

STUDENT HANDBOOK

2018- 2019



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Student Handbook



ASBURY *theological*
SEMINARY

THE WHOLE BIBLE FOR THE WHOLE WORLD

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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 published promptly to the Student Handbook. Changes made in the middle of the school year, will be communicated promptly via electronic updates to the Student Handbook and Academic Calendar. Please note that the policies and information contained in the Student Handbook are not exhaustive. 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 323099-0400, toll-free telephone number 888.224.6684; License #4501.

The Master of Arts in Mental Health Counseling is accredited through the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

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.

Welcome

Dear Asburian,

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.

The Student Handbook's main purpose is to provide an easily accessible and comprehensive source of the information you will need during your time 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.

Listed in this handbook are policies 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 and the Enrollment Management team, 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,

A handwritten signature in black ink, appearing to read "Kevin Bish". The signature is fluid and cursive, with a large loop at the top and a trailing flourish.

Kevin Bish
Associate Provost &
Vice President of Enrollment Management

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2018-2019 Academic Calendar

2018-2019 Academic Calendar

Fall Semester 2018

August

24	Summer semester ends
	Fall New Student Orientation, Florida Dunnam Campus
28	Fall International New Student Orientation, Kentucky Campus
29	Last day to drop a course with a refund by 5 p.m. EST - Close of all registration for additional courses by 5 p.m. EST
29	Last day to apply for December 2018/January 2019 graduation by 5 p.m. EST
29-30	Fall New Student Orientation, Kentucky Campus
31	Ph.D. and Th.M. New Student Orientation

September

3	Labor Day - no classes - Seminary closed
4	Fall 2018 Classes Begin
4	Opening Convocation, Kentucky Campus
14	Opening Convocation, Florida Campus
14	Fall New Student Orientation - Tulsa
21	Fall New Student Orientation - Memphis

October

12	Advanced Research Programs Interdisciplinary Colloquium
12	Last day to drop a course without a grade of "F" by 5 p.m. EST

November

16	Last day to remove incompletes (Spring 2018 and Summer 2018)
19-23	Reading Week - no classes
21-23	Thanksgiving Break - Seminary closed

December

14	Semester ends
19	Last day to drop a January course with a refund by 5 p.m. EST—close of all registration for additional courses by 5 p.m. EST
19	Last day to apply for May 2019/August 2019 graduation by 5 p.m. EST
21	Fall semester grades due
24-01/01	Christmas break—no classes—Seminary closed

January Term 2019

January

2	Classes begin; Seminary offices reopen
18	Last day to drop a course without a grade of "F" by 5 p.m. EST
21	Martin Luther King, Jr. Day—no classes—Seminary closed
25	January term ends
26	Spring New Student Orientation, Florida Dunnam Campus
30	Last day to drop a Spring Term course with a refund by 5 p.m. EST—close of all registration for additional courses by 5 p.m. EST
31	Spring New Student Orientation, Kentucky Campus

February

1	January term grades due
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Spring Semester 2019

December 2018

19	Last day to apply for May 2019/August 2019 graduation by 5 p.m. EST
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January

26	Spring New Student Orientation, Florida Dunnam Campus
30	Last day to drop a Spring Term course with a refund by 5 p.m. EST—close of all registration for additional courses by 5 p.m. EST
31	Spring New Student Orientation, Kentucky Campus

February

4	Classes begin
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March

15	Last day to drop a course without a grade of "F" by 5 p.m. EST
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April

15-19	Reading Week - no classes
18-19	Easter Break - Seminary Closed
19	Last day to remove incompletes (Fall 2018 and January 2019)

May

11	Commencement, Florida Dunnam campus
17	Spring semester ends
18	Commencement, Kentucky campus
24	Spring semester grades due
24-25	Memorial Day Weekend - Seminary Closed
29	Last day to drop a Summer course with a refund by 5 p.m. EST—close of all registration for additional courses by 5 p.m. EST
29	Last day to apply for FA19/JA20 graduation.

Summer Semester 2019**June**

3	Summer 2019 Classes Begin
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July

4	Independence Day—no classes—Seminary closed
5	Last day to drop without a grade of “F” by 5 p.m. EST

August

23	Summer semester ends
28	Last day to drop a Fall 2019 course with a refund by 5 p.m. EST—close of all registration for additional courses by 5 p.m. EST
30	Summer semester grades due

September

2	Labor Day -Seminary closed
3	Fall 2019 classes begin

Statement of Faith

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 embodied human sexuality, the equality of women and men, the covenant of Christian marriage between one man and one woman, 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 the image of God and our 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, the Seminary commits to the following guiding principles:

- We believe God wonderfully and immutably creates each person as either male or female. Together these two distinct sexes reflect the creative nature and image of God.
- We affirm celibacy as a valuable and honorable practice related to holy living, alongside marital union. We honor and esteem the fidelity of deep holy friendships as being in the image of God.
- We affirm marriage as sanctioned by God, which joins one man and one woman in a single exclusive union for life, as delineated in Scripture, and provides the sole context for sexual intimacy, helping to ensure the blessings of that relationship as God intended.
- We affirm God's design for holy living, and believe that Scripture clearly prohibits certain acts, including drinking alcohol to excess, stealing, speaking or writing profanely or slanderously, acting dishonestly, cheating, engaging in occult practice, and engaging in sexual relations outside the bonds of marriage (including premarital sex, adultery, and same-sex behavior). Such actions have devastating personal, social, and global effects, especially upon society's most vulnerable members.
- Based on a Biblical view of creation, fall, and redemption, our goal is to come alongside as a loving and accepting community anyone who is experiencing gender identity discordant with their birth sex. We do not affirm theologically the tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly, we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. We will make institutional decisions in light of this policy regarding employment, hiring, retention, and other employment matters.
- We affirm the need for responsible care and stewardship of the human body through regular exercise when possible; practicing healthy eating habits; and properly balancing study, work, rest, and leisure.
- 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 condemn any form of harassment or abuse.

In witness to society, we commit ourselves to these guiding principles, and we disavow advocating, supporting, or condoning behavior contrary to this Ethos. 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.

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-

General Information

General Information

Campus Locations and Instructional Sites

asburyseminary.edu
800.2ASBURY

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], [Intercultural Studies]; Doctor of Ministry; Master of Divinity; Master of Arts [Biblical Studies]; Master of Arts [Intercultural Studies]; Master of Arts [Theological Studies]; Master of Arts in Christian Ministries, Master of Arts in Leadership, Master of Arts in Marriage and Family Counseling, Master of Arts in Mental Health Counseling, Master of Arts in Ministry, and Master of Arts in Pastoral Counseling; Certificates in Aging and Spirituality, Anglican Studies, Christian Discipleship, Christian Education, Christian Studies, Hispanic Ministry Formation, Intercultural Studies, Leadership Development, Pastoral Care and Youth Ministry.

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 [Biblical Studies], Master of Arts in Christian Ministries, Master of Arts in Leadership, Master of Arts in Marriage and Family Counseling, Master of Arts in Mental Health Counseling, Master of Arts in Pastoral Counseling, Master of Arts in Ministry, Certificate in Christian Studies, Certificate in Pastoral Care and Certificate in Hispanic Ministry Formation (Bilingual).

Located on the Florida Dunnam Campus is the Asbury Latino Center (Asbury En Clave Latina), which intentionally serves Latino leaders through Spanish and bilingual programs. Currently, the Asbury Latino Center includes the Latino Ministry Formation Program (LMFP), the bilingual Graduate Certificate in Hispanic Ministry Formation and the bilingual Doctor of Ministry Cohort in Preaching and Leadership. LMFP offers a diploma in Theological Studies and an opportunity to specialize in two different areas of ministry (Pastoral Leadership or Counseling). The three-year curriculum was designed to provide theological education in Spanish and also from a Latino perspective. Additionally, LMFP has been approved as an Association for Hispanic Theological Education (AETH)-Certified Bible Institute. This certification creates a pathway for LMFP 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 and Catherine González Resource Center for Latino/a Ministries. The Justo and Catherine González Resource Center was created by AETH 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.

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 (tATS) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCC). 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

For technical and research support, students may contact the Help Desk 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 physical 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, instructional sites, 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 maximizes the calendar and minimizes the commute at the Kentucky and Florida Dunnam campuses and the Memphis Instructional Site. Flexible course scheduling through the use of one week intensive, hybrid, fully online, as well as traditional weekly face-to-face courses provides the student with the greatest flexibility in completing coursework toward their degree.

Instructional Sites

Tennessee

Christ United Methodist Church
4488 Poplar Avenue
Memphis, TN 38117

Oklahoma

Asbury United Methodist Church
767 S. Mingo Rd.
Tulsa, OK 74133

Approved Degrees from Instructional Sites:

Master of Divinity, Master of Arts [Biblical Studies], Master of Arts (Intercultural Studies), Master of Arts (Theological Studies), Master of Arts in Leadership, Master of Arts in Christian Ministries, Master of Arts in Marriage and Family Counseling, Master of Arts in Mental Health Counseling, Master of Arts in Ministry, and Master of Arts in Pastoral Counseling.

Information specific to students attending the Asbury Seminary Memphis Site, 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.

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 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.

Hours of Operation

Kentucky Campus

The main offices are open from 8 a.m. till 5 p.m. Monday through Friday (closed during Chapel). The business office is open from 8:15 a.m. till 4:30 p.m. Monday through Friday (closed during Chapel). 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 AsburyConnect. 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 helpdesk@asburyseminary.edu or at 800.2.ASBURY or 859.858.2100.

AsburyConnect

Asbury Seminary’s portal is called AsburyConnect. 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, all students in ExL classes have full access to all formative experiences offered at Asbury Seminary.

Student Portal

The official student record is maintained in the student portal on AsburyConnect and students must access this area to tend to administrative and academic functions. Through the student portal, students can pay bills, sign up for meal plans, accept/decline financial aid, register for classes, manage their password and biographical information, and more. Students should access this area especially during registration periods, around the start of the term, and throughout the semester as many functions have strict deadlines that need attention.

Community News

Community News is an unofficial blog of Asbury Theological Seminary that provides community updates and announcements about upcoming events, opportunities for students, and chapel services. Community News is delivered via weekly email.

Business Office

Office Hours

Kentucky:

September through May: Monday – Friday 8:15am-4:30pm (closed during Chapel services).

Billing Information

Students are charged for tuition and other fees on the first day of class of each semester for which they are enrolled. The add/drop date is typically the Wednesday prior to the first week of classes.

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

Payment of Fees

The due date for payment of all charges for tuition and its related fees on a student's account is TYPICALLY the last Friday of the month in which the charges are posted; however, students should consult the Academic Calendar online to find the exact date for each term.

Asbury Theological Seminary now uses Higher One, Inc. for all of its online 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 electronic check or ACH do not incur a fee.

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. Any student who has a balance due after the final term payment date will not be allowed to register for additional classes until their student account is cleared. Once the account is cleared registration must be completed within the normal registration schedule (before the add/drop period ends), course enrollment will be subject to class availability.
2. Students who have a balance after the final payment deadline will have a hold placed on their official transcripts and diplomas, and are not allowed to register for the next term.
 - 60 days after the term ends, notification will be sent advising the student to make payment.
 - 90 days after the term ends, notification will be sent advising the student that the account is being turned over to a professional 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 may authorize the collection agency to litigate against the student.

How to Pay Online

(Please note that if you are using a Mac computer, the Safari browser is not compatible with the online payment system.)

1. Log onto connect.asburyseminary.edu.
2. Click on the grid menu that is located on the top blue bar.
3. In the upper right-hand corner of the screen, click on the "Portal" icon.
4. Click on the "Student Portal Homepage" link and sign in again.
5. On the left navigation sidebar, click on the "Make a payment" link.
6. Click on the "Balance" link.
7. Click on the title of the payment.
8. This should show your account balance and take you to the shopping cart. (If you are trying to pay an amount that differs from your balance due, change the amount shown to reflect the amount you want to pay.)

Please note that the second payment option is an electronic check and there is no fee for this service. The first option is to pay with a debit or credit card and a fee of 2.75% of the amount paid will be added to your amount due.

If you have trouble logging in, please contact helpdesk@asburyseminary.edu or 859.858.2100.

For questions regarding your account, contact the Business Office at business.office@asburyseminary.edu or 859.858.2286.

Asbury Inn and Suites

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. In 2015, the Inn added 22 suites in the William House building, bringing their total inventory to 49 units. Guests enjoy complimentary continental breakfast, free Wi-Fi, a fitness center, and HD Cable as a part of their stay. Reservations may be made up to 50 weeks in advance online at asburyinn.com or by calling 859.858.2156.

Discounted rates are available for enrolled students, as well as bundled rates for 5-night and 7-night stays. Additionally, special rates are available most nights for friends and family of Asbury Seminary students.

Seminary Post Office (SPO) & Campus Store

The Seminary Post Office (SPO) and Campus Store are located in the Sherman Thomas Student Center lobby. Students residing in Single Housing will automatically be assigned a SPO box at the start of the semester, but will need to stop-by the SPO counter to pick-up their key. All other students may pay \$25/year or \$15/partial year to rent a SPO box. Mail delivery is available for U.S. and intra-campus communications. United States mail is placed in the SPO mailboxes daily beginning at approximately 10:45 a.m. Intra-campus mail is put in the boxes throughout the day. The minimum size for intra-campus mail is three inches by five inches. Students will be notified by Seminary email or text message (opt-in required) when they receive a package. Packages may be retrieved during normal business hours, Monday – Friday, 8 a.m. – 5 p.m. (closed for chapel) and Saturday, 10 a.m. – Noon. When using a SPO address, place the SPO number directly after the name with the Seminary's address following. For example:

Mary Smith
ATS SPO 100
204 N. Lexington Ave.
Wilmore, KY 40390-1199

The Campus Store sells a variety of school/office supplies, Seminary apparel, logo, and gift items, as well as a selection of Seedbed books. To browse the full catalog, log on to: store.asburyseminary.edu.

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 the Seminary website, is provided by the Physical Plant administration to assist Seminary community members in reporting and responding to emergencies. Students can find the ATS Emergency Information Handbook at the following link: asburyseminary.edu/wp-content/uploads/EmergencyHandbook.pdf. 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 C 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 Student Services, 859.858.2093. 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 on the Seminary website: connect.asburyseminary.edu/departments/library/emergency-alert-response-system-ears. Log in with Asbury Connect username and password, then follow instructions to complete subscription.

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.

For further information on violent emergencies or safety regulations, please use the following link to view the Asbury Theological Seminary Emergency Information Handbook on the Seminary website:

asburyseminary.edu/wp-content/uploads/EmergencyHandbook.pdf

Missing Student 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 Ty Konopinski, Director of Student Services at 859.858.2093 or ty.konopinski@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 859.354.8771. 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

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. A brief Eucharist service is held each Monday, Tuesday, Thursday and Friday at noon in Fletcher Chapel. 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 as communion stewards, musicians, liturgists, chapel interns, etc. Email worship.coordinator@asburyseminary.edu to learn more and get involved.

You can experience Kentucky Chapel Services live through streaming audio online. To stream chapel live and download previous sermons visit asburyseminary.edu/students/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 and Fridays at 11:30 a.m. Students fellowship over lunch/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.

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!

Online Courses (ExL)

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 on Tuesdays at 5:30 p.m. and Fridays at 11:30 a.m. during the fall and spring semesters. 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
- Statement of Purpose paragraph
- 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.

International students must notify the Manager of International Student Services prior to changing degree programs.

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 859.858.2250 or admissions@asburyseminary.edu.

Enrollment Advising

Enrollment 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:

- 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 Enrollment Advisors

It is strongly suggested that students update their advisor each semester regarding their academic plans. Students can meet with their advisor by phone, email or in person. This helps the office maintain an accurate understanding of a student's academic and ministry goals.

Enrollment Advisors are located in Larabee-Morris Hall on the Kentucky Campus. On the Florida Dunnam Campus, the office is located in the main building on the first floor, in suite 109. ExL students and students attending Asbury Seminary at either our Memphis or Tulsa instructional site can connect with their Enrollment Advisor conveniently by phone, email or video conferencing.

Appointments

Drop-ins are welcome; however, availability is more likely if an appointment has been scheduled. Students may call or email to arrange an appointment. On the Florida Dunnam Campus, students should contact their advisor directly or call 407.482.7570 to set up an appointment. Online (ExL) students and students at our Memphis or Tulsa instructional sites are encouraged to make an appointment in advance directly with their Enrollment Advisor by email or phone.

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 the Ph.D. Qualifying Examination preparation and Dissertation phase, the role of academic advising responsibilities is assumed by a doctoral mentor. In addition, their academic progress is traced by the Office of Advanced Research Programs.

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@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 instructional sites in Memphis, TN and Tulsa, OK. These events vary in length based on campus location and date of visit. 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@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@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 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 integrated 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 physical campus will offer an NSO at the beginning of the fall and spring semesters. Online students are welcome to attend NSO at either campus or tune in via Facebook Live. 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.

Details on campus-specific NSO information can be found on the Seminary website by clicking on “Students” and then the “New Student Orientation” 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 at advancedresearchprograms@asburyseminary.edu.

New international students are also required to attend an additional International New Student Orientation, which is held just before New Student Orientation in the fall semester and just after New Student Orientation in the spring semester. Information about this event will be sent to students in the financial certification process. Please contact the Manager of International Services for more information at international.services@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 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 Associate Vice President of Enrollment Management and Operations 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 45 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, Dean of Chapel, 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 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 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 - Kentucky Campus or the Associate Vice President of Enrollment Management - Florida Dunnam Campus within ten (10) business days after the 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.
- See Academic Area Concerns in the Academic Information section of the Student Handbook.
- 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.

***Special Note:** If complaint concerns Director of Student Services, student will go directly to the Vice President of Enrollment Management on the Kentucky campus as it relates to the complaint.

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 appendixes 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 Associate Vice President of Enrollment Management and Operations 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 Associate Vice President of Enrollment Management and Operations 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 Associate Vice President of Enrollment Management on the Florida Dunnam Campus within the 10-day period. If deemed to be warranted, the CSD will schedule a meeting of the Discipline and Appeals Committee to 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 Associate Vice President of Enrollment Management and Operations 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.

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 on the Seminary website at asburyseminary.edu/wp-content/uploads/Sexual-Misconduct-Policy-2018.07.pdf.

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, 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.

Student Housing

The Seminary offers housing for both single and married students on the Kentucky Campus. We offer townhouses for married and single-parent families. Single students (or students attending without immediate family members) are housed in the on-campus residence halls. The Kentucky Campus is also proud to offer a limited number of pet friendly townhouses for families and single students. Our policy allows for one pet per residence with a weight limit of 35 lbs. New students receive a housing application upon applying to the Seminary; current students may request a housing application from the Office of Student Services. All applications may also be found on the Seminary website. (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 accompanied by a \$100 deposit from students who have been admitted to the Seminary. The deposit is refundable up to the point that the student accepts a housing assignment. If a student accepts an assignment and then withdraws their acceptance, they will forfeit their \$100 deposit. For family housing and pet friendly housing, an additional deposit equal to one month's rent is required at lease signing.

Seminary housing is only available for full-time students (i.e., nine credit hours for Master of Arts students during the fall and spring semesters; six credit hours for Ph.D. students). A student moving into Seminary housing must sign and abide by the corresponding rental agreement. Excluding North Maple Apartments Pet Housing, absolutely no animals/pets of any kind are permitted anywhere on Seminary property nor inside Seminary facilities (See Policy for Animals on Campus later in this section). Additionally, the following are NOT PERMITTED anywhere on Seminary property nor inside Seminary facilities:

- Weapons of any kind
- Firearms
- Flammable materials

Violation of this policy will result in immediate eviction. All students living in on-campus housing are required to sign a housing covenant that they will abide by the Seminary's Ethos statement.

Due to the demand for student housing, students will remain eligible for campus housing for a maximum of five academic years as long as they maintain a full course of study. (Student Services considers the Ph.D. dissertation phase to be a full course of study for these purposes.) The five-year limit will allow students in every academic program sufficient time to complete their coursework. After five years of residency in student housing, a student's ability to remain in Asbury Seminary housing is contingent upon availability and occupancy needs.

Students will be notified after their fifth academic year, no later than May 31, if housing is available. If space is not available, students must vacate their housing no later than July 31. This policy will take effect for all new students entering campus housing starting with the fall of 2016.

J. Ellsworth and Janet Kalas Family Housing

Asbury Theological Seminary's newest family housing consists of a total of 150 2BR/1.5 BA, 3BR/2 BA and a limited number of 4BR/3 BA units, with a living room, fully furnished kitchen (range, microwave oven, refrigerator, and dishwasher), as well as washer/dryer hookups (washer and dryer are not included). Fully furnished units are available for international students on a first come, first served 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, as well as ceramic tile vary throughout each home. All units also come with a storage room on the back porch. Several parking areas are positioned throughout the development and nearby mailboxes are marked with individual street addresses. The lessee is responsible for paying their own utilities. Please go to asburyseminary.edu/students/housing/family-housing/ for floor plans, monthly rates, and other amenities.

North Maple Apartments Pet Housing

In the Summer of 2015, the North Maple townhouses, previously known as the Beeson townhouses, were opened up to students, single or families, as a pet-friendly, on-campus housing option. The North Maple Townhouses are conveniently located right across the street from the Kentucky Campus near the Student Center. The townhomes have three bedrooms, and two full bathrooms. They offer separate living and dining areas, a full kitchen equipped with a range, oven, microwave, refrigerator, and dishwasher, and include a stackable washer and dryer that are ready to go. The homes have carpet throughout and tile in the kitchen, dining area and bathrooms. Utilities are the responsibility of the lessee. There is an extra non-refundable pet deposit of \$300 required, along with the refundable housing deposit due at the lease signing (equal to one month's rent). The application consists of two extra documents (Pet Policy and Pet Application), which must be turned in along with the initial Family Housing Application and \$100 deposit. Please note that our policy only allows ONE pet per home with a weight limit of 35 lbs.

Single Students applying for Pet Housing will fill out the family housing application along with the other required Pet forms. Also note that single students living in Pet Housing are allowed to have up to one roommate, however, our office does not sub-lease. The lessee alone will be responsible for payments and damages.

Gallaway Village

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

Asbury's newest single student residence halls, known as Gallaway Village, are located on the edge of campus. Each of these 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, study area, and small chapel 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 been an amazing on-campus residence hall for men. Grice has undergone recent renovations including new bathrooms, brand new expanded kitchens, new lobby furniture, swipe card access, new glass entry doors and signage.

Grice will serve as a secondary housing option for full-time male residents and male commuters. These residents will be housed in single rooms and some may share a bathroom with one other resident. All students will share a common area and large kitchen with a maximum of seven students.

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. Go to asburyseminary.edu/about/campuses/Florida-dunnam-campus/accommodations/ for information and pricing on area hotels and accommodations.

Commuter Housing

Housing for commuter students on the Kentucky Campus is subject to availability. Please email single.housing@asburyseminary.edu for up-to-date availability and rate information. Commuter students who stay throughout the semester will have a meal plan of three (3) meals per week. The Kentucky campus no longer offers mini-term or intensive housing in the residence halls due to the increase in occupancy.

Policy for Animals on Campus

Consistent with its obligations under state, federal, and local laws such as the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Fair Housing Act, Asbury Theological Seminary is committed to providing reasonable accommodations to persons with disabilities while ensuring the health and safety of its community, buildings, and property. This policy addresses the Seminary's requirements and expectations for service animals, emotional support animals, and other issues related to the presence of animals on campus. Questions about this policy should be addressed to the Director of Student Services.

Service Animals

Definition: A service animal is any dog that is trained, or in training, to do work for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work that the animal has been trained to do must be directly related to the person's disability. Service animals are not "pets". Animals that only provide comfort or emotional support do not qualify as service animals. Service animals should be registered in keeping with this policy before coming into any buildings, classrooms, residence halls, the dining hall, recreational facilities, and at meetings and activities on campus.

Examples of service animals include those helping someone with a vision or hearing impairment, providing non-violent protection or rescue work (but not animals simply for crime deterrence), pulling a wheelchair, assisting a person with a seizure, retrieving, providing balance and stability, and helping someone with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Service animals may not be allowed when the animal poses a substantial and direct threat to the health or safety of others, if the owner cannot effectively control the animal, if the animal is not housebroken, or if the presence of the animal fundamentally alters the nature of the program or service in which the person with a disability is participating. Such determinations are made on a case-by-case basis by the Director of Student Services.

Registering a service animal with the Student Services Office

Although individuals are not required to provide documentation or information about the nature of their disability or proof that their dog has been certified, trained, or licensed as a service dog, they should register the presence of the dog with the Student Services Office. Students who wish to bring a service animal into student housing should register the presence of the animal at least 30 days before the date they would like to bring the dog into student housing. When not readily apparent, owners may be asked to provide documentation confirming (1) that the dog is required because of a disability, and (2) what work or task the dog has been trained to perform. Animals that accompany an owner who does not have a disability, or that have not been approved by Student Services as an emotional support animal in keeping with this policy (see below), may be asked to remove the animal from campus.

Emotional Support/Therapy/Assistance Animals

Definition: An emotional support/therapy/assistance animal may provide physical assistance, emotional support, calming, stability, and other kinds of support that gives a Seminary housing resident with a mental or psychiatric disability an equal opportunity to use and enjoy Seminary housing. Emotional support animals (ESAs) are not "pets" and generally do not perform work or tasks that may otherwise qualify them as "service animals" under this policy.

Registering an ESA with the Student Services Office

Students must obtain approval for their ESA from the Director of Student Services prior to bringing their animal to campus, and should seek such approval at least 30 calendar days before the animal's anticipated arrival on campus. Students must provide reliable documentation from a licensed medical health professional, such as a qualified physician, therapist, psychologist, or psychiatrist, stating that the student is under his/her care, is disabled, and that the licensed medical health professional prescribes the ESA as part of a treatment plan for the disabling condition that alleviates symptoms or effects of the disability. Such documentation must be submitted annually and should be submitted at least 30 calendar days before the start of the academic year when feasible. The student should also identify the kind of animal for which ESA approval is being sought. Approval for an ESA is not transferable to another animal.

ESAs are accommodated to assist individuals with alleviating the symptoms of a disability and provide equal opportunities for students to enjoy residential life at Asbury Theological Seminary. ESAs are not allowed to accompany students into academic buildings or other non-residential facilities. ESAs may not be allowed when the animal poses a direct threat to the health or safety of others, if the animal causes substantial property damage or poses an undue financial burden on the Seminary, if the owner cannot effectively control the animal, if the animal is not housebroken, or if the presence of the animal fundamentally alters the nature of the Seminary's housing operations. Such determinations are made on a case-by-case basis by the Director of Student Services.

Rules of Conduct

All service and emotional support animal owners must abide by the Rules of Conduct outlined below. The Student Services Staff is responsible for ensuring that all animals and their owners abide by these guidelines.

1. Animal owner assumes all responsibility for animal actions regardless of circumstances.
2. Animals must be under the control of their owner and properly restrained at all times. Animals must be on a leash at all times when outside of their room, hall, and/or apartment. Under no circumstances are animals allowed to be unsupervised on Seminary property.
3. All animals must be crated, caged, stationed, or in terrarium/aquarium when left unattended in their room, hall, and/or apartment.
4. Animals may not be left on-campus unattended over any breaks.
5. Animal ID Tags must be worn at all times, along with a Vet issued Rabies Tag where applicable.
6. All Animals must reside with the person they are registered to.
7. All Animals must be housebroken.
8. ESAs are only allowed in animal-friendly student housing and other areas designated by the Director of Student Services.
9. ESAs are not allowed in residence hall bathrooms.
10. Animal owners are responsible for feeding, grooming, veterinary care, and cleaning up the animal's waste. Animal feces must be removed by placing the waste in a disposable/plastic bag and depositing it in an appropriate outdoor waste receptacle.
11. No animal may exhibit any aggressive behavior towards humans or other animals, as determined by the Student Services Staff on a case-by-case basis. Uncontrolled aggression will require removal of the animal by the owner.
12. Physical Plant staff will not enter a room to make repairs or spray for bugs if an animal is inside. Animal owners should call the Physical Plant at Ext. 2298 to arrange for any maintenance service.
13. Owner negligence or mistreatment of an animal will not be tolerated. The owner may be subject to disciplinary action, including the removal of the animal from campus.
14. No animal is allowed to cause undue disruption to Asbury Theological Seminary operations. Undue disruption may include, but is not limited to, excessive noise, physical harm to humans or other animals and destruction of property. The Student Services Staff reserves the right to deem any other act an undue disruption.
15. Animal owners are responsible for any damage to Seminary property that their animal may cause. This may include any flea treatment that may be needed in a residence room, hall, and/or apartment.

Issues Related to Service Animals and ESAs

Students and employees with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) should contact the Student Services Staff if they have a health or safety-related concern about exposure to ESAs or service animals. Such students and employees will be asked to provide medical documentation that confirms there is a condition(s) and identifies recommended accommodations. The Student Services Staff will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved.

The Seminary may notify other students about an ESA's presence in their room, hall, and/or apartment without disclosure of the owner's disability, and/or may require the owner to use signage notifying others of the animal's presence in the room.

Failure to comply with the Animal Policy and/or related requests of the Student Services Staff may result in a fine, disciplinary action, or additional action deemed necessary by Asbury Theological Seminary.

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. If any damages have occurred during your residency, and if your unit is left unclean, the cost will come out of your housing deposit.

Discovery of Damages (During Check Out Process)

Prior to a resident's checkout from on-campus housing, a representative of Student Services will provide detailed instructions on how to properly clean, repair and restore the unit to its original condition. 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 Seminary representative.

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' workloads 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 eligible 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:

<i>Degree Program</i>	<i>GPA</i>
M.A./M.Div.	2.0
D.Min.	3.0
D.Miss.	3.3
Th.M./Ph.D.	3.3

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

Repetitions	Counts towards attempted hours and only counts as earned hours the first time a passing grade is received.
Transfer credits	Counts towards earned hours only
Advanced Standing with Credit	Counts towards earned hours only
Failed courses	Counts towards attempted hours only

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 Record:** 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 U.S. 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 U.S., 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, or if you change your visa status within the U.S., 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 completion of 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, as students are admitted for the duration of their status (D/S). However, a student's I-20 or DS-2019 must remain valid and students must maintain their status as described in "Maintaining Your Status: Department of Homeland Security Regulations."

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 personally, or has sponsorship from other sources, the student's responsibility is to show the Manager of International Services how they will fund their degree. In this step, students must also pay an advance deposit and six months of their annual budget to the Seminary. The advance deposit will be used by the Seminary to pay the SEVIS fee on behalf of the student and to ship the I-20 or DS-2019 to the student; this portion of the advance deposit is non-refundable. Any funds remaining will be placed on the student's account for later use. Once the financial certification paperwork has been approved and the advance deposit received, the student will receive an I-20 or DS-2019 document in the mail. Students applying for J-1 status may be required to pay an additional processing fee directly to the Seminary. More information is available from the Manager of International Services.

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. For F-1 students, the fee is \$200; for J-1 students/exchange visitors, the fee is \$180. The fee is paid on behalf of the student by the Seminary, using the advance deposit paid by the student. A copy of the student's SEVIS receipt will be shipped with the I-20 or can be downloaded by the student at <http://www.fmjfee.com>.

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, "Maintaining Your Status: Department of Homeland Security Regulations."

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: <https://travel.state.gov/content/visas/en.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
- 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 that will ensure return after completion of studies; 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 should send an email message to international.services@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 must be contacted so that arrival arrangements can be made. Congratulations! At this point, students are almost ready to begin their studies at Asbury Theological Seminary. The Seminary looks forward to your arrival.

U.S.-Visit Entry/Exit System

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 I-20 or DS-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.

Maintaining Your Status: Department of Homeland Security Regulations

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.

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/>], the Department of State site [<http://www.state.gov/>], and the SEVIS site [<http://www.ice.gov/sevis/students>]. Another excellent resource for students is the Study in the States website, maintained by the Department of Homeland Security [<https://studyinthestates.dhs.gov/>].

The Manager of International Services functions in an advisory capacity for all international students and scholars. The manager serves the Seminary and the students by (1) keeping up-to-date on the daily and weekly changes in federal regulations and policy; (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.

Students must meet the following requirements to maintain their visa status:

Requirement to Keep Your Passport Valid

A student’s passport must be valid at all times and should be renewed at least six months ahead of the expiration date while students are in the United States. 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 the Manager of International Services in writing at international.services@asburyseminary.edu 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. A full course of study at Asbury Theological Seminary for Master’s level students is nine credit hours per semester; students in the PhD and ThM programs must register for at least six 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.

Federal regulations strictly limit the number of online courses students may take each semester. F-1 students may take no more than one online course each semester; J-1 students are not permitted to take online courses.

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 of International Services if they plan to leave the Seminary and the reason for doing so.

Requirement to Abide by Employment Regulations

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 and students are advised to discuss all employment with the Manager of International Services to be sure they are following the 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.

Student dependents are also subject to federal regulations governing employment. F-2 dependents are barred from any type of employment in the United States. J-2 dependents are permitted to seek employment authorization through USCIS; this requires a formal application and payment of an application fee. More details are available from the International Services Office.

Unauthorized employment of any student or dependent can lead to termination of status and mandatory departure from the United States.

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 International 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. It is essential that students apply for an extension prior to their program end date. Specific instructions and the necessary forms can be found in the International Services office.

Requirement for Changing Your Academic Program or Degree Level

F-1 students must obtain a new I-20 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 from the Manager of International Services within 15 days of beginning the new program/degree level. Specific instructions and necessary forms can be found in the International Services office.

J-1 students must obtain permission from the Manager of International Services PRIOR to any changes of program. Please be advised that J-1 students are granted visas for specific programs of study and may not be eligible for changes in program of study (e.g., from Master of Divinity to Master of Arts in Biblical Studies).

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 dependents must have current travel signatures (within one year of the date of return) on their certification documents in order to re-enter the United States. Students and scholars must complete and submit a "Travel Request Form" (available from the International Services office or online via AsburyConnect) at least five business days prior to the anticipated travel date, although students are strongly encouraged to submit the form even earlier. The letter should be completed no more than 30 days before the travel date so that it is still current during the student's travel.

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 documentation by April 15 each year. Students submit Form 8843 which is documentation of legal presence for tax purposes. Form 8843 must be completed even if student has not been employed and owes no taxes. If a student has been employed on campus, he or she may also be required to file a tax return (Form 1040-NR), even if their income is exempt from U.S. taxes due to tax treaties. The required forms are available for free at the local post office and also at public libraries in Nicholasville and Lexington during tax season; these may also be downloaded from <http://www.irs.gov>. Access is provided annually to international tax software (GlacierTax) and a tax workshop is held in February or March, to answer questions and provide instruction on completing the proper tax forms. International students are strongly encouraged to attend this workshop so that they can receive help with the required documentation.

Some students will need to pay income tax on funds received through scholarships or stipends. Any scholarship or stipend funding received over and above tuition cost will be taxed at a 14% rate. The Seminary will automatically pay these taxes on the student's behalf from his/her student account, usually in January or February each year. This will cause a debit on the student account which the student will be responsible for paying. 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. 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.

Health Insurance

All international students at Asbury Theological Seminary are required to purchase health insurance for themselves and their dependents for the duration of their studies. Documentation of coverage must be submitted to the Manager of International Services each semester. A minimum level of coverage is required; details are available from the International Services office.

J-1 Exchange Visitors and their dependents are required by law to enroll in a minimum level of coverage; failure to maintain the appropriate level of health insurance may lead to the termination of your status and your departure from the United States.

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 non-immigrant status is up to each student.

Office of the Registrar

Office of the Registrar

Registration

Students must register within the specified time as assigned by the Registrar and do so on the student portal. 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 “WF.” 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.

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 “WF” 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 “WF” 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, Provost and Vice President of Academic Affairs

Degree program oversight: M.Div.

Course oversight: IS

School of Biblical Interpretation

Dr. David R. Bauer, Dean

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

Degree program oversight: MA(BS)

Course oversight: BS, BT, IBS, NT, OT

School of Practical Theology

Dr. Tom Tumblin, Interim Dean

Faculty: Hampton, Headley, Holeman, Johnson-Miller, Kiesling, Marmon, Minger, Powers, Sims, Stratton, Tumblin

Degree program oversight: MAAS, MACE, MAL, 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, Kinghorn, Martyn, O'Malley, Peterson, Vickers, Voights, Wood

Degree program oversight: MA(TS), MASF

Course oversight: CH, CS, PH, SF, TH

School of Urban Ministries (FL)

Dr. Brian Russell, Associate Provost & Dean

Faculty: Chilcote, Frymire, Gober, Gray, Miller, Mucherera, Okello, Sierra, Vendrell

E. Stanley Jones School of World Mission and Evangelism

Dr. Gregg A. Okesson, Dean

Faculty: Kim, Meadows, Moon, Offutt, Pachuau, Russell, Tennent, Ybarrola

Degree program oversight: MAIS

Course oversight: MC, MD, ME, MH, MS

Beeson International Center for Biblical Preaching and Church Leadership

Dr. David Gyertson, Associate Provost & Dean

Degree program oversight: DMIN

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

Asbury Theological Seminary is a community called to prepare theologically educated, Spirit-filled men and women to move into the world, embodying scriptural holiness in all areas of life and service. To do this, the whole community works to create a culture of personal and professional development in which students are formed physically, academically/intellectually, emotionally, relationally, spiritually, and vocationally.

The aim of this institution-wide work is “whole life” training that encourages students to live now the life they want to personify later. Even amidst the stresses of higher education, students are encouraged to learn how to make room for godly and graceful habits, resulting in essential stewardship of self and others. The Asbury community strives to support students in both curricular and co-curricular ways to cultivate this holy love in body, mind, and spirit.

Whether students are in residence, commuting, or on-line, Asbury seeks to support and promote on campus and off campus experiences that are formational and transformational. Community practices such as participating in worship, taking a run, engaging Sabbath rest, taking on a formational class project, serving the local community, attending seminars on prayer or nutrition, committing to counseling or spiritual direction, joining a small group, and sharing in meals are made available to all students as they are able to participate. Formational opportunities are invitational and not mandated, unless they are embedded in a class syllabus. Students are encouraged to thoughtfully engage with the community in ways that support their unique personal calling, and stage of life journey.

For more information or a conversation about formational opportunities at Asbury please contact the Community Formation office at community.formation@asburyseminary.edu or 859.859.2391.

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 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 or 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;
- Honor roll or other recognition lists; and
- Graduation programs

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 graduation regalia.

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. 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
- Degrees, honors, and awards received
- 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 Area Concerns

All **grade-related complaints** must be submitted to the professor (or subsequently the dean) within one month of the posting of final grades.

The student who has a **course-related concern** [e.g., timely and substantive feedback, late work, incomplete work, interpretation of course requirements, etc.] 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 concern. 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 may file an Academic Area Concern Submission Form 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 (chaired by an associate Provost) for discussion and recommendation. The council shall invite the faculty member and the student involved 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 concern. Official documentation of all course-related concerns and resolution to same shall be housed in the Office of the Vice President of Academic Affairs/Provost.

If a student has a **general academic area concern**, the student should first talk with the appropriate professor, dean or academic administrator. If the issue is not resolved, the student may file an Academic Area Concern Submission Form with the Office of the Provost. The Provost's office will manage the concern and establish an appeal procedure parallel to that mentioned above appropriate for the concern.

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 master's 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 or to participate in group projects);
 - b) how many excused and unexcused absences will be allowed for the course; and,
 - c) how may 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 Online (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.

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 graduation application. See the Academic Calendar for current application deadlines. Graduation application deadlines are firm deadlines.

The May ceremonies on the Florida Dunnam and Kentucky campuses are for all degree completions within the academic year (Fall, January, Spring, Summer). 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, regalia, and other final processing costs.

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.

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 one week prior to the close of the term.

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.

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.

Voluntary Medical Withdrawal

Students may request to be considered for a Medical Withdrawal from all courses when extraordinary health circumstances, such as serious illness, injury, or mental health issues, prevent the student from continuing in their classes. A medical withdrawal will constitute a full withdrawal from all academic classes for the requested semester; therefore, students may wish to also consider other options such as withdrawing from individual classes through our regular withdrawal process or petitioning for incompletes prior to requesting a medical withdrawal. A medical withdrawal can only be approved for the current term in which a student is enrolled and cannot be retroactively applied to closed terms or requested for future terms. If a student is not enrolled after one academic year, they must reapply for admission to the Seminary.

A medical withdrawal can help protect a student's academic standing by preventing the student from failing all courses for the term. If a medical withdrawal is granted, a grade of "WD" will be recorded for all classes registered during the current term.

Because a medical withdrawal is not designed for financial purposes, a student is not released from their financial obligations to the Seminary. Once the medical withdrawal is approved, tuition charges for the term will be assessed based on the regular refund guidelines published in the Academic Catalog. Other financial obligations may include: fees, housing costs, outstanding tuition charges, etc. A medical leave may also impact a student's financial aid package; therefore, students are encouraged to contact the Financial Aid Office to help understand how their financial aid may be impacted by the withdrawal.

International students with a visa status sponsored by the Seminary must consult with the International Services Office prior to submitting the medical withdrawal request.

Because a medical leave constitutes a full withdrawal from the term, students are not eligible to remain in student housing once the medical withdrawal has been granted. The Housing Office will be notified, and students will be given one week from the date the withdrawal has been granted to move out of their housing unit. Students will need to contact the Housing Office to arrange a time to move out and return keys.

Procedure for Medical Withdrawal

A request for medical withdrawal is not automatically approved.

1. A student must file a completed Medical Withdrawal Request Form (available through the Registrar's Office) and return the form to the Office of the Registrar before the close of business on the last day of classes of the semester in question.
2. The student must have a licensed healthcare provider submit documentation supporting the student's request for a medical withdrawal. Failure to provide supporting documentation may result in denial of the student's request.
3. The Registrar, in consultation with the Student Services Committee, will approve or disapprove the request for a medical withdrawal and will notify the student of the decision.

Medical Withdrawal Approval

If the request for a medical withdrawal is approved, the following steps will be taken on behalf of the student:

- A medical administrative registration hold will be placed on the student's account. This means that a student will not be able to register for future terms until they have been cleared to return from medical withdrawal.
- A grade of "WD" will be entered for each course in the current term.
- The Registrar's Office will send notice to the following offices that the student has been approved for a medical withdrawal:
 - o Financial Aid Office
 - o Business Office
 - o Housing Office (if applicable)
 - o International Student Services Office (if applicable)
 - o Student Services Committee
 - o The Student's Academic Advisor

Procedure for Return to the Seminary

1. To register for future semester coursework, students must file a completed Request to Return from Medical Withdrawal Form (available through the Registrar's Office) with the Office of the Registrar.
2. Students must also provide a letter from their licensed healthcare provider which confirms the student is sufficiently able to resume his/her studies and adequately manage his/her coursework.
3. The Registrar, in consultation with the Student Services Committee, will approve or disapprove the request to return from a medical withdrawal and will notify the student of the decision. Asbury Theological Seminary expects a student returning from a medical withdrawal to be capable of pursuing academic goals without detracting from the student's well-being. In determining the student's ability to return to full academic standing, the Student Services Committee may consider the following factors:
 - The conditions that led the student to request the medical withdrawal
 - Information provided by the licensed healthcare provider
 - The appropriateness of the academic plan proposed by the student

After reviewing the request to return from medical leave, the committee will determine whether a student should:

- Be cleared to return without conditions
- Meet additional requirements as a part of their request to return

Upon returning from a medical withdrawal, students are encouraged to meet with their advisor, Financial Aid counselor, and the Housing Office (if applicable) to make sure the details for registration, finances and housing placement are in order.

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)
- All half-term courses: through the end of the third week of classes

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 “WF” 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.

Library, Information & Technology Services

Library, Information & Technology Services

From research to production and technology, the Library Help Desk provides resources and assistance from start to finish.

Contact Help Desk

Phone: 859.858.2100 (KY)
407.482.7500 (FL)
Text: 859.903.0464
Email: help.desk@asburyseminary.edu
FAQ: answers.asburyseminary.edu

Key Contacts

Paul Tippey, Dean of Library Information & Technology Services 859.858.2299
Wes Custer, Director of Instructional Services 859.858.2213

Hours of Operation

Kentucky Help Desk

Fall and Spring Term Hours

Monday and Wednesday	7:45 a.m. – 10 p.m.
Tuesday and Thursday	7:45 a.m. – 10:45 p.m. (Closed during Chapel – 10:45 – 11:45 a.m.)
Friday	7:45 a.m. – 6 p.m.
Saturday	7:45 a.m. – 5 p.m.
Sunday	Closed

For hours of operation during January or Summer terms or between terms, please visit: <https://asburyseminary.libcal.com/hours/>

Florida Dunnam Help Desk

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

Hours vary with class schedules. Please call 407.482.7500 for up to date information.

Advanced Research Policy

The library staff assists students in finding and using the library's many online databases and physical resources. Library 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 (helpdesk@asburyseminary.edu) or personal contact. Library staff members will follow up with some form of answer within one business day.

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 at,

(https://drive.google.com/a/asburyseminary.edu/file/d/1Kkg_K9tZYKQLXLJzL3N0uCFirXZ8on78ue_7NkuiRbDdGPBoXcbCo7kiHB6T/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.

Institutional Review Board (IRB)

The IRB is currently coordinated through the BL Fisher Library. A website (guides.asburyseminary.edu/irb) provides information and videos for the process, questions can be asked through email at irb@asburyseminary.edu or in person by stopping at the Help Desk.

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>.

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.

Research Assistance

The library staff is available to help both on-campus and online students find the resources that they need within the Library's online databases and physical resources. The library offers workshops in the use of library databases and citation software. Research appointments are available to assist with specialized research needs. For assistance, please contact the library via phone, email, text, or personal contact. Library staff will respond within one business day. Please see the library website for our workshop schedule and to register for research appointments. For assistance outside of business hours, please see our FAQ.

Special Collections & Scholarly Communications

Scholarly Communications and Special Collections, on the lower floor of the library, is available to help with archival research in our Archives and Special Collections and to assist doctoral students with advanced research questions through the work of the Scholarly Communications Librarian. The Scholarly Communications Librarian also works to help cover any copyright issues on campus and oversees First Fruits Press, Asbury's Open Access Press where you can download hundreds of books for free. He also edits *The Asbury Journal*, the Seminary's academic journal. The lower floor of the library is the quiet floor for studying, but there are also temporary exhibits in the archive's reading room displaying some of the material from our collections. You are always welcome to visit and ask questions when we are open, usually from 8:30 am to 12:00 pm, and often in the afternoons as well.

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 library Help Desk during normal business hours (8am-4pm). Guest passes for spouses and Seminary family members over 18 are also available at the Help Desk. Initial ID cards are free to Seminary staff and faculty. Community guest cards and replacement cards are \$10.00. Photographs can be updated in the computer system at any time.

Study Rooms

Study rooms can be reserved for groups of two or more. Otherwise, they are available on a first come, first served basis. Please visit <http://asbury.to/studyroom> to reserve a study room today.

Technology Support Services

Students needing assistance with their personal computers should access the information on the library home page. Library Instructional Services provides computer labs, web printing, and answers/troubleshooting for general questions. Visit <http://guides.asburyseminary.edu/home> and click on the "Get Help" link for more information. The library provides general troubleshooting and screening for viruses and updates. A list of referrals is available for further assistance as needed.

Writing Center

The Writing Center offers help with any aspect of the writing process: brainstorming, thesis development, organization, structure, grammar, style. Students can sign up for a one-on-one consultation with a consultant to get personalized help with writing skills. The Writing Center is located on the main floor of the B.L. Fisher Library, and online services are available for students in Florida, Memphis, and elsewhere. Appointments can be made through the website; go to asbury.to/writingcenter and click on Register for an appointment.

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 hidden 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.

Community Formation Programs

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.

Community Garden

The Community Garden aims to provide produce for every table in the Seminary community. Food is shared freely through U-pick 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 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 Philippiian Fund.

Office of Chapel and Formation

On the Florida Dunnam campus, the Office of Chapel and Formation work in unison to minister to students and our community both on campus and at a distance. Through the ministry of Chapel, we recognize that “Worship is the central act of the people of God.” Because we recognize the vital role that worship plays in formation, chapel services are held at times that align with our Hybrid, Intensive and weekly classes. We seek to ensure an opportunity for worship and a shared meal for students participating in any course offered on our campus, regardless of its method of delivery. 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.

The Office of Chapel and Formation of the Florida Dunnam campus also provides ongoing ministry to all aspects of community, with special attention to the experience of the post-traditional student. This means that formation and community are cultivated within the classroom and every dimension of our life and work together. 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.

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 courses that build a connection between worship and missions, and short-term mission trips (i.e. courses to Costa Rica).

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 Asbury Latino Center 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 Philippiian Fund assists students who face unforeseen financial emergencies. Funds are not dispersed to pay normal household expenses.

Campus Community

AsburyConnect is the core communication medium. Additional information is shared through the monthly campus newsletter and on bulletin boards.

Latino Ministry Formation Program (LMFP)

The Latino Ministry Formation 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. LMFP also affords other opportunities for growth and learning through chapel services, workshops, and conferences.

Online Courses (ExL™)

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 chapel through Asbury's Live Chapel streaming service and through the chapel archives. 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 5:30pm and Fridays at 11:30am. Both Kentucky and Florida Dunnam chapel services are recorded and available to listen to on iTunes.

Counseling, Support, and Care Resources

Counseling and care resources are available for students and student families faced with issues that require external wisdom and care. Contact the Office of Community Formation (859.858.2391) 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

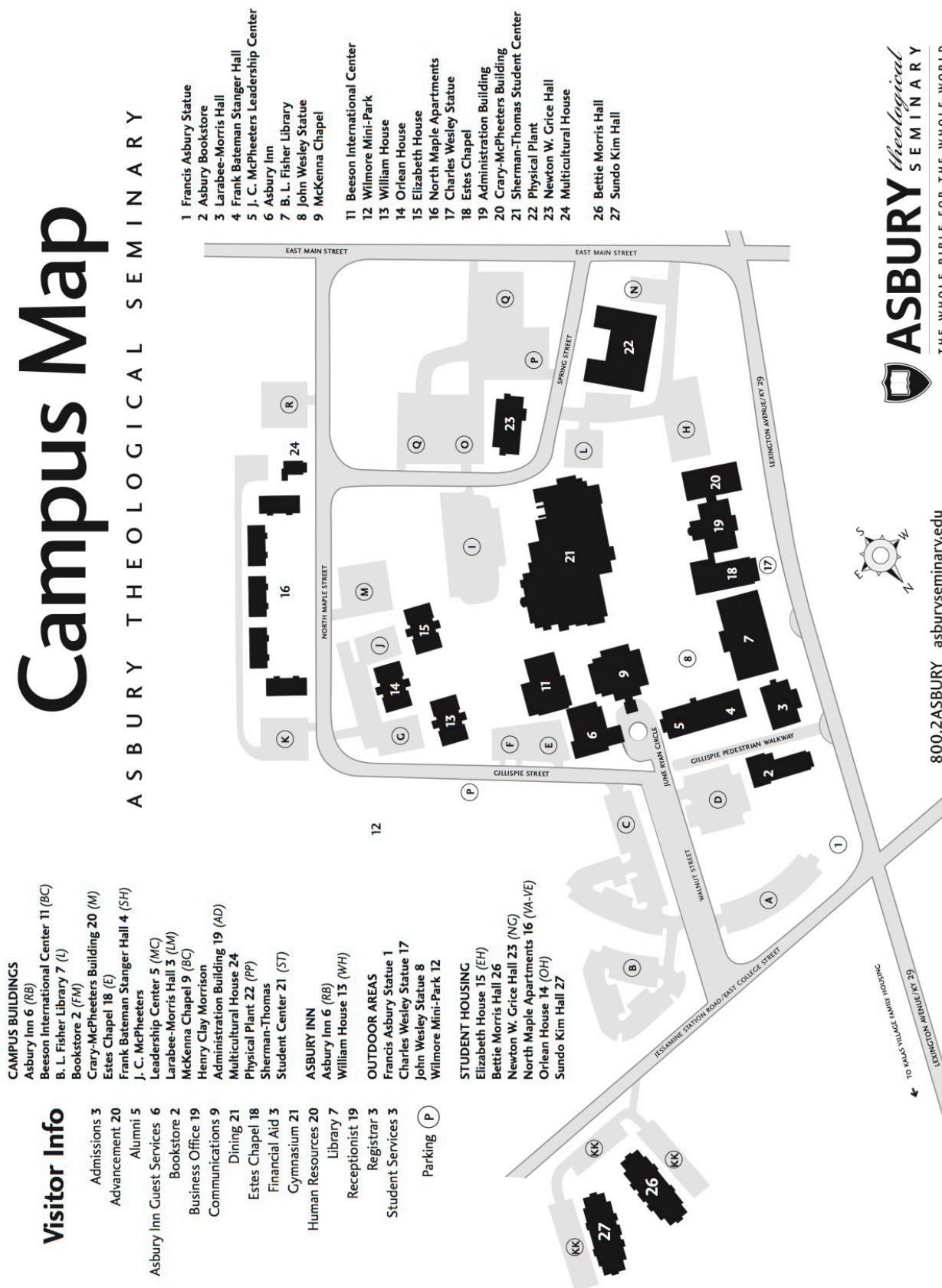
Asbury Theological Seminary offers all students varied opportunities for ecumenical and multicultural interactions. ExL™ courses provide the student with a wide array of both in the online environment. Because ExL™ courses subscribe to the "anytime, anywhere learning" model, students learn from each 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 AsburyConnect. Information is shared for community formation events through the Community Formation portal on asburyseminary.edu and various Facebook groups (Asbury Seminary Community Group, Asbury Theological Seminary Students, Asbury Seminary Community Formation) Students also have the opportunity to connect and build community through the Prayer Forum and Open Forum located in every online classroom. Other means of information delivery include email, the AsburyConnect forums, and the weekly news from Communications: Seminary Spotlight and Community News. All of these serve as a method of connecting all students together as the student body of Asbury Theological Seminary.

Campus Maps

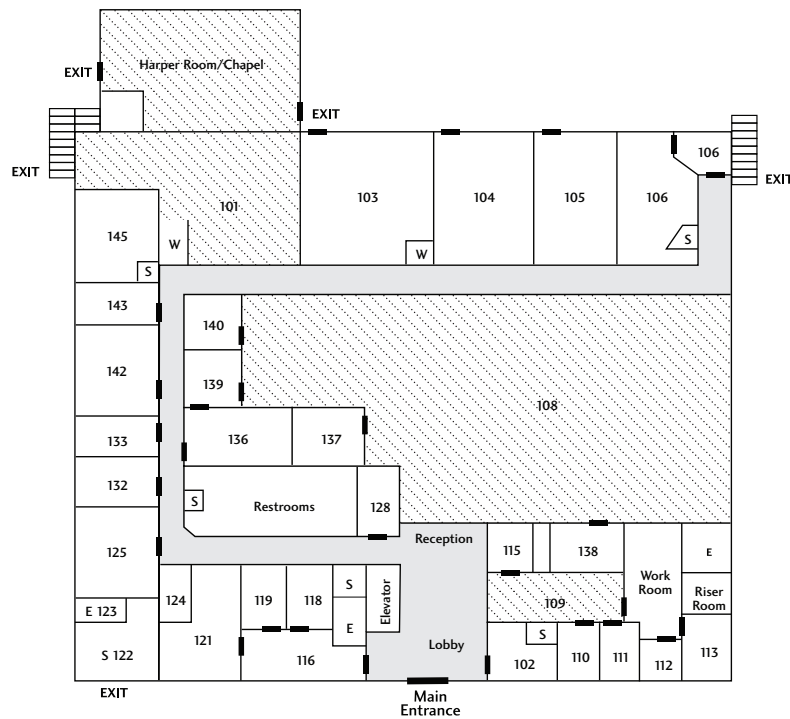
Kentucky Campus Map



Florida Campus Map

ASBURY THEOLOGICAL SEMINARY

Campus Map

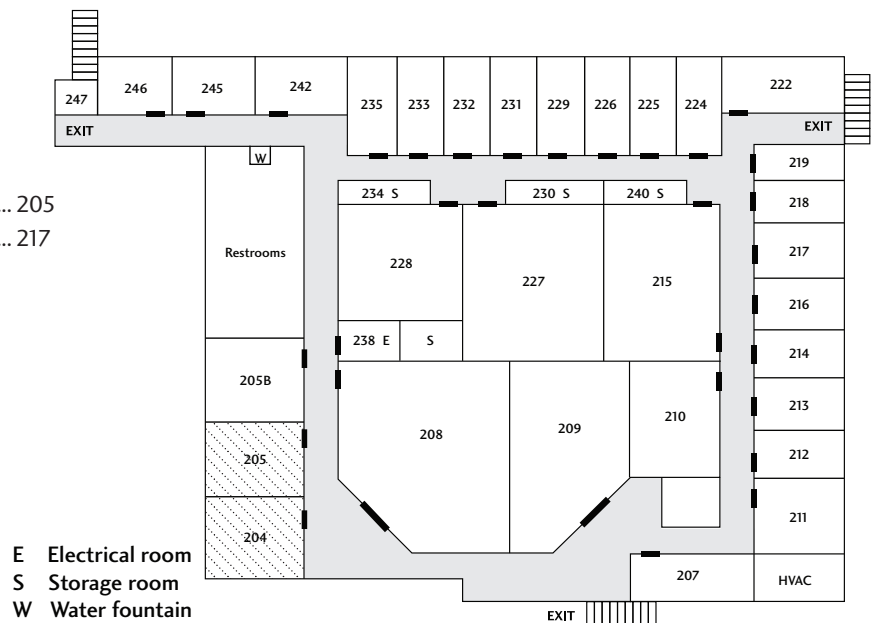


FIRST FLOOR

Board Room.....	125
Asbury Latino Center	133
Harry Hoosier Institute.....	138
Student Success Center	108
Justo & Catherine	
Gonzalez Resource Center	136
LMFP Office	143
Prayer Room	128
Student Lounge.....	101
Student Services/Reception Area.....	109
Administration Suite	116

SECOND FLOOR

Dean of SUM Suite	205
OFWE Office.....	217



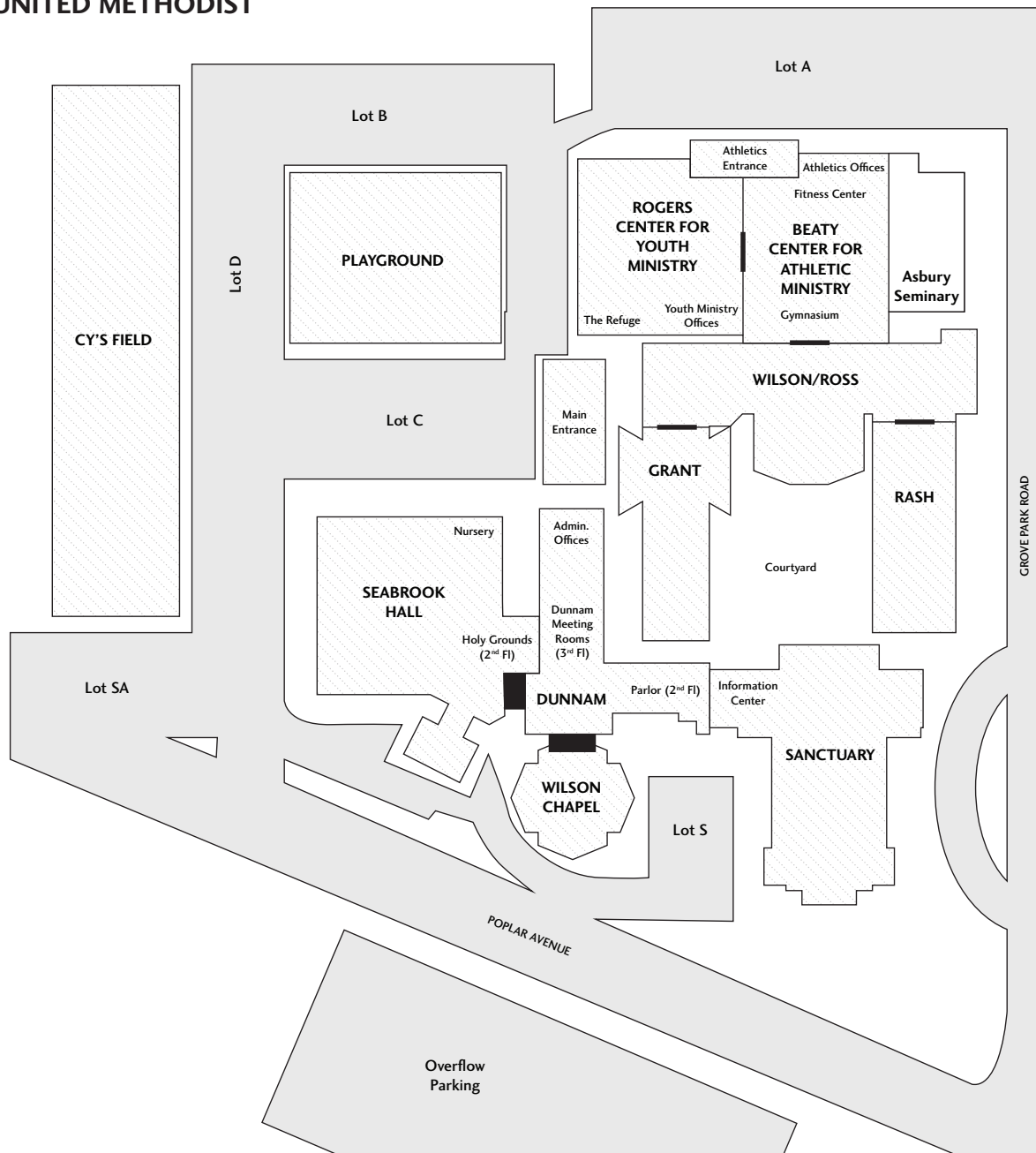
E Electrical room
S Storage room
W Water fountain

Memphis Campus Map

ASBURY THEOLOGICAL SEMINARY

Campus Map

CHRIST CHURCH
UNITED METHODIST

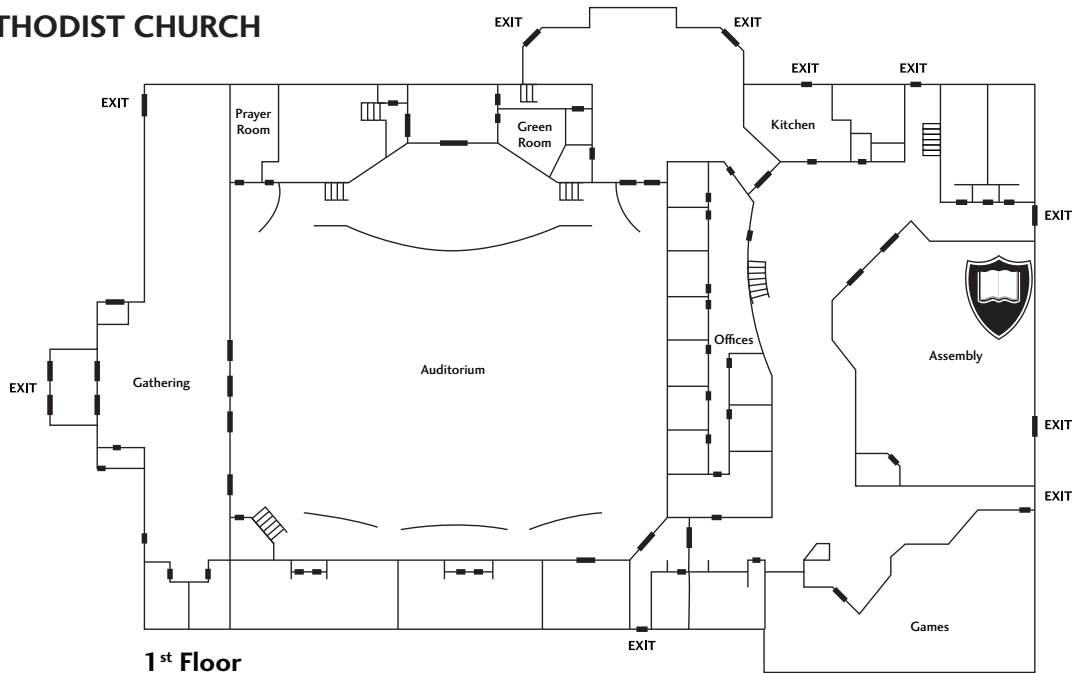


Tulsa Campus Map

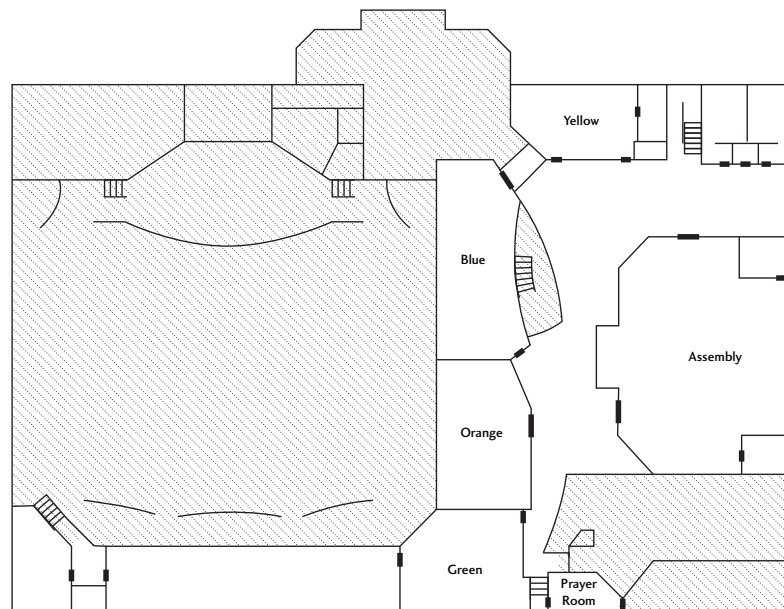
ASBURY THEOLOGICAL SEMINARY

Campus Map

ASBURY UNITED METHODIST CHURCH



1st Floor



2nd Floor

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.

Operator	Kentucky Campus	Florida Dunnam Campus
	859.858.3581	407.482.7500
Academic Affairs	859.858.2206	407.482.7588
Admissions	859.858.2253	407.482.7570
Advancement	859.858.2305	407.482.7585
Alumni	859.858.2085	
Asbury Inn	859.858.2156	
Beeson Center	859.858.2072	
Business Office	859.858.2286	
Career Development	859.858.2097	
Chapel Office	859.858.2198	407.482.7669
Communications	859.858.2120	
Community Formation	859.858.2391	
Dining Services	859.858.2295	
Distributed Learning	859.858.2135	
Enrollment	859.858.2272	407.482.7570
ESJ School of World Mission & Evangelism	859.858.2261	
Financial Aid	859.858.2319	
Human Resources:	859.858.2221	
Library Help Desk	859.858.2100	
Physical Plant	859.858.2298	
Postgraduate Studies	859.858.2077	
President's Office	859.858.2202	
Registrar	859.858.2197	
School of Biblical Interpretation	859.858.2344	
School of Counseling	859.858.2220	
School of Practical Theology/Mentored Ministry	859.858.2061	
School of Theology and Formation	859.858.2194	
School of Urban Ministries		407.482.7588
Seminary Post Office (SPO)	859.858.2294	
Spouse and Family Ministries	859.858.2391	
Student Services	859.858.2097	407.482.7570
Switchboard	859.858.3581	407.482.7500
Weather Information	859.858.2020	

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 the week prior to the start of classes in both the fall and spring semesters. This two-day event is hosted by the Office of Student Services. During NSO students are placed into student led groups with Transition and Guidance (TAG) leaders who assist the new students in their transition into the Seminary community.

During orientation students will attend breakout sessions that will better explain the business of being a student, AsburyConnect and the student portal, and the Ethos Statement. Also included is a guided campus tour and welcoming worship service among a host of other events. NSO is a perfect introduction to the Asbury Seminary community and will enable all who attend to have an easier transition into the Seminary. Spouses are strongly encouraged to attend any NSO events. Childcare is provided in the Community House for the duration of orientation activities.

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, a busy hub of activity on campus, provides a place for physical activity, community, study and rest. The comfortable lobby has a fireplace, large screen TVs, coffee kiosk, complimentary wireless internet and a front desk that is staffed during all open hours. The Student Center is home to the following:

Full-court basketball gymnasium	Student Post Office (SPO)
Weight room	Campus Store
Cardio room	Stanger Prayer Chapel
Racquetball courts	Stevens-Pike and Cordelia dining rooms
Fitness studio	*open for lunch during fall and spring semesters
Conference Room	Locker rooms
Two furnished patios	Space for gymnastics and karate lessons

Students and their families must present their campus ID at the front desk to gain access to the facilities. Children under the age of 16 years old must be accompanied by an adult at all times; children under the age of 12 are not permitted beyond the gymnasium.

Health and Wellness

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. Our mission at Asbury Theological Seminary Fitness is to empower you on your journey toward whole-person holiness through physical fitness and nutrition, one step at a time. Everything that we do and every program that we offer is designed to equip you to embrace a healthy lifestyle amidst a busy schedule.

We offer a variety of Group Exercise classes for all fitness levels, certified personal training, Nutrition Lunch & Learn sessions, intramural sports, fitness challenges and events, such as the Wesley Waddle 10K5K. All students and spouses receive three free 60-minute personal training sessions, as well as discounted single sessions and packages.

Workout DVDs, sports equipment, and other amenities are available via complimentary checkout at the front desk of the Student Center. For more information, please visit our website at asburyseminary.edu/fitness or email us at

fitness@asburyseminary.edu.

Intramural Sports

Intramural sports teams are offered in the spring, summer, and fall and are organized by the Student Services office. Sports offered include volleyball, basketball, indoor soccer, flag football, ultimate frisbee, and more. Team sports are divided via a draft. Once signed up, participants will receive an email from their team captain about game times when 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 intramurals to the Hospitality Assistant at the front desk of the Student Center.

Student Center Hours

Monday-Thursday:	7 a.m.–10 p.m.
Friday:	7 a.m.–10 p.m.
Saturday:	9 a.m.–6 p.m.
Sunday:	Closed

*Hours are subject to change for summer schedule and due to holidays and inclement weather.

Campus Parking

All faculty, staff and students must have a registered parking permit. Parking permits may 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 for visitor parking.

Student Housing

The Seminary offers housing for both single and married students on the Kentucky Campus. We offer townhouses for married and single-parent families. Single students (or students attending without immediate family members) are housed in the on-campus residence halls. The Kentucky Campus is also proud to offer a limited number of pet friendly townhouses for families and single students. Our policy allows for one pet per residence with a weight limit of 35 lbs. New students receive a housing application upon applying to the Seminary; current students may request a housing application from the Office of Student Services. All applications may also be found on the Seminary website. (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 accompanied by a \$100 deposit from students who have been admitted to the Seminary. The deposit is refundable up to the point that the student accepts a housing assignment. If a student accepts an assignment and then withdraws their acceptance, they will forfeit their \$100 deposit. For family housing and pet friendly housing, an additional deposit equal to one month's rent is required at lease signing.

Seminary housing is only available for full-time students (i.e., nine credit hours for Master of Arts students during the fall and spring semesters; six credit hours for Ph.D. students). A student moving into Seminary housing must sign and abide by the corresponding rental agreement. Excluding North Maple Apartments Pet Housing, absolutely no animals/pets of any kind are permitted anywhere on Seminary property nor inside Seminary facilities (See Policy for Animals on Campus later in this section). Additionally, the following are NOT PERMITTED anywhere on Seminary property nor inside Seminary facilities:

- Weapons of any kind
- Firearms
- Flammable materials

Violation of this policy will result in immediate eviction. All students living in on-campus housing are required to sign a housing covenant that they will abide by the Seminary's Ethos Statement.

Due to the demand for student housing, students will remain eligible for campus housing for a maximum of five academic years as long as they maintain a full course of study. (Student Services considers the Ph.D. dissertation phase to be a full course of study for these purposes.) The five-year limit will allow students in every academic program sufficient time to complete their coursework. After five years of residency in student housing, a student's ability to remain in Asbury Seminary housing is contingent upon availability and occupancy needs.

Students will be notified after their fifth academic year, no later than May 31, if housing is available. If space is not available, students must vacate their housing no later than July 31. This policy took effect for all new students entering campus housing starting in the fall of 2016.

J. Ellsworth and Janet Kalas Family Housing

Asbury Theological Seminary's newest family housing consists of a total of 150 2BR/1.5 BA, 3BR/2 BA and a limited number of 4BR/3 BA units, with a living room, fully furnished kitchen (range, microwave oven, refrigerator, and dishwasher), as well as washer/dryer hookups (washer and dryer not included). Fully furnished units are available for international students on a first come, first served 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, as well as ceramic tile vary throughout each home. All units also come with a storage room on the back porch. Several parking areas are positioned throughout the development, and nearby mailboxes are marked with individual street addresses. The lessee is responsible for paying their own utilities. Please go to asburyseminary.edu/students/housing/family-housing/ for floor plans, monthly rates, and other amenities.

North Maple Apartments Pet Housing

In the Summer of 2015, the North Maple townhouses, previously known as the Beeson townhouses, were opened up to students, single or families, as a pet-friendly, on-campus housing option. The North Maple Townhouses are conveniently located right across the street from the Kentucky Campus near the Student Center. The townhomes have three bedrooms, and two full bathrooms. They offer separate living and dining areas, a full kitchen equipped with a range, oven, microwave, refrigerator, and dishwasher, and include a stackable washer and dryer that are ready to go. The homes have carpet throughout and tile in the kitchen, dining area and bathrooms. Utilities are the responsibility of the lessee. There is an extra non-refundable pet deposit of \$300 required, along with the refundable housing deposit due at the lease signing (equal to one month's rent). The application consists of two extra documents (Pet Policy and Pet Application), which must be turned in along with the initial Family Housing Application and \$100 deposit. Please note that our policy only allows ONE pet per home with a weight limit of 35 lbs.

Single Students applying for Pet Housing will fill out the family housing application along with the other required Pet forms. Also note that single students living in Pet Housing are allowed to have up to one roommate, however, our office does not sub-lease. The lessee alone will be responsible for payments and damages.

Gallaway Village

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

Asbury's newest single student residence halls, known as Gallaway Village, are located on the edge of campus. Each of these 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, study area, and small chapel 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 been an amazing on-campus residence hall for men. Grice has undergone recent renovations including new bathrooms, brand new expanded kitchens, new lobby furniture, swipe card access, new glass entry doors and signage.

Grice will serve as a secondary housing option for full-time male residents and male commuters. These residents will be housed in single rooms and some may share a bathroom with one other resident. All students will share a common area and large kitchen with a maximum of seven students.

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. Go to asburyseminary.edu/about/campuses/Florida-dunnam-campus/accommodations/ for information and pricing on area hotels and accommodations.

Commuter Housing

Housing for commuter students on the Kentucky Campus is subject to availability. Please email single.housing@asburyseminary.edu for up-to-date availability and rate information. Commuter students who stay throughout the semester will have a meal plan of three (3) meals per week. The Kentucky campus no longer offers mini-term or intensive housing in the residence halls due to the increase in occupancy.

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 Asbury Inn directly for prices and availability.

Policy for Animals on Campus

Consistent with its obligations under state, federal, and local laws such as the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Fair Housing Act, Asbury Theological Seminary is committed to providing reasonable accommodations to persons with disabilities while ensuring the health and safety of its community, buildings, and property. This policy addresses the Seminary's requirements and expectations for service animals, emotional support animals, and other issues related to the presence of animals on campus. Questions about this policy should be addressed to the Director of Student Services.

Service Animals

Definition: A service animal is any dog that is trained, or in training, to do work for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work that the animal has been trained to do must be directly related to the person's disability. Service animals are not "pets". Animals that only provide comfort or emotional support do not qualify as service animals. Service animals should be registered in keeping with this policy before coming into any buildings, classrooms, residence halls, the dining hall, recreational facilities, and at meetings and activities on campus.

Examples of service animals include those helping someone with a vision or hearing impairment, providing non-violent protection or rescue work (but not animals simply for crime deterrence), pulling a wheelchair, assisting a person with a seizure, retrieving, providing balance and stability, and helping someone with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Service animals may not be allowed when the animal poses a substantial and direct threat to the health or safety of others, if the owner cannot effectively control the animal, if the animal is not housebroken, or if the presence of the animal fundamentally alters the nature of the program or service in which the person with a disability is participating. Such determinations are made on a case-by-case basis by the Director of Student Services.

Registering a service animal with the Student Services Office

Although individuals are not required to provide documentation or information about the nature of their disability or proof that their dog has been certified, trained, or licensed as a service dog, they should register the presence of the dog with the Student Services Office. Students who wish to bring a service animal into student housing should register the presence of the animal at least 30 days before the date they would like to bring the dog into student housing. When not readily apparent, owners may be asked to provide documentation confirming (1) that the dog is required because of a disability, and (2) what work or task the dog has been trained to perform. Animals that accompany an owner who does not have a disability, or that have not been approved by Student Services as an emotional support animal in keeping with this policy (see below), may be asked to remove the animal from campus.

Emotional Support/Therapy/Assistance Animals

Definition: An emotional support/therapy/assistance animal may provide physical assistance, emotional support, calming, stability, and other kinds of support that gives a Seminary housing resident with a mental or psychiatric disability an equal opportunity to use and enjoy Seminary housing. Emotional support animals (ESAs) are not "pets" and generally do not perform work or tasks that may otherwise qualify them as "service animals" under this policy.

Registering an ESA with the Student Services Office

Students must obtain approval for their ESA from the Director of Student Services prior to bringing their animal to campus, and should seek such approval at least 30 calendar days before the animal's anticipated arrival on campus. Students must provide reliable documentation from a licensed medical health professional, such as a qualified physician, therapist, psychologist, or psychiatrist, stating that the student is under his/her care, is disabled, and that the licensed medical health professional prescribes the ESA as part of a treatment plan for the disabling condition that alleviates symptoms or effects of the disability. Such documentation must be submitted annually and should be submitted at least 30 calendar days before the start of the academic year when feasible. The student should also identify the kind of animal for which ESA approval is being sought. Approval for an ESA is not transferable to another animal.

ESAs are accommodated to assist individuals with alleviating the symptoms of a disability and provide equal opportunities for students to enjoy residential life at Asbury Theological Seminary. ESAs are not allowed to accompany students into academic buildings or other non-residential facilities. ESAs may not be allowed when the animal poses a direct threat to the health or safety of others, if the animal causes substantial property damage or poses an undue financial burden on the Seminary, if the owner cannot effectively control the animal, if the animal is not housebroken, or if the presence of the animal fundamentally alters the nature of the Seminary's housing operations. Such determinations are made on a case-by-case basis by the Director of Student Services.

Rules of Conduct

All service and emotional support animal owners must abide by the Rules of Conduct outlined below. The Student Services Staff is responsible for ensuring that all animals and their owners abide by these guidelines.

1. Animal owner assumes all responsibility for animal actions regardless of circumstances.
2. Animals must be under the control of their owner and properly restrained at all times. Animals must be on a leash at all times when outside of their room, hall, and/or apartment. Under no circumstances are animals allowed to be unsupervised on Seminary property.
3. All animals must be crated, caged, stationed, or in terrarium/aquarium when left unattended in their room, hall, and/or apartment.
4. Animals may not be left on-campus unattended over any breaks.
5. Animal ID Tags must be worn at all times, along with a Vet issued Rabies Tag where applicable.
6. All Animals must reside with the person they are registered to.
7. All Animals must be housebroken.
8. ESAs are only allowed in animal-friendly student housing and other areas designated by the Director of Student Services.
9. ESAs are not allowed in residence hall bathrooms.
10. Animal owners are responsible for feeding, grooming, veterinary care, and cleaning up the animal's waste. Animal feces must be removed by placing the waste in a disposable/plastic bag and depositing it in an appropriate outdoor waste receptacle.
11. No animal may exhibit any aggressive behavior towards humans or other animals, as determined by the Student Services Staff on a case-by-case basis. Uncontrolled aggression will require removal of the animal by the owner.
12. Physical Plant staff will not enter a room to make repairs or spray for bugs if an animal is inside. Animal owners should call the Physical Plant at Ext. 2298 to arrange for any maintenance service.
13. Owner negligence or mistreatment of an animal will not be tolerated. The owner may be subject to disciplinary action, including the removal of the animal from campus.
14. No animal is allowed to cause undue disruption to Asbury Theological Seminary operations. Undue disruption may include, but is not limited to, excessive noise, physical harm to humans or other animals and destruction of property. The Student Services Staff reserves the right to deem any other act an undue disruption.
15. Animal owners are responsible for any damage to Seminary property that their animal may cause. This may include any flea treatment that may be needed in a residence room, hall, and/or apartment.

Issues Related to Service Animals and ESAs

Students and employees with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) should contact the Student Services Staff if they have a health or safety-related concern about exposure to ESAs or service animals. Such students and employees will be asked to provide medical documentation that confirms there is a condition(s) and identifies recommended accommodations. The Student Services Staff will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved.

The Seminary may notify other students about an ESA's presence in their room, hall, and/or apartment without disclosure of the owner's disability, and/or may require the owner to use signage notifying others of the animal's presence in the room.

Failure to comply with the Animal Policy and/or related requests of the Student Services Staff may result in a fine, disciplinary action, or additional action deemed necessary by Asbury Theological Seminary.

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. If any damages have occurred during your residency, and if your unit is left unclean, the cost will come out of your housing deposit.

Discovery of Damages (During Check Out Process)

Prior to a resident's checkout from on-campus housing, a representative of Student Services will provide detailed instructions on how to properly clean, repair and restore the unit to its original condition. 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 Seminary representative.

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 or the Asbury Inn & Suites for breakfast at no additional cost. These meals are pre-loaded onto the student's ID card and expire at the end of each week. Commuting students receive flex dollars for three (3) meals per week on their student ID (3 meals @ \$7/meal=\$294 in flex dollars to be put on the card). Please note that flex dollars may not be redeemed at Asbury Inn & Suites for breakfast. Students wishing to upgrade their included meals, may do so at the following price points (prices are for the 2018-19 school year) by contacting the Office of Student Services before add/drop each semester:

10 weekly meals or 125 block meals: \$550

15 weekly meals or 165 block meals: \$810

Weekly meals offer the most overall meals during the 14 week semesters (no meals are served during fall & spring reading weeks) however, 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 or breakfast at the Asbury Inn & Suites.

Residents of Seminary family housing and pet housing receive \$150 in flex dollars (a declining balance account) per household, per semester (fall & spring), pre-loaded onto their student-ID to be used in the Seminary Dining Hall only. 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 academic 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 2018-19 are as follows: \$7.00 for adults, \$3.50 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 in their possession at 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 receive 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.

The Asbury Seminary Healing Academy’s 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, alumni and AU affiliates 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 Formation on the Kentucky Campus. For more information about getting involved in the ministry of the Healing Academy, contact Rev. Peg Hutchins at peg.hutchins@asburyseminary.edu.

Student Leadership Council (SLC)

The Student Leadership Council is located on the Kentucky Campus and exists to develop 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 Student Leadership Council consists of four student interns and other student volunteers. Each intern oversees initiatives designed to develop servant-leadership skills in other students.

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 four appointments. Private practitioners graciously reduce rates and make space for students in need.

Students desiring counseling support will contact the Office of Community Formation to book an appointment with Rev. Peg Hutchins, Director of Community Formation. 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	Associate Vice President of the Florida Dunnam Campus
Mr. Eric Currie	Associate Vice President of Enrollment Management & Operations
Dr. Brian Russell	Associate Provost & Dean of School of Urban Ministries
Mr. Bill Tillmann	Development Officer
Rev. Lizette Acosta	Director of Latino Ministry Formation Program
Mr. Danny Roman-Gloro	Director of Asbury Hispanic Initiative
Rev. Mark Abbott, PhD	Director of Hispanic Distributed Learning
Mrs. Lillyan Vargas	Coordinator for the Areas of Mentored Ministry, Counseling, and Pastoral Care
Mrs. Keyla Gonzalez	Chief of Staff, Florida Dunnam Campus
Mrs. Damaris Bauz6	Administrative Assistant to the Associate Provost and the Dean of the School of Urban Ministries
Mr. Hector Nieves	Administrative Assistant, Enrollment Managements
Dr. Jeff Frymire	Dean of Chapel
Rev. Dawn Salmons	Worship Leader
Mr. Matthew Russell	Enrollment Advisor
Mr. Otto Alvarez	Building & Grounds Foreman
Mrs. Maria Ortiz	Coordinator for Thriving in Ministry Department

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. From that experience, a variety of options emerge for becoming involved in the community.

Campus Communication

AsburyConnect is the core communication medium for the campus. Additional information is shared through the weekly campus calendar, chapel bulletins and monthly newsletter. Bulletin boards are also used to post other kinds of information.

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.

