statement on Inclusive Language**

It is the policy of Asbury Theological Seminary to use inclusive or non-sexist language in all Seminary publications, literature and communications. The faculty of Asbury Theological Seminary has adopted the following statement recommending the use of nondiscriminatory language by all members of the Seminary community.

Rooted deeply within the history and heritage of Methodism is the active participation in the lifting of oppression in any form so as to extend and implement the freedom of the gospel to all whom God has created and seeks to redeem. The record of Wesleyans on behalf of women is impressive and honorable and should be furthered by the modern offspring of Wesley.

Language does make a difference. When terms create certain feelings, we respond to these feelings for the sake of fostering relationships. We do not bind ourselves to etymology or even historical usage, for history is always thrusting us into new situations and struggles. We are constantly adapting our language in order to be responsible and effective communicators.

Language does not create a problem nor does language solve a problem, but language may contribute to both sometimes in obvious ways, more often in quite subtle ways. It is the intent of the “Suggestions for Inclusive Language” to help sensitize the Asbury Theological Seminary community to some of the cultural problems related to using previously accepted gender specific references as generic terms and to provide help in moving beyond our present habits to more just expressions.

**Course Preparation**

Students in masters level courses at the seminary will normally expect to invest two and one-half (2.5) to three (3.0) hours of work per week outside of class in preparation for every hour of credit to be earned. In scheduling coursework, students should carefully consider time devoted to coursework, balancing this against time engaged in employment and other responsibilities.

1. Students enrolled in mentored ministry courses, in which usual expectations for outside coursework are less applicable, should expect to devote three to five hours per week outside of class for every hour of credit to be earned.

2. Students doing independent studies will contract for a minimum of 48 hours of work (including research and consultation with the faculty mentor) for every hour of credit to be earned.

3. Non-traditionally scheduled courses will have a minimum of 10 hours of contact time plus an expectation of at least 38 hours of preparation beyond these credit hours for every hour of graduate credit to be earned.

**Class Attendance**

The Seminary expects students to take full responsibility for their academic work and academic progress. To progress satisfactorily, students must meet the requirements of each course for which they are registered. Successful work depends to a large extent on regular class attendance.

Class attendance is an academic matter. Each faculty member will provide a written attendance policy for each class in the course syllabus and also go over that policy on the first day of class for the course. The use of attendance records in grading and handling excuses for absences is the responsibility of the faculty member teaching the course, subject to these guidelines:

1. Except as otherwise provided in Seminary policy, the following absences will be considered excused:
   a) Absences for imposed legal responsibilities (e.g., jury duty, court appearance) will be excused.
   b) Absences resulting from participation in extracurricular activities in which students are official representatives of the Seminary will be excused.
   c) Absences for serious illness, death or serious illness within the student’s immediate family, military obligations, or other sound reasons offered by the student may be accepted as excused absences at the discretion of the professor and consistent with applicable law.

2. Notwithstanding this list of excused absences, faculty may restrict the number of absences (excused and unexcused) allowed in a course when attendance is essential to meeting the objectives of the course. For such courses, the faculty member’s written attendance policy will explain:
a) Why attendance and/or class participation is essential to the course’s objectives (e.g., students will be required to interact with others in the class, to demonstrate the ability to think and argue critically, and to participate in group projects);

b) how many excused and unexcused absences will be allowed for the course; and,

c) how many makeup quizzes and/or examinations will be allowed.

d) Faculty members teaching such courses will keep accurate record of attendance for each student.

3. The issue of tardiness is left to the discretion of each faculty member, subject to the guidelines set out above, and will be addressed in the written attendance policy for each course.

In Extended Learning (ExL) classes, a student is expected to login and participate in each module of the term for the duration of the term. A student is in attendance for a module if the student logs into the system at least one time and submits at least two postings in the online classroom. A module is a set period of time (e.g., 1 or 2 weeks in duration) that clusters content together as designed by the faculty.

Excused absences or tardiness do not excuse the student from class responsibilities. Faculty will make reasonable efforts to warn a student whose absences either place the student in danger of exceeding the maximum absences allowed for a course or seem to otherwise adversely affect the student’s standing in the course.

It is the responsibility of students to know the attendance policy of each course they are taking. Students must inform their instructor(s) of absences from classes prior to or as soon as possible after the absence. Instructors have the right to request verification for all excused absences. Students are accountable for all assignments in each course, whether or not the assignments were announced during an absence. Faculty are encouraged to provide opportunities for students to make up examinations and other work missed because of an excused absence.

Incomplete Work

The official end of each term is 5 p.m. on the last day of the final exam week. The 5 p.m. deadline applies to handing in all course work. Each instructor may set an earlier deadline, but not a later deadline, for submission of any or all course work. The student must petition the Registrar for permission to receive an incomplete “I” grade and have the relevant faculty member’s support. The petition must be received before 5 p.m. on the last day of the final exam week.

A grade of “I” denotes that course work has not been completed due to an unavoidable emergency. Delinquency or attending to church work or other employment does not constitute an unavoidable emergency. Without an approved “I,” a letter grade will be recorded based on grades received for completed work and an “F” grade assigned to incomplete work. Incomplete grades shall be removed one calendar month prior to the close of the following semester unless an earlier date is designated by the Office of the Registrar on the individual petition. If the work is not completed by the time designated, the “I” shall be changed to an “F” unless a passing grade can be given based on work already completed or unless special permission is granted by the Registrar. Professors are required to give either a grade or an “I,” if approved, to each student registered for credit in a course.

Students with incompletes in two or more classes will not be allowed to enroll in a new semester or term without permission from the Registrar.

Medical Leave Policy

Students enrolled in graduate or doctoral degree programs may be allowed to take time off from academic studies for documented medical or psychological reasons as prescribed by a psychologist, physician or other properly credentialed health care provider. The application is as follows:

1. Application, with supporting health care expert documentation attached, must be submitted to and approved by the Registrar, in consultation with the Provost.

2. Student must be in active student status.

3. Student is expected to pursue proper treatment during medical leave.

4. Student must submit a statement, signed by a properly credentialed health care provider, clearing them to return to studies.

5. Medical leave can last a maximum of two years. The student can return without going through the readmission process. After two years, the student must apply for readmission.
6. Tuition refund will be determined by the refund policy in the current academic catalog. Financial Information sections entitled ‘Dropping courses’ and ‘Withdrawal from semester or Seminary.’

Probationary Status

Students admitted on academic probation are removed from probation after completing 25 credit hours of work with a minimum cumulative grade point average of 2.00/4.00 or higher.

A student is placed on academic probation when the cumulative grade point average falls below the adequate standard for graduation (2.00/4.00 for M.Div. and M.A. students; 3.00/4.00 for Th.M. and D.Min. students; and 3.30/4.00 for Ph.D. students). When placed on academic probation, course load is restricted and the student must meet with the Registrar prior to the next term’s registration. When the cumulative grade point average reaches the standard required for graduation, the student is removed from academic probation. Ph.D., D.Miss., and Th.M. students receiving notification of Academic Probation must meet with the Dean of ARP and the Dean of the appropriate school prior to any registration or registration changes.

At the end of each semester, a student on academic probation is considered by the Office of the Registrar to determine future academic status. A student who remains below the minimum GPA required for graduation from his/her program for two consecutive terms is normally discontinued from the Seminary.

A student who makes a grade point average in a given semester, which is below the minimum for graduation (if allowed to continue in Seminary), may be required to take a reduced load during the following semester.

Graduation

The student is responsible for monitoring his/her degree progress throughout the year and meeting all requirements for graduation, including applying for graduation before the deadline by completing and submitting the online graduation application in the Asbury Information System (AIS). December graduation application is required before the beginning of the fall semester. May graduation application is required before the beginning of the spring semester (see academic calendar for current application deadlines). Graduation application deadlines are firm deadlines.

The May ceremonies on the Florida Dunnam and Kentucky campuses are for those students completing their last class in the spring term or before the end of August. A graduation ceremony is held on the Kentucky Campus in early December for students completing requirements in the fall or January terms. Students who do not complete requirements in the graduation term in which they applied must re-apply for graduation, complete all degree requirements, and pay an additional graduation fee. Specific graduation requirements are listed in each degree program. During the student’s last full semester, a graduation fee will be assessed to cover diplomas and other final processing costs. All graduates participating in graduation ceremonies must rent academic attire through the Asbury Seminary bookstore on the Kentucky Campus. Academic attire rental cost is separate from the graduation fee.

Any student unable to attend commencement must notify the Registrar in writing no less than two weeks prior to the ceremony.

The institution reserves the right to withhold a degree based upon evidence of a lack of readiness for ministry, including but not necessarily limited to (1) conduct that violates or conflicts with the Seminary’s Statement of Faith, Statement of Mission or Ethos Statement; (2) advocating, supporting or condoning conduct or doctrine that violates or conflicts with the Seminary’s Statement of Faith, Statement of Mission or Ethos Statement; or (3) conduct that otherwise violates Seminary policy. Such evidence will be addressed through the Procedures for Processing Grievances, Discipline and Restoration Matters, which are set out in the Seminary’s Student Handbook. Degree withholding decisions rendered through that process are final, with no appeal beyond the Discipline and Appeals Committee.

Withdrawal from Classes

Students may drop and/or add classes without penalty during the add/drop period.

Students dropping any class after the add/drop period will receive a grade of “WD” (withdraw) on their transcripts, until the following deadlines each term:

- Fall, spring and summer full semester courses: through the end of the sixth week of the term
- All intensive courses: through the equivalent of the sixth week of classes (one day equals three weeks in a semester)

After these posted deadlines, a grade of “F” will be assigned to the course from which the student has withdrawn.
See the academic calendar for specific deadline dates throughout the year and the financial information section for the tuition refund schedule. Note particularly that the refund schedule applies only to full withdrawal. There is no refund for individual courses dropped beyond the change of registration period.

Withdrawal from Seminary

A student who, for any reason, finds it necessary to withdraw from school at any time other than at the close of a term is required to obtain official approval. Permission to withdraw shall be secured from the Office of the Registrar. A grade of “F” shall be recorded for all courses from which a student withdraws without permission or after the deadline stated in this catalog. A student who withdraws from Asbury Theological Seminary and later decides to return as a student will be required to reapply for admission. Lack of attendance does not constitute a withdrawal.
Information Commons
Information Commons

B.L. Fisher Library: Instructional Services and Academic Technology

From research to production and technology, the Information Commons and Faculty Instructional Commons provides resources and assistance from start to finish.

Key Contacts

Paul Tippey, Executive Library Director 859.858.2299
Wes Custer, Florida Information Services Manager 407.482.7677
Janice Huber, Kentucky Information Commons Manager 859.858.2230

Hours of Operation

Kentucky Information Commons
When Terms are in sessions (Fall, Spring, Summer, & January)

- Monday-Thursday: 7:45 a.m.-11 p.m.
- Friday: 7:45 a.m.-5 p.m.
- Saturday: 1 p.m.-5 p.m.
- Sunday: CLOSED

Out of term

- Monday-Friday: 8 a.m.-4:30 p.m.
- Saturday-Sunday: CLOSED

Florida Dunnam Information Commons

During class sessions hours are generally 8:00 a.m. – 6:00 p.m.

Hours vary with class schedules. Please call 407-482-7670 for up to date information

Student Identification Cards

Student ID cards are used to check out library books, library equipment and to release print job in the library. They are also used for Student Center equipment. They also function like debit cards for student meal plans and as a membership card to the Student Center Wellness Center. Student, visiting missionary, faculty and staff ID cards are made at the Information Commons front desk during normal hours of operation. Guest passes for spouses and Seminary family members over 18 are also available in the Information Commons. Initial ID cards are free to Seminary staff and faculty. Community guests’ cards and replacement cards are $10.00. Photographs can be updated in the computer system at any time.

Advanced Research Policy

The Information Commons staff assists students in finding and using the library’s many online databases and physical resources. Information Commons staff members are trained to give assistance in obtaining materials for term papers or getting information on specific subjects. Staff members will provide instruction in the use of periodicals, reference tools, and in the use of the library catalog. Any unmet needs are addressed through research appointments. Requests for assistance should be made via phone, email (information.commons@asburyseminary.edu) or personal contact. Library staff members will follow up with some form of answer within one business day.

Network Usage Policy

This policy is a guide to the acceptable use of the Asbury Theological Seminary’s (ATS) network. It is intended to address issues involved in the use of ATS’s wired and wireless networks, as well as the Internet for transfer of information. This includes but is not limited to email, file transfer, or use of applications which utilize the networks. In the case where electronic information is carried across other networks (i.e. outside ATS), users are advised that acceptable use policies of those networks also apply and may further limit use. ATS employees may be subject
to additional guidelines as specified in the Asbury Theological Seminary Personnel Policy Manual and Faculty Handbook.

This policy applies to faculty, staff, students, contractors, consultants, temporaries, and other workers at the Seminary, including all personnel affiliated with third parties as well as guests, invited and uninvited. This policy applies to all systems and equipment that are owned or operated by the Seminary.

**Purpose and Goal**

The ATS networks are the property of Asbury Theological Seminary and have been established to facilitate an exchange of information that is consistent with the academic, educational, and research purposes of Asbury Theological Seminary.

**Permitted Use**

Students, faculty, staff, and affiliates of Asbury Theological Seminary are granted temporary access to the networks and the Internet to assist them in their academic, educational, and research responsibilities as they pertain to ATS. Personal use is permitted, provided it follows the guidelines described in this policy. Regardless of whether ATS networks are used, statements of personal opinion should not be represented as that of the Seminary and should, where needed to avoid confusion, include disclaimers that they do not necessarily represent the opinions of Asbury Theological Seminary.

**Limitations of Use**

All users are expected to use ATS's computing resources and the Internet in a professional, lawful, and ethical manner, consistent with the Seminary's Ethos, policies and applicable law. Subject to the Seminary's ethos, mission and rights as a religious institution, nothing about this policy prohibits activity protected by law.

**Prohibited Uses**

Without prior permission from ATS, the networks may not be used to disseminate advertisements, solicitations, promotions, or any other unauthorized materials. The networks may never be used to create, disseminate, or otherwise transmit destructive codes (e.g. viruses, Trojan horse programs, etc.), or for the purpose of hacking or other unauthorized access into another computer, network system, or technology. Any illegal use of the ATS network is strictly prohibited.

**Illegal Copying**

Users may not illegally copy material protected under copyright or other laws or make that material available to others for copying. Users are responsible for complying with copyright or other laws and applicable licenses that may apply to software, files, graphics, documents, messages, music files, or any other material.

**Frivolous Use**

Network bandwidth and storage have a finite capacity, and all users are expected to be responsible in their use of these resources. Users are not permitted to monopolize these resources. Examples of this include but are not limited to sending mass email or chain letters or using applications that create excessive loads on network traffic.

**Objectionable Material**

Asbury maintains the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit material or other material deemed inappropriate in the Asbury community or in any way inconsistent with the Asbury Theological Seminary Ethos, policies or applicable law.

**Personal Computing**

All personal computing systems, including laptops, workstations, and tablets, should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the host will be unattended.

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months.

The use of personal email accounts for official Seminary business is expressly prohibited. Postings by employees and students from a Seminary email address or account to newsgroups, social media outlets or similar forums should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the Seminary, unless posting is in the course of business duties.
All equipment used by the employee that is connected to the Seminary networks and systems, whether owned by the employee or the Seminary, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy. All personnel must use extreme caution when opening e-mail attachments received from unknown senders, as they may contain viruses, e-mail bombs, or Trojan horse code.

**Electronic Privacy**

**Monitoring of Computer and Internet Usage**

Subject to any restrictions imposed by law, ATS has the right to monitor and log any and all aspects of its networks and computer systems, including but not limited to Internet sites visited by users, chat and newsgroup activity, application and network bandwidth usage, and file transfers.

**Data Security**

Staff, faculty, students working for the Seminary, and administration have an obligation to ensure that personal information concerning students or employees is secured against loss, misuse or unauthorized access, modification or disclosure. Employees of the Seminary have a duty to maintain the confidentiality, integrity and security of official information for which they are responsible.

Employees should take all reasonably necessary steps to prevent unauthorized access to confidential information. Examples of confidential information include but are not limited to: Seminary strategies, personally identifiable student information, and advancement data.

Services provided through ATS’s networks have security measures in place to protect the loss, misuse, and alteration of the information under our control. While we make every effort to ensure the integrity and security of our networks and systems, we cannot guarantee that our security measures will prevent third-party hackers from illegally obtaining this information.

**User Accounts & Privacy**

In cases where individual user accounts are administered by ATS, the Seminary's Administrators may have the ability to access, monitor, use, or disclose data within the accounts.

**Account Security**

Users are typically assigned account IDs and passwords for access to ATS network and computer resources. Accounts are provided for exclusive use of the specific individual to whom they have been assigned. Transfer, possession, or use of account information that has been assigned to another individual is not permitted. Use of any ATS account constitutes giving one’s word as the appropriate user of that account and signifies acceptance of the purposes outlined in this policy.

**Violation of Policy**

An appropriate ATS official will review alleged violations of this policy on a case-by-case basis. Violation of policy may result in disciplinary action, in the case of students and employees, and/or restriction of access to the networks or to network-based services.

Asbury Theological Seminary reserves the right to modify this policy at any time.

**Library Loan**

Materials not found by patrons on the library shelves may be requested through Library Loan. This includes material from other libraries via the B.L. Fisher Library. Alumni can only request materials owned by Asbury Theological Seminary, not from other schools. More information about using Library Loan can be found at http://guides.asburyseminary.edu/libraryloan.

**Computer Assistance**

Students needing assistance with their personal computers should access the information on the library home page. The library provides general troubleshooting and screening for viruses and updates. A list of referrals is available for further assistance as needed.
Copyright Policy

Asbury Seminary recognizes its obligation to comply with U.S. copyright laws. The following guidelines as well as the policy found under the Library About section (https://drive.google.com/a/asburyseminary.edu/file/d/1Kkg_K9tZYQQLXLjzL3N0uCFirXZ8on78ue_7NkuiRbDdG PBoXcbCo7iHB6T/view) provide rules and guidance for Asbury Seminary faculty, staff and students when using materials protected by copyright laws.

1. Unlawful copies of copyrighted materials should not be produced or used with Asbury Seminary-owned equipment, within Asbury Seminary-owned facilities or at Asbury Seminary-sponsored functions.
2. Asbury Seminary employees will not direct other employees to willfully violate copyright laws.
3. Asbury Seminary will make efforts to post copyright warnings for print and electronic resources as required by law.
4. Asbury Seminary employees are expected to be familiar with the Copyright Compliance Manual and to provide their supervisor, upon request, the justifications for “fair use” of copyrighted materials copied or used under their supervision without license or copyright.
Community Formation
Community Formation

Kentucky Campus

Welcome to the Asbury Seminary experience: “Our purpose is that they be encouraged in heart and united in love, so that they may have the full riches of complete understanding in order that they may know the mystery of God, namely Christ, in whom are all the treasures of wisdom and knowledge.” Colossians 2:2, 3.

For 92 years, Asbury Theological Seminary has sent forth people of a different spirit who have served the Church with distinction worthy of the Kingdom of God. Anchored in the ancient roots of the orthodox, apostolic Church, moored in Evangelical faith and planted firmly in the Wesleyan Arminian theological tradition, Asbury Seminary humbly carries the banner of Holy Love. What happens here has come to be known over the years as the Asbury Seminary Experience.

The Office of Community Formation stewards the communal life and spirit of Asbury Theological Seminary, shaping a transformational learning environment and experience and collaborating to catalyze the belonging and Christian formation of all its members.

Care Resources

Not uncommonly, students and families are faced with issues that require companionship and care. Spiritual direction, pastoral conversation, healing prayer, and counseling support are available through the Office of Community Formation; the office is located on the lower floor of McPheeters and is a hub of spiritual practices for the restoration, renewal, and growth of all who choose to participate. Retreats, discerning prayer times, pastoral conversations, and formation mentoring are some of the initiatives of Community Formation.

Philippian Fund

The Philippian Fund is supported by gifts from persons within the community who wish to provide financial aid to students experiencing unexpected or unusual hardship or loss. Requests may be made personally or on behalf of others to any Community Formation staff, who will channel the requests appropriately. Funds are not dispersed to pay normal household expenses.

Formation Ministries (FM)

The Formation Ministries arm of Community Formation supports students and student families, spouses of students, partners in marriage, and parents by creating spaces and services to provide practical and spiritual resources throughout the year. Small groups, women’s communion, free childcare for formational opportunities, home visits, and transition assistance are some of the initiatives of FM.

Formation Opportunities

Students are invited to participate in formation opportunities such as small groups, formation mentoring, service projects, and celebrations.

Community Garden

The Community Garden aims to provide produce for every table in the Seminary community. Food is shared freely through U-pick, dining hall offerings, and gifts to local ministries and service groups. Individual plots are available to those who wish to grow their own food. The garden is a source of theological reflection and a place for connection and life-to-life sharing.

Asbury Seminary Healing Academy

The Healing Academy resources the seminary as a venue for healing and wholeness through co-curricular and practicum opportunities aimed at facilitating personal growth while teaching and training for a life of ministry. Applications for the 2-year Healing Academy program are accepted each spring with a new cohort beginning each fall. Any community members, including spouses of students, are welcome to apply.
Florida Dunnam Campus
The Florida Dunnam Campus of Asbury Theological Seminary is committed to the faithful expression of the Asbury Seminary experience, which includes a community of worship, prayer, spiritual formation, chapel, small groups, global engagement, publications, counseling resources, and the Philippian fund.

Office of Community Formation
The Office of Community Formation of the Florida Dunnam Campus provides ongoing ministry to all aspects of community, with special attention to Chapel and the Healing Academy. We practice a holistic approach to formation, caring for our community spiritually, relationally, emotionally, and practically. We believe all members of the community, faculty, staff, and students are involved in the development of a formative environment where community life can flourish.

The Chapel
Worship is the central act of God’s people. Because we recognize the vital role that worship plays in community formation, chapel services are held Tuesdays at 5:30pm and Fridays at 11:30am during the fall and spring semesters. Students, faculty, and staff, along with guest speakers from the larger faith community, provide substance and shape to worship, which engages and honors a variety of traditions and styles. All students, faculty, and staff are encouraged to participate in the Asbury Florida Dunnam worship experience.

Missions
Theological education as a missiological environment has been part of the vision for the Florida Dunnam Campus from the beginning. Expressions of this commitment include the annual Kingdom Encounter, a connection between worship and missions, and short-term mission trips.

Ecumenical and Multi-Cultural Environment
Orlando is a major gateway city to the world and an exploding growth place for people from many countries. It is also one of the fastest growing areas of the nation for the Hispanic and Africa-American communities. Connected to that growth is an amazing array of denominational and parachurch organizations. The faculty, staff, and student body reflect the diversity that is all around us, making the Florida Dunnam Campus a microcosm of the Kingdom of God. The Latino-Latina studies program and the Harry Hoosier Institute are the primary formal expressions of this environment outside the regular degree programs offered on campus.

Student Assistance
Students can receive help in addition to financial aid. Counseling and care resources are available. The Philippian fund assists students who face unforeseen financial emergencies.

Campus Community
OneATS is the core communication medium. Additional information is shared through the weekly campus newsletter and on bulletin boards. The Director of Operations oversees the internal communication process.

Latino/Latina Studies Program (LLSP)
The Latino/Latina Studies Program is a 48-credit undergraduate certificate program that provides theological education in Spanish in a Latino context. Our students are working adults who are seeking to deepen their knowledge in the areas of theology, Biblical studies, counseling, and Christian ministry. LLSP also affords other opportunities for growth and learning through chapel services, workshops, and conferences.
Extended Learning (ExL™) OnLine Courses

Because we believe spiritual formation is a vital part of the Asbury Seminary experience, we encourage all our faculty to be spiritual leaders in their classrooms. This is done in the class discussion forums, through the prayer forum in each online classroom, in the assignments, as well as in the response to the graded work. Students and faculty alike support, pray, and care for each other as a tangible expression of the body of Christ. Community is established and maintained when we extend the hands of Christ through these expressions of Christ’s love.

The Chapel

Spiritual nourishment is important for all our students. ExL™ students (online) are encouraged to connect with a local congregation in meaningful ways as well as to take advantage of the online chapel. The Kentucky chapel services are streamed live when they are in session on Tuesdays, Wednesdays, and Thursdays at 11 am. The Florida Dunnam chapel meets Tuesdays at 5:30 pm and Fridays at 11:30 am. Florida Dunnam chapels are recorded for distribution through Itunes.

Counseling, Support, and Care Resources

Counseling and care resources are available for students and students families faced with issues that require external wisdom and care. Contact the Community Formation Office (859.858.2394) for information concerning referral and support options.

Student Assistance

The Philippian fund assists students who face unforeseen financial emergencies. Information or needs should be directed to the Office of Community Formation (859.858.2391).

Ecumenical and Multi-Cultural Environment

Asbury Theological Seminary offers all students varied opportunities for ecumenical and multicultural interactions. ExL™ courses provide the student with a wide array of both in the online environment. Because ExL™ courses subscribe to the “anytime, anywhere learning” model, students learn from each other in their own home and cultural settings while providing their classmates with their own perspective, bringing their culture and ecumenical views into the discussion in a meaningful and helpful way.

Campus Communication

Asbury Theological Seminary’s main communication tool is oneATS. Information is shared for community formation events through the Community Formation portal on asburyseminary.edu and various Facebook groups (Kalas Village, Asbury Community, Community Formation, etc.) The Asbury community message board also provides many opportunities for communication and community building opportunities through the use of the varied Seminary discussion boards, like the Asbury Community and the Praying Community forums. Other means of information delivery include email, the Seminary news forums, and the weekly news post from Communications: This Week @ Asbury. All of these serve as a method of connecting all students together as the student body of Asbury Theological Seminary.
Campus Maps
Florida Campus Maps

ASBURY THEOLOGICAL SEMINARY

Campus Map

E Electrical room
S Storage room
W Water fountain

800.2.ASBURY
asburyseminary.edu
Key Campus Numbers
# Key Campus Numbers

Below are key phone numbers for offices on the Kentucky and Florida Dunnam campuses. An operator from one campus can connect a caller to the other campus if necessary.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Kentucky Campus</th>
<th>Florida Dunnam Campus</th>
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<tbody>
<tr>
<td>Operator</td>
<td>859.858.3581</td>
<td>407.482.7500</td>
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<tr>
<td>Academic Affairs</td>
<td>859.858.2206</td>
<td>407482.7588</td>
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<tr>
<td>Admissions</td>
<td>859.858.2253</td>
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<td>Advancement</td>
<td>859.858.2305</td>
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<tr>
<td>Alumni</td>
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<tr>
<td>Asbury Inn</td>
<td>859.858.2156</td>
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<td>Beeson Center</td>
<td>859.858.2072</td>
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<tr>
<td>Bookstore</td>
<td>859.858.2293</td>
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<tr>
<td>Business Office</td>
<td>859.858.2286</td>
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<td>Career Development</td>
<td>859.858.2356</td>
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<td>Chapel Office</td>
<td>859.858.2198</td>
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<td>Communications</td>
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<td>Dining Services</td>
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<td>Distributed Learning</td>
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<td>Enrollment</td>
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<td>ESJ School</td>
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<td>Financial Aid</td>
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<td>Global Community Development</td>
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<td>Human Resources</td>
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<td>Information Commons</td>
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<td>Information Services</td>
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<td>Physical Plant</td>
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<td>Postgraduate Studies</td>
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<td>President’s Office</td>
<td>859.858.2202</td>
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<td>Registrar</td>
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<td>School of Biblical Interpretation</td>
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<td>School of Practical Theology</td>
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<td>School of Theology and Formation</td>
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<td>School of Urban Ministries</td>
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<td>Seminary Post Office (SPO)</td>
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<td>Spiritual Formation</td>
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<td>Spouse and Family Ministries</td>
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Historical Statement
Historical Statement

In 1923, several members of the faculty of Asbury College (now Asbury University) met with President Henry Clay Morrison to discuss the matter of evangelical theological education. Growing out of recognition of the need for a graduate theological Seminary committed to the historic Wesleyan interpretation of evangelical Christianity, plans were made for the organization of Asbury Theological Seminary.

Asbury Seminary officially opened in the fall of 1923. From 1923 to 1931, the Seminary was an integral part of Asbury College. In 1931, articles of incorporation were drawn up and the Seminary became a separate educational unit. In 1939, the Seminary moved to its present campus. Since 1941, Asbury Seminary has been an independent administrative unit, completely separate from any other institution.

Dr. Henry Clay Morrison, founder and first president, 1923-1942
Dr. Julian C. McPheeters, second president, 1942-1962
Dr. Frank Bateman Stanger, third president, 1962-1982
Dr. David L. McKenna, fourth president, 1982-1994
Dr. Maxie D. Dunnam, fifth president, 1994-2004
Dr. Jeffrey E. Greenway, sixth president, 2004-2006
Dr. J. Ellsworth Kalas, seventh president, 2006-2009
Dr. Timothy C. Tennent, eighth president, 2009-
Appendix A: Kentucky Campus
Appendix A: Kentucky Campus

Kentucky Campus Facilities and Services

The information in this appendix is subject to the Seminary’s Policy on Campus Access and Facility Use.

New Student Orientation (NSO)

New students are integrated into the Seminary experience through a comprehensive orientation at the start of each semester. NSO takes place one week before classes begin in both the fall and spring semesters. This two-day event is hosted by the Office of Student Services. During NSO students are paired with Transition and Guidance (TAG) leaders and Transition and Guidance (TAG) groups who assist the new students in their transition into the Seminary community. The leaders of these small groups are students who desire to help new students get acclimated to campus.

During orientation students will attend presentations by the business office, financial aid and registrar that will better explain the services offered. Also included is a guided campus tour and welcoming worship service. NSO is a perfect introduction to the Asbury Seminary community and will enable all who attend to have an easier transition into seminary. Spouses are strongly encouraged to attend any NSO events including any meals and workshops. Childcare is provided in the Student Center Childcare Area for much of NSO so that the students can focus on their transition. If interested in volunteering to help welcome new students and their families during NSO, please contact the Office of Student Services.

Sherman Thomas Student Center

The Sherman Thomas Student Center, located on the Kentucky Campus, provides a place for rest, growth, study and learning through its various uses. This facility houses a complete Wellness Center including a gymnasium, weight room, cardio room, racquetball court, group exercise fitness studio, locker rooms, childcare area, conference areas and a comfortable lobby. It is also the home to the Stanger Prayer Chapel, student lounge (lobby), the Student Council office and Stevens–Pike and Cordelia dining rooms, where lunch is served during the fall and spring semesters.

The Student Center is an excellent place to study, and students often take advantage of the free wireless Internet, iPads and comfortable seating provided in our lobby area. The sporting equipment are available on a first-come first-served basis at the front desk of the lobby. We welcome you to explore all that the student center has to offer.

Wellness Center Programs

Physical health is important to the seminarian as well as to the pastor, missionary or teacher. Studies show that mental and emotional stress is greatly reduced through physical exercise. This lifestyle established in Seminary years will translate into healthy patterns able to sustain health in ministry. Sustained wellness of the whole person is the goal of Asbury Seminary’s Wellness program.

There is a variety of cardio and weight equipment for students to use. The Wellness Team also offers a variety of group exercise classes year round. Each semester the group exercise class schedule changes, so please contact the Student Center front desk for more information on the classes.

The Wellness Team also offers certified personal training services. Students work with trainers to design a program to meet specific major health goals. The hope is that through one-on-one or small group attention with a trainer, participants will take a major step toward their health goals and gain momentum for Ministry. Please contact the Student Center front desk for more information on personal training services.

Reservations

Reservations can be made through the Student Services Office. The conference rooms, lobby and gymnasium are all available to current members. For questions about specific details relating to specific events, please contact the Office of Student Services.

Hours

Monday-Thursday: 6 a.m.–11 p.m.
Friday: 6 a.m.–8 p.m.
Saturday: 9 a.m.–6 p.m.
Hours during summer, January term and holidays change, so please contact the Student Center for hours during those times.

**Campus Parking**
All Faculty, staff and students must have a registered parking permit. Parking permits can be purchased at the Student Center Hospitality Desk. Faculty, staff and students have first-come, first-serve access to all lots not designated for special needs or visitors. Lots behind the student center and behind the Francis Asbury statue on Jessamine Station are open to visitor parking.

**Housing**

**Student Housing**
The Seminary offers housing for both single and married students on the Kentucky Campus. For married and single-parent students, there are townhouses; for single students (or students attending without other family members), there are residence halls. New students receive a housing application upon applying to the Seminary; current students may request a housing application from the Office of Student Services. (Please note: there are different applications for the different types of housing, so be sure to submit the correct application for the type of housing desired.)

The Seminary provides housing for students on a first-come, first-served basis. However, international students generally are given priority in terms of being granted housing. Housing assignments are based on the date the Seminary receives the completed housing application and $100 deposit from students who have been admitted to the Seminary. The deposit is refundable up to the point that the student accepts an assignment. For family housing, the amount equal to the month’s rent is due, minus initial deposit, at lease signing.

To occupy Seminary housing, a student must be full time (i.e., taking at least nine credit hours during the fall and spring semesters or pursuing a full course of study). A student moving into Seminary housing must sign and abide by the corresponding rental agreement. Absolutely no weapons, firearms, or flammable materials are permitted in or on Seminary property and violation of this policy will result in immediate eviction.

**K. Ellsworth and Janet Kalas Family Housing**
Asbury Theological Seminary’s new family housing consists of a total of 150 2BR/1.5 bath, 3BR/2 bath and a limited number of 4BR/3 bath units, with living room, fully furnished kitchen (range, microwave oven, refrigerator, and dishwasher), as well as washer/dryer hookups. Fully furnished units are available for international students on a first come first serve basis.

The units are all electric and feature several amenities, including geothermal heating and cooling for extremely efficient comfort control and very low utility costs, hardwood floors throughout, as well as ceramic tile in kitchen, dining rooms and bathrooms. All units also come equipped with washer and dryer hook ups and a storage room on the back porch. Several parking areas are positioned throughout the development, and have individual street addresses and nearby mailbox clusters. The lessee will pay utilities. Please see the Kentucky appendix for floor plans.

**Gallaway Village**
*Bishop Sundo Kim (Men’s Residence Hall) and Bettie Morrison (Women’s Residence Hall)*

Gallaway Village is our newest single residence neighborhood located on the edge of campus. Each of our new residence halls can accommodate up to 46 men/women in single occupancy rooms. The rooms are arranged in apartment-like suites in which a student will share a living area and kitchen with three other students. Each student will have his/her own bedroom and bathroom. The bedroom is furnished with a desk and chair, double bed, dresser, and a nightstand. The suite common area will have a couch, chair, and kitchen table with chairs.

Each residence hall provides wireless Internet throughout and Ethernet cables in individual rooms. The first floor has a large common area, which provides relaxed sitting areas, fireplaces, and areas for group meals. A laundry facility and study area are located on each floor. The Gallaway Village residence halls offer a unique opportunity for serious academic focus and formational community.

**Grice Hall**

Over the past 40 years, Grice Hall has housed students preparing to meet the call of God on their lives. During the summer of 2011, Grice was given a full makeover. The upgrades included new flooring in all common areas and hallways, new carpet in the bedrooms, new lobby furniture, new bedroom furniture and a total remodel of the bathrooms and kitchens.
This fall Grice will serve as overflow housing for full-time male residents and male commuters. These residents will be housed in single rooms throughout the dormitory and may share a bathroom with one other person. Short-term students will also be housed in either private or semi-private rooms.

**Florida Dunnam Accommodations**
The Florida Dunnam Campus does not have on-campus housing. The Seminary recommends several hotels in the area for students who are either commuting or need to stay a couple nights per week or are on campus for an intensive class. Please visit http://asburyseminary.edu/about/campuses/florida-dunnam-campus/accommodations/ for information and pricing on area hotels and accommodations.

**Intensive Class Housing**
Limited housing is available on the Kentucky Campus through the Asbury Inn. Students on campus for classes and study are offered special pricing. Please contact the Inn directly for prices and availability.

**Excessive Damage Policy**
The Seminary expects normal wear and tear to occur while living in on-campus housing. However, excessive damages related to destruction, neglect, or vandalism will require the assessment of Excessive Damage Billing so as to hold residents, or resident groups, accountable for the costs required for any repairs. The application of Excessive Damage Billing is intended to reduce the frequency and dollar-amount of rent increases required to cover the cost of excessive maintenance reparation. Examples of excessive damage include, but are not limited to: writing and/or coloring on walls (or any permanent surface of the unit), holes and/or indentations in walls and/or doors, doors broken off of their hinges, torn window screens, cracked and/or broken appliances, broken drainage collectors and/or pipes, and long-term neglect of the unit and its common areas.

A representative of the Physical Plant will inspect an on-campus unit during the course of a resident's checkout, or at the time of a routine maintenance call, to determine whether the unit contains excessive damages necessitating Excessive Damage Billing.

**Discovery of Damages (During Checkout Process)**
Two weeks prior to a resident's checkout from on-campus housing, a representative of Student Services will conduct a preliminary walk-through and assess the unit for damages, excessive or otherwise. The resident will be notified of any notable damages and given the opportunity to repair and/or replace any necessary items before the final checkout, which will be conducted by a representative of the Physical Plant.

Charges assessed through Excessive Damage Billing will first be withheld from the tenant's initial housing deposit, which is equal to one month's rent. Costs in excess of the housing deposit amount will be charged to the student's account.

A student graduating from Asbury Seminary will not be eligible to receive his/her diploma until he/she has completed the on-campus housing checkout process. The move out policy allows graduating students to remain in on-campus housing for a maximum of two weeks after the date of graduation. Students will not be eligible to receive diplomas until check out is complete and all damages are paid in-full, if applicable.

**Discovery of Damages (During Routine Maintenance Visit)**
Excessive damages discovered during the course of a routine maintenance visit will be assessed to the resident or resident groups living in close proximity to the damage and will be charged to the appropriate student account(s). Excessive Damage Billing costs charged during the course of a student’s residence will not be taken from the tenant’s housing deposit.

**Meal Plans**
Asbury Theological Seminary’s Dining Services is operated through a partnership with Pioneer College Caterers. The Stevens-Pike Dining Room (in the Sherman Thomas Student Center) serves lunch Monday through Friday during the academic year.

Full-time students living in one of the single-housing residence halls receive five weekly lunches at the Seminary Dining Hall at no additional cost. These meals are pre-loaded onto the student’s ID card and expire at the end of each week. Students wishing to upgrade their included meals, may do so at the following price points (prices are for the 2015-16 school year) by contacting the Office of Student Services (before drop/add each semester):

- 10 weekly meals or 125 block meals: $505
15 weekly meals or 16.5 block meals: $735

Weekly meals offer the most overall meals during the 14 week semesters (no meals are served during fall & spring reading weeks) but any unused meals expire at the end of each Monday-Sunday week. Block plans allow students the flexibility of using their meals at any point throughout the semester and can also swipe-in friends and family (up to a total of five swipes per meal). Lunch Monday-Friday must be taken at the Seminary regardless of upgrade. All other meals are served at Asbury University’s Johnson Cafeteria.

Residents of Seminary family housing receive $150 in flex dollars (a declining balance account) per household, per semester (fall & spring), pre-loaded onto their student-ID. Additional flex dollars may be purchased at the cashier station at the entrance to the Dining Hall. Flex dollar purchases earn a 10% bonus, thus, a $50 purchase would result in $55 in credit. Flex dollars will roll-over from fall to spring in the same school year, but all unused flex dollars expire at the end of the spring semester.

Students not living in campus housing may pay cash at the door or purchase flex dollars which can be loaded onto their student ID. Door prices for 2013-14 are as follows: $6.75 for adults, $3.25 for children 6-11, and children 5 and under are free.

Hours of operation:
11:30 a.m.-1 p.m. Monday-Friday

Regular meal service is not offered during the summer. The student's ID card functions as their meal card and must be brought to each meal to be swiped in order to eat.

For more information, including information on catering events, please contact the Director of Dining Services at 859.858.2295 or dining.services@asburyseminary.edu

Kentucky Campus Ministries and Programs

Healing Academy
Asbury Seminary, deeply rooted in the Wesleyan, Evangelical Holiness tradition of the Christian faith, has long been a place of healing and transformation for persons preparing for ministry. In order to accomplish our mission of preparing well trained, sanctified, Spirit-filled ministers, we aim to provide a context rich with resources for transformation and the healing of brokenness. The term “brokenness” denotes a full range of conditions, including physical, emotional, psychological, spiritual and social issues, which serve to create barriers to the receipt and appropriation of divine grace. In fact, a key dimension of the biblical term “equip” is the idea of mending. Owing to numerous cultural factors, not the least of which are deeply flawed approaches to family life and the devastating models of sexuality being advanced by mass media, the presence of all forms of brokenness are manifold. In addition to providing ways and means for her students to appropriate healing in their own lives, the Seminary must progressively offer the theological and practical resources required to equip and empower persons to be healing agents in the context of the local church and parachurch ministries.

With gratitude to the Dora Tes Basileas Foundation, we are pleased to announce the establishment of the Asbury Seminary Healing Academy whose purpose and intention is to:

- Enrich the nature of Asbury Theological Seminary as a community of healing, and
- Expand the nature of Asbury Theological Seminary as a community of practicing ministers/healers; through
- Providing an ongoing curriculum and co-curriculum designed to equip students, spouses and outside practitioners with the wisdom, dispositions and practical skills to engage in the ministries of Christian healing, and
- Offering a supervised practicum-oriented training school for the equipping and empowering of students and spouses for the practice of healing ministry within the seminary community.

The work of the Healing Academy is accomplished through the Office of Community Life on the Kentucky Campus. For more information about getting involved in the ministry of the Healing Academy contact Dr. Marilyn Elliott at extension 2033 or the Rev. Peg Hutchins at extension 2242.

Singing Seminarians
The Singing Seminarians (Singing Sems) is a choral group directed by Kerry Dorrell that performs concerts for special events and chapels. Membership is open to all students, spouses, faculty and staff. The choir meets Tuesday and Thursday from noon to 12:50 p.m. in FM 114. All interested persons are invited to attend the first three
rehearsals, which begin the first Thursday of the fall semester. Contact david.keyworth@asburyseminary.edu for more information.

**Intramurals**

Intramurals are offered each semester and are organized by Student Services office. Sports offered include volleyball, basketball and racquetball. Each sport is played twice a year—one season each full term (fall/spring). Team sports are divided up via a draft. Once signed up, participants will receive an email from the team captain about game times once the draft has been completed.

The sign-up sheets will be posted in the main hall of the Student Center at the beginning of each semester. Please direct any questions regarding sign ups to the Hospitality Assistant at the front desk of the student center.

**Student Leadership Council (SLC)**

The Student Leadership Council is located on the Kentucky Campus and exists to enhance the student body by building upon their educational and formational experiences through the areas of Leadership, International Relations, Business and Community Development and Event Planning. The President is appointed by the President of the Seminary each spring for the next academic year. The SLC President appoints a cabinet of four Vice Presidents. Each Vice President oversees committees for students to join for leadership and service opportunities.

**Counseling Support**

Counseling assists students in the integration of learning as they inevitably engage important life decisions such as faith, career, marriage, style of life and calling. Intellectual engagement in the classroom often stirs up issues and creates the need to find a conceptual framework for sorting out life application. Counseling seizes the opportunity provided by inner stirring or the shock of one’s own or another’s personal tragedy and opens an opportunity for healing, growth and ongoing learning.

Seminary counseling is more like a MASH unit than a residential care program. There is triage, treatment and back to the frontlines. Long-term chronic care is not the goal. Currently the Seminary contributes half the cost of a maximum of six appointments. Private practitioners graciously reduce rates and make space for students in need.

Students desiring counseling support will contact the Office of Community Life to book an appointment with one of its representatives. This contact is intended to provide another link in the community—a face-to-face connection.
Appendix B:
Florida Dunnam Campus
Appendix B: Florida Dunnam Campus

Florida Dunnam Campus Personnel

Please call 407.482.7500 to be connected to the correct office.

- Dr. Timothy Tennent, President
- Dr. Steve Gober, Vice President of the Florida Dunnam Campus
- Dr. Brian Russell, Dean of School of Urban Ministries
- Mr. Bill Tillmann, Director of Advancement
- Dr. Dan McKinley, Director of Operations
- Mrs. Ingrid McLennan, Director of Enrollment Management
- Rev. Lizette Acosta, Director of Latino/Latino Studies Program
- Ms. Christine Webb, Associate Director for Enrollment Management and Student Services
- Mrs. Keyla Gonzalez, Executive Assistant to the Vice President
- Mrs. Damaris Bauzó, Administrative Assistant to the Dean of School of Urban Ministries
- Mr. Hector Nieves, Administrative Assistant for Enrollment Management and Student Services
- Mr. Wes Custer, Manager of Library Information Commons
- Mr. Michael Shaw, Library References & Technology Specialist
- Rev. Dawn Salmons, Worship Leader
- Mrs. Liz Castro, Coordinator for the Office of of Mentored Ministry & Counseling

New Student Orientation (NSO)

One Saturday in August and again in February, determined from year to year, new students and spouses gather for orientation—a day that includes getting acquainted, worship and guidance into the Christian formation program. From that experience, a variety of options emerge for becoming involved in the community.

Campus communication

oneATS is the core communication medium for the campus. Additional information is shared through the weekly campus calendar, chapel bulletins and information placed in student post office boxes. Bulletin boards are also used to post other kinds of information.

The Student Conference

The Student Conference is selected annually through an application and interview process.

Florida Accommodations

The Florida Dunnam Campus does not have on-campus housing. Please visit http://asburyseminary.edu/about/campuses/florida-dunnam-campus/accommodations/ for information and pricing on area hotels and accommodations.

Area Restaurants

Located less than 3 miles from campus:

- Starbucks, Smoothie Café, McDonald’s, Publix, Firehouse Subs, Wendy’s, BBQ Pit

Located four miles from campus in the Waterford Lakes area:

- Chick-fil-A, Buffalo Wild Wings, Chipotle, Panera Bread, California Pizza Kitchen, Fuji Sushi, Five Guys Burgers, and several other fine eateries

Located six miles from campus near the University of Central Florida on University Blvd.

- Panera Bread, Chick-fil-A, Buffalo Wild Wings, Applebee’s, Burger King, First Watch, 4 Rivers Smokehouse, Pie 5 Pizza, Zaxby’s, Chipotle, and several other eateries are located along University Boulevard, in close proximity to these hotels.
Appendix C: Sexual Misconduct Policy
Asbury Theological Seminary
Sexual Misconduct Policy

I. INTRODUCTION AND SCOPE

As established in its Ethos Statement, members of the Asbury Theological Seminary community commit themselves to the practice of celibacy in singleness and fidelity in Christian marriage, which the Seminary affirms as a sacred union between one man and one woman; commit themselves to helping one another attain the highest standards of sexual morality, and to recognize the devastating personal, social and global effects of sexual sin against God, self and others, but especially society’s most vulnerable members; and condemn any form of harassment or abuse.

Consistent with these principals, Asbury Theological Seminary is committed to complying with laws on sexual misconduct, including Title IX, the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act). The Seminary has adopted policies and procedures to prevent and respond to incidents of sexual misconduct. These rules apply to all members of the Seminary community, including students, faculty and staff, as well as third parties who interact with the Seminary community. The Seminary will respond promptly and effectively to reports of sexual misconduct, and will take appropriate action to prevent, correct and, when necessary, discipline behavior that violates this policy.

The Seminary is committed to creating and maintaining a community where all persons who participate in Seminary programs and activities can work and learn together in an atmosphere free of sexual misconduct. Therefore, the Seminary will not tolerate sexual misconduct as defined in this policy. Such acts are prohibited by Seminary policy, as well as state and federal law. Persons whom the Seminary determines more likely than not have violated this policy are subject to penalties up to and including dismissal or separation from the Seminary, regardless of whether they are also facing criminal or civil charges before a government agency or court of law.

This policy applies to all Seminary students, faculty and staff, as well as third parties who interact with the Seminary community, and all Seminary-sponsored programs, events and activities, regardless of where the alleged sexual misconduct occurs. Gender discrimination that is not covered by this policy should be addressed through the Seminary’s other policies on discrimination. Nothing about this policy condones sexual relationships that are inconsistent with the Seminary’s Ethos Statement, regardless of whether the parties’ actions are welcome or consensual as defined in this policy, and violations of the Seminary’s Ethos Statement are grounds for discipline regardless of whether the conduct violates this policy.

II. DEFINING SEXUAL MISCONDUCT

Seminary policy prohibits gender discrimination. Sexual misconduct is a form of gender discrimination. Different forms of sexual misconduct are explained in this policy. The determination of what constitutes sexual misconduct will vary with the facts and circumstances...
of each case. For acts of gender discrimination that are not covered by one of the forms of sexual misconduct addressed in this policy, please see the Seminary’s other policies on discrimination.

**Sexual harassment** can take one of two forms. The first form involves unwelcome verbal, electronic, physical and/or visual conduct based on sex, which both (1) unreasonably interferes with a person’s work or educational performance, and (2) creates an environment that both a reasonable person and the specific person being harassed would find intimidating, hostile or offensive. The second form involves either (1) submission to unwelcome advances of a supervisor as an express or implied condition of receiving work or educational benefits, or (2) a tangible work or educational detriment resulting from a person’s failure or refusal to submit to sexual demands of a supervisor. Examples of sexual harassment include (but are not limited to):

- Unwelcome sexual flirtation or advances.
- Offering employment, promotions, grades or other benefits in exchange for sexual favors.
- Making or threatening reprisals for refusing sexual advances.
- Unwelcome visual and/or electronic conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons or posters; and suggestive or obscene letters, notes or invitations.
- Unwelcome verbal or electronic conduct such as derogatory comments; epithets; slurs; sexual innuendo; sexual jokes; graphic verbal commentaries about a person’s body; and sexually degrading words used to describe a person.
- Unwelcome physical conduct such as unwarranted, suggestive or offensive touching; and impeding or blocking movement.

**Sexual Assault** refers to any sexual act directed against another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the survivor is incapable of giving consent, as well as incest or statutory rape. Examples of sexual assault for purposes of this policy include but are not limited to:

- Intentional touching of another person’s intimate parts without that person’s consent;
- Other intentional sexual contact with another person without that person’s consent;
- Coercing, forcing or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
• Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

• A current or former spouse or intimate partner of the survivor;

• A person with whom the survivor shares a child in common;

• A person who is or was residing in the same household as the survivor; or

• Any person against someone who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Stalking** occurs when someone engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

**Sexual exploitation** occurs when someone takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation for purposes of this policy include but are not necessarily limited to:

• Prostituting another person;

• Recording images (e.g., video, photographs) or audio of another person’s sexual activity, intimate body parts or nakedness without that person’s consent;

• Distributing images (e.g., video, photographs) or audio of another person’s sexual activity, intimate body parts or nakedness if the person distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and

• Viewing another person’s sexual activity, intimate body parts or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

**Unwelcome conduct** does not have to include intent to harm, be directed at a specific target or involve repeated incidents, and can involve persons of the same or opposite sex. Participation in conduct or the failure to complain does not always mean the conduct was welcome. The fact that a person has welcomed some conduct does not necessarily mean a person welcomed other conduct. Similarly, the fact that a person may have invited, requested or
otherwise consented to conduct on one occasion does not necessarily mean the conduct is welcome on a later occasion.

**Consent** as used in this policy is defined as follows:

**Consent is informed.** Consent is an affirmative, knowing, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is **voluntary.** It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Even though consent does not necessarily need to be verbal, relying purely on non-verbal communication can lead to misunderstandings. So, a spoken agreement is the most clearly indicated form of consent. It may not, in any way, be inferred from silence, passivity, lack of resistance or lack of an active response alone. Assuming that consent was given by the absence of a “no” is wrong.

Consent is **revocable.** Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is **incapacitated.** A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment. Consent must be given with rational and reasonable judgment, so if the survivor was physically incapacitated from the consumption of alcohol or drugs, unconsciousness, or any other kind of inability, consent cannot be obtained.

### III. TITLE IX COORDINATOR

The Seminary’s Title IX Coordinator and Deputy Coordinators play the main role in carrying out the Seminary’s commitment to provide a positive learning, teaching and working environment for the entire Seminary community. By providing training on preventing sexual misconduct and retaliation, the Title IX Coordinator and Deputy Coordinators strive to maintain a safe campus and provide a good Seminary experience for all.

The responsibilities and functions of the Title IX Coordinator and Deputy Coordinators are set out in this policy, but in general, the Title IX Coordinator and Deputy Coordinators
receive and oversee the Seminary’s response to reports and complaints that involve possible gender discrimination, including sexual misconduct, to monitor outcomes, identify and address patterns, and assess effects on the campus climate so the Seminary can address issues that affect the wider Seminary community.

More specifically, the Title IX Coordinator and Deputy Coordinators monitor compliance with the reporting, complaint, investigation and appeals processes outlined in this policy. Upon a finding of prohibited sexual misconduct under this policy, the Title IX Coordinator and Deputy Coordinators determine whether campus-wide remedies are needed in response, including but not limited to revision of policies; increased monitoring, supervision or security; and increased education and prevention efforts. The Title IX Coordinator and Deputy Coordinators also review sanctions issued under this policy to ensure that they, along with any interim measures and long-term measures taken, are reasonably calculated to stop the sexual misconduct and prevent its re-occurrence.

The name, office and contact information for the Seminary’s Title IX Coordinator and Deputy Coordinators are:

- **Title IX Coordinator for the Seminary:**
  Bryan Blankenship, Vice President for Finance and Administration  
  859-858-2281  
  bryan.blankenship@asbury.edu

- **Deputy Coordinator for Kentucky Students:**
  Rob Holifield, Director of Student Services  
  859-858-2093  
  rob.holifield@asburyseminary.edu

- **Deputy Coordinator for Kentucky Staff:**
  Barbara Antrobus, Director of Human Resources  
  859-858-2285  
  barbara.antrobus@asburyseminary.edu

- **Deputy Coordinator for Kentucky Faculty:**
  Dr. Ellen Marmon, Associate Professor  
  859-858-2054  
  ellen.marmon@asburyseminary.edu

- **Deputy Coordinator for Florida Dunnam Students:**
  Dr. Steve Gober, Vice President of the Florida-Dunnam Campus  
  407-482-7550  
  steve.gober@asburyseminary.edu

- **Deputy Coordinator for Florida Dunnam Staff:**
  Dr. Steve Gober, Vice President of the Florida-Dunnam Campus  
  407-482-7550  
  steve.gober@asburyseminary.edu
• **Deputy Coordinator for Florida Dunnam Faculty:**
  Dr. Javier Sierra, Associate Professor
  407-482-7642
  javier.sierra@asburyseminary.edu

• **Deputy Coordinator for Memphis Students, Faculty and Staff:**
  Dr. Ellen Marmon, Associate Professor
  859-858-2054
  ellen.marmon@asburyseminary.edu

If any person has a question, complaint or concern they believe is covered by these policies and procedures or some other aspect of Title IX, they should contact the appropriate Deputy for his/her area. (For example, someone with a complaint about a Kentucky student should contact the Deputy Coordinator for Kentucky Students, someone with a complaint about a Florida faculty member should contact the Deputy Coordinator for Florida faculty, and so on). If the relevant Deputy Coordinator is not available or if a complaint or concern involves that Deputy, the person should contact the Seminary’s head Title IX Coordinator or any one of the other Deputy Coordinators. Reports of sexual misconduct can also be made to “Responsible Employees” as described elsewhere in this policy.

**IV. REPORTING**

The Seminary strongly encourages persons who have experienced sexual misconduct, or knows of someone who has experienced sexual misconduct, to report the incident to the Seminary per this policy. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.

**A. Responsible Employees**

In addition to the Title IX Coordinator and Deputy Coordinators, the Seminary considers certain people to be “Responsible Employees” which means they are Seminary employees who are required to report alleged sexual misconduct to the Title IX Coordinator or Deputy Coordinator. You are encouraged to speak to a Responsible Employee to make reports of sexual misconduct. The following persons are “Responsible Employees” under this policy: the Seminary’s Title IX Coordinator, the Seminary’s Deputy Title IX Coordinators, the President of the Seminary, Members of the President’s Cabinet, the Director of Community Formation, all Resident Assistants who serve in Seminary-owned residence halls and all Resident Hosts who serve in Kalas Village.

Any member of the Seminary community can file a report with the Title IX Coordinator, Deputy Coordinators or Responsible Employees. If a survivor shares an incident of sexual misconduct with a Responsible Employee, he or she needs to know that it is the Responsible Employee’s responsibility to notify the Title IX Coordinator or Deputy Coordinator of the incident immediately.
B. Reporting Timeframe

Any person may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence and provide the survivor with information regarding rights, options and resources available under this policy and federal/state laws.

The Title IX Coordinator or Deputy Coordinator will provide survivors of sexual misconduct with information about available support services and resources, and also assist survivors in notifying law enforcement, including the local police, if a survivor elects to do so. Survivors are not required to report to area law enforcement in order to receive assistance from or pursue options within the Seminary. Reporting sexual misconduct to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the survivor decides to proceed with criminal charges.

C. Reporting Options

This section addresses options for reporting sexual misconduct. The Seminary may investigate sexual misconduct even without a formal complaint whenever it knows or has reasonable cause to believe that sexual misconduct in violation of this policy has occurred.

1. Official Report: Persons are strongly encouraged to make an official report of any incident of sexual misconduct to the Title IX Coordinator or appropriate Deputy Coordinator regardless of whether the incident occurred on or off campus. Official reports can be made directly to the Title IX Coordinator or appropriate Deputy Coordinator via a written statement or an appointment. Official reporting initiates a course of immediate action. In cases where a complainant states he or she does not want to pursue a formal complaint, the ability of the Seminary to investigate may be limited. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator or Deputy Coordinator may have an obligation to investigate a complaint, such as when there is a risk to the campus community if the accused remains on campus. When determining whether to go forward with an investigation, the Title IX Coordinator or Deputy Coordinator may consider the seriousness of the allegation, the age of the complainant, whether there have been other complaints or reports against the accused, and the rights of the accused to receive information about the complainant and the allegations if a hearing and possible sanctions may result from the investigation.

If a person decides to make a formal report, a detailed (written, typed, emailed, or handwritten) statement of the alleged incident(s) should be submitted to the Title IX Coordinator or Deputy Coordinator. This formal statement should be signed and dated. The statement should be as specific as possible, including dates, times, locations, a description of the alleged misconduct and the name(s) of the accused person(s), and further provide a list of any person(s) who may have information that would be helpful to the investigation and review. The Title IX Coordinator or Deputy Coordinator will promptly investigate all formal reports.
2. **Confidential Disclosure:** Despite the Seminary’s strong interest in having persons report complaints of sexual misconduct, the Seminary realizes that not everyone is prepared to make an official report to the Seminary. You can seek help from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety or the safety of others. If a person desires that details of the incident be kept confidential, they should speak with off-campus counselors, advocates, mental health providers or rape crisis resources who can maintain confidentiality. Such professionals generally are not required to report personally identifiable information given in confidence unless given permission. If the person chooses not to pursue a judicial process option (e.g., criminal charges), no further action will be taken unless the professional who receives the concern believes there is an imminent threat to the survivor or others. Persons who disclose incidents of sexual misconduct to their counselors, advocates or other providers should discuss whether to have that counselor, advocate or provider report the misconduct to the Seminary and request interim measures required by Title IX, or request discretionary support measures from the Seminary without reporting the nature of the conduct.

3. **Requests via a Counselor, Advocate or other Provider:** A survivor may have his/her counselor, advocate or other provider request interim measures from the Seminary on the survivor’s behalf. The request may trigger the Seminary’s obligation to investigate. To the extent a counselor, advocate or other provider makes a disclosure but, consistent with the survivor’s wishes, asks the Seminary not to investigate or otherwise notify the accused of the report, the Title IX Coordinator or Deputy Coordinator will consider whether he/she can honor the request while still providing a safe and nondiscriminatory environment for all students, faculty and staff, and to take interim measures to protect the survivor as needed.

D. **Confidentiality**

Reports and personal information will be kept as confidential as possible to the extent the law allows and to the extent confidentiality is consistent with the Seminary’s need to protect the safety of the Seminary community. Complete confidentiality cannot be promised as the Seminary will need to thoroughly investigate the case, and may need to share some information with relevant administrators of the Seminary in order to further protect and prevent incidents. Reports to law enforcement may be shared with the Seminary’s Title IX Coordinator or Deputy Coordinator. The Seminary may be required by law to publish non-identifying information in campus crime statistics.

All school employees (with the exception of those bound by privilege such as medical professionals, counselors and chaplains) must share information that they learn of regarding a report of sexual misconduct with the Title IX Coordinator or Deputy Coordinator so they can investigate the matter and determine whether steps are needed to ensure the safety of the Seminary community.

It is the survivor’s choice as to whether he/she participates in an investigation; however, the Seminary may proceed with an investigation without the survivor’s participation.
E. **Drug and Alcohol Amnesty**

The Seminary offers immunity (amnesty) to students who may have violated the Seminary’s policies concerning the use of drugs and/or alcohol at the time of the incident when he or she became a survivor of, or witnessed, sexual misconduct. Therefore, no alcohol or drug charges are applied to a student who reports that he or she was under the influence of alcohol and/or drugs at the time of a sexual misconduct incident.

The purpose of this section is to encourage reporting. Survivors or bystanders (witnesses) should not let his or her use of alcohol or drugs deter them from reporting an incident. When conducting the investigation, the Seminary’s primary focus will be addressing the sexual misconduct violation and not alcohol/drug use violations that may be discovered or disclosed. However, the Seminary may provide referrals to counseling and may require educational options on drugs and alcohol, rather than disciplinary sanctions, in such cases.

V. **Bystander Intervention**

The Seminary strongly encourages bystanders to “step up” on behalf of another person’s wellbeing and safety. The reporting options listed in this policy are available for bystanders as well. There are also safe and positive options for bystanders who intervene during an incident in order to prevent harm when there was a risk or act of violence. These options include:

- **Be aware** of what is going on around you. Trust your instincts. Assume personal responsibility and say or do something – don’t assume that someone else will help.

- **Assess the situation.** You have to decide what the safest way is for you and others involved to help. Gauge whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help. Other possible people to reach out to for assistance in helping are faculty, staff, supervisors, counselors, etc.

- **Decide** whether to use direct or indirect action to resolve the problem. For example:
  - Direct Actions: Point out someone’s behavior in a manner that will help de-escalate the situation, talk to a friend to ensure he/she is okay, call the police.
  - Indirect Action: Make up an excuse to help someone get away from a potential offender, and call the local authorities.

- **Intervene** – with reinforcements. If you gauge it is safe to intervene, you’re likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
  - Remember to intervene in a compassionate, non-threatening manner.
• Be aware of available resources for assisting persons on campus and in the community.

• Encourage them to seek assistance and offer them resources for assistance.

Remember, 911 is often the best way to intervene if there is a question of safety for anyone.

VI. WRITTEN NOTICE OF RIGHTS AND OPTIONS

Any person who reports an incident of sexual misconduct, regardless of whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy. These rights and options include the right(s) of a survivor to:

• Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, the Seminary or your workplace.

• Seek a criminal complaint for threats, assault and battery, or other related offenses.

• Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish).

• Request the police remain at the scene until your safety is otherwise ensured.

• Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence.

• Obtain a copy of the police incident report at no cost from the police department.

VII. Procedures Survivors Should Follow

If an incident of sexual misconduct occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries following an incident of sexual assault, should be documented by taking photographs. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.
VIII.  INTERIM MEASURES AND ACCOMMODATIONS

The Title IX Coordinator and Deputy Coordinators have the right to take necessary measures to protect a person’s rights and personal safety. Therefore, interim measures will be available to protect persons from any kind of retaliation or threatening situations during and after the investigation process. These measures include but are not limited to changes in class schedules, living or working arrangements; safety escorts; parking arrangements; dining arrangements; and resources for professional counseling. Regardless of whether a person reports an incident of sexual misconduct to law enforcement or pursues any formal action, if they report such an incident to the Seminary, the Seminary is committed to providing them as safe of a learning or working environment as possible.

The Title IX Coordinator or Deputy Coordinator determines which measures are appropriate for survivors on a case-by-case basis. Upon receiving a report of sexual misconduct, the Title IX Coordinator or Deputy Coordinator will ask the survivor or his/her counselor, provider or advocate what interim measures, if any, are sought. If the survivor or his/her counselor, provider or advocate identifies an interim measure that is not already provided by the Seminary, the Title IX Coordinator or Deputy Coordinator will consider whether the request can be granted. In those instances where interim measures affect both a survivor and the accused, the Title IX Coordinator or Deputy Coordinator will minimize the burden on the survivor wherever appropriate.

When a survivor’s counselor, provider or advocate asks for any of the above-listed interim measures without disclosing that sexual misconduct is the basis for the request, the Title IX Coordinator or Deputy Coordinator will consider the request consistent with its general policy of allowing counselors, providers and advocates to seek such measures for survivors of trauma without requiring that the nature of trauma be disclosed.

The Seminary is also committed to ensuring that orders of protection issued by courts are upheld on all Seminary-owned, used and controlled property, as well as properties immediately adjacent to the Seminary. Therefore, if any member of the Seminary community obtains an order of protection or restraining order, he or she should promptly inform the Title IX Coordinator or Deputy Coordinator and provide him/her with a copy of that order so the Seminary can enforce it. The Seminary is also committed to protecting survivors from further harm, and if the Title IX Coordinator or Deputy Coordinator determines that an person’s presence on campus poses a danger to one or more members of the Seminary community, he/she can issue an institutional “No Contact” or “No Trespass” order barring that person from Seminary property.

IX.  INVESTIGATION AND HEARING PROCESS

The Seminary’s Title IX Coordinator or Deputy Coordinator will investigate alleged violations of this policy regardless of whether the conduct is alleged to have occurred on-campus or off-campus. Each report must be evaluated on a case-by-case basis, taking into account the relevant circumstances of each case. The investigation process may include interviews, reviewing student and/or employee files, and gathering and examining other relevant evidence. The investigation process will be balanced and fair and give both the accused and the
complainant the chance to discuss their involvement in the reported incident. Allegations of sexual misconduct will not be referred to informal mediation.

If the investigation concludes that evidence exists to suggest that a violation of this policy more likely than not occurred, the Title IX Coordinator or Deputy Coordinator will refer the case for a hearing before the Student Services Committee, which for purposes of this policy consists of the Kentucky Director of Student Services, the Director of Community Formation and three faculty members appointed to serve on the Student Services Committee.¹

Each party will have the following hearing rights:

- The right to access information and evidence directly related to them within a reasonable time before hearing.
- The right to have an advisor of their choice present at the hearing.
- The right to introduce evidence and question witnesses at the hearing, provided, however, that the complainant and the accused will not be allowed to directly question each other.

Hearings will be closed to the public. Following a hearing, the Student Services Committee will deliberate and determine whether, given the evidence and testimony presented, it is more likely than not that a violation of this policy occurred. Possible hearing outcomes include, but are not limited to, changes to class schedules, changes to living arrangements, suspension or expulsion from the Seminary, and reporting the incident to the local police. The measure taken will depend upon the individual circumstances.

The Title IX Coordinator or Deputy Coordinator will inform both parties in writing of the outcome of the investigation and/or hearing within seven (7) business days of the investigation and/or hearing's conclusion. Notice of the outcome will include key findings and any penalties or protective measures directly related to the party.

As a general rule, the Seminary will complete the investigation and hearing process within sixty (60) calendar days from receipt of a complaint. However, the Seminary may extend that time frame under special circumstances such as complex cases requiring extensive investigation and breaks between academic periods making relevant parties or officials unavailable. The Seminary will work to keep extensions to a minimum and will keep the parties informed of the status of their case.

Survivors always have the option to file a criminal report in addition to or in lieu of a report under this policy. In no case should a survivor be dissuaded from reporting sexual misconduct to law enforcement. Regardless whether a survivor elects to file a criminal report, the Seminary will conduct a separate investigation of its own. If the accused is not affiliated with the Seminary, an investigation will still be conducted. The Tile IX Coordinator or Deputy

¹ In the event of a conflict of interest, the committee member who has the conflict will recuse himself/herself from the committee.
Coordinator may issue a No Contact or No Trespass order to an accused unless and until the accused is found not responsible. If the accused is a student or faculty from a visiting institution, the Seminary reserves the right to contact that institution for further investigation.

Throughout the process, arrangements will be made to prevent the parties from having direct contact or communication with each other.

The Title IX Coordinator will keep a record of the hearing and investigation process for each case.

X. APPEAL PROCESS

Once a decision has been made and both parties have been notified of the outcome, either party may appeal that outcome to the Provost. Appeals must be received by the Provost no later than five (5) working days after the date the underlying decision is issued. Appeals received after the deadline will not be processed. Appeals should be marked “confidential” and submitted by email or mail to the following:

Office of the Provost
Asbury Theological Seminary
204 N. Lexington Ave.
Wilmore, KY 40390
doug.matthews@asburyseminary.edu

Both parties will be notified in writing by the Provost that an appeal was received. The burden of proof lies with the appellant.

The Provost will assess and decide the appeal based on the investigation and hearing record from the previous levels within twenty-one (21) calendar days of receiving the appeal, unless circumstances require more time, in which case the Provost will advise the parties of the need for more time. Grounds for appeal are limited to the following:

• The Seminary made a procedural error, which could have significantly affected the outcome.

• Previously unavailable and relevant evidence was found that could impact the final result.

• The penalties imposed or other protective measures taken are too severe based on the evidence of record.

The Provost will notify the parties of the outcome of the appeal. Appeal decisions are final. The Title IX Coordinator will keep a record of the appeal process.

XI. NO RETALIATION OR DETERRENCE FOR FILING REPORTS

The Seminary strictly prohibits retaliation for making a report under this policy or participating in an investigation or hearing under this policy. Examples of retaliation include, but
are not limited to, a face to face threat, a digital message and/or physical intimidation. Retaliation can be by someone other than the accused. Any person who feels they have been retaliated against as a result of a report under this policy should contact the Title IX Coordinator or a Deputy Coordinator immediately.

XII. RESOURCES

A. On-Campus Resources

The Director of Community Formation and the Dean of Chapel can provide spiritual support and other resources for survivors of sexual misconduct. The Campus-Specific Directors for Student Services in Kentucky and Florida can provide information about area counselors for survivors of sexual misconduct. A formal report is not required to access these resources.

B. Online Resources

If a person feels the need to pursue further help and counseling, there are institutions and charity groups that are specialized and specifically trained to aid survivors of different violent crimes. A formal report is not required to access these resources. These are some nationwide websites that provide help:

National Domestic Violence Hotline
http://www.thehotline.org/

Stalking Resource Center
http://www.victimsofcrime.org/our-programs/stalking-resource-center

National Sexual Assault Hotline
http://www.rainn.org/get-help/national-sexual-assault-online-hotline

Girls Health Website
http://www.girlshealth.gov/safety/saferelationships/daterape.html

Clery Center for Security on Campus
http://clerycenter.org/help-victims

C. Off-Campus Resources

In addition to the resources listed above, the following off-campus resources are available:

• Emergency Services (911).

• Bluegrass Rape Crisis Center (859-236-4445; after hours, 1-800-HOPE)

• National Sexual Assault Hotline (800-656-4673)
XIII. TRAINING AND EDUCATION

All students, faculty and staff must annually complete Seminary-sponsored training on sexual misconduct issues within the dates and times arranged by the Title IX Coordinator. Failure to do so may result in corrective action. Annual training will, at minimum, cover the following:

• Seminary policies and procedures for reporting and addressing sexual misconduct;

• Reminders that the Seminary prohibits the offenses of domestic violence, dating violence, sexual assault, sexual exploitation and stalking;

• The definitions for domestic violence, dating violence, sexual assault, sexual exploitation and stalking;

• The definition of consent and “welcome” conduct;

• Training on safe and positive options for bystander intervention that may be carried out by an person to prevent harm or intervene when there is a risk of sexual misconduct against a person other than such person;

• Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;

• Possible sanctions or protective measures that such institution may impose following a final determination of an institutional disciplinary procedure regarding sexual misconduct;

• Procedures survivors should follow if sexual misconduct has occurred;

• Procedures for institutional disciplinary action in cases of alleged sexual misconduct;

• Written notification of students and employees about existing counseling, health, mental health, survivor advocacy, legal assistance, and other services available for survivors both on-campus and in the community; and

• Written notification of survivors about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the survivor and if such accommodations are reasonably available, regardless of whether the survivor chooses to report the crime to campus police or local law enforcement.

In addition, the Seminary provides informational resources such as crime bulletins and alerts and bulletin board campaigns.