

# STUDENT HANDBOOK

# 2021- 2022



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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.

Asbury Theological Seminary also operates three extension sites in Memphis, TN; Tulsa, OK; and Colorado Springs, CO. Each extension site is licensed by the state in which it resides. The Memphis site is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission and the Tulsa site is authorized by the Oklahoma State Regents for Higher Education Commission. The Colorado Springs site is authorized as a religious training institution by the Colorado Commission on Higher Education.

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 stylized with a large, sweeping loop at the top and a cursive script below.

Kevin Bish  
Vice President of Enrollment Management and Student Services





# Table of Contents

<b>2021 -2022 Academic Calendar</b> .....	9	Inclement Weather .....	30
Semester Overview .....	9	Power Outage .....	30
Fall Semester 2021 .....	9	Dress Code .....	31
January Term 2022 .....	10	Emergency and Safety .....	31
Spring Semester 2022 .....	10	Threats of Violence .....	31
Summer Semester 2022 .....	11	Missing Student Policy .....	32
Fall Semester 2022 .....	11	<b>Chapel</b> .....	34
January 2023 Term.....	11	Kentucky Campus.....	34
Spring Semester 2023.....	12	Florida Dunnam Campus.....	34
Summer Semester 2023.....	12	Asbury Seminary Global .....	35
<b>Statement of Faith</b> .....	14	<b>Admissions</b> .....	37
<b>Ethos Statement</b> .....	17	Adding a Second Graduate Degree.....	37
Application of Wesley's General		Changing Degree Plan.....	37
Rules as a Covenantal Community.....	18	Postgraduate Studies or D.Min.....	37
<b>Mission Statement</b> .....	20	Enrollment Advising .....	37
<b>Historical Statement</b> .....	22	Meeting with Enrollment Advisors .....	38
<b>General Information</b> .....	24	Appointments .....	38
Campus Locations.....	24	ARP Advising.....	38
Kentucky Campus.....	24	Scheduling Campus Visits for Friends or Family .....	38
Florida Dunnam Campus.....	24	Classroom Visitor Policy.....	38
Asbury Seminary Global .....	25	Experience Asbury Days.....	39
Extension Sites .....	26	Volunteer for Admissions Events.....	39
Tennessee.....	26	<b>Student Services</b> .....	41
Oklahoma .....	26	New Student Orientation .....	41
Colorado.....	26	Student Health Insurance .....	41
Communications.....	27	Confidentiality.....	42
Email .....	27	Grievances, Discipline and Restoration .....	42
AsburyConnect .....	27	Grievance Policy.....	42
AsburyConnect App.....	27	Community-Based Restoration .....	42
Student Portal .....	27	Student Grievances, Discipline and Restoration.....	42
Community News.....	27	Restoration Plan .....	42
Business Office - Kentucky Campus.....	28	Procedures for Processing	
Office Hours.....	28	Grievances, Discipline and Restoration Matters..	43
Billing Information .....	28	Discontinuance Policy.....	45
Payment of Fees .....	28	General Complaint Process for Students.....	46
Overdue Account Policy.....	28	Appeal Policy and Procedures.....	46
How to Pay Online.....	29	Appeal Process and Procedure .....	47
Asbury Inn and Suites.....	29	Student Records.....	47
Seminary Post Office (SPO) & Campus Store .....	30	Harassment and Discrimination .....	47
Holiday Closing Schedule:.....	30	Student Housing.....	48
Seminary Holidays .....	30	J. Ellsworth and Janet Kalas Family Housing.....	49
		Pet Housing .....	49
		Gallaway Village.....	49
		Grice Hall.....	49

Orlean House.....	49	Requirement to Maintain Status as a Full-Time Student.....	63
Elizabeth House .....	50	Requirement to Report Departure Date and Reason to the Manager .....	63
Florida Dunnam Accommodations.....	50	Requirement to Abide by Employment Regulations .....	63
Commuter Housing .....	50	Requirement to Give Notice of Intent to Attend Another School.....	64
Campus Housing Guest Policy .....	50	Requirement to Apply for an Extension of Program.....	64
Family/Pet Housing Guests .....	50	Requirement for Changing Your Academic Program or Degree Level .....	64
Single Housing Guests.....	51	Requirement for Receiving Authorization to Travel .....	64
Policy for Animals on Campus .....	51	Requirement to Provide Documentation of Dependents.....	64
Service Animals.....	51	Tax—Income Tax .....	65
Registering a service animal with the Student Services Office.....	51	Health Insurance.....	65
Emotional Support/Therapy/ Assistance Animals .....	52	<b>Office of the Registrar</b> .....	67
Registering an ESA with the Student Services Office .....	52	Registration.....	67
Rules of Conduct .....	52	Registration Changes.....	67
Issues Related to Service Animals and ESAs .....	53	Withdrawal from Classes .....	67
Excessive Damage Policy.....	53	Withdrawal from Seminary.....	67
Discovery of Damages (During Check Out Process) .....	53	Course Load and Enrollment Status.....	67
Discovery of Damages (During Routine Maintenance Visit) .....	54	<b>Academic Information</b> .....	70
Employment Assistance .....	54	Commitments to the Student.....	70
<b>Financial Aid</b> .....	56	Organization of Schools.....	70
Office Overview.....	56	Christian Formation.....	71
Annual Financial Aid Packets.....	56	Disability Accommodation Policy.....	71
Satisfactory Academic Progress .....	57	Kentucky, Memphis, Colorado Springs, & Tulsa Campuses .....	72
<b>International Students</b> .....	60	Florida Campus .....	72
Visa Information from Beginning to End .....	60	Process.....	72
Step One: Understanding Your Immigration Documents .....	60	Family Educational Rights and Privacy Act of 1974 (FERPA).....	73
Step Two: Show Eligibility .....	60	Academic Area Concerns.....	75
Step Three: Enter SEVIS (Student and Exchange Visitor Information System).....	61	Statement on Inclusive Language.....	77
Step Four: Applying for a Student Visa.....	61	Course Preparation .....	78
Visa Denial or Visa Delay.....	62	Class Attendance .....	78
U.S.-Visit Entry/Exit System.....	62	Graduation .....	79
Upon Arrival.....	62	Incomplete Work.....	79
Special Registration Requirements for Certain Non-Immigrants.....	62	Probationary Status.....	79
Maintaining Your Status: Department of Homeland Security Regulations.....	62	Voluntary Medical Withdrawal .....	80
Requirement to Keep Your Passport Valid .....	63	Procedure for Medical Withdrawal .....	80
Requirement to Report Address Changes to the Manager of International Services.....	63	Medical Withdrawal Approval.....	81
		Procedure for Return to the Seminary.....	81

Withdrawal from Classes .....	82	New Student Orientation (NSO).....	101
Withdrawal from Seminary.....	82	Sherman Thomas Student Center.....	101
<b>Library, Information &amp;</b>		Health and Wellness.....	101
<b>Technology Services (LITS).....</b>	<b>84</b>	Intramural Sports .....	102
Contact Help Desk.....	84	Student Center Hours .....	102
Hours of Operation.....	84	Campus Parking.....	102
Copyright Policy.....	84	Student Housing.....	102
Library Loan.....	84	J. Ellsworth and Janet Kalas Family Housing.....	103
Network Usage Policy.....	84	Pet Housing .....	103
Research Assistance .....	85	Gallaway Village.....	104
Student Identification Cards.....	85	Grice Hall.....	104
Study Rooms .....	85	Orlean House.....	104
Technology Support Services .....	85	Elizabeth House .....	104
Writing Center.....	85	Florida Dunnam Accommodations.....	104
<b>Formation.....</b>	<b>87</b>	Commuter Housing .....	104
Kentucky Campus.....	87	Intensive Class Housing.....	104
Care Resources.....	87	Campus Housing Guest Policy .....	105
Community Formation Programs.....	87	Family/Pet Housing Guests .....	105
Community Garden .....	87	Single Housing Guests.....	105
Asbury Seminary Healing Academy .....	87	Policy for Animals on Campus .....	105
Florida Dunnam Campus.....	88	Service Animals.....	105
Office of Chapel and Formation .....	88	Registering a service animal	
Missions .....	88	with the Student Services Office.....	106
Ecumenical and Multi-Cultural Environment .....	88	Emotional Support/Therapy/	
Student Assistance .....	88	Assistance Animals .....	106
Campus Community.....	88	Registering an ESA with the	
Asbury Seminary Global –		Student Services Office .....	106
Extension Sites & Global Learning Community.....	88	Rules of Conduct .....	107
Formational Community .....	88	Issues Related to Service Animals and ESAs .....	108
Online Pastoral Care.....	89	Excessive Damage Policy.....	108
Connecting Through Chapel.....	89	Discovery of Damages (During	
Student Communication .....	89	Check Out Process) .....	108
Counseling, Support, and Care Resources.....	90	Discovery of Damages (During	
Asbury Seminary Alumni .....	90	Routine Maintenance Visit) .....	108
<b>Kentucky Campus Map .....</b>	<b>92</b>	Dining Services.....	109
<b>Florida Campus Map .....</b>	<b>93</b>	Meal Plans .....	109
<b>Memphis Campus Map .....</b>	<b>94</b>	Hours of operation:.....	109
<b>Tulsa Campus Map .....</b>	<b>95</b>	Kentucky Campus Ministries and Programs .....	109
<b>Colorado Springs Campus Map .....</b>	<b>96</b>	Healing Academy .....	109
<b>Key Asbury Seminary Numbers.....</b>	<b>98</b>	Counseling Support .....	110
<b>Appendix A: Kentucky Campus.....</b>	<b>101</b>	The Van Tatenhove Center for Counseling .....	110
Kentucky Campus Facilities and Services.....	101	<b>Appendix B: Florida Dunnam Campus .....</b>	<b>112</b>
		Florida Dunnam Campus Personnel.....	112
		New Student Orientation (NSO).....	112
		Campus Communication .....	112
		Florida Accommodations .....	112

# **2021 -2022**

# **Academic Calendar**

# 2021 -2022 Academic Calendar

## Semester Overview

### Fall 2021 Semester

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Semester Begins: September 7, 2021

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Semester Ends: December 17, 2021

### January 2022 Term

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Term Begins: January 3, 2022

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Term Ends: January 28, 2022

### Spring 2022 Semester

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Semester Begins: February 7, 2022

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Semester Ends: May 20, 2022

### Summer 2022 Semester

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Semester Begins: May 31, 2022

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Semester Ends: August 19, 2022

## Fall Semester 2021

### August

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21 Fall New Student Orientation, Florida Dunnam Campus

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31 Fall International New Student Orientation, Kentucky Campus

### September

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*Add/Drop Period for the Fall 2021 Semester: March 15 - September 1. Students can register, add or drop classes without financial penalty during this period.*

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1 Last Day to Drop a Course with a refund by 5 p.m. EST - Late drop tuition penalties apply after this date.

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1-2 Fall New Student Orientation, Kentucky Campus

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2-8 Add/Swap period—Students can add classes without financial penalty. Students can drop a class and replace it with one of equal credit value without financial penalty.

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3 Advanced Research Programs New Student Orientation

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6 Labor Day (Seminary Closed)

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7 Fall 2021 Semester Begins

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7 Opening Convocation, Kentucky Campus

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10 Opening Convocation, Florida Dunnam Campus

### October

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8 Advanced Research Programs Interdisciplinary Colloquium

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15 Last Day to Drop a Course Without a Failing Grade (by 5 p.m. EST)

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18 Registration for January 2022 and Spring 2022 Begins

**November**

19	Last Day to Remove Spring 2021/Summer 2021 Incomplete Grades
22-26	Reading Week (No Classes)
24-26	Thanksgiving Break (Seminary Closed)

**December**

17	Fall 2021 Semester Ends
22	Last Day to Drop a January 2022 Course by 5 p.m. EST - Late drop tuition penalties apply after this date.
22	Last Day to Apply for Spring 2022/Summer 2022 Graduation
23- 31	Christmas Break (Seminary Closed)
24	Fall Semester Grades Due

**January Term 2022****January**

	<i>Add/Drop Period for the January 2022 Term: October 18 – December 22, 2021. Students can register, add or drop classes without penalty.</i>
3	Classes begin; Seminary offices reopen
17	Martin Luther King, Jr. Day—no classes—Seminary closed
21	Last day to drop a course without a grade of “F” by 5 p.m. EST
28	January term ends

**Spring Semester 2022****December 2021**

22	Last Day to Apply for Spring 2022/Summer 2022 Graduation
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**February**

	<i>Add/Drop Period for the Spring 2022 Term: October 18, 2021 – February 2, 2022. Students can register, add or drop classes without penalty.</i>
2	Last Day to Drop a Spring 2022 Course by 5 p.m. EST - Late drop tuition penalties apply after this date.
3-9	Add/Swap Period—Students can add classes without financial penalty. Students can drop a class and replace it with one of equal credit value without financial penalty.
3	Spring New Student Orientation, Kentucky Campus
4	January Term Grades Due
7	Spring Semester Begins

**March**

14	Registration for Summer 2022/ Fall 2022 Semester Opens
18	Last Date to Drop a Spring Course without A Failing Grade

**April**

11-15	Reading Week (No Classes)
15-17	Easter Break (Seminary Closed)
22	Last Date to Remove Fall 2021 /January 2022 Incomplete Grades

**May**

14	Commencement, Florida Dunnam Campus
20	Spring Semester Ends
21	Commencement, Kentucky Campus
25	Last Day to Drop a Summer 2022 Course by 5 p.m. EST - Late drop tuition penalties apply after this date.
25	Last Day to Apply for Fall 2022/January 2023 Graduation
27-30	Memorial Day Weekend (Seminary Closed)

**Summer Semester 2022****May**

	<i>Add and Drop Period: March 14, 2022 – May 25, 2022. Students can register, add or drop classes without penalty.</i>
	<i>Add/Swap Period: May 26 - June 1, 2022. Students can add classes without financial penalty. Students can drop a class and replace it with one of equal credit value without financial penalty.</i>
31	Summer 2022 Classes Begin

**July**

4	Fourth of July Holiday Observed (Seminary Closed)
8	Last Date to Drop a Summer 2022 Course Without a Failing Grade

**August**

19	Summer semester ends
26	Summer semester grades due

**Fall Semester 2022****September**

6	Fall Semester Begins
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**December**

16	Fall Semester Ends
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**January 2023 Term****January**

3	January Term Begins
27	January Term Ends

## Spring Semester 2023

**February**

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6	Spring Semester Begins
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**May**

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19	Spring Semester Ends
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## Summer Semester 2023

**May**

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30	Summer Semester Begins
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**August**

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18	Summer Semester Ends
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# 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 ethos as a Wesleyan community which stands within the tradition of Christian orthodoxy and whose life and work are 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. 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 but not limited to drinking alcohol to excess, using pornography, 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 but not limited to premarital sex, adultery, and same-sex sexual 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 community anyone who is experiencing gender identity discordant with their birth sex. We do not affirm theologically the adoption of a psychological identity discordant with one's birth sex as a result of the tension between one's biological sex and one's experience of gender. 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 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.

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. In witness to society, we commit ourselves to these guiding principles, and we disavow advocating, supporting, or condoning behavior contrary to this Ethos. We will make institutional decisions in light of this policy.

# 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

[asburyseminary.edu](http://asburyseminary.edu)  
800.2ASBURY

### Kentucky Campus

204 North Lexington Avenue  
Wilmore, Kentucky, 40390  
859.858.3581

### Approved Degrees:

The Asbury Seminary Kentucky Campus offers the following: Doctor of Philosophy [Biblical Studies], Doctor of Philosophy [Intercultural Studies], Master of Theology [Biblical Studies], Master of Theology [Intercultural Studies], Master of Theology [Theological 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, Master of Arts in Pastoral Counseling, Master of Biblical and Theological Foundations, Certificate in Aging and Spirituality, Certificate in Anglican Studies, Certificate in Christian Education, Certificate in Christian Studies, Certificate in Hispanic Ministry Formation (Bilingual), Certificate in Leadership, Certificate in Pastoral Care, Certificate in Youth and Family Ministry.

### Hours of Operation:

Most Kentucky offices are open from 8:00 a.m. – 5:00 p.m., Monday-Friday (closed during Chapel). The Business Office is open from 8:15 a.m. – 4:30 p.m., Monday-Friday (closed during Chapel). Some buildings are open later than this for student activities and classes. The phone number for the Kentucky campus is 859.858.3581.

### Florida Dunnam Campus

8401 Valencia College Lane  
Orlando, Florida, 32825  
407.482.7500

### Approved Degrees:

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 Ministry, Master of Arts in Pastoral Counseling, Master of Biblical and Theological Foundations, Certificate in Christian Studies, Certificate in Hispanic Ministry Formation (Bilingual) and Certificate in Pastoral Care.

Since April 2010, as part of a 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.

### Hours of Operation:

The main offices on the Florida Dunnam campus are open 8:00 a.m. – 5:00 p.m. The building is open occasionally at other times for classes and student activities. The phone number for the Florida Dunnam campus is 407.482.7500.

## Asbury Seminary Global

204 North Lexington Avenue  
Wilmore, Kentucky, 40390  
859.858.3581

Asbury Seminary Global oversees the Seminary's extension sites, as well as the online and hybrid degree programs approved by both The Association of Theological Schools (tATS) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The learning management system that the students will use to take their online classes is Canvas, one of the industry's leading systems. Among the different models of online learning, Asbury Seminary believes the one that works best for our students is asynchronous, which means that students are typically not required to be online at a specific time, however 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 online 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 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 most Master of Arts degree online. The Master of Biblical and Theological Foundations can be completed online. Seventy percent of the Master of Arts [Theological Studies] with an Anglican Studies or Theology and History specialization, or the Philosophy and Apologetics specialization can be completed online, and sixty percent of the M.A. [Theological Studies] with a specialization in Spiritual Formation can be earned online. Up to seventy-five percent of the Master of Arts [Intercultural Studies], Master of Arts in Leadership, and Master of Arts in Ministry can be completed online. The credit hours required on a geophysical campus might include intensive or hybrid 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, extension sites, multiple degree programs and various course-offering timetables to fulfill their academic goals. Working with an Enrollment 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 to the Kentucky and Florida Dunnam campuses or one of the extension sites. Flexible course scheduling through the use of one-week intensives, hybrids, fully online, as well as traditional weekly face-to-face courses provides the student with the greatest flexibility in completing coursework toward their degree.

## Extension Sites

### Tennessee

Christ United Methodist Church  
4488 Poplar Avenue  
Memphis, TN 38117  
901.207.5232

#### **Authorization to Operate in 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 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 or call 615.741.5293.

### Oklahoma

Asbury United Methodist Church  
767 S. Mingo Rd.  
Tulsa, OK 74133  
918.392.4590

### Colorado

New Life Church  
11025 Voyager Pkwy  
Colorado Springs, CO 80921  
918.392.4590

#### **Approved Degrees:**

Courses offered at these extension sites will support the following approved degrees: 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, and Master of Arts in Ministry.

#### **Extension Site Hours of Operation**

Extension Site business hours are Monday – Friday from 8:00 a.m. to 5:00 p.m. It is recommended that office appointments be made in advance with staff at the local site.

## 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](mailto: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.

### AsburyConnect App

Asbury Connect is the official app for Asbury Theological Seminary. It’s a must-have for students studying in residence or online. With easy access to formation opportunities, community and local happenings, campus maps, lodging and dining facilities, and more. AsburyConnect has everything you need when you’re on campus!

### 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 - Kentucky Campus

### Office Hours

Monday – Friday 8:15a.m.-4:30p.m. (closed during Chapel).

### 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 uses Transact for online payment processing for student accounts. Students will be able to view their current bill on the payment website (Links to the 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 (currently 2.75% of the payment amount) charged for such payments. Student account payments made by electronic check or ACH do not incur a fee.

Payments are due in the Business Office by 4:30 p.m. on each due date. A late payment fee is charged to all student accounts not paid in full by the payment due date.

### Overdue Account Policy

1. Any student who has a balance after the payment due date will not be allowed to register for classes until their account is paid in full. Once the delinquent balance is paid, registration must be completed during the regular registration period (before the add/drop period ends), and student enrollment will be subject to course availability.
2. Students who have a balance after the 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 repayment arrangements are turned over to a professional collection agency.
  - 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](http://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](mailto:helpdesk@asburyseminary.edu) or 859.858.2100.

For questions regarding your account, contact the Business Office at [business.office@asburyseminary.edu](mailto: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 of the Seminary, as well as the broader Wilmore community. In 2015, the Inn added 22 suites in the William House building, bringing their total inventory to 48 units. Guests enjoy complimentary hot 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 <https://asburyinn.com> or by calling 859.858.2156.

Discounted rates are available for students coming to Wilmore to take classes, 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 Campus Store has two locations on campus, the main location is in the Student Center with the SPO and the secondary location is the Satellite Store located in the lobby of Asbury Inn and Suites. Both stores offer a variety of school/office supplies, Seminary apparel, unique Seminary gifts and a selection of Seedbed books, as well as snacks and drinks.

Store Website: [store.asburyseminary.edu](http://store.asburyseminary.edu)

The Seminary Post Office (SPO) and Campus Store are located off the Sherman Thomas Student Center lobby, across from the Dining Hall. 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 once on campus. Family housing receives mail directly from the USPS and packages are delivered to doorsteps (see housing coordinator for more details). All other students that would like a SPO box may pay \$25/year to rent a box. The SPO is a drop-off location for USPS, UPS (must be a prepaid label), FedEx and intradepartmental mail. The SPO also provides shipping services through FedEx and USPS that are available to the whole campus as well as various shipping supplies available for purchase. USPS mail is placed in the SPO mailboxes daily beginning at approximately 11:30 a.m. Packages arrive at various times throughout the day, however, all deliveries typically arrive by 3 p.m. daily. 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  
SPO 100  
204 N. Lexington Ave.  
Wilmore, KY 40390

### Holiday Closing Schedule:

New Years Day\*  
MLK Day  
Memorial Day  
July 4th\*  
Labor Day  
Thanksgiving Day  
Christmas Day\*

\*SPO will be closed on whatever day is chosen as the observance day if a holiday falls on a weekend.

### Seminary Holidays

In addition to National Holidays, the Seminary is closed for a number of days throughout the year (i.e., Thursday-Friday before Easter, Christmas Break, Friday before Memorial Day, etc.) for employees to enjoy time-off. The SPO hours on these Seminary "holidays" will be 10a.m.-12p.m. The SPO team will post signage in/around the Student Center approximately one week prior to upcoming Seminary "holidays".

### Inclement Weather

In the event of inclement weather leading to full closure of the Seminary, the SPO will be open from 12p.m.-1p.m. in tandem with the Dining Hall. Mail and packages may be delayed due to local carriers.

### Power Outage

In the event of a power outage on campus, the SPO/Campus Store will be closed.

### Contact us:

[spo@asburyseminary.edu](mailto:spo@asburyseminary.edu)  
859-858-2294

## 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 VP of Finance & Administration Office 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](https://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 about alleged incidents of sexual misconduct, including sexual assault, can be found in the Seminary’s Policies and Procedures on Equal Opportunity, Harassment, and Nondiscrimination, available online at [asbury.to/harassmentpolicy](https://asbury.to/harassmentpolicy).

Asbury Seminary offers several campus safety resources at: <https://asburyseminary.edu/resources/training/>. In accordance with federal regulations, information on campus crime statistics is made available to all enrolled students by October 1 each year.

Anyone parking on campus property is encouraged to keep his/her vehicles locked. Communicate any parking 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.

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 of emergency situations, dangerous weather conditions, school closings, and other important announcements. If you would like to add additional notification emails, text numbers, or voice numbers, please follow this link to subscribe: <https://connect.asburyseminary.edu/departments/library/emergency-alert-response-system-ears/> where you will log in with your Asbury Connect username and password. Then, click the LOGIN button where you will be taken to the EARS Subscriber Portal page to enter additional emails, text numbers, or voice numbers.

## 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 not imminently 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. Threats of sexual assault should be reported as provided in the Seminary’s Policies and Procedures on Equal Opportunity, Harassment, and Nondiscrimination, available online at [asbury.to/harassmentpolicy](https://asbury.to/harassmentpolicy). Seminary officials are authorized to take such interim action as may be 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](https://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](mailto:ty.konopinski@asburyseminary.edu); Kevin Bish, Vice President of Enrollment Management and Student Services at 859.858.2273 or [kevin.bish@asburyseminary.edu](mailto:kevin.bish@asburyseminary.edu); or the Resident 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

Chapel is a hallmark of our life together at Asbury Seminary. While all of our activities as a community aim to glorify God, worship itself is not a meeting about God, but a meeting with God. When we gather for Chapel, we expect to encounter the living God as participants welcomed into the dialogical work of the Trinity, Father, Son, and Holy Spirit. In worship we are rehearsing the gospel, declaring the glories of God gathering up the whole creation as an offering and making intercession for the nations. Our worship declares and demonstrates the Kingdom as we joyfully retell and participate in the Story of God.

Chapel gathers on Tuesday, Wednesday and Thursday at 11:00 a.m. in Estes Chapel. Our speakers include faculty, students, missionaries, pastors, scholars, and world leaders. Our music and worship styles vary as widely as the traditions brought by the members of our community, and include perspectives of the global and ancient Church. A brief Eucharist service is held each Monday, Tuesday, Thursday and Friday at noon. A midweek Eucharist is celebrated during each Wednesday Chapel service. During J-term and Summer, Chapels occur at 11:00 a.m. on select Wednesdays.

There are a variety of opportunities for students to be meaningfully engaged in Chapel worship as communion stewards, musicians, liturgists, and more. For those looking for a deeper level of engagement in chapel and training in worship leadership, the Chapel Team is open for any student to apply to at the end of each academic year. Email [chapel@asburyseminary.edu](mailto:chapel@asburyseminary.edu) to learn more and get involved.

Experience Kentucky Chapel Services live through streaming online. To stream Chapel live, visit [asbury.to/live](http://asbury.to/live) or listen to previous sermons and watch full services at [asburyseminary.edu/students/chapel/archive](http://asburyseminary.edu/students/chapel/archive). For updated information, follow Asbury Seminary Chapel on social media: Facebook ([facebook.com/ATSCChapel](https://facebook.com/ATSCChapel)), Twitter (@ATSCChapel), and Instagram (@ATSCChapel).

## Florida Dunnam Campus

Whenever students gather for chapel on the Florida Dunnam campus, we come with the belief that “Worship is the central act of the people of God.” This foundational reality drives what we do in chapel and how we experience times of celebration, inspiration and lament. Building on the spiritual formation that occurs in the classroom, chapel provides an opportunity for each student to experience worship without the added burden of being responsible for the service as so many students are on church staffs leading every week. It is a respite from the hustle, bustle and pressure of leading worship and provides opportunity for each student to experience the worship of God. Worship in chapel has become the heartbeat of the Florida Dunnam campus.

Chapel is a place where faculty, students, administration and guests join together to hear outstanding preaching by our faculty, staff, guests and students; worshiping God in a multi-ethnic setting; celebrating Black History Month; Hispanic Heritage Month; Women in Ministry celebrations; or, times of intense prayer or shared communion. It is a time for renewing the mind and allowing the Holy Spirit to form their hearts.

The mode of Chapel services has varied over the years in Orlando. Weekly chapels have been coordinated with weekly classes; weekend chapels for weekend intensives; chapels twice each week in the middle of hybrid week classes; most recently we shared in months of Zoom room chapels while we were all isolated during the pandemic. On-campus chapels are planned for Fridays at 11:30 a.m. with others to be scheduled based on the semester class schedule.

Whatever gathering process our students in Florida use, the Chapel Team will provide an opportunity for face-to-face, socially distant, or online worship experiences that meet the relational and spiritual needs of students.

Chapel is a “go to” event on campus and a “must connect” opportunity online. With inspirational themes, dynamic music, and powerful preaching, chapel truly is a place where worship is the central act of the people of God.

## Asbury Seminary Global

Spiritual nourishment is important for all of our students. Online course students are encouraged to connect with a local congregation in meaningful ways, as well as to take advantage of the online chapel. Both the Kentucky and Florida Dunnam campuses make chapel services available as downloadable podcasts at [asburyseminary.edu/students/chapel/archive](http://asburyseminary.edu/students/chapel/archive), or live online at [asbury.to/live](http://asbury.to/live). Online students are also encouraged to take hybrid courses at one or more of the Seminary's educational campuses and sites, where spiritual communities are actively developed and strengthened – and where spiritual formation activities are provided for students. Preachers, teachers and church leaders from around the world add a variety of learning and worship 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, 8a.m.-5p.m. 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/Dual Th.M. 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. Online and hybrid students attending one of our extension sites can connect with their Enrollment Advisor conveniently by phone, email or video conferencing. Extension Site Coordinators and personnel can also provide academic guidance to students at their sites.

### 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 students and students at our Extension 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? We offer both virtual and in person visits on weekdays year around. The best time to visit is Tuesdays, Wednesdays, or Thursdays during the semester. Visitors can register online at [asburyseminary.edu/admissions/visit](http://asburyseminary.edu/admissions/visit).

Visits to the Kentucky Campus typically include an appointment with Financial Aid, an Admissions Counselor, a campus tour, chapel, lunch with a current student, class, and a housing tour. Once your friend or family member has visited, their \$50 application fee is waived.

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 campus visit for family or a friend, you may contact [visit@asburyseminary.edu](mailto:visit@asburyseminary.edu) or call 859.858.2038.

## Classroom Visitor Policy

Persons not registered as a student or an auditor in a class at Asbury Theological Seminary are only allowed in the classroom at the discretion of the faculty member. Such visitors must contact the faculty member for verbal or (preferred) written permission (email permission is acceptable) at least one calendar week in advance of the classroom session. Any exceptions to this one week policy are at the discretion of the Faculty member, and should only be granted if at least one hour prior to the class session. Auditors should follow the policy outlined by the Registrar's Office for registering as a class auditor.

## Experience Asbury Days

Asbury Seminary hosts prospective student events at all of our locations. These events vary in length based on location and date of the visit. Dates and details can be found at [asburyseminary.edu/admissions/visit](http://asburyseminary.edu/admissions/visit).

Please encourage your friends to explore Asbury Seminary through an Experience Asbury event! For questions, please contact Admissions at [visit@asburyseminary.edu](mailto:visit@asburyseminary.edu) or call 859.858.2038.

## 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](mailto: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. Special NSO presentations are also available for online students via Zoom and for hybrid students at extension sites. Online students are welcome to attend NSO at either campus or register for the Online NSO. During any of these events, 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](mailto: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](mailto: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. Asbury Seminary does not provide student health insurance, nor does it facilitate its acquisition.

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 Manager of International 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 sexual misconduct or other forms of harassment and discrimination that take place on campus or on property owned or controlled by the Seminary, at Seminary-sponsored events, or in buildings owned or controlled by Seminary-recognized student organizations, which should be processed through the Seminary’s Policies and Procedures on Equal Opportunity, Harassment, and Nondiscrimination, available online at [asbury.to/harassmentpolicy](http://asbury.to/harassmentpolicy).

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 44 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 Policies and Procedures on Equal Opportunity, Harassment, and Nondiscrimination; 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.
- Completed Complaint Forms may be submitted in person to the Student Services Office (Larabee Morris 114), by U.S. mail or scanned and emailed as a PDF to the Director of Student Services, [ty.konopinski@asburyseminary.edu](mailto:ty.konopinski@asburyseminary.edu).
- 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

Incidents of alleged sexual misconduct, as well as other forms of harassment and discrimination, which take place on campus or on property owned or controlled by Asbury Seminary, at Asbury Seminary-sponsored events, or in buildings owned or controlled by Asbury Seminary’s recognized student organizations, should be reported and addressed pursuant to the Seminary’s Policies and Procedures on Equal Opportunity, Harassment, and Nondiscrimination, available online at [asbury.to/harassmentpolicy](http://asbury.to/harassmentpolicy).

## 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 50 lbs. Students may request a housing application from the Office of Student Services. All housing 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.

Rent for students in Asbury Seminary Housing is charged to the student's account and can therefore be covered by financial aid, if applicable. Single Housing rent is charged at the beginning of each term. Single Housing rent charges are due by the dates set by the Business Office. Family and Pet Housing rent is also charged at the beginning of each term, but as multiple monthly charges. Family and Pet Housing rent is due on the first of each month for which it is dated. There is a \$50 late fee for Family or Pet Housing rent not paid by the 7th of the month in which it is due. For all issues related to rent billing, contact the Business Office at 859.858.2286.

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 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/](http://asburyseminary.edu/students/housing/family-housing/) for floor plans, monthly rates, and other amenities.

### **Pet Housing**

In the Summer of 2015, the Seminary opened a pet-friendly, on-campus housing option. Pet Housing is 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. 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 one extra document (Pet Policy), which must be signed along with the lease. Please note that our policy only allows ONE pet per home with a weight limit of 50 lbs.

Single Students applying for Pet Housing will fill out the pet 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**

Grice Hall is an amazing on-campus residence hall for men. Grice Hall includes suite-sharing bathrooms, expanded kitchens, furnished lobby and lounge areas and swipe card access. Grice serves as a housing option for full-time male residents and male commuters.

### **Orlean House**

Orlean House is an all-female hall for single students only steps away from the center of campus and the Student Center. It is designed for women who love to live in a vibrant community atmosphere. Each student has a private bedroom with a sink provided in the room, and a shared bathroom with two other women. The kitchen and living area are shared between a total of six women. Orlean also provides space for females seeking commuter housing.

### **Elizabeth House**

Elizabeth House serves as the pet housing option for single students. This apartment style housing located in central campus is a fantastic option for single students seeking enriching community and pet friendly accommodations. Each apartment is fully furnished with a two-bedroom, two-bathroom arrangement. While roommates are welcome, they are not required and only assigned per request. There is a limit of one pet per apartment with a 50-pound weight limit. Students living in Elizabeth House will also be required to pay a non-refundable \$300 pet deposit.

### **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/](http://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](mailto:single.housing@asburyseminary.edu) for up-to-date availability and rate information. Students who stay in Commuter Housing will have a meal plan of three (3) meals per week.

## **Campus Housing Guest Policy**

Asbury Theological Seminary housing exists for the purpose of accommodating full-time students and their immediate families. If a student desires to accommodate a guest in either Family, Pet or Single Housing, please follow the guidelines below:

### **Family/Pet Housing Guests**

1. A “guest” is defined as anyone who is not included on the Family/Pet Housing Lease.
2. A guest is welcome to stay in Family/Pet Housing no longer than two (2) weeks or fourteen (14) days. The two (2) week limit refers to the timeframe a guest is in any Family/Pet Housing, not just a particular unit.
3. Family/Pet Housing guests must complete a Guest Registration Form and be approved by the Coordinator of Residential Life and Housing prior to their stay.
4. If for any reason a student desires to host a guest beyond the two weeks, an Exception to Policy Form must be filed with and approved by the Coordinator of Residential Life and Housing prior to the guest arrival on campus.
5. Repeat guests do not need to be approved, however, if at any time the Office of Student Services determines a breach or abuse of policy has occurred, Student Services may deny a guest the ability to continue his/her stay.
6. Asbury Seminary reserves the right to deny any person, who is not a Family/Pet Housing resident, to stay in Seminary housing.

### Single Housing Guests

1. A “guest” is defined as anyone who is not the student assigned to a particular room in campus housing. A “student host” is defined as the student assigned to a particular room.
2. A guest is welcome to stay in Single Housing up to, but no longer than three (3) nights. The three (3)-night policy refers to a guest’s time in any Single Housing dorm, not just a particular dorm room.
3. A guest may not be of the opposite gender of the student host.
4. A guest may not stay in Single Housing without a student host.
5. Single Housing guests must complete a Guest Registration Form and be approved by the Coordinator of Residential Life and Housing prior to their stay.
6. Asbury Seminary reserves the right to deny any person, who is not a Single Housing resident, to stay in Seminary housing.

### 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 Facilities Department 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. 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](mailto:financial.aid@asburyseminary.edu) or call 859.858.2052 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 January 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. International Students will receive a separate application to apply 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.

## Satisfactory Academic Progress

Federal regulations require 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:

Degree program	GPA
M.A./M.Div.	2.0
Th.M./D.Min.	3.0
Ph.D.	3.3

Grades received for transferred courses from other institutions are not included in Asbury Seminary's GPA calculations.

### 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 credits 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, failed courses, incompletes and withdrawals in relation to SAP

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

#### Failure to meet SAP requirements

SAP will be reviewed annually 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 Satisfactory Academic Progress Appeal 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:

- a) Supporting documentation of the situation which caused the student to fall below the minimum standards
- b) Written explanation of what has changed which would allow the student to successfully progress in his/her studies AND
- c) 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. For students, the expiration date is often noted as D/S or "Duration of Status." 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](http://www.cbp.gov/I94) and entering your personal information. Once inside the U.S., you will need this I-94 Admission number for procedures such as, applying for a Driver's License or applying for a Social Security number (if employed).

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 be admitted in good standing and 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 of six months of their annual budget less any scholarships 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 monitoring system that will allow the U.S. government to record various events during the student's program of study. SEVIS requires a fee that every student must pay in order to apply for a visa. For F-1 students, the fee is \$350; for J-1 students/exchange visitors, the fee is \$220. 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**

Once the student has received the I-20 or DS-2019, 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. The United States Department of State recommends that students coming to the U.S. apply for visas in their country of citizenship or 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 entering the U.S. 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 (usually sent with I-20)

- Asbury Theological Seminary SEVIS I-20 or SEVIS DS-2019
- Test scores and academic records
- Proof of English proficiency
- Proof of financial support, including affidavits, scholarship letters, etc.
- 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](mailto: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 in your carry-on baggage. 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 students 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](mailto: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. 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). F-1 students pursuing dual degrees must also update their I-20s to reflect both degree programs. 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.

Students are not required to obtain travel letters for travel within the United States. However, students are advised to carry their I-20 and passport when they travel outside the Wilmore/Lexington area.

### **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 must 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 the 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 are required to purchase health insurance for themselves and their dependents for the duration of their studies. Asbury Theological Seminary does not offer a health insurance plan to students; students are responsible for choosing and purchasing a plan independently. Documentation of coverage must be submitted to the Manager of International Services each semester. A minimum level of coverage is required; details and a list of insurance companies that offer policies for international students 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 utilizing the Late Registration Form.

Dropping one or more courses after the add/drop deadline can have serious consequences for scholarships, financial aid and student housing. Students may add or swap a course (exchange a class for another class of equal credit value) without penalty until the published deadlines.

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 or for Florida students enrolled in course on the Florida campus after 3p.m. on Friday of the first week of the term.)

## 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 or for Florida students enrolled in course on the Florida campus after 3p.m. on Friday of the first week of the term.

## 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. and M.Div. 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 six 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., 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. 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. Gregg A. Okesson, Interim Provost and Vice President of Academic Affairs*

Degree program oversight: M.Div., MBTF

Course oversight: IS

### School of Biblical Interpretation

*Dr. David R. Bauer, Dean*

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

Degree program oversight: MA(BS)

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

### Beeson School of Practical Theology

*Dr. Tom Tumblin, Dean*

Faculty: Hall, Hampton, Kiesling, Marmon, Minger, Powers, Stratton, Tumblin

Degree program oversight: DMIN, MACM, MAL, MAM, MAMF, MAMH, MAPC

Course oversight: AS, CA, CD, CL, CM, CO, DM, IT, MF, MM, MU, PC, PR, WO, YM

### School of Theology and Formation

*Dr. James R. Thobaben, Dean*

Faculty: Choi, Collins, Edgar, Kinghorn, Martyn, Matthews, McCall, O'Malley, Peterson, Vickers, Voights, Wood

Degree program oversight: MA[TS]

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

### Orlando School of Ministry (FL)

*Dr. James Miller, Dean*

Faculty: Frymire, Gober, Gray, Mucherera, Oconer, Okello, Russell, Sierra, Vendrell

### E. Stanley Jones School of World Mission and Evangelism

*Dr. Steve J. Ybarrola, Interim Dean*

Faculty: Meadows, Moon, Offutt, Okesson, Pachuau, Russell, Tennent

Degree program oversight: MAIS

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

### **Advanced Research Programs**

*Dr. Lalsangkima Pachuau, Dean*

Degree program oversight: Th.M., Ph.D.

Course oversight: BB, 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. Christian Formation intends to create a culture of personal and community formation. Asbury Seminary acknowledges the relationship between academic and spiritual formation and promotes rich opportunities for spiritual, personal, and professional development across all systems and campuses. Therefore, Asbury Theological Seminary will embody and endorse an expansive view of holiness because of our belief that the grace of Jesus Christ is transforming for persons, societies, and nations. In the Wesleyan vision, personal holiness is linked to community accountability and obedience to Christ's Lordship overall. This vision calls for students, staff, and faculty to live into a global Christian community that is marked by holiness in the classroom, workspaces, worship, prayer, and personal lives. The aim of this institution-wide initiative is "whole life" training that encourages students to cultivate God's holy love in every dimension of their daily lives.

Whether students are in residence, commuting, or on-line, Asbury seeks to support and promote on-campus and off-campus formational and transformational experiences. At the beginning and end of their student experience, students are given the opportunity to assess their spiritual, personal, and professional development and are motivated to create a personal formation plan in introductory classes. Students will be given the opportunity to receive personal holiness formation training and mentoring needed to thrive as servant-leaders in the Body of Christ. Opportunities for spiritual direction, counseling referrals, and prayer ministries will also be available. Throughout their seminary experience, students are encouraged to learn and practice the Wesleyan means of grace so as to actually live holy lives regardless of circumstances. Asbury highly recommends all students enter into the core Christian practice of worship as a community of faith, engage with the holistic formation processes, and pursue personal health and wellness. The Seminary suggests that all students be actively involved in a Discipleship, Networking and Accountability (DNA) group. Asbury also encourages all students to take advantage of professional formation through the Career and Calling Center.

The Seminary seeks to be a wise steward of all our resources, particularly human resources, in a way that is conducive to community formation. This will be accessed and accomplished, in part, through a cross-institutional team-based leadership structure comprised of faculty, staff, and students. The formational process seeks to ground students in biblical and historic Christian faith and formation so that each graduate will be provided with opportunities to be equipped to move into ministry to the world with the humility and strength that Christ our Lord grants.

## **Disability Accommodation Policy**

It is the policy of Asbury Theological Seminary (ATS) that no qualified persons with disabilities shall, on the basis of disability, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities. Any qualified student who has a physical or mental impairment which substantially limits one or more of major life activities, such as walking, seeing, hearing, speaking, breathing, learning and/or working, can receive assistance at ATS as provided in Section 504 of the Rehabilitation Act of 1973, and the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, and Americans with Disabilities Act Amendments Act (ADAAA) of 2008. The Disability Resource Center serves as the campus contact for disability related needs that a student may have.

A qualified student is defined as one who, with or without reasonable accommodation, meets the requisite academic and technical standards required for admission or participation in educational programs and activities.

- Each student with disability admitted to ATS must meet the same academic requirements and standards as students without disabilities.
- Section 504 of the Rehabilitation Act of 1973 refers to such an admitted student as an “otherwise qualified person.”
- Otherwise qualified person can be “one who is able to meet all of a program’s requirements in spite of her disability.” *Pickard v. Potter*, 2003 U.S. Dist. LEXIS 5564 (N.D. Tex. Mar. 24, 2003)
- These requirements and standards must be considered necessary to maintain the integrity of a course, program, or institutional policy.

ATS adheres to Section 504 of the Rehabilitation Act of 1973, the applicable provisions of the ADA of 1990, and the applicable provisions of ADAAA of 2008 to provide requested auxiliary aids, services, and support for students with disabilities as specified by those legal mandates where necessary to afford such students an equal opportunity to participate in and enjoy the benefits of its programs and services. If special housing arrangements are needed, the student with a disability contacts the Disability Services Coordinator, who collaborates with the Coordinator of Residence Life and Housing to ensure housing arrangements are made appropriately.

The Disability Resource Center makes available reasonable accommodations to students who submit appropriate documentation related to disabilities. This documentation is placed on file in the Disability Resource Center and the professional standards of confidentiality are maintained. Disability Services attempts to ensure, through the implementation of accommodations, that discrimination on the basis of disability does not occur within any of the campuses of ATS.

It is the responsibility of all faculty, staff, administrators, Disability Resource Center personnel, and students with disabilities to follow these stated policies and procedures in order to ensure that students are serviced in the most effective manner possible.

Inquiries concerning accommodations for prospective students can be emailed, mailed, faxed or called in to the Disability Resource Center. Enrolled students must self-identify for receipt of information or services from the Disability Resource Center. Contacts for the Disability Resource Center are:

### **Kentucky, Memphis, Colorado Springs, & Tulsa Campuses**

Ty Konopinski, Director of Student Services and Disability Services Coordinator  
(859) 858-2093; FAX (859) 858-2021  
Email: ty.konopinski@asburyseminary.edu

### **Florida Campus**

Eric Currie, Associate Vice President of Enrollment Management  
(407) 482-7635, Email: eric.currie@asburyseminary.edu

The Disability Resource Center offers accommodations coordination, disability-related information, assistive technology services, sign language interpreting, and transcription services for academically related purposes. Although the Disability Resource Center does not offer disability evaluation and/or testing, tutoring, personal expenses, attendants or scholarships, the Disability Resource Center will assist students with provision of resource contacts and referral information.

### **Process**

1. Following admission, in order to be eligible for accommodations, the student must complete the **Application for Disability Services form** and submit qualifying documentation of disability to the Disability Resource Center.
2. The qualifying documentation must be written by a professional who is licensed or credentialed to make the particular diagnosis (such as a physician, psychiatrist, or psychologist).
3. Documentation Guidelines - A student’s documentation that verifies the existence and nature of a

disability must

- Be submitted from a qualified professional and typed on a letterhead that includes the date and signature of the qualified professional
  - Include the date(s) of the evaluation
  - State the diagnosis or diagnoses of the disability
  - State the symptoms or impact of the disability on daily functioning
  - Make a reference to the types of evaluation procedures that were utilized
  - Include the evaluation results/scores (as appropriate)
  - Include the limitations of student functioning (especially as related to the higher education environment)
  - Provide recommendations and rationale for accommodations which would be helpful in assisting institutional personnel in determining appropriate and necessary support
4. The documentation must be current, giving an accurate picture of how the disability impacts the student at this point in time. In most cases, documentation should be less than three years old. For psychiatric disabilities the documentation should be current within the past year, with updates provided (as appropriate) during a student's enrollment at ATS.
  5. The documentation, when initially submitted to ATS, must be provided at least one month prior to the first course, and two weeks prior to the first day of class for each semester.
  6. Once the Disability Resource Center has received the documentation, the Accommodations Committee completes the **Graduate Student Assignment of Accommodation form**, with consideration given to recommendations for reasonable accommodations made by the professional who evaluated the student.
  7. The reasonable accommodations that are provided to the student by ATS will be listed on this form. The **Graduate Student Assignment of Accommodations: Professor form**, signed by the student and the professor, is a form listing the reasonable accommodations so that the professor can work with the student on implementation of the accommodations in the course. The office personnel work together with the student and the professor to ensure that the reasonable accommodations are effectively implemented in each course for each semester.
  8. The student is responsible for communicating to the professors which of the specific accommodations would be applicable for each respective course at least two weeks prior to the beginning of the course.

## 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. To request access a student must 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.

1. 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.
2. 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 of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Seminary.

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

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

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

Under FERPA, the Seminary may disclose appropriately designated "directory information" without written consent, unless the student has 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 the student's education records in certain school publications. Examples include:

- A playbill, showing the student's 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.

Should a student desire that the seminary not disclose any or all of the foregoing information, the Registrar must be notified in writing within 10 days of the commencement of the term or semester the student is entering or within 10 days of the commencement of any fall semester.

- 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

- Any student who wishes to file a written complaint about an academic issue such as grade related concerns or course-related concerns can do so through the Registrar's Office. These procedures apply only to student complaints received in writing.
- An Academic Area Concern Form is available from Office of the Registrar.
- 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.
- 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.
- 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 bring the concern to the Registrar's Office to file the Academic Area of Concern Form.

Once the Academic Area Concern form is submitted to the Office of the Registrar, the complaint will be filed 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 the 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 who shall be the final arbiter with respect to the resolution of the concern. Official documentation of all course-related concerns and resolution to the same shall be housed in the Office of the Vice President of Academic Affairs/Provost.

## 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 [guides.asburyseminary.edu/main/policies](http://guides.asburyseminary.edu/main/policies)).

**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 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 show 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 many makeup quizzes and/or examinations will be allowed.
  - d) Faculty members teaching such courses will keep accurate record of attendance for each student.
3. The issue of tardiness is left to the discretion of each faculty member, subject to the guidelines set out above, and will be addressed in the written attendance policy for each course.

In Asbury Seminary Online 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.

## Incomplete Work

The official end of each term is 5 p.m. on the last day of the term. 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 (or 3 p.m. on Friday of the first week of the term for students enrolled in courses on the Florida campus).

## 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 (LITS)**

# Library, Information & Technology Services (LITS)

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

## Contact Help Desk

Phone: 859.858.2100 (KY)

Email: [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu)

FAQ: [helpdesk.asburyseminary.edu/portal/kb](https://helpdesk.asburyseminary.edu/portal/kb)

## Hours of Operation

For hours of operation please visit: <https://asburyseminary.libcal.com/hours/>

## 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, [guides.asburyseminary.edu/main/policies](https://guides.asburyseminary.edu/main/policies), 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.

## 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

The Network Usage 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. 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. Please refer to <https://policies.asburyseminary.edu/network-usage-policy/> for the current policy. Asbury Theological Seminary reserves the right to modify this policy at any time.



## Research Assistance

The LITS 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. LITS staff will respond within one business day. Please see the library website for our workshop schedule and to register for research appointments.

Advanced research appointments are available by contacting the Help Desk or using the link under "Get Help" on the library website. All students, from certificates to advanced research, are encouraged to make an appointment to be more deeply oriented to the many research databases available through the B. L. Fisher Library. The Director of Instructional Services also serves as the Research Librarian and is happy to meet with you and assist with your research needs.

## 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 LITS resources and to release print jobs 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 [asbury.to/studyroom](http://asbury.to/studyroom) to reserve a study room today.

## Technology Support Services

Technology Support Services (TSS) supports students in their Seminary technology needs. For example, Seminary Wi-Fi, the learning management system, Seminary login issues, and Seminary software. TSS is limited by liability concerns when touching a student computer and is limited to assisting with connection, access, the use of Seminary systems, and general troubleshooting. Students needing assistance with their personal computers should access the information on the library home page. Visit <http://guides.asburyseminary.edu/home> and click on the "Get Help" link for more information. A list of referrals is available for further assistance as needed. LITS provides computer labs, web printing, and answers/troubleshooting for general questions.

## Writing Center

The Writing Center offers help with any aspect of the writing process: brainstorming, thesis development, organization, structure, grammar, style, etc. 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, Tulsa and elsewhere. Appointments can be made through the website; go to [asbury.to/writingcenter](http://asbury.to/writingcenter) and click on Register for an appointment.

# Formation

# Formation

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 97 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.

Formation happens across all areas of the seminary, from academics to student life. The Asbury Theological Seminary Formation department seeks to provide both the support and means for this to happen in intentional, life-giving ways. The Formation department houses both the Office of Community Formation and the Chapel Office. The Office of Community Formation stewards the communal life and spirit of Asbury Seminary, shaping a transformational learning environment and experience and collaborating to catalyze the belonging and Christian formation of all its members. Asbury Seminary Chapels are a place where all are invited to come and encounter God through word and table, musical worship, and prayer in a variety of sacred spaces, spiritual practices and soul care.

## Kentucky Campus

### Care Resources

Not uncommonly, students and families are faced with issues that require companionship and care. 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.

### 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 Formation Ministries.

### 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

### 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 Hybrids and Intensives. 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 Florida Dunnam worship experience.

The Office of Chapel and Formation of the Florida Dunnam campus also provides ongoing ministry to all aspects of community. This means that formation and community are cultivated within the classroom and every dimension of 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.

### Campus Community

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

## Asbury Seminary Global – Extension Sites & Global Learning Community

Asbury Theological Seminary is committed to the faithful expression of the Asbury Seminary experience, expressed in the spiritual formation for every student. This is expressed in communities of prayer, worship through chapel, online pastoral care, DNA Groups, global engagement, publications, and counseling resources.

### Formational Community

Spiritual formation is a vital part of the Asbury Seminary experience, therefore spiritual formation along with other formational activities are provided for our Global Learning students and hybrid students. Site Coordinators at each extension site aid in the planning of community life and spiritual formation activities that are designed with busy ministry professionals in mind. All Seminary faculty are encouraged to provide spiritual leadership in their classrooms. Spiritual formation may be woven into any aspect of an online course including discussion forums, class prayer forums, in lectures and assignments, and in the response to 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.

### **Online Pastoral Care**

Pastoral care is available for all students at Asbury Seminary. Online pastors serve in a variety of capacities including pastoral care, prayer, referrals for counseling when needed and support and care during emergencies or intense situations. Communication with the pastors is via phone or online (email, online social media groups, Zoom, Google Hangouts or other online meeting resources). The pastor can be contacted by email, [pastoralcare@asburyseminary.edu](mailto:pastoralcare@asburyseminary.edu), or by phone, 1-833-727-8674 (1-833-PASTOR4).

### **Connecting Through Chapel**

Global Learning and nonresidential students may experience Chapel when they are at one of the Asbury Seminary sites. In addition, students can experience both Kentucky and Florida Dunnam chapel services or on the Asbury Chapel face book page. Services can be watched live through streaming online. To stream chapel live and download previous sermons visit <https://asburyseminary.edu/students/chapel/>.

#### Kentucky Campus

While on the Wilmore, Kentucky campus, Global Learning students can attend chapel on Tuesday, Wednesday and Thursday at 11:00 a.m. in Estes Chapel. Several times during the semester, chapel services are provided for hybrid students on Friday at 11:30 a.m. 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.

#### Florida Dunnam 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.

### **Student Communication**

Each extension site hosts a Facebook group specifically for students who identify with each site. The Site Coordinator hosts the group and it is a place to find up-to-date resources, formation events, prayer huddles, short devotionals and group discussions specific to your location. Pastoral Care is available for huddles (group discussions) around specific topics of interest.

Students also have the opportunity to connect and build community through the Prayer Forum and Open Forum located in every Global Learning classroom. Other means of information delivery include email, Canvas, the Asbury-Connect 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 Seminary.

Find the AsburyConnect App on the App Store for both iOS and Android. This app includes updates for weekly activities, devotionals, and opportunities for engagement for hybrid students when they are on campus.

#### Spiritual Formation on the Canvas Platform

Asbury Seminary students have access to additional Spiritual Formation tools on the Canvas platform under SF100. In this online space, resources include weekly devotionals, current events and other helpful tools.

#### Formation Trail Guide

In order to help our entire community experience spiritual disciplines by journeying together, Asbury Seminary Formation offers an interactive Trail Guide experience. In this online experience, faculty will share through video, devotions, and curriculum connections how students experience spiritual formation together. The Formation Trail Guide can be accessed via the Formation area of our website.

### DNA Groups

A DNA Group is a group of three to five people who read together, pray together and meet together to become the love of God for one another and the world. Asbury Seminary Global and nonresidential students are invited to join bands with other nonresidential students for the purpose of community, accountability and spiritual growth. Using a simple format of shared prayer and questions, these bands are able to meet in whatever way is most convenient for each group (online, in person, over the phone) and they become places of grace and support throughout the Global Learning student experience. For more information on bands, go to <https://asburyseminary.edu/students/formation/dna-groups/>.

### **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 one of our Online Pastors, [pastoralcare@asburyseminary.edu](mailto:pastoralcare@asburyseminary.edu) or 1-833-727-8674 (1-833-PASTOR4), for information concerning referral and support options.

### **Asbury Seminary Alumni**

Asbury Seminary's alumni are spread all over the United States. Extension sites will often host opportunities for current students to meet with and learn from alumni who are already serving in ministry or counseling. Contact Site Coordinators or visit the Asbury Seminary website for details.

# Campus Maps

# Kentucky Campus Map

ASBURY THEOLOGICAL SEMINARY

# Campus Map

### Visitor Info

- Admissions **3**
- Advancement **20**
- Alumni **20**
- Asbury Inn / Guest Services **6**
- Business Office **19**
- Communications **9**
- Dining **21**
- Estes Chapel **18**
- Financial Aid **3**
- Gymnasium **21**
- Human Resources **20**
- Library **7**
- Receptionist **19**
- Registrar **3**
- Student Services **3**

### CAMPUS BUILDINGS

- Asbury Inn & Suites **6 (RB)**
- Beeson International Center **11 (BC)**
- B.L. Fisher Library **7 (L)**
- Former FMC Building **2 (FM)**
- Crary-McPheeters Building **20 (M)**
- Estes Chapel **18 (E)**
- Frank Bateman Stanger Hall **4 (SH)**
- J.C. McPheeters Leadership Center **5 (MC)**
- Larabee-Morris Hall **3 (LM)**
- McKenna Chapel **9 (BC)**
- H.C. Morrison Hall **19 (AD)**

### ASBURY INN & SUITES

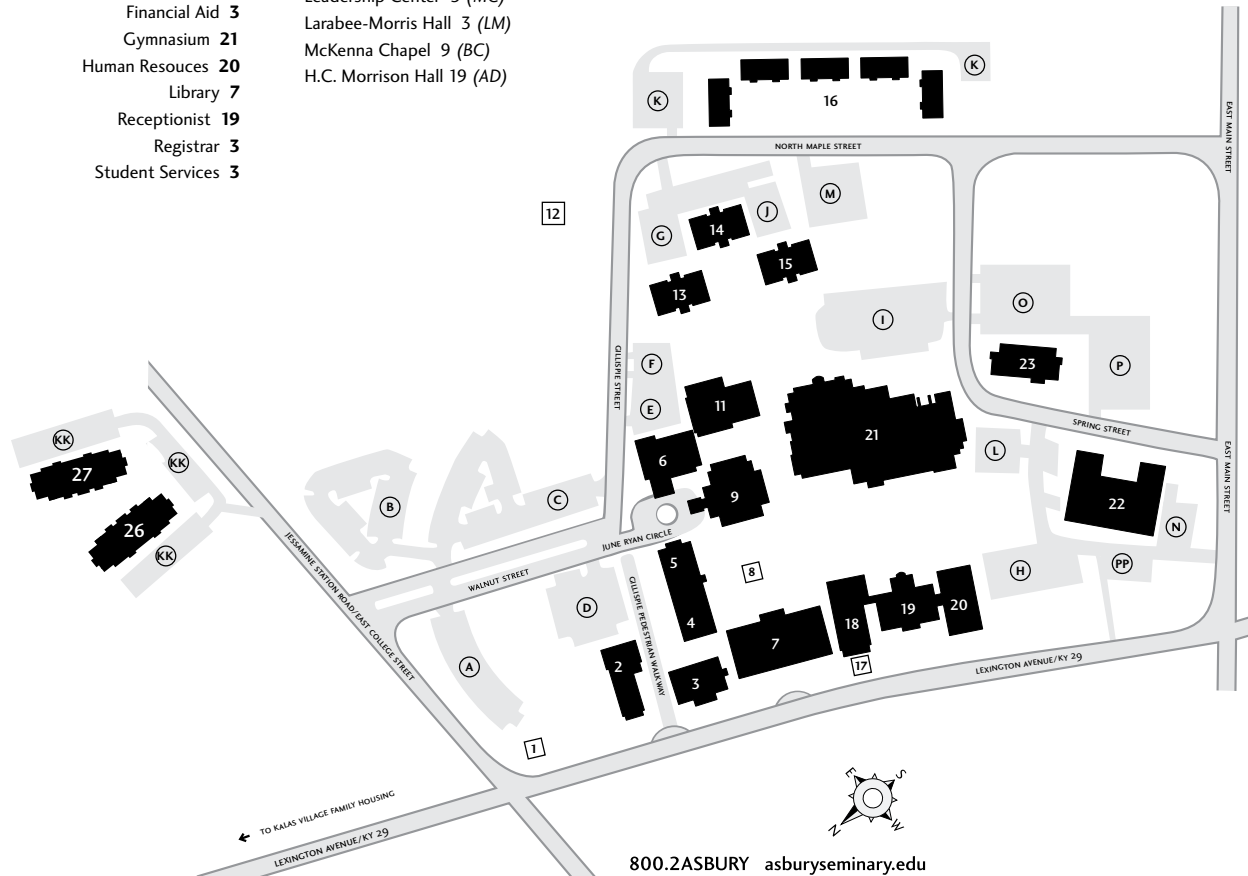
- Asbury Inn & Suites **6 (RB)**
- Asbury Inn Suites **13 (WH)**

### OUTDOOR AREAS

- Francis Asbury Statue **1**
- Charles Wesley Statue **17**
- John Wesley Statue **8**
- Wilmore Mini-Park **12**

### STUDENT HOUSING

- Bettie Morris Hall **26**
- Elizabeth House **15 (EH)**
- Newton W. Grice Hall **23 (NG)**
- North Maple Apartments **16 (VA-VE)**
- Orlean House **14 (OH)**
- Sundo Kim Hall **27**



- Parking ○
- Outdoor Areas □

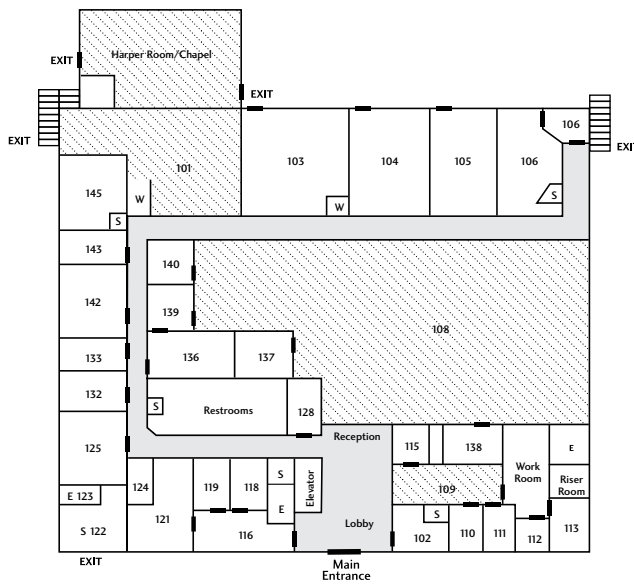
- |                                     |                                |                                  |
|-------------------------------------|--------------------------------|----------------------------------|
| 1 Francis Asbury Statue             | 9 McKenna Chapel               | 18 Estes Chapel                  |
| 2 Former FMC Building               | 11 Beeson International Center | 19 H.C. Morrison Hall            |
| 3 Larabee-Morris Hall               | 12 Wilmore Mini-Park           | 20 Crary-McPheeters Building     |
| 4 Frank Bateman Stanger Hall        | 13 Asbury Inn Suites           | 21 Sherman-Thomas Student Center |
| 5 J.C. McPheeters Leadership Center | 14 Orlean House                | 22 Facilities Department         |
| 6 Asbury Inn & Suites               | 15 Elizabeth House             | 23 Newton W. Grice Hall          |
| 7 B.L. Fisher Library               | 16 North Maple Apartments      | 26 Bettie Morris Hall            |
| 8 John Wesley Statue                | 17 Charles Wesley Statue       | 27 Sundo Kim Hall                |



# Florida Campus Map

ASBURY THEOLOGICAL SEMINARY

# Campus Map

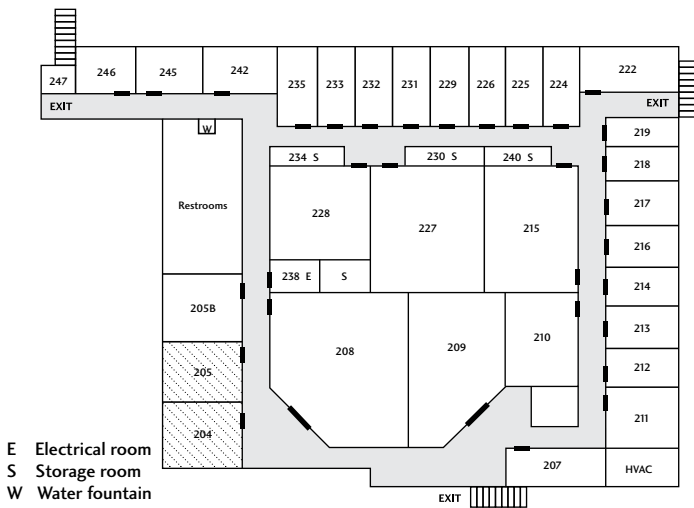


## FIRST FLOOR

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

## SECOND FLOOR

Dean of SUM Suite .....	205
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E Electrical room  
S Storage room  
W Water fountain

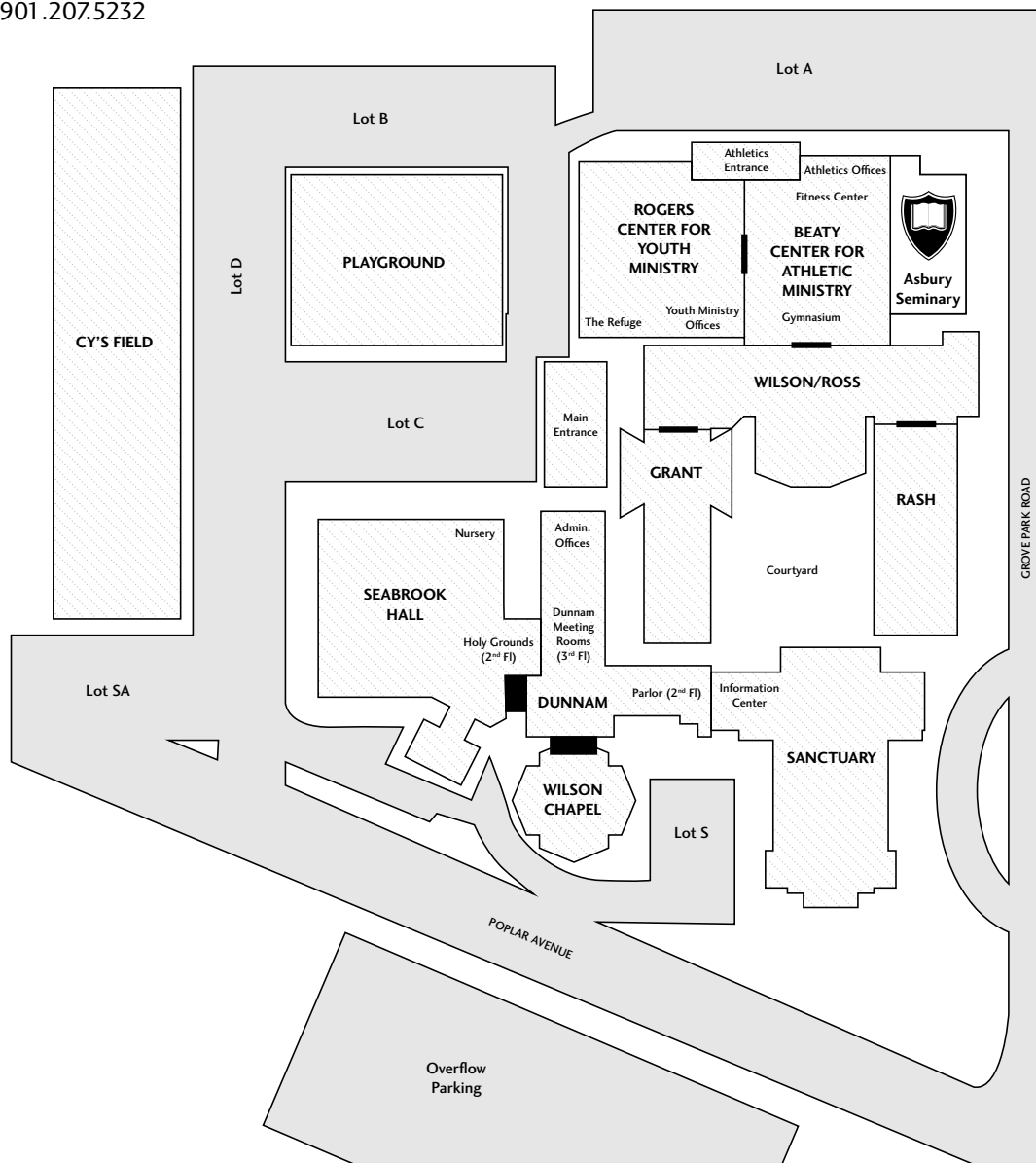
# Memphis Campus Map

ASBURY THEOLOGICAL SEMINARY

# Campus Map

**CHRIST CHURCH  
UNITED METHODIST**

4488 Poplar Avenue  
Memphis, TN 38117  
Phone: 901.207.5232



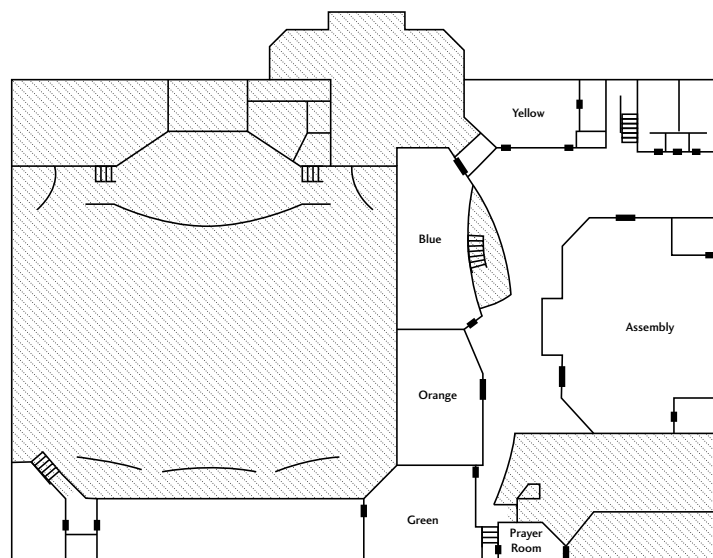
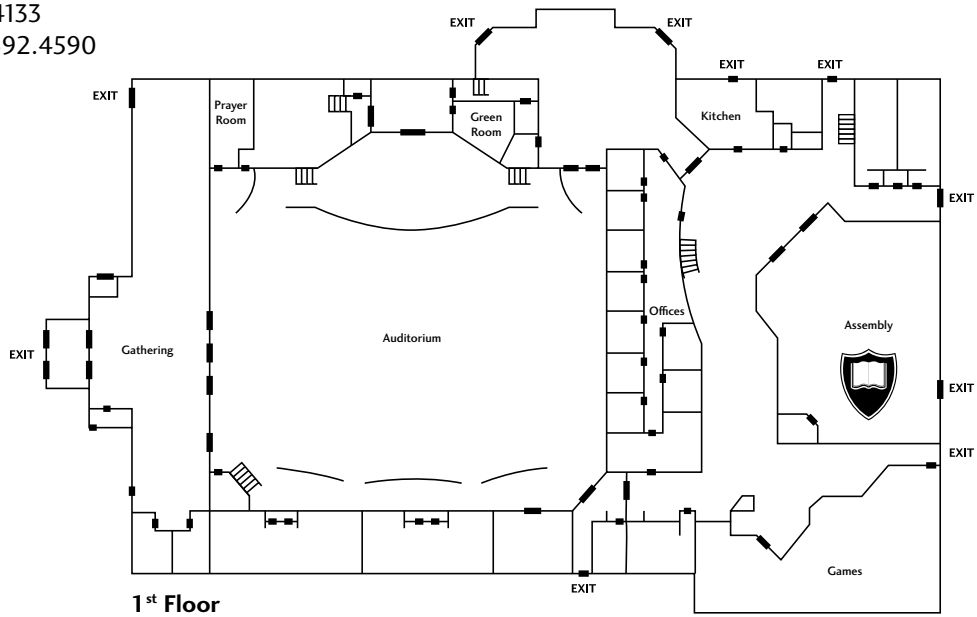
# Tulsa Campus Map

ASBURY THEOLOGICAL SEMINARY

# Campus Map

## ASBURY UNITED METHODIST CHURCH

767 S. Mingo Rd.  
Tulsa, OK 74133  
Phone: 918.392.4590



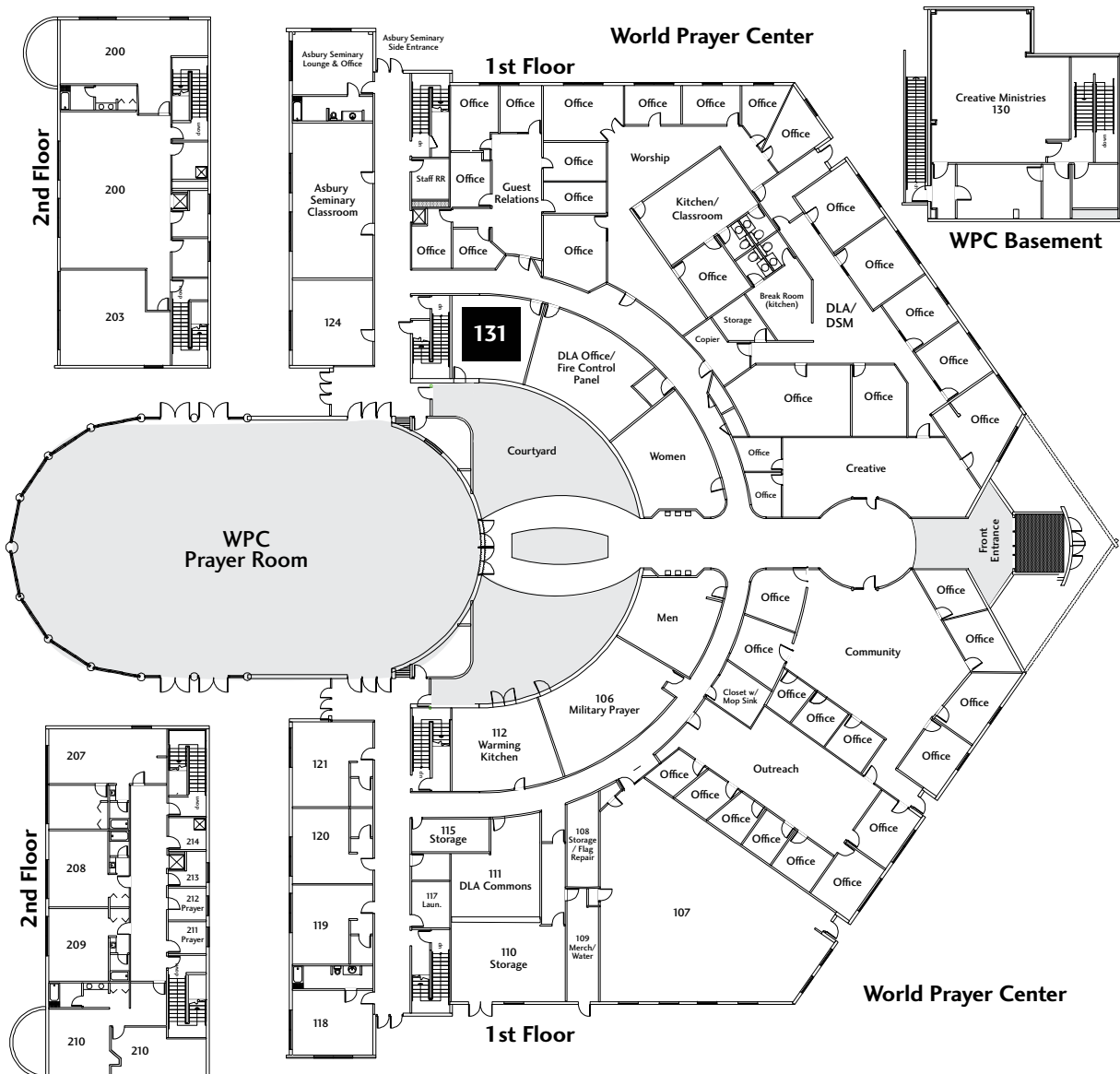
# Colorado Springs Campus Map

ASBURY THEOLOGICAL SEMINARY

# Campus Map

## NEW LIFE CHURCH

11025 Voyager Pkwy  
Colorado Springs, CO 80921  
Phone: 918.392.4590



# Key Asbury Seminary Numbers

# Key Asbury Seminary Numbers

Below are key phone numbers for Asbury Seminary offices. An operator from one location can connect a caller to the other location if necessary.

	<b>Kentucky Campus</b>	<b>Florida Dunnam Campus/ Extension Sites</b>
<b>Operator</b>	<b>859.858.3581</b>	<b>407.482.7500</b>
Academic Affairs	859.858.2206	407.482.7588
Admissions	859.858.2253	407.482.7570
Advancement	859.858.2305	
Alumni	859.858.2085	
Asbury Inn	859.858.2158	
Business Office	859.858.2286	
Career Development	859.858.2097	
Chapel Office	859.858.2198	407.482.7669
Colorado Extension Site		719.377.6585
Communications	859.858.2120	
Community Formation	859.858.2391	
Counseling Department	859.858.2220	
Dining Services	859.858.2295	
Enrollment	859.858.2272	407.482.7570
Facilities	859.858.2298	
Financial Aid	859.858.2052	
Global Learning	859.858.2135	
Human Resources	859.858.2221	
Library, Information & Technology Help Desk		859.858.2100
Memphis Extension Site		901.207.5232
Mentored Ministry	859.858.2061	
Postgraduate Studies	859.858.2077	
President's Office	859.858.2202	
Registrar	859.858.2176	
<i>Schools</i>		
School of Biblical Interpretation	859.858.2344	
ESJ School of World Mission & Evangelism	859.858.2261	
Orlando School of Ministry		407.482.7588
Beeson School of Practical Theology	859.858.2084	
School of Theology and Formation	859.858.2194	
Seminary Post Office (SPO)	859.858.2294	
Spouse and Family Ministries	859.858.2391	

Student Services	859.858.2097	407.482.7570
Switchboard	859.858.2000	407.482.7500
Tulsa Extension Site		918.392.4590
<b>Title IX Coordinator:</b>		
Bryan Blankenship	859.858.2280	
<b>Title IX Deputy Coordinators:</b>		
Ty Konopinski	859.858.2093	
Barbara Antrobus	859.858.2285	
Dr. Ellen Marmon	859.858.2054	
Eric Currie (FL)		407.482.7635
Dr. Javier Sierra (FL)		407.482.7642

# **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	War Room-boxing room
Weight room	Student Post Office (SPO)
Cardio room	Campus Store
Racquetball courts	Stanger Prayer Chapel
Fitness studio	Stevens-Pike and Cordelia dining rooms
Wellness Studio	*open for lunch during fall and spring semesters
Two furnished patios	Locker rooms

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 Consultations, 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.

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](http://asburyseminary.edu/fitness) or email us at [fitness@asburyseminary.edu](mailto:fitness@asburyseminary.edu).

### Intramural Sports

Intramural sports teams are offered in the spring 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-Friday:	6 a.m.–9 p.m.
Saturday:	8 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 are free for the first vehicle. Additional vehicles are \$5 each. Stop by the Student Center Hospitality Desk to complete a registration form and receive your parking permit (window cling). Permits must be displayed in the rear window whenever the vehicle is parked on campus. 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.

Rent for students in Asbury Seminary Housing is charged to the student's account and can therefore be covered by financial aid, if applicable. Single Housing rent is charged at the beginning of each term. Single Housing rent charges are due by the dates set by the Business Office. Family and Pet Housing rent is also charged at the beginning of each term, but as multiple monthly charges. Family and Pet Housing rent is due on the first of each month for which it is dated. There is a \$50 late fee for Family or Pet Housing rent not paid by the 7th of the month in which it is due. For all issues related to rent billing, contact the Business Office at 859.858.2286.

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/](http://asburyseminary.edu/students/housing/family-housing/) for floor plans, monthly rates, and other amenities.

### **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.

### **Orlean House**

Orlean House is an all-female hall for single students only steps away from the center of campus and the Student Center. It is designed for women who love to live in a vibrant community atmosphere. Each student has a private bedroom with a sink provided in the room, and a shared bathroom with two other women. The kitchen and living area are shared between a total of six women. Orlean also provides space for females seeking commuter housing.

### **Elizabeth House**

Elizabeth House serves as the pet housing option for single students. This apartment style housing located in central campus is a fantastic option for single students seeking enriching community and pet friendly accommodations. Each apartment is fully furnished with a two-bedroom, two-bathroom arrangement. While roommates are welcome, they are not required and only assigned per request. There is a limit of one pet per apartment with a 50-pound weight limit. Students living in Elizabeth House will also be required to pay a non-refundable \$300 pet deposit.

### **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/](http://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](mailto: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.

### **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.

## Campus Housing Guest Policy

Asbury Theological Seminary housing exists for the purpose of accommodating full-time students and their immediate families. If a student desires to accommodate a guest in either Family, Pet or Single Housing, please follow the guidelines below:

### Family/Pet Housing Guests

1. A “guest” is defined as anyone who is not included on the Family/Pet Housing Lease.
2. A guest is welcome to stay in Family/Pet Housing no longer than two (2) weeks or fourteen (14) days. The two (2) week limit refers to the timeframe a guest is in any Family/Pet Housing, not just a particular unit.
3. Family/Pet Housing guests must complete a Guest Registration Form and be approved by the Coordinator of Residential Life and Housing prior to their stay.
4. If for any reason a student desires to host a guest beyond the two weeks, an Exception to Policy Form must be filed with and approved by the Coordinator of Residential Life and Housing prior to the guest arrival on campus.
5. Repeat guests do not need to be approved, however, if at any time the Office of Student Services determines a breach or abuse of policy has occurred, Student Services may deny a guest the ability to continue his/her stay.
6. Asbury Seminary reserves the right to deny any person, who is not a Family/Pet Housing resident, to stay in Seminary housing.

### Single Housing Guests

1. A “guest” is defined as anyone who is not the student assigned to a particular room in campus housing. A “student host” is defined as the student assigned to a particular room.
2. A guest is welcome to stay in Single Housing up to, but no longer than three (3) nights. The three (3)-night policy refers to a guest’s time in any Single Housing dorm, not just a particular dorm room.
3. A guest may not be of the opposite gender of the student host.
4. A guest may not stay in Single Housing without a student host.
5. Single Housing guests must complete a Guest Registration Form and be approved by the Coordinator of Residential Life and Housing prior to their stay.
6. Asbury Seminary reserves the right to deny any person, who is not a Single Housing resident, to stay in Seminary housing.

## 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. Facilities Department staff will not enter a room to make repairs or spray for bugs if an animal is inside. Animal owners should call the Facilities Department 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 Facilities Department 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.



## Dining Services

### 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 @ \$6.75/meal=\$283 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 2021-2022 school year) by contacting the Office of Student Services before add/drop each semester:

10 weekly meals or 125 block meals: \$610

15 weekly meals or 165 block meals: \$885

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 rollover from fall to spring in the same academic year. Flex dollars received from the Seminary will expire at the end of the spring semester, while flex dollars purchased by the student do not expire.

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 2021-2022 are as follows: \$6.75 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 Food Service Director at 859.858.2295 or [dining.services@asburyseminary.edu](mailto: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 the Community Formation Office at [community.formation@asburyseminary.edu](mailto:community.formation@asburyseminary.edu).

### **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. Nicole Sims, Director of Community Formation. This contact is intended to provide another link in the community—a face-to-face connection.

### **The Van Tatenhove Center for Counseling**

The Van Tatenhove Center for Counseling Clinic is a natural extension of the masters-level training programs in Mental Health Counseling, Marriage and Family Counseling, and Pastoral Counseling within the Department of Counseling and Pastoral Care at Asbury Theological Seminary.

The goals of this clinic are two-fold. First, we desire to minister to the mental health and career/calling needs of our seminary community by provide counseling and consultation services that support student wellness and seminary success. Second, we are a training clinic in which we prepare student-counselors for professional careers and ministry in mental health care.

The Center for Counseling works with the Office of Community Formation to address the needs of students who are currently enrolled at the Seminary. Students coming to Community Formation in need of counseling services will be referred to the CPC Clinic first. Students in need of formal prayer ministry or spiritual direction will be referred to the Office of Community Formation. Students also have the choice to be referred to off-campus counselors (see Counseling Support above).

# **Appendix B: Florida Dunnam Campus**

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## 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. James C. Miller	Dean of the Orlando School of Ministry
Mr. Bill Tillmann	Development Officer
Mr. Danny Roman-Gloro	Director of Asbury Hispanic Initiative
Mrs. Damaris Bauzó	Coordinator, Counseling and Pastoral Care
Mrs. Keyla Gonzalez	Chief of Staff, Florida Dunnam Campus
Mr. Hector Nieves	Coordinator of Student Success, Enrollment Management
Dr. Jeff Frymire	Dean of Chapel
Rev. Dawn Salmons	Worship Leader
Mrs. Mimi Rodriguez-Thompson	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 January, 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.

