

# ASHLAND

## THEOLOGICAL SEMINARY

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A GRADUATE DIVISION OF  
ASHLAND UNIVERSITY

# 2020-2021 STUDENT HANDBOOK

CENTER LOCATIONS

Toll free: 1-866-ATS-OHIO

Ashland Center  
910 Center Street  
Ashland, OH 44805  
(419) 289-5161

Columbus Center  
1900 E. Dublin-Granville Road  
Columbus, OH 43229  
(614) 396-9130

Website: <https://seminary.ashland.edu/>

Cleveland Center  
6500 Rockside Road, Suite 130  
Independence, OH 44131  
(216) 264-4622

Detroit Center  
Centrum Building  
24901 Northwestern Highway, Suite 600  
Southfield, MI 48075  
(248) 559-1400

Email: [ats-ohio@ashland.edu](mailto:ats-ohio@ashland.edu)

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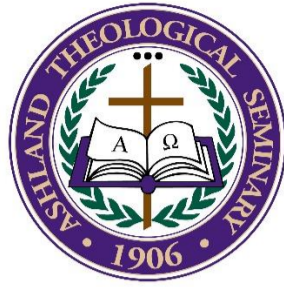
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**ASHLAND**  
**THEOLOGICAL SEMINARY**  
 A GRADUATE DIVISION OF  
 ASHLAND UNIVERSITY

**ACADEMIC CALENDAR**

**August**

- 1** Last day to apply for Fall Semester Completion (attending May 2021 Commencement Ceremony)
- 18,19, 20 New Student Orientation

*FALL SEMESTER: August 31-December 17, 2020*

**August**

- 31 Fall Semester Begins

**September**

- 2 Fall Opening Convocation
- 7 Labor Day – NO CLASSES
- 8 Last Day to Add a Course**
- 15 Dmin Dissertation deadline for Fall graduation
- 18 Last Day to Drop a Course without a “W” grade**
- 29 Summer “I” (incomplete) Grades Due

**November**

- 1 Spring Semester Registration Opens**
- 23 MONDAY CLASSES MEET
- 24-27 Thanksgiving Break—NO CLASSES

**November**

- 25-27 CAMPUSES CLOSED
- 30 Classes resume

**December**

- 1 Graduation application deadline for Spring Semester completion (attending 2021 Commencement Ceremony)**
- 17 Last Day of Fall Semester
- 17 Summer “E” (extensions) Grades Due
- 17 Fall Graduates Degree Completion Date
- 22 Fall Semester Grades Due (noon)

**December 18 – January 10**

- Christmas Break - NO CLASSES
- Campuses closed from December 23 – January 5

*SPRING SEMESTER: January 11 – May 6, 2021*

**January**

- 10 Spring Semester Registration Deadline**
- 11 Spring Semester Begins
- 18 Martin Luther King, Jr. Day – NO CLASSES
- 19 Last Day to Add a Course**
- 29 Last Day to Drop Course without “W” grade**

**February**

- 9 Fall “I” (incomplete) Grades Due
- 15 Dmin Dissertation deadline for Spring graduation

**March**

- 1 Graduation application deadline for Summer completion (attending 2021 Commencement Ceremony)**
- 8-12 Spring Break

**March**

- 15 Classes resume
- 31 Classes end at 5:00 p.m.
- 22 Registration Opens for Summer AND Fall Sessions**

**April**

- 1-4 Easter Break (starts Apr 1 at 4pm)

**May**

- 6 Last Day of Spring Semester
- 6 Fall “E” (extension) Grades Due
- 9 Summer Registration Deadline**
- 12 Spring Semester Grades Due (noon)
- 15 *2020-21 Scholarship Application Deadline*
- 15 Seminary COMMENCEMENT Ceremony – 10:00 a.m.**

*SUMMER TERM: May 10 – August 26, 2021*

**May**

- 10 Summer Session Begins
- 17 Last Day to Add a Course**
- 17 Last Day to Drop Course without “W” grade**
- 31 Memorial Day—NO CLASSES; CAMPUSES CLOSED

**June**

- 8 Spring “I” (incomplete) Grades Due

**July**

- 1 Notification of Scholarship Awards**

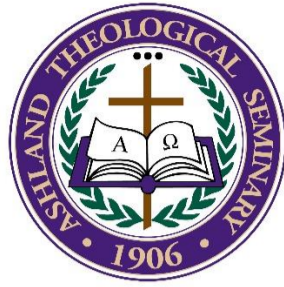
**August**

- 1 Scholarship Award Confirmations Due Back**
- 1 Graduation Application Deadline for Fall Semester Completion (attending 2021 Commencement Ceremony)**
- 20 Completion Date for Summer Graduates
- 20 Spring “E” (extension) Grades Due
- 26 Last Day of Summer Classes
- 29 Fall Semester Registration Deadline**

**September**

- 1 Summer Grades Due (noon)





## ACADEMIC INFORMATION

### ORIENTATION SESSION

Each fall, students are required to attend an orientation session either on the Ashland, Cleveland, or Columbus Campus. This session allows students to:

- Have a photo taken for student ID card
- Receive an overview of theological education
- Learn about the library and available technology
- Begin to form relationships with other students

### COUNSELING PROGRAMS

The Seminary hosts a counseling cohort on our Ashland campus that begins in odd numbered years (2021) meeting every Thursday for four semesters. We also host a counseling cohort at our Columbus center beginning in even numbered years (2020) which meets every Tuesday for four semesters. Each campus offers the complete degree including Clinical Content courses.

Note about United Methodist Students: United Methodist students in the Master of Divinity program must take 100% of their degree on the Ashland campus.

### ASSIGNMENT OF AN ACADEMIC ADVISOR

All students are assigned an academic advisor upon registration for classes. Students can identify their academic advisor through WebAdvisor. Students are encouraged to contact their advisors. Please contact the seminary registrar if you are not able to locate your advisor.

### ENTERING AND GRADUATING STUDENT QUESTIONNAIRES

One of our accrediting bodies, The Association of Theological Schools, administers an Entering Student Questionnaire (ESQ) and a Graduating Student Questionnaire (GSQ) that provide important information for the seminary. This information helps us to assess and improve degree programs and our student services. Both questionnaires are administered online. You must complete the GSQ prior to graduation. More instructions will be provided to you regarding each assessment instrument. We thank you in advance for your assistance.

### ACADEMIC YEAR

The Academic Year of the Seminary consists of two 15 week semesters and a Summer term aligned with the Academic Calendar of Ashland University. All courses necessary for the completion of degrees are available to students during the Fall and Spring Semesters, but students may accelerate their programs by taking course work during the Summer.

### COURSE CREDIT CALCULATIONS AND DELIVERY

In the semester system, 1 credit hour is equal to 12.5 instructional hours. All 3-hour courses must deliver 37.5 instructional hours, normally packaged in 42-45 hours, including breaks. The terms “3-hour course” and “3-credit course” are synonymous.

### Three-Semester Credit Courses

- Default 15-Week Format. The default format for a class that extends through the first 15 weeks of a semester will be one 3-hour block per week for 15 weeks. Each 3-hour block should include 2.5 instructional hours with 30 minutes of break time. A final exam may be administered during the 15th week of the class.

- The following course formats consistently meets the same quality, assessment, learning outcomes and requirements of the traditional semester course format
- Default Weekend Format (Applicable for the Summer Term as well). The default format for weekend classes will be a 3-weekend Hybrid model, with 25.5 instructional hours during three weekends, Friday (6:00-9:00 p.m.) and Saturday (8:00-12:00; 1:00-4:00) and 12.0 instructional hours delivered online, normally during the two periods between weekend sessions. Each 3-hour block should include 2.5 instructional hours with 30 minutes of break time; the 4-hour Saturday morning block should include 3.5 instructional hours with 30 minutes of break time.
- Default Intensive Format (5-day Hybrid). The default format for a one-week intensive will be a 5-day Hybrid model, with 5.0 instructional hours daily for five days and 12.5 instructional hours delivered online. Class will be held from 9:00-12:00 and 1:00-4:00 daily (2.5 instructional hours each block with 30 minutes of break time each). Students will engage in 6.0 instructional hours online, normally during the two weeks that precede the intensive week and 6.5 instructional hours online during the two weeks that follow the intensive week, including some form of closure exercise for the class.
- Default 2-weekend Retreat Format. Some courses might lend themselves well to a two-weekend retreat format. The 37.5 instructional hours can be delivered through a four-hour Thursday evening (5:00 p.m.-9:00 p.m.), twelve hour Friday (9:00 a.m.-9:00 p.m.), and five hour Saturday (9:00 a.m.-2:00 p.m.). Each of two weekends, in this model, would need to be 21 contact hours, with at least 18.75 instructional hours, for a total of 42 contact hours and 37.5 instructional hours. Breaks would be worked into the schedule in a flexible manner, and some meal times could be included in instructional time as formational activities.
- Other Formats. Other formats can be utilized as long as they deliver the necessary instructional time. These might include:
  - 4 or 5-weekend formats
  - 6 weekend (Saturday only) format
  - 6-day intensive format

### Two-Semester Credit Courses

All 2-hour courses must deliver 25.0 instructional hours, normally packaged in 27-30 hours, including breaks.

- Default 10-Week Format. The default format for a 2-hour class will be one 3-hour block per week for the first 10 weeks of the semester. Each 3-hour block should include 2.5 instructional hours with 30 minutes of break time. If there is a final examination for the class, it may be administered during the 10th week of the semester. One variation of this format entails meeting for the standard 3-hour block during any 10 weeks of the 15-week semester. The selected weeks would need to be coordinated carefully with departments and through the Dean’s Office.
- Default 15-Week Format. In an alternate format, class can be held in 2-hour blocks, one per week for the 15 weeks of the semester. Each 2-hour block should include 1.67

instructional with 20 minutes of break time. If there is a final examination for the class, it must be held in the designated final exam period during the 16th week of the semester.

- **Default Weekend Format** (Applicable for the Summer Term as well). The default format for weekend classes will be a 3-weekend model, with 25.0 instructional hours during three weekends, Friday (6:00-9:00 p.m.) and Saturday (8:00-12:00; 1:00-4:00). Each 3-hour block should include 2.5 instructional hours with 30 minutes of break time; the 4-hour Saturday morning block should include 3.5 instructional hours with 30 minutes of break time. The final weekend concludes at 3:30 p.m.
- **Default Intensive Format**. The default format for a one-week intensive will be a 5-day model, with 5.0 instructional hours daily for five days. Class will be held with two 3-hour blocks daily (normally from 9:00-12:00 and 1:00-4:00) (2.5 instructional hours each block with 30 minutes of break time each). Other assigned work online may be required prior to or after the one-week insensitive.

### **1.5-Semester Hour Courses or Half Courses**

All 1.5-hour courses, or “half courses,” must deliver 18.75 instructional hours.

- **Default 8-Week Format**. The default format for half course will be one 3-hour block per week for either the first 8 weeks or the second 8 weeks of the semester, as determined by the Ashland University Academic Calendar. Each 3-hour block should include 2.5 instructional hours with 30 minutes of break time. The final 8th session of the class need deliver only 1.25 instructional hours, and if there is a final examination for the class, it may be administered the 8th session of the class, following the instructional time.

### **REGISTRATION & MATRICULATION**

The enrollment procedure at the Seminary involves two steps: registration and matriculation. New students submit a registration form for their first term to the Registrar’s Office or New Student Orientation, indicating the courses in which they seek to enroll. Returning students register online during the designated times listed in the Academic Calendar. Notice is sent to all students prior to the opening of each registration period, providing all the information for them to register at the appropriate time. Priority in enrollment for courses is based on seniority (number of earned credits). Failure to observe registration deadlines may result in assessment of a late fee, as well as forfeiture of the enrollment priority associated with seniority. For a student to be officially enrolled in each term, that student must be enrolled in courses for credit with registration documented in the Office of the Registrar. Auditing participants are not considered to be enrolled students. Matriculation occurs when a student is properly registered for classes, cleared by the business office, and begins to attend classes. Clearance from the Business Office comes when financial obligations have been paid or satisfactory arrangements for payment have been made. Students are expected to pay their bills before the beginning of classes each term or as soon thereafter as they receive their bills.

### **ENROLLMENT POLICIES**

#### **Registration for Classes**

Students will receive an email notification through their Ashland email account giving the dates for registration; online registration dates are determined by degree program and number of hours completed. For those who prefer to register on paper (hard copy), a registration form may be submitted to the ATS Registrar’ Office. They will be entered in the order received, according to the registration dates of your registration status. NOTE: Distance Learning students will have first opportunity to register for online courses, which typically have a cap on enrollment.

It is strongly advised that students consult with their academic advisor or program director regarding course selection. Specific instructions will be included and are also available on the ATS website. Students may also call the Seminary Registrar at (419) 289-5907 for step-by-step help during regular business hours. Registration forms should be submitted to the Registrar, on or before

the deadline published in the academic calendar. Registrations received after the deadline will be charged a \$25 late fee.

#### **Attending Class**

Students should not miss the first session of any class. Attendance at all class sessions is expected unless the student notifies the professor in advance.

Any student missing more than six class hours (2 weeks) will be required to do additional work, receive a lower grade, audit or withdraw from the class, or be penalized otherwise at the discretion of the professor.

Arriving at class on time helps you to be ready to learn from the moment class begins. Late arrivals distract the professor and other students in addition to causing you to miss some valuable contact with the subject matter. Students are prohibited from bringing their children to campus/class due to both legal and safety issues. All students are responsible for making arrangements for child care.

#### **Purchasing Textbooks**

Ashland campus and extension students may purchase their materials at the Ashland University Bookstore in Hawkins Conard Student Center. Students may order books directly from the bookstore by phone (419) 289-5336, by e-mail [books@ashland.edu](mailto:books@ashland.edu), by mail Ashland University Bookstore, 401 College Avenue, Ashland OH 44805, or online at [www.ashlandbookstore.com](http://www.ashlandbookstore.com).

#### **Adding Courses**

Students may add a course within the first week of the semester if the course remains open and the faculty of record approves additions to the course. The student is responsible for completing any missed assignments. Intensive courses in any term cannot be added after the “Add” date listed on the Academic Calendar.

#### **Dropping Classes**

Students may drop a Fall or Spring course only during the drop/add period as indicated by the Academic Calendar. The Summer term has different deadlines. Contact the Office of the Registrar for proper procedures. An adjusted refund policy will be applied to students.

#### **Class Withdrawal**

Students may withdraw from a course before the end of a term with the faculty’s permission and the filing of the appropriate form with the Office of the Registrar. Failure to comply with these procedures will result in a failing grade for the course. The grade of “W” is not calculated into the Grade Point Average (GPA) of the student.

#### **Auditing Classes**

Audited courses do not apply towards degree requirements. A student may switch from audit to credit (or vice versa) by filing the appropriate form in the Registrar’s office and completing the course requirements before the end of the semester. The student must pay the difference in cost when changing from audit to credit. See Financial Information section of the Academic Catalog for fees (pg. 23).

#### **Accessing WebAdvisor**

WebAdvisor is the tool that allows students to access schedules, unofficial transcripts, grades, account statements, make payments and register for classes online. There is a link on the ATS homepage to WebAdvisor. If a student is unable to log into WebAdvisor, the AU Helpdesk is available during normal business hours by phone (419) 289-5405.

#### **Forms for the Registrar’s Office Available On-Line**

We have placed our most frequently used forms on the website for your use. You will need Adobe Acrobat Reader to print these forms. Most of these forms cannot be filled out online; rather they are forms you can print and use or submit for action by the Registrar. If you have any questions, please call the Registrar at (419) 289-5907 or email at [ATS-Registrar@ashland.edu](mailto:ATS-Registrar@ashland.edu).

#### **On-Line Syllabi**

Once registered, students may acquire their syllabi on the seminary website (in the course schedules) prior to the beginning of class. Some courses have assignments that are required for the first class meeting (e.g. classes with first meeting in a week other than week one).

### **Schedule Changes**

The Office of the Dean oversees the scheduling of all courses in conjunction with department chairs, program directors, and the Office of the Registrar.

The Dean reserves the right to make necessary changes in the course schedule through the add/drop period of any term on the basis of enrollment, personnel concerns, and other mitigating circumstances that make a change necessary. Every effort is made, in such a situation, to accommodate the needs of students.

### **Change of Degree**

Students at the Seminary are accepted into a specific degree or program. If a student desires to change degrees or programs, an application to do so must be submitted. Changing to a new degree program may require additional forms, advising, and/or an interview given the fact that admissions requirements may differ. All Change of Degree forms require the approval of the Seminary Dean before the change can be processed and finalized.

### **Transfer of Credit**

Admission to Ashland Theological Seminary is contingent upon the student having a bachelor's degree from an accredited institution. During the admission process, consideration will be given to granting credit for graduate work completed at other institutions, provided a minimum grade of B- was received and it is applicable to the student's degree program. No more than half of the total credit hours required of an Ashland degree program can be transferred into an Ashland Seminary degree. The amount of credit transferable will be determined by the department chair where the requirements are housed..

All courses reviewable for transfer should be graduate-level from an accredited university or seminary, and the student must have received at least a B- in a master's level class. A DMin course must have a grade of B or higher to be considered for transfer credit.

1. If an individual has earned credit toward a master's degree or has been awarded a master's degree from another seminary, up to ½ (half) the required credits for the Ashland degree can be awarded as transfer credits if they fit appropriately into the degree program.
2. A student must have the equivalent of 1/3 of the MDiv (27 credits) or ½ of an MA (27 credits) – normally one full year of residential coursework – on one of the Seminary campuses at which the full degree is offered.
3. If an individual has a master's degree that is not theological in nature, up to 6 credits can be transferred into an open elective.
4. In general, credits from non-ATS-accredited seminaries are not accepted for transfer. Following a thorough review of the course work, however, up to ½ (half) the required credits for the Ashland degree can be awarded as transfer credits if they fit appropriately into the degree program and meet the grade and timeline requirement.
5. While the proper mathematical equivalence of a 4.0 credit quarter course is 2.67 semester credits (the ratio used to calculate GPA), 3.0 semester credits are normally awarded for such courses.
6. Up to 6.0 transfer credits may be awarded for the Basic Unit of CPE and applied appropriately to the Ashland degree.
7. All transfer students must take at least one biblical studies and one theology course at Ashland.
8. Academic credit may not be awarded for "life experience."
9. If an individual has master's level courses in Counseling for potential transfer to an MAC or MACMHC program, the directors of those programs must review and approve all transfers. Even with transferred credits, the student may be required to audit the classes to assure a seamless cohort experience.

The Seminary has imposed a limit of eight years for students to complete a master's degree program and six years for a Doctor of Ministry degree. Students who are unable to complete the program within the parameters established by the Seminary may petition in writing for an extension from the Seminary Academic Council.

### **ALTERNATIVE COURSE OPTIONS**

#### **Advanced Placement Policy: Biblical Studies**

Students may qualify for advanced placement in Old or New Testament if they can present transcript evidence of having achieved a grade of A or B in one or more undergraduate courses that provided a commensurate background in terms of both content and interpretative skills. Interested students should contact the department chair during their first semester. The department chair may decide that the core courses would still supply a significant gap in the student's preparation, or he or she may assign supplemental reading if the gap is not too great. No credit will be awarded for the core courses; students who are granted advanced placement will be permitted to substitute an upper-level Old or New Testament course for each core course out of which he or she has placed.

#### **Advanced Placement Policy: Church History, Theology and Philosophy**

Students may qualify to take an advanced placement exam in church history or theology if they can present transcript evidence of having achieved a grade of A or B in a similar undergraduate course. Interested students should contact the department chair during their first semester. Students who achieve an 80% or higher in the relevant advanced placement exam will be permitted to substitute a church history elective for the church history survey and/or a theology elective for the theology survey. No credit will be awarded for the survey course in this case. The department chair may assign supplemental reading if he or she discerns a significant gap in the student's basic preparation.

#### **Applying for Independent/Directed Study**

After the student has consulted with his/her advisors and has taken program courses within that particular area, he or she can apply to the appropriate department chairperson for permission to undertake independent/directed study. The procedure is as follows:

#### **Independent Study**

Independent Studies are designed to cover specialized material not usually included in the course offerings listed in the catalog. An additional fee of \$120 per credit hour is required and must be paid when submitting the request. Master of Arts students may take a combined total of three courses and Master of Divinity students may take a combined total of four courses by Independent Study or Directed Study.

The statement of purpose should specify exactly what the student proposes to accomplish. Enough detail should be presented so that the reader will have a clear and concise view of the student's goals. This should be achieved in 3 or 4 sentences or a paragraph at the most. The significance of the study is a statement of why this study is valuable or important. Please note who will benefit from the study and how. The methodology should specify as many of the following as are relevant to the study: steps, processes, procedures, tools (e.g., a survey) and products (e.g., a training manual). The methodology should include a brief outline of the proposed study. The bibliography should be one full page of selected references, in Turabian style, that represents the full spectrum of the proposed study. The references should include both books and appropriate journal articles.

#### **Directed Study**

A regular catalog course may be requested to be taken by Directed Study in the event that it is not offered at a time when the student can take it. Institutional degree core and MDiv core courses may not be taken by Directed Study. An additional fee of \$120 per credit hour is required and must be paid when submitting the request and documentation. Master of Arts students may take a combined total of three and Master of Divinity students combined total of four courses by Directed or Independent study. Consult the faculty and Registrar for more information.

For a form on which to submit the request, please refer to the seminary website. A directed study request should include the syllabus for the course, which should be obtained from the professor supervising the directed study. Return the completed form and syllabus to the department chair, next to the Registrar who will then forward the material to the Dean for final approval. The faculty has limited the number of independent/directed studies they can supervise in an academic year. Faculty members are not obligated to



offer directed studies for students due to students' lack of academic planning. Students should contact the desired faculty supervisor before submitting the request to the department chair to make certain of the faculty member's availability. Independent Study or Directed Study forms can be downloaded from the ATS website in "Student Resources".

### **Contracted Study**

A contracted study is an opportunity to explore a specialized topic or material not usually included in the Doctor of Ministry curriculum to advance the student toward completion of the doctoral project. A student works with faculty to create a contracted study. It may include an experiential component (e.g., travel, retreats, seminars, interviews) and/or a research component (e.g., library, social science, or biblical research). Students may include no more than two contracted studies in their course of study unless granted approval by the Director and the Seminary Dean. An additional fee of \$120 per credit hour is required and must be paid when submitting the request. Consult the Registrar or the Director of Advanced Degree Programs and Assessment for more information.

### **Limitations on Independent/Directed Studies**

Independent/Directed Studies. Master of Arts students may take three courses and Master of Divinity students may take four courses by independent/directed studies.

### **Conferences/Seminars**

Credit is available for those who attend approved conferences and seminars. Students should check with the Department Chair (Biblical Studies; Christian History, Theology, and Philosophy; Counseling; or Practical Theology) for reading and writing requirements associated with attendance at approved conferences and seminars.

## **ENROLLMENT STATUS**

### **Course Load & Full-Time Status**

If students register for at least 14 credit hours per semester, not counting the summer, they are able to complete their respective degrees in the stipulated timeframe (e.g., 3 years for the MDiv degree or 2 years for the MACM degree). The load can be reduced during the Fall and Spring Semesters of each year of study by augmenting with summer courses. Students may earn as many as 9 hours during the Summer term. Students require the approval of the Dean for course registrations exceeding 14 hours per semester. The Seminary considers any student carrying 8 or more hours per semester to be a full-time student and are eligible for scholarship consideration. For financial aid and Veterans Affairs purposes, full-time status is defined as a load of at least 6 hours per semester.

### **Conditional Admission on Probation**

Students with an undergraduate grade point average (GPA) under 2.75 may be admitted to the Seminary on a probationary basis. After a probationary period of 12 semester hours with a minimum GPA of 2.0, students will be removed from probationary status. Should the GPA drop below a 2.0 during the probationary period, the student may be subject to dismissal.

### **Continued Enrollment**

Ashland Theological Seminary is an academic and professional graduate school, which trains leaders for the local church. "Education" is a generic term for instruction or knowledge, while "theological education" describes a particular focus on God and matters of the divine. As a seminary, ATS maintains a distinctly different ethos from that of a secular institution. We assume that students who choose to pursue theological education at ATS do so because of their conversion to Jesus Christ, their call to serve God, and their desire to comply with the servant lifestyle Jesus exhibited. Stable, productive, biblical leadership is impossible without a life that is centered, focused, and grounded in Christ and the Church. Therefore, all students should become involved in a local congregation for worship, fellowship and service.

Ashland Theological Seminary believes that our students will live exemplary lives before the world avoiding inappropriate behavior and refraining from illicit sexual behavior, including homosexuality. Members in the seminary community will also refrain from the use or possession of illegal or prescription drugs not prescribed to the

specific student. Ashland Theological Seminary reserves the right to determine the appropriateness of behavior.

Living in harmony with others in the seminary community is of utmost importance. Complaints of behavior that become offensive to others will be investigated. If it is deemed necessary, a student's continued enrollment may become the subject of a formal administrative review. If it is warranted, a student may be asked to withdraw while seeking professional care and counseling in accordance with the ATS Student Conduct Code (p. 35). As a forgiving and redemptive community, ATS knows that all persons fall short of God's expectations; however, the integrity and identity of this institution are tainted when people do not assume responsibility for their life choices. A spirit of discipline and accountability to brothers and sisters in Christ is expected.

### **Withdrawal Policy**

Students who withdraw from classes for one semester or more, must submit a notice of withdrawal to the Registrar's Office explaining the circumstances. When such students are ready to resume studies, they must inform the Registrar's Office and complete class registration by the appropriate deadline in the Academic Calendar, enabling them to return to classes. Students who withdrew for one year or more are required to reactivate their student file through the Office of Admissions. Please see the next section titled, *Reactivation of Student File* for specific details regarding reactivation requirements.

### **Reactivation of Student File**

Reactivation is required for students who would like to return to Ashland Theological Seminary or graduated from Ashland Theological Seminary and wish to complete a second degree, before enrolling in classes. Note: Students who have not enrolled for two consecutive semesters are automatically put on inactive status and must reactivate in order to register for classes. In order to reactivate, the student must complete the Application to Reactivate found on the ATS website:

[https://seminary.ashland.edu/upload/start/pdf/application\\_to\\_reactivate.pdf](https://seminary.ashland.edu/upload/start/pdf/application_to_reactivate.pdf).

Upon readmission, the student must meet the requirements for graduation found in the current catalog (pg. 37). If a student has not been enrolled for a period less than two years, they will be required to complete the Application to Reactivate. If a student has not been enrolled for at least two years but not exceeding five years, they will be required to complete the Application to Reactivate, pastor reference form and essay question. If a student has not been enrolled for more than five years, they will need to submit a new application for enrollment, including Pastoral and Professional references and essay questions. New transcripts will be required if the applicant has earned additional credits since being enrolled at Ashland. These additional documents can be obtained from the Office of Admissions.

**Program Duration & Statute of Limitations**

The normal duration of degree programs for full-time students is as follows:

Degree Program	Duration
MA (Biblical Studies)	2 years
MA in Black Church Studies	2 years
MA (Historical & Theological Studies)	2 years
MA in Christian Ministries	2 years
MA in Clinical Mental Health Counseling	2 ½ years
MA in Counseling	2 ½ years
MDiv and MDiv Chaplaincy track	3 years
DMin	3-6 years

**GRADING SYSTEM**

**Grade Appeal Process**

If a student wishes to appeal a course grade, the following process of appeal should be followed:

- Discuss the issue with the faculty of the course providing the student’s reasoning for challenging the grade. This should be done within thirty days of the issuing of grades. If the student still disagrees with the results, or the faculty does not respond by the end of the following semester, may continue the appeal;
- The student presents the appeal (in writing) to Dean including documentation—courses material; evaluated course work showing the student’s performance; summary of the reason for the appeal. The Dean will review the documentation, discuss the appeal with the faculty and student and seek to resolve the appeal within thirty days of receiving the appeal. The Dean is the final decision in the appeal.

Students in the counseling programs may take their concerns initially to the director(s) of the given counseling program before taking it to the Dean.)

**Grade Point Average Computation**

Grade point averages are computed (using grading scale in this section) by dividing the number of quality points achieved by the number of hours earned.

**Grade Reports**

Final grades are submitted by faculty according to the dates listed in the academic calendar. Once recorded, they become a part of the student’s permanent record and may not be altered. Official reports are not mailed out; students can access their grades through WebAdvisor. Grades will not be given out verbally by the Registrar’s office.

**Grading Scale**

Percentage	Grade	Quality Points
97-100	A	4.0
92-96	A-	3.7
89-91	B+	3.3
86-88	B	3.0
83-85	B-	2.7
80-82	C+	2.3
77-79	C	2.0
74-76	C-	1.7
71-73	D+	1.3
68-70	D	1.0
65-67	D-	0.7
64-0	F	0.0

	Grade Scale Description
A	Superior achievement of course objectives, diligence and originality, high degree of freedom from error, outstanding evidence of ability to utilize course knowledge, initiative expressed in preparing and completing assignments, positive contributions verbalized in class.
B	Good work submitted, commendable achievement of course objectives, some aspects of the course met with excellence, substantial evidence of ability to utilize course material, positive contributions verbalized in class, consistency and thoroughness of work completed.
C	Acceptable work completed, satisfactory achievement of course objectives, demonstrating at least some ability to utilize course knowledge, satisfactory class contribution.
D	Passing but minimal work, marginal achievement of course objectives, poor performance in comprehension of work submitted, inadequate class contributions.
F	Unacceptable work resulting in failure to receive class credit, inadequacy of work submitted or of performance and attendance in class.

We are aware that this is a high standard to attain. At ATS, learning and not grade point average should be the goal.

The Seminary has adopted guidelines for grading papers; the following guidelines are:

- I. Content:
  - a. Mastery of course content
  - b. Comprehensiveness
  - c. Depth of insight
  - d. Evidence of critical thinking (appropriate use of analysis, synthesis, evidence, argumentation, evaluation, etc.)
  - e. Appropriate integration of material
  - f. Appropriate degree of personal reflection
- II. Composition:
  - a. Clear focus
  - b. Logical organization
  - c. Paragraph coherence
  - d. Appropriate use of supporting materials (Bible, primary sources, secondary sources, etc.)
  - e. Accurate grammar, spelling, punctuation
  - f. Clear and readable style
  - g. Appropriate paper format (margins, spacing, type font, general appearance)
  - h. Appropriate documentation for the assignment (Turabian, APA)
- III. Deductions from grade (issues of personal responsibility): determined by the professor
  - a. Failure to follow directions for the assignment
  - b. Failure to submit the assignment on time
  - c. Violations of academic integrity
  - d. Deductions will be specified in the syllabus.

**Finishing Class Work**

In course syllabi, professors give the dates when assignments are due. All work for each semester must be submitted by the last day of the semester to avoid receiving a failing grade for the course. A student must request an I (Incomplete) or E (Extension) if all work for the course will not be completed by the end of the semester. A student who does not request an I (Incomplete) or E (Extension) may receive an F for the class.

### **Requesting an I or E**

Each course syllabus lists assignment due dates. An Incomplete (I) applies to work of acceptable quality when the full amount is not completed on time for reasons satisfactory to the professor. It is never applied to poor work but may result in a decrease of grade. This mark becomes an F if it is not removed within the first thirty (30) days of the following semester.

An extension (E) applies to work of acceptable quality when the full amount is not completed because of illness or other mitigating circumstances. The work is to be completed before the end of the following semester. There is no decrease of grade.

The procedure to request an I or E is as follows:

1. The student secures "Request for Incomplete or Extension" form from the Registrar's office ([https://seminary.ashland.edu/upload/services/pdf/request\\_for\\_incomplete\\_or\\_extension.pdf](https://seminary.ashland.edu/upload/services/pdf/request_for_incomplete_or_extension.pdf)).
2. The student completes the form and submits it to the professor from whom the Incomplete or Extension is requested.
3. The professor approves the request by signing the form and filling in "Date Work is Due."
4. The professor then makes a copy of the form for his/her records and returns the original to the student.
5. When the work is submitted by the student, the form should be attached and the professor marks the "Date Work Submitted."
6. This form is not to be turned in to the Registrar but should remind the professor to complete the change of grade form in the Registrar's office.

Regarding both (I) and (E), the student will receive a memo from the Registrar's Office prior to the deadline for grade change submission. The faculty will also receive a copy of the memo. The faculty must complete the grade change form and return it to the Registrar's Office by the deadline indicated.

### **Pass-Fail Policy (P/F)**

Within certain limits and with regard to non-counseling degree programs, a student may complete up to 6 credit hours for a Master of Arts degree or up to 9 credit hours for the Master of Divinity degrees on a pass/fail basis, rather than for a letter grade (A, B, C, D or F). These courses would apply toward graduation requirements as earned credits, but would not affect the cumulative grade point average (GPA). Eligible courses are restricted to courses designated as electives for any specific degree program. Courses that are designated in the academic catalog as only offered on a pass/fail basis do not count towards the pass/fail course limitations. Students enrolled in SPF 5540 will receive letter grades unless they petition for pass/fail through the process outlined below (taking these courses pass/fail will not count against the pass/fail credit limit for the students' degree program).

All students seeking ordination are encouraged to check with their appropriate judicatory before exercising the pass/fail option in any course, since they may have limitations on pass/fail courses that are different from those prescribed by ATS.

Students are required to petition the Seminary Registrar's office to declare the pass/fail option at registration and may not change after the drop/add deadline. After gaining the instructor's approval, the student must submit an email to the ATS Registrar to file the request. This email must include the instructor's consent. For classes that do not meet weekly, the pass/fail option must be requested before the end of the second meeting of the course.

In order to receive a grade of "pass," the student must do at least the equivalent of C-minus work in the course.

### **SATISFACTORY PROGRESS AND GRADUATION POLICIES** **Academic Probation**

Students whose academic work is unsatisfactory (cumulative grade point average of below 2.0) will be placed on academic probation. In addition, students may be placed on probation if their record shows a pattern of academic warnings in multiple terms.

Students are responsible for knowing at the end of a term whether or not they have completed each course satisfactorily. As information becomes available, a notice of probation will be given both to the student and his/her academic advisor, and the notation will be placed on the student's transcript. The student must meet with the academic advisor (or program director, if applicable) to develop a plan to return to satisfactory academic standing. Failure to successfully complete this academic plan may result in the loss of federal financial aid eligibility.

Students will be removed from academic probation when they have completed the following conditions:

1. All work for each course must be completed by the end of its term, without extensions;
2. All incomplete work from previous terms must be completed;
3. The grade received in each course must be at least a C-.

Any student who remains on academic probation for two consecutive terms may be recommended for dismissal. Students pursuing the MACMHC degree are expected to be knowledgeable of and in compliance with the "Academic Evaluation, Remediation, and Dismissal (approved 2/17/17)." See "Clinical Mental Health Counseling (CMHC) Program Student Handbook."

### **Dismissal of Students**

The Office of Admissions carefully screens incoming students and accepts students based on the admissions requirement. A student, however, may be dismissed for the following reasons:

1. Plagiarism of written material (*see* the Writing Handbook and Student Handbook)
2. Inability to meet financial obligations
3. Inappropriate behavior
4. Inability to live in harmony with members of the Seminary community
5. Inability to maintain a 2.0 grade point average
6. Falsification of admissions application materials

If the reason for dismissal is academic, the procedure for student appeal is first to the Dean. If applicable, the student will be processed according to the Student Judicial Code.

### **GRADUATION REQUIREMENTS**

The student must complete all core requirements in addition to the hours required for the student's selected area of concentration. A cumulative grade of 2.0+ grade point average based on a 4.0 grading scale is required (unless otherwise indicated).

### **Application for Graduation**

A seminary application for graduation form must be filled out by the date given in the ATS calendar to participate in the Spring Commencement exercise. This form is available from the ATS Registrar's office or from the seminary website ([https://seminary.ashland.edu/upload/services/pdf/graduation\\_application.pdf](https://seminary.ashland.edu/upload/services/pdf/graduation_application.pdf)) A \$100.00 graduation fee (\$150 for DMIN students) is paid upon application, even if the student will not attend the ceremony. This fee covers the processing of the application and the cost of the diploma. It also covers the costs associated with the commencement ceremony. Seating at the graduation ceremony is limited. Students will be notified of the number of ceremony tickets they are eligible to receive.

### **Honors Designation**

The Seminary recognizes scholastic achievement with various designations. The following scale represents these designations:

With highest honor: *summa cum laude* (4.00)

With great honor: *magna cum laude* (3.90)

With honor: *cum laude* (3.70)

### **Student Responsibility**

Students are responsible for ensuring that their graduation requirements are met. Faculty advisor work with students to monitor



academic progress toward degree completion. In consultation with the faculty advisors, the Registrar call attention to deficiencies in a student's program unless those deficiencies are the basis for disciplinary action.

**Conferral of Degrees & Participation in Commencement**

The Board of Trustees, upon the recommendation of the faculty, confers academic degrees upon candidates at a regularly scheduled board meeting during the academic year. Generally, the Board meets in October and May. To be recommended to the Board for degrees, be permitted to participate in commencement and be listed as graduates, candidates must have:

1. Completed all requirements
2. Met all financial obligations
3. Completed exit loan counseling (if they borrowed a Federal Stafford loan during their attendance)
4. Returned all overdue items to the library and paid all library fines.

**Official Transcripts**

Federal law states that student transcripts may not be released without a written request. Official transcripts carry the seal of Ashland Theological Seminary and the signature of the Seminary Registrar. Transcript requests are typically processed on Wednesday mornings (before noon). There is a link on the main page of the seminary website to the transcript request page

**WRITING FOR PAPERS AND THESES**

**Writing Standards at Ashland Theological Seminary**

All papers and theses must strictly adhere to the format outlined in the following:

Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations, 8th ed. Chicago: The University of Chicago Press, 2013.

The exception to this policy is for counseling students. Papers submitted for counseling courses must be completed in APA format:

Publication Manual of the American Psychological Association, 6th ed. (2010) Washington, DC: American Psychological Association.

**Additional Writing Guides (MA)**

Please refer to the Writing Handbook.

**Thesis Calendar**

April 15: Deadline for submitting thesis proposal to the department chairperson for graduates.

February 15: Deadline for submission of complete rough draft of the MA thesis to the thesis advisor.

March 15: Deadline for thesis advisor to read completed rough draft.

April 30: Deadline for final draft for MA thesis due in Dean's office.

The student must submit a proposed thesis to the appropriate department chairperson for approval and assignment of writing supervisor.

Failure to meet any of these deadlines will result in an automatic postponement of the student's graduation for at least one semester following spring commencement.

**Seminary Paper Types**

The following list represents the types of writing assignments used at the seminary:

- Research papers
- Exegetical papers (English and Original Language)
- Reflection or Reaction Papers and Journals
- Review (of an author's work)
- Essay (particularly on exams)
- Case Study
- Sermon

- Interview
- Literature Review
- Annotated Bibliography

Unless otherwise specified, students are expected to cite all sources used in their writing by following the writing standards at Ashland Theological Seminary

**FIELD EDUCATION**

Field Education at Ashland Theological Seminary integrates rigorous academic study and practical real-life ministry with mentored theological reflection to foster personal transformation and professional excellence in every Field Study student. The student's role in determining both the field site and mentor ensure it is custom-tailored to the needs and goals of the student and the ministry toward which they are being called. The threefold emphasis includes: broadening the student's range of ministry experiences, raising the level of the student's ministry competencies, and deepening the student's spiritual life for both personal transformation and ministerial effectiveness. The integrated nature of ministry and academic study is emphasized by spreading the Field Study experience throughout the student's program. Field Education at the Seminary strives to initiate patterns in the student's life and ministry that will help ensure vitality of faith and authenticity of ministry throughout his or her life.

**Who must take Field Study?**

All Master of Divinity (MDiv, non-clinical counseling) and Master of Arts in Christian Ministries (MACM) students must complete Field Study.

**What is Field Study?**

Field Study requires students to proactively engage in real-life ministry and integrate it with their classwork. There are three major facets of field study: 1) actually doing ministry at a Field Site; 2) theologically reflecting on ministry with a seasoned Field Mentor; and 3) intentionally designing and implementing a strategy to broaden the student's scope of ministry and/or enhance ministry skills. All this is accomplished through a model which blends personal instruction, online class work, and real-world ministry to transform the student both professionally and personally.

**Field Education Courses**

All students in the MACM and MDiv degree programs are required to take Field Study courses. Students in MACM will take 3 semesters (3 credit hours total); and MDiv students will take 4 semesters (4 credit hours total). Students in the MDiv with Chaplaincy specialization fulfill their Field Education requirements through Clinical Pastoral Education units and do not take Field Study. Each semester course of Field Study will require online classwork along with a designated number of hours of field work in a ministry setting. Total hours of field ministry required for MACM students is 300; total hours required for MDiv students is 400. The following classes are part of Field Education:

Course	Credit Hrs.	Ministry Practice Hrs.
FLD 6611 Field Study Introduction	1	100
FLD 6612 Field Study 2	1	100
FLD 6613 Field Study 3	1	100
FLD 6614 Field Study Capstone	1	100

MDiv students will take all four courses; MACM students will take Intro, 2, and Capstone. All Field Study courses are offered Fall and Spring semesters; Field Study 2, and 3 are also offered Summer session.

Questions about Theological Field Education?

Contact: Dr. John Swope, Director of Field Education at (419) 289-5772 or [jswope@ashland.edu](mailto:jswope@ashland.edu).

## **Clinical Pastoral Education (CPE) and Chaplaincy**

### **What is Clinical Pastoral Education (CPE)?**

According to the Association of Clinical Pastoral Education, "Clinical Pastoral Education is interfaith professional education for ministry. It brings theological students and ministers of all faiths into [a] supervised encounter with persons in crisis. Out of an intense involvement with persons in need, and the feedback from peers and teachers, students develop new awareness of themselves as persons and of the needs of those to whom they minister. From theological reflection on specific human situations, they gain a new understanding of ministry. Within the interdisciplinary team process of helping persons, they develop skills in interpersonal and inter-professional relationships." Association of Clinical Pastoral Education at [https://www.acpe.edu/ACPE/\\_Students/FAQ\\_S.aspx](https://www.acpe.edu/ACPE/_Students/FAQ_S.aspx)

### **Why does the Seminary include CPE as a requirement for the Chaplaincy degree?**

Through a real life learning lab with the living human document, supervision and feedback, CPE helps students develop a professional identity as a chaplain, as well as interpersonal skills and ministry competencies. Also, the majority of chaplain jobs require that applying candidates complete CPE training. In fact, it is an industry standard. Even in settings that do not require CPE training, the completion of CPE prepares the candidate to be more competitive. In essence, the completion of CPE helps a student obtain a chaplaincy job upon graduation. More importantly, CPE significantly contributes to professional learning outcomes necessary to function as a highly competent chaplain who serves in a pluralistic ministry context.

### **What is Chaplaincy Board Certification?**

The Association of Professional Chaplains (APC) offers nationally-recognized board certification through the Board of Chaplaincy

Certification, Inc. Board Certified Chaplains (BCC) must complete both an MDiv (or 72 credit MDiv equivalent degree) and four Units of CPE. Associate Certified Chaplains (ACC) must complete two Units of CPE and 48 hours of graduate theological education.

"Board certification is the process by which candidates demonstrate their competence, qualifications and ability to function as a professional chaplain. One purpose of board certification is to assure the public and the employing organization that the chaplain has met established national standards for professional competence, and is held to a code of ethics. A second purpose is to promote the continuing education and development of certified spiritual care providers." Board of Chaplaincy Certification, Inc. at [http://bcciprofessionalchaplains.org/Files/benefits\\_of\\_bcc.pdf](http://bcciprofessionalchaplains.org/Files/benefits_of_bcc.pdf)

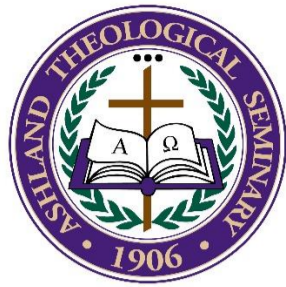
(accessed Jan. 27, 2014)

Many chaplain employers require either board certification or eligibility for certification. Seminary students who have completed their theological degrees, have four Units of CPE, and are endorsed, are "eligible for board certification" upon completion of 2,000 hours of ministry and successful completion of the APC application process before the Certification Committee. Board eligible graduates are ready for employment. Since board certification is the gold standard in chaplaincy, the chaplaincy degrees at the Seminary highly encourage, support, and prepare students to become board certified.

### **Questions about Chaplaincy?**

Contact: Dr. Bill Payne, Director of Chaplaincy Studies at (419) 289-5865 or [wpayne@ashland.edu](mailto:wpayne@ashland.edu)





## ACADEMIC INTEGRITY POLICY

Ashland Theological Seminary expects each student to uphold the Seminary's core value of academic excellence by contributing to an environment that is both challenging and supportive. In such an environment a student will neither seek nor offer improper assistance. All students have an obligation to be forthright in their academic endeavors and to respect ethical standards. The work that one submits for academic evaluation must be one's own, unless an instructor expressly permits certain types of collaboration. Academic integrity requires that each student will use one's own capabilities to achieve one's fullest potential and will neither offer nor accept aid that is not in keeping with regularly accepted standards of academic integrity. Failure to conform to this conduct shall constitute academic dishonesty. The full Academic Integrity Policy statement may be found in the Student Handbook.

### Section 1. Purpose

Academic integrity is an essential aspect of every believer's identity in Christ. As people who are called to speak the truth and live the truth (Eph. 4:15, 25; 2 John 1-2, 4); as people who are to follow the One who is the way, the truth, and the life (John 14:6); as people who are to be blameless and above reproach (Phil. 1:10; 2:15; 2 Pet. 3:14), we at Ashland Seminary ought to regard academic integrity as a necessary part of our personal and intellectual development. For these reasons student infractions relating to academic integrity must be considered very serious, since they damage the educational process and undermine the biblical and spiritual foundations of our community.

### Section 2. Conduct which Violates Academic Integrity

Ashland Theological Seminary expects each student to uphold the Seminary's core value of academic excellence by contributing to an environment that is both challenging and supportive. In such an environment a student will neither seek nor offer improper assistance. All students have an obligation to be forthright in their academic endeavors and to respect ethical standards. The work that one submits for academic evaluation must be one's own, unless an instructor expressly permits certain types of collaboration. Academic integrity requires that each student will use one's own capabilities to achieve one's fullest potential and will neither offer nor accept aid that is not in keeping with regularly accepted standards of academic integrity. Failure to conform to this conduct shall constitute academic dishonesty.

### Section 3. Forms of Academic Dishonesty

Proper acknowledgment of ideas and sources is central to academic honesty. To ensure academic honesty, it is important to examine that which constitutes academic dishonesty. Academic dishonesty includes:

#### Plagiarism

Plagiarism is the intentional or unintentional presentation of someone else's words, ideas or data as one's own work. In the event the faculty member deems the plagiarism is unintentional, they typically require the student to rewrite the assignment. In the event the faculty member believes the plagiarism is willful, the sanctions in this document will apply. If the work of another is used, acknowledgment of the original source must be made through a recognized reference practice, and, if verbatim statements are included, through quotation marks as well. To assure proper crediting, a student will acknowledge the work of others;

1. Whenever one quotes another person's actual words.
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words.

3. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge so as not to be questioned.

#### Fabrication

Fabrication is the intentional falsification or invention of research, data, citations, or other information. Examples of fabrication include:

1. Citing information not taken from the source indicated.
2. Including in a reference list sources which have not been consulted.
3. Inventing or altering data or source information for research or other academic exercise.
4. Submitting as his or her own any academic assignment (e.g. written work, sermons, sermon outlines, etc.) prepared totally or in part by another.
5. Using a portion of a piece of work previously submitted for another course or program to meet the requirement of the present course or program without the approval of the instructor involved.
6. Permitting one's work to be submitted by another person as if it were his or hers.
7. Taking a test for someone else or permitting someone else to take a test for oneself.
8. Other offenses of this form which incorporate dishonesty for academic gain.

#### Cheating

Cheating is an act of deception in which a student represents mastery of information that he or she has not mastered. Cheating may be suspected if an assignment that calls for independent work results in two or more solutions, sequences, or verbal expressions so similar as to merit the charge. Cheating may be suspected if there is a statistical inconsistency in the student's performance and the student cannot explain or reproduce both the intricacies of the solution and the techniques used to generate the solution; or in the case of an essay examination, the student cannot explain or reproduce the thought-processes used to generate the writing.

Examples include:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Sharing previous copies of exams with other students.
4. Using notes, textbooks or other information in homework, examinations, tests or quizzes, except as expressly permitted.
5. Securing, giving or exchanging information during examinations without authority to do so.
6. Having someone else do your work for an on-line course.
7. Other offenses of this form which incorporate dishonesty for academic gain.

#### Other Forms of Academic Misconduct

Examples include:

1. Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor.
2. Stealing, buying, or otherwise obtaining all or part of an unadministered test in which the origins of the materials are suspect.
3. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
4. Inducing any other person to obtain an unadministered test or any information about the test.

5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, computer file, on a test, a "change of grade" form, or other official academic record of Ashland Seminary which relate to grades.
6. Cooperating with another person in academic dishonesty, either directly or knowingly, as an accessory.
7. Using computing resources in a manner which violates the Seminary's academic integrity policies.
8. Copying sermons or papers in part or whole from the Internet without proper documentation (see Writing Handbook for proper documentation).
9. Buying materials from an Internet on-line paper service.
10. Other offenses of this form which incorporate dishonesty for academic gain.

These examples are not meant to be exhaustive. Be aware that the above policies also apply to all on-line courses.

#### **Section 4. Procedures Following an Allegation of Academic Dishonesty at Ashland Theological Seminary**

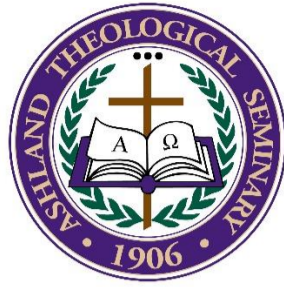
- A. If a faculty member suspects a student of academic dishonesty, whether by direct observation or inference, he or she will meet with the student to ascertain whether a violation has occurred and whether formal action ought to be taken.
- B. If the faculty member feels that formal action should be taken and has actually observed a student violating any of the policies stated herein, he or she will meet informally with the Seminary Dean to process the nature and willfulness of the violation.
- C. If a faculty member has not directly observed a student violating any of the policies stated herein, but has a firm conviction of academic dishonesty, based on probative evidence and on meeting with the student, the faculty member shall likewise meet with the Seminary Dean informally. If both agree that the situation warrants formal action, the faculty member shall file an allegation of academic dishonesty, with supporting documentation, with the Seminary Seminary Dean.
- D. Within two weeks of notifying the student of the allegation, the faculty member and Seminary Dean will meet with the student and determine the nature and severity of the academic dishonesty. The Seminary Dean and faculty member will meet privately after conferring with the student and determine the penalty for the infraction. The penalty will be noted on the "Academic Integrity Incident Report" form.
- E. The faculty member will notify the student of the penalty in writing.
- F. All paperwork will be filed in the student's academic file in the Registrar's office.

#### **Section 5. Penalties**

- A. If there is a violation of the academic integrity policy, the faculty member has the discretion of assigning a grade of zero for the assignment or test involved and/or assigning an F for the course. If it is discovered that this is a second violation of the academic integrity policy, the student may face dismissal from the Seminary. This action will be taken by the Seminary Dean. Note: Any grade appeal in process will be suspended until any integrity violation is resolved.
- B. In determining the penalty for a violation, the faculty member and Seminary Dean will take into consideration the seriousness of the offense, including:
  - a. the willfulness of the incident; (e.g., an incomplete citation is less serious than no attempt to credit the work of another);
  - b. the extent to which the student had been previously instructed or warned about the academic integrity policy;
  - c. previous violations of academic integrity.

#### **Section 6. Student Appeal Procedure**

- A. The student shall have an opportunity to appeal the decision of the faculty member and the Seminary Dean.
- B. The Academic Council Committee shall consider the appeal at its next meeting following reception of the appeal.
- C. The decision of the Academic Council Committee will be final in all cases.
- D. All appeal procedures and outcomes remain on record.



**ASHLAND**  
**THEOLOGICAL SEMINARY**  
A GRADUATE DIVISION OF  
ASHLAND UNIVERSITY

## ACCREDITATION OF ASHLAND THEOLOGICAL SEMINARY

Ashland Theological Seminary is a graduate division of Ashland University and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). The Higher Learning Commission can be reached at (800) 621-7440, (312) 263-0456 or <http://www.ncahlc.org>.

The Seminary is also accredited by The Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS), which has approved the following degree programs:

Master of Arts (Biblical Studies)

Master of Arts in Black Church Studies

Master of Arts (Historical & Theological Studies)

Master of Arts in Clinical Mental Health Counseling

Master of Arts in Counseling

Master of Arts in Christian Ministries

Master of Divinity

Master of Divinity (Chaplaincy)

Doctor of Ministry

Contact: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275. Telephone: (412) 788-6505; Fax: (412) 788-6510; <http://www.ats.edu>.

Programs of the Seminary have also been authorized by the Ohio Board of Regents (OBR) and the State of Michigan Department of Licensing and Regulatory Affairs (LARA).

The Master of Arts in Clinical Mental Health Counseling is approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), a corporate affiliate of the American Counseling Association (ACA). Faculty of the counseling programs holds membership in the American Counseling Association (ACA), the Ohio Counseling Association (OCA), and the Christian Association for Psychological Studies (CAPS).

Ashland University also holds membership in the American Association of Colleges, the American Council on Education, the American Association of Colleges and Teacher Education, the Ohio College Association, and the Ohio Foundation of Independent Colleges.

The Seminary is approved by the University Senate of the United Methodist Church for the training of United Methodist ministerial candidates and is also a consortium member of the Tel-Gezer Excavation and Publication Project

### Provisions of the Student Handbook

Because these rules and regulations are intended to guide the student's progress through Ashland Theological Seminary, each student has the obligation to become familiar with the contents of this Student Handbook and follow the directives as stated. The information in this Student Handbook is current as of August 1, 2020, and applies to the 2020-2021 academic year. The provisions of this Student Handbook are to be considered directive in nature and are not to be regarded as an irrevocable

contract between the student and the Seminary. The Seminary reserves the right at all times, at its sole discretion, to review, modify, amend, or alter any provision of this Student Handbook.

Ashland Theological Seminary is an Equal Opportunity Institution and reasonable efforts will be made to accommodate all students regardless of disabilities, sex, age, race, color, religion, and national or ethnic origin, as per Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Each applicant's record is reviewed for academic achievement, aptitude, and interest in order to admit those students who possess the ability and motivation to benefit from their enrollment at the Seminary.

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to require educational institutions and agencies to conform to fair information practices. Ashland Theological Seminary will not release personally identifiable student records on file without prior student consent. Exceptions to this are (1) Seminary officials or teachers who have a legitimate educational interest in the student; (2) another school to which the student has applied and intends to enroll; (3) authorized federal and state officials; (4) persons dealing with a student's application for financial aid; and/or (5) parents (if an authorization form is on file). It is Seminary policy that no data from student records be provided to non-university agencies for mailing purposes.

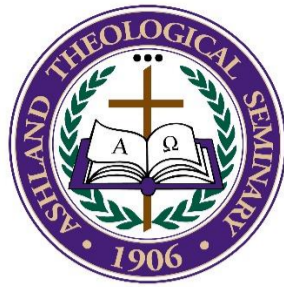
In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), Ashland Theological Seminary may list "Directory Information" without a student's consent. Students may withhold directory information by presenting a written request to the Office of the Registrar. When the student's name is "accessed in the computer" the statement "Do Not Release Information" will appear. The non-disclosure form is honored until it is revoked in writing by the student. For clarification, questions or inquiries regarding compliance contact: the Registrar, Ashland Theological Seminary, 910 Center Street; Ashland, Ohio 44805.

The law further provides students with the right to review information contained in their educational records, with the exception of reference forms or other material for which the student has waived his or her right to access for recommendations received prior to January 1, 1975. This information includes but is not limited to: an application for admission, copies of correspondence to the student, and transcripts of college and/or seminary work. In order to review the material belonging to his or her educational record, the student must make written request of the seminary registrar's office, which will set up a time for the student to do so within 45 days.

Visit <https://www.ashland.edu/administration/office-records-and-registration/ferpa> for more information about FERPA and full policy.

The **Student Right-to-Know Act**, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. This information is provided on the Seminary website. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.





# ASHLAND THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF  
ASHLAND UNIVERSITY

## CENTERS

### DEGREES OFFERED AT CENTERS AND RESIDENCY REQUIREMENTS

The Association of Theological Schools, which is our accreditation granting source, requires that students in some degree programs take a specific number of classes on the Ashland campus.

#### The Ashland Campus

The following degrees may be pursued at the Ashland Center: Master of Arts (Biblical Studies); Master of Arts (Historical & Theological Studies); Master of Arts in Clinical Mental Health Counseling; Master of Arts in Christian Ministries; Master of Divinity, and Doctor of Ministry. For further information, contact the Office of Recruitment at (614) 396-9130

#### Class Hours of Operation

The Ashland Center runs a full academic schedule with classes offered five days a week.

Fall and Spring: Monday-Friday 8:00am to 5:00pm

Summer: Monday-Friday 7:30 am to 4:00pm

#### The Cleveland Campus

Students can complete the Master of Divinity degree and the Master of Arts in Christian Ministries at the Cleveland Center. For all other degree programs, they must complete at least half of their course work at the Ashland center. For further information, contact the Office of Recruitment at (614) 396-9130

#### Class Hours of Operation

Classes at the Cleveland Center are held:

Monday, Tuesday, Thursday, and Friday evening from 6:00-9:00pm  
Saturdays from 8:00am to 4:00 pm

#### The Columbus Campus

Students can complete the full Master of Arts in Clinical Mental Health Counseling, Master of Arts in Christian Ministries, and Master of Divinity degrees at the Columbus Center. For all other degree programs, students must complete at least half of the course work at the Ashland Center. For further information, contact (614) 396-9130

#### Class Hours of Operation

Classes at the Columbus Center are held:

Monday-Thursday evenings 6:00-9:00pm

Weekend classes: Friday evenings 6:00-9:00pm; and Saturdays 8:00am to 4:00pm

*The Counseling cohort classes:*

Tuesdays 8:00am to 9:00pm;

Saturday (advanced clinical classes) 8:00am to 5:00 pm

#### The Detroit Campus

Students are able to complete the full Master of Arts in Counseling, Master of Arts in Christian Ministries, and Master of Divinity degrees at the Detroit Center. For all other degree programs, students must complete at least half of the coursework at the Ashland Center. For further information, call the Office of Recruitment at (614) 396-9130.

## COMMUNICATION WITH THE SEMINARY

Interested parties may call the main Seminary number, (419) 289-5161, to reach the Seminary front desk. The office of the appropriate Seminary official may also be contacted directly using 419-289-extension number (unless otherwise noted in parentheses).

### **Cleveland Center**

Susan Icenhour, 419-289-5161, sicenhou@ashland.edu

### **Clinical Mental Health Counseling Program**

Director of Counseling: Yvonne Glass, ext. 5163; yglass@ashland.edu

### **Counseling Department Chair**

Lee Wetherbee, ext. 5995; lwetherb@ashland.edu

### **Counseling Administrative Assistant**

Brenda Kitts, bkitts@ashland.edu

### **Columbus Center**

Susan Icenhour, 419-289-5161, sicenhou@ashland.edu

### **Detroit Center**

and MAC program:

Jerrolynn Hockenhuil, jhockenhu@ashland.edu

### **Doctor of Ministry Program**

Director of Advanced Degree Programs and Assessment:  
Dawn Morton, ext. 5113; dmorton@ashland.edu

### **Enrollment, Scholarships, and Student Services:**

Coordinator of Admissions: Renee Johnson, ext. 5704; rjohns13@ashland.edu

### **Seminary Housing**

Susan Icenhour; ext. 5161; sicenhou@ashland.edu

### **Faculty Personnel**

Seminary Dean; ext. 5926; (ats-dean@ashland.edu)

### **Administrative Assistant to Academic Affairs:**

Donna Johnson, ext. 5695; djohnso8@ashland.edu

### **Field Education**

Director of Field Study: John Swope, ext. 5772; jswope@ashland.edu

### **Financial Needs**

Stafford Loans: Financial Aid Office at Ashland University, ext. 5003  
Billing/Tuition Payments: Laura Bedocs, ext. 5907; lbedocs@ashland.edu  
Payment Plan: CashNet Payment Portal, accessible through WebAdvisor/Student Financial Information.  
Questions about the payment plan may be directed to the AU Business Office, 419-289-5958.

### **General Matters and Trustee Affairs**

Seminary Dean: John Byron, ext. 5722; jbyron@ashland.edu

Executive Administrative Assistant: Rachel Pierce, ext. 5485; rpierce6@ashland.edu

Main Desk: Susan Icenhour, ext. 5161; sicenhou@ashland.edu

### **Information Technology/Resources**

Help Desk, ext 5405; academic-technology@ashland.edu

### **Library**

Circulation & Digital Services Librarian: Daniel O'Brien, ext. 5169; dobrien1@ashland.edu

### **Registrar (Class Registration, Change of Concentration, Transcripts, International Student Information, Loan Deferments)**

Registrar: Laura Bedocs, ext. 5907; ats-registrar@ashland.edu

Assistant Registrar: Susan Icenhour, ext. 5023;

sicenhou@ashland.edu

### **Smetzer Counseling Center**

Director of the Smetzer Counseling Center:

Yvonne Glass, ext. 5163; yglass@ashland.edu

### **Student Housing**

Susan Icenhour, ext. 5161; sicenhou@ashland.edu

## SNOW CLOSING AND CLASS CANCELLATION

Seminary staff, students, and faculty members who are attending or teaching classes on Ashland, Cleveland, Columbus, or Detroit Centers have four options for obtaining information on the cancellation of classes, the closing of offices, or the closing of program centers due to the weather:

1. Call the Seminary's general number (419) 289-5161 to hear a list of the classes or program centers that are closed.
2. Consult the main page of the website – seminary.ashland.edu

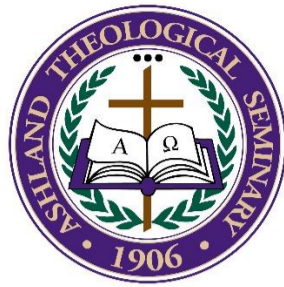
Sign up with CampusShield to receive alerts on your cellphone.

CampusShield will provide emergency notification alerts regarding emergency situations, severe weather advisories, campus closings and major event cancellations. To learn more, please go to:

<https://www.ashland.edu/student-affairs/health-safety-title-ix/safety-services/emergency-notification-system>. The decision to cancel

evening classes will be made by 3:30pm the day classes are to be held. Note that not all program sites will necessarily close if other centers close.

Note that not all program centers will close if the main campus closes. Likewise, a program center may close even though the main campus is open. Check with either the program center or the main campus about the status of classes at an extension.



## FINANCIAL INFORMATION AND ADMINISTRATION

### TERMS OF PAYMENT

#### Payment Due

Tuition and fees are due and payable in full by the first day of each semester. After scholarships, grants, and loans are applied to a student's account, they have the following payment options: payment up front by cash, check, or credit or students may sign-up for a monthly payment plan

#### Payment Plan

Students may elect to use a monthly plan, administered by CashNet, to spread payments over a semester. A yearly plan is also available. There is an enrollment fee, but there are no interest charges. Cash Net may be accessed through WebAdvisor under Student Financial Information.

#### Return of Title IV Funds

This applies to students who withdraw or are expelled. Refunds for these students are determined according to the following policy:

The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Graduate Plus Loan, Federal TEACH Loan.

A student's withdrawal date is the date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the term for a student who leaves without notifying the institution; or the student's last date of attendance at a documented academically-related activity.

Students who are granted a leave of absence are treated in the same manner as students who withdraw from the Seminary.

#### Refund Policy

This refund policy applies to students completely withdrawing from school, not simply dropping a class(es).

Withdrawal: An enrolled student withdraws from all classes during the term. This refund policy applies to students in this situation.

Dropping of class(es): An enrolled student drops a class (or classes) but is still enrolled for one or more classes in the term. There will be no refund or tuition adjustment for class(es) attended and dropped after the drop date, and this policy does not apply to students in this situation.

Refunds on all charges including tuition, room and board, and special fees will be prorated on a per day basis up to the 60% point in the term. There are no refunds after the 60% point in time. A copy of the worksheet used for this calculation can be requested from the Ashland University Financial Aid Office.

Title IV, state and institutional aid is earned in a prorated manner on a per day basis up to the 60% point in the term. Title IV, state, and institutional aid is viewed as being 100% earned after the 60% point in time.

A refund (if there is one) and an adjusted bill will be sent to the student's home address following withdrawal.

There are no refunds for courses for which a grade of "I" (incomplete) or "IP" (in progress) is received.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: Unsubsidized

Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Graduate Plus Loan; Federal TEACH Grant; and finally, the student.

Ashland Theological Seminary's responsibilities in regard to the return of Title IV funds include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds;
- Calculations for those students; returning any Title IV funds that are due the Title IV programs

The student's responsibilities in regard to the return of Title IV funds include returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

### FINANCIAL AID

How to finance seminary education is one of the first questions that comes to mind after answering God's call to Ashland. Students are encouraged to explore every avenue of resources that God has placed before you including savings, income, sacrifice and your home church. In addition, Ashland offers scholarships and loans to students assist in financing their education.

Ashland Theological Seminary offers some scholarship aid. Interested students should contact the Seminary directly to apply for scholarships. To download the Seminary's scholarship application form, go to [seminary.ashland.edu](http://seminary.ashland.edu), hover on **Admissions** and then **Financial Aid & Scholarships**.

Federal Stafford Loans are available for Seminary degree-seeking students through the AU Financial Aid Office. Complete information about student loans and the application process is available on the AU Financial Aid website at [www.ashland.edu/graduate/financial-aid](http://www.ashland.edu/graduate/financial-aid). If you have questions, contact the Financial Aid Office at [gradfinaid@ashland.edu](mailto:gradfinaid@ashland.edu) or 800-882-1548 x5003. Listed below is a brief description of the steps required to receive loans at AU.

#### **Important priority dates: March 1<sup>st</sup> for the summer session; May 1<sup>st</sup> for the academic year**

Loans are processed throughout the year beginning February 15 for the Summer Session and May 1 for the following academic year for students who have been accepted into an academic program, and in the order in which completed paperwork is received. Students should allow up to two weeks for processing. Therefore, students who apply the last few weeks before classes begin may be required to pay for their classes temporarily until their financial aid is completed. Students with a credit balance on their account may obtain a refund after attending their first class by calling the Student Accounts Office at 800-882-1548.

Seminary students who have <u>not</u> had previous Federal Direct Loans	Seminary students who have had previous Stafford Loans at AU
<p>To Apply for a Federal Stafford Loan for Fall/Spring Semesters or</p> <ul style="list-style-type: none"> <li>➤ Be accepted into a degree-granting academic program.</li> <li>➤ Complete the FAFSA on the Web for the appropriate academic year at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</li> <li>➤ Complete steps below by going to <a href="http://www.ashland.edu/graduate/financial-aid">www.ashland.edu/graduate/financial-aid</a>; scroll down and follow the steps under <i>How To Apply</i>. <ol style="list-style-type: none"> <li>1. Complete the AU Graduate/Seminary Financial Aid Application for the appropriate academic year.</li> <li>2. Complete a Stafford Loan Master Promissory Note (MPN) unless you have a valid MPN with Direct Loans (find out if yours is valid at <a href="http://www.studentloans.gov">www.studentloans.gov</a>).</li> <li>3. If you do not currently have outstanding Stafford Loans in deferment or repayment, complete Stafford Loan Entrance Counseling.</li> </ol> </li> </ul>	<p>To Apply for a Federal Stafford Loan for Fall/ Spring Semesters</p> <ul style="list-style-type: none"> <li>➤ Complete the FAFSA on the Web for the appropriate academic year at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</li> <li>➤ Complete steps below by going to <a href="http://www.ashland.edu/graduate/financial-aid">www.ashland.edu/graduate/financial-aid</a>; scroll down and follow the steps under <i>How To Apply</i>. <ol style="list-style-type: none"> <li>1. Complete the AU Graduate/Seminary Financial Aid Application for the appropriate academic year.</li> <li>2. Complete a Stafford Loan Master Promissory Note (MPN) unless you have a valid MPN with Direct Loans (find out if yours is valid at <a href="http://www.studentloans.gov">www.studentloans.gov</a>).</li> </ol> </li> </ul>
<p><b>Summer Session</b></p> <p>Students who wish to receive loans for the Summer Session should follow the steps above, but should complete an AU Summer Financial Aid Application online at <a href="http://www.ashland.edu/graduate/financial-aid">www.ashland.edu/graduate/financial-aid</a> under <i>Step 2</i>. Students should also complete the current academic year's FAFSA if they have not already done so.</p>	

<http://news.ashland.edu/administration/financial-aid/graduate>.

### General Scholarship Fund

Applications for general scholarships are made available online in February and are due no later than May 15 of each year. Students must apply annually for all scholarship awards. Returning students must have a current GPA of at least 2.75 to qualify for merit awards. Need-based scholarships are only available to students who have completed a FAFSA with Ashland University's Financial Aid Office (<http://www.ashland.edu/finaid>). Ashland Theological Seminary affirms the policy that no student will be denied financial aid because of race, color, national origin, gender, age or disability.

### Veterans Benefits

Persons who have served in the armed forces may be eligible for Veterans' benefits.

### Brethren Ministerial Student Aid

Each year offerings and endowments from Brethren churches and individuals are given in support of men and women who are studying for Christian ministry. Student Aid is awarded on the basis of student need and scholarship availability. All recipients of Brethren Ministerial Student Aid are expected to serve in ministry with the Brethren Church for no less than five years after graduation. If they do not do so, the student assumes the obligation to repay the financial support awarded (on a sliding scale) based on years served after graduation.

### Ministry Partners Scholarship

The spouse of any full-time student may take a class or pursue a degree with a 50% tuition discount.

### Scholarships

For a list of available endowed scholarships and other scholarship resources visit the website at <https://seminary.ashland.edu/admissions/financial-aid-and-scholarships>. For more information, contact the Office of Admissions, Renee Johnson, at [ATS-enrollment@ashland.edu](mailto:ATS-enrollment@ashland.edu)

### Student Loans

Seminary students, who are US residents, are eligible to apply for government loans. Applications are handled by Ashland University's Financial Aid Office. Once accepted, students may contact that office at (419) 289-5003 or go to the following link to apply:

### Appeal Process

A student who has an issue with the billing or financial aid portion of this policy may write a letter of appeal: Ashland University, Director of Financial Aid, 401 College Ave., Ashland, OH 44805.

If a student is asked to leave for disciplinary reasons, all rights to adjustments from the tuition and fees are forfeited.

No person may have official transcripts of his or her records until that person's account is paid in full.

### Frequently Asked Questions:

**Can anyone receive a Stafford Loan?** All students who have been accepted in a degree program are eligible to receive Stafford Loans unless they are in default on a previously received Federal Loan or have reached their aggregate loan limit of \$138,500.

I am taking preparatory coursework in the Pre-Doctor of Ministry program, do I qualify for loans? Federal regulations allow students to receive Stafford loans for up to one consecutive 12-month period for preparatory coursework such as the Pre-DMin. The 12-month period begins on the first day of the loan period when a student receives his or her first Stafford loan in the Pre-DMin program. Regardless of if a student is enrolled or borrows in consecutive terms, after the 12-month period, Stafford eligibility ends. Pre-DMin students are also subject to undergraduate level Stafford loan limits; up to \$12,500 per loan year and an aggregate limit of \$57,500. To review your borrowing history, log in with your federal PIN at [www.nsls.ed.gov](http://www.nsls.ed.gov).

**What are the terms of a Federal Stafford Loan and how much may I borrow per year?** Fixed interest rate of 3.86%; deferred while enrolled at least half-time. Seminary students may borrow up to \$20,500 per year, but not to exceed the AU financial aid budget set for their academic program.

**What's the difference between Subsidized and Unsubsidized Stafford Loans? Why haven't I been awarded a Subsidized Loan?** Subsidized means that the federal government pays the interest while the student is enrolled half-time. Interest accrues on Unsubsidized Loans while the student is in school and can be paid or added to the principal. Beginning fall semester 2012, the



government eliminated Subsidized Stafford Loans for graduate degree-seeking students. The total amount of loan eligibility remains the same, but it will all be Unsubsidized funds.

**I submitted my FAFSA, but you still don't have the results.**

**Why not?** You probably forgot to list the Ashland University school code (003012) on the FAFSA so that the results would be sent to us. Go back to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and check to see if the AU code is listed on your FAFSA. If not, add the AU school code.

**I received my FAFSA results recently. When will you receive them?** We normally receive the results electronically a week to ten days after you receive notification.

**I submitted the FAFSA. Why do I have to complete an AU Financial Aid Application?** The FAFSA provides us with an index of how much need you have and also lets us know that you are not in default. We don't know how many hours you are taking or the amount you are requesting unless you complete the AU Financial Aid Application.

**I was accepted into the program recently. When will my loan be processed?** We process loans in the order that acceptance into the program and completed paperwork are received. It may take up to two weeks for processing, depending on when the paperwork is received. Acceptance and/or forms received in the last few weeks before the beginning of the term may not be processed in time for registration. It may be necessary for you to pay by credit card and be reimbursed after you attend your first class when your loan has been processed.

**If I had a Stafford Loan last year, do I have to reapply?** You must complete a FAFSA and AU Financial Aid Application each academic year, but you should only complete the MPN and entrance counseling once.

**Why do you need my tax information?** Either the income information on the FAFSA appears to be in error or the federal government chose your FAFSA for verification. The FAFSA must be accurate and if you were chosen for verification, we are required by the federal government to obtain your Verification Worksheet and applicable documentation before you can receive federal aid.

**What about Summer Session?** Summer Session requires a separate financial aid application. The AU Summer Financial Aid Application is available on our website in late January each year.

**Are the loan funds sent to me or AU and when can I get them? How much refund do I get back?** The funds are sent to AU directly and the Student Accounts Office determines the amount of your refund. If you have a credit balance on your account, you can request a refund after attending your first class by calling the Student Accounts Office at 800-882-1548.

**I asked for more Stafford Loan than I received. Why didn't I receive it?** Either you requested more than you are eligible for based on federal regulations or more than the budget set for your academic program.

**I didn't ask for enough. How do I get more? I asked for too much. Can I reduce my loan?** Fax a written request to 419-207-6207 or send a note to [gradfinaid@ashland.edu](mailto:gradfinaid@ashland.edu) for additional funds or to reduce your loan; include your student ID number on your request. Requests are not taken over the phone.

**Have a question that isn't listed?** Contact the Financial Aid Office at [gradfinaid@ashland.edu](mailto:gradfinaid@ashland.edu) or 800-882-1548 x5003 and we'll be glad to answer it.

AU Financial Aid Office, 401 College Ave, Ashland, OH 44805; 800.882.1548 x 5003; email: [gradfinaid@ashland.edu](mailto:gradfinaid@ashland.edu); [www.ashland.edu/graduate/financial-aid](http://www.ashland.edu/graduate/financial-aid); fax 419.289.5976

## CONFIDENTIALITY OF EDUCATION RECORDS

### Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires educational institutions and agencies to conform to fair information practices. Ashland Theological Seminary will not release personally identifiable student records on file without prior student consent. Exceptions to this are (1) Seminary officials or teachers who have a legitimate educational interest in the student; (2) another school to

which the student has applied and intends to enroll; (3) authorized federal and state officials; and/or (4) persons dealing with a student's application for financial aid. It is Seminary policy that no data from student records be provided to non-university agencies for mailing purposes. Inquiries regarding compliance may be directed to the Seminary Registrar, Ashland Theological Seminary, 910 Center Street, Ashland, Ohio 44805.

## Release of Student Record Information

### – FERPA

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), student educational records and information should not be released without the expressed written consent of the student. The exception to this information is classified as "Directory (Public) Information" and may be released without the student's consent. Ashland University has determined the following as directory information: name, local address, home address, local telephone number, home telephone number, date and place of birth, parents' name and address, e-mail address, major, class, center attended, dates of attendance, full-time, half-time, or part-time status (not specific credit hours), degrees and awards received (including Dean's List), previous institutions attended, participation in officially recognized activities and sports, photographs, weight and height of members of athletic teams. Directory information cannot include student identification numbers or social security numbers. Additionally, students have the right to withhold the release of the above by presenting a written request to the Registrar. A small number of students have requested this and when the name is "accessed in the computer" the statement "Do Not Release Information" will appear.

A student has the right to:

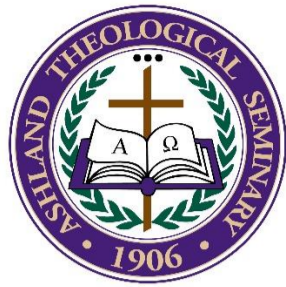
- I. Inspect and review education records pertaining to the student. Students have the right to view their education records wherever these records are maintained on campus. Once a student has submitted a request to inspect his or her records, an institution must comply within 45 days. When the student has an outstanding financial or other hold on records, the student still maintains the right to review his or her education records. He or she does not have the right to obtain any copies of those records unless failure to do so would effectively deny the student the right to inspect and review records. Also, that student does not have the right to have a transcript sent to a third party until the obligation is fulfilled. In cases where a student is not within commuting distance (50 miles) of campus and therefore is physically unable to be present to view the record on campus, the institution must make arrangements for the student to obtain access for review of these records. The institution may do so either
  - a. by making copies of the requested records and sending them to the student by mail or other means; or
  - b. by making arrangements with an appropriate third party, such as another institution or an attorney's office located in the vicinity of the student, to act as an agent. Such individuals would agree to abide by the institution's instructions to allow the student to review but not copy the records. This method would be used particularly in instances where the student has an outstanding financial or other obligation to the college.
- II. Request an amendment to the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of a hearing.



III. Limit disclosure of some “personally identifiable information” (information that would directly identify the student or make the student’s identity easily traceable) known as directory information. Any student who does not want directory information to be released must submit their request in writing and meet with the campus FERPA Coordinator located in the Registrar’s Office.

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ashland University 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



# ASHLAND THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF  
ASHLAND UNIVERSITY

## GENERAL INFORMATION

### Mission Statement

Ashland Theological Seminary integrates theological education with Christ-centered transformation as it equips men and women for ministry in the church and the world.

### Beginning Theological Education at ATS

Scriptures are the foundation to the educational structure of Ashland Theological Seminary (ATS). While seminary education is unique, Ashland Theological Seminary creates an atmosphere conducive to academic studies and sustains high scholastic standards from internationally recognized faculty. ATS is more than a seminary; we work and live together while building community through Chapel, classes, Spiritual Formation groups, social events, conferences, prayer cells, and joint ministry experiences.

As a student and community member of Ashland Theological Seminary, you will find valuable, sustainable, measurable, and heart-driven information in this student handbook. This manual should answer various questions from financial and academic responsibilities to community life. In addition, technical support and research resources are detailed to assist in your academic process. For one-on-one assistance, contact members of the ATS community using the full directory available online.

Degree programs and concentrations are listed in the ATS Catalog. For more information, visit our website at <http://seminary.ashland.edu>.

### Seminary Identity

#### Defining Affirmations

The Seminary faculty, administration and staff have embraced two statements that affirm Ashland Theological Seminary's approach to theological education. The Seminary:

1. Offers a course of study that effectively equips a diversity of students for ministry in a variety of contexts and cultures.
2. Aspires to be a prophetic voice to the Church through understanding both the church and culture and equipping our students to do the same.

### Ashland Theological Seminary's Curriculum

Ashland Theological Seminary has embraced an educational philosophy that focuses on the development of the whole person. In addition to theological education's traditional emphasis on information and skill development, the seminary also values the nurturing of the soul or personal formation.

### Philosophy of Theological Education

The faculty has developed the following "Philosophy of Theological Education" that articulates the conceptual philosophy for the seminary curriculum:

"Ashland Theological Seminary embraces a philosophy of education that develops the whole, spiritual leader through Scripture, community, spiritual formation, and academic excellence. Men and women who are equipped for ministry will be secure in their identity in Christ and devoted to others. They will allow the Word and Spirit to continually form their character in the image of Christ. Persons equipped for ministry will discern their calling in Christ and will have that calling shaped and confirmed in community. From this foundation of growth, these individuals will be competent to minister the grace and love of Christ to a broken world."

Therefore, Ashland Theological Seminary's curriculum allows students to delight in their core identity, develop Christ like character, discern their unique calling to ministry, and develop the

competencies necessary for effective ministry to the Church and the world.

### Theological Education and Seminary Programs

Ashland Theological Seminary embraces a philosophy of education that develops the whole spiritual leader through an active engagement in Scripture, spiritual formation, and community, with an emphasis on academic excellence. The Seminary trusts that men and women who are thereby equipped for ministry will be secure in their identity in Christ and devoted to others. They will allow the Word and Spirit to continually form their character in the image of Christ. They will discern their calling in Christ and will have that calling shaped and confirmed in community. They will be competent to minister the grace and love of Christ to a broken world and, with a commitment to life-long learning, will continue to grow in faith, hope and love.

The Seminary recognizes that Christian ministry today takes many forms, such as pastoral ministry, Christian education, counseling, church administration, worship leadership, institutional chaplaincy, para-church leadership, and higher education. The faculty believes that the Christian way embraces every dimension of life and speaks to all people. Preparation for and involvement in practical theology are considered vital in a complete curriculum. The off-campus programs, field education requirements, and clinical experiences are means for student engagement with and involvement in the world. Students are helped to actualize their faith so they can apply it to the contemporary world in a way that has meaning, purpose, and enduring value. The programs of the Seminary rest on the theological conviction that both truth and power are found in faith.

As Christians, we are a "called people," gathered into communities to grow in our knowledge and love of God. Those who pursue a Seminary education set aside time, form relationships, build foundations, cultivate skills, engage practices, and discover and clarify our calling to Christian service and leadership. Community provides a context for this learning and growth, where we receive wisdom and guidance from others, learn to live with others, and develop relational skills necessary for ministry.

The curriculum is so constituted that students will have a broad preparation for each Seminary degree by taking the required core courses. ATS Core courses are designed not only to cover the essentials in each department, but also to provide for the spiritual growth of each student in response to God's revelation of himself, his Word, and his church. Each department offers a number of elective courses. These electives are given as special interest seminars, integrative, or interdisciplinary courses. A limited number of electives in each degree allows students some latitude in tailoring their degree program to their unique calling, goals, and interests.

The Seminary has been a pioneer in offering coursework in formats that meet the schedule and life settings of non-traditional students. Over the years it has committed itself to offer theological education in underserved metropolitan areas, such as Cleveland, Columbus, and Detroit. Since the 1980s, the Seminary has also offered courses in a variety of formats for students: block courses that meet once a week, evening courses, weekend courses, intensive courses that meet during the summer, and high-quality online courses. Full degrees are also offered at each of the Seminary's instructional sites. With this flexibility, students have a wide variety of options to complete their degree work at all of the Seminary's campuses. More recently, with the expansion of distance learning opportunities, it is now possible for students to complete graduate diploma and some degree programs fully online.

The Seminary is committed not only to degree programs, but also to a continuum of learning. It is engaged in theological education on multiple levels, therefore, and seeks to provide quality programs for both lay training and clergy education.

*PLEASE NOTE that none of the certificates are eligible for federal student aid, such as Stafford or Graduate PLUS loans, but you may*

*apply for a private education alternative loan at [www.ashland.edu/graduate/financial-aid](http://www.ashland.edu/graduate/financial-aid) under “Additional Loan Resources.”*



## GENERAL POLICIES

### CONCEALED WEAPONS POLICY

Weapons are not allowed at Ashland University or Ashland Theological Seminary, including property and buildings. Ohio Revised Code § 2923.126 (B)(5) now states that a license to carry a concealed handgun does not authorize a licensee to carry a handgun into “any premises owned or leased by any public or private college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.” The statute even implies that a university or college (public or private) has no discretion to permit concealed weapons. Revised Code § 2923.126(C) states that “nothing in this section shall negate or restrict a rule, policy, or practice of a private employer that is not a private college, university, or other institution of higher education” relating to concealed handguns. Neither of these provisions requires a sign. The firearms laws of the State of Michigan also prohibit firearms to be carried onto school property even if the owner has a concealed weapon permit. See Michigan State Police website for information ([http://michigan.gov/msp/1,1607,7-123-1591\\_3503\\_4654-10947--,00.html](http://michigan.gov/msp/1,1607,7-123-1591_3503_4654-10947--,00.html))

### INCLUSIVE LANGUAGE POLICY

Ashland Theological Seminary endeavors to affirm both men and women as created in the image of God, called and gifted for various forms of ministry. The faculty, therefore, requests that a good faith effort be made to use inclusive language in class, in any and all papers, theses, research projects, or projects submitted to this institution. Seminary policy requires all students to use inclusive language when referring to people. Inclusive language is language that does not speak solely in terms of the masculine gender when one intends to talk about both men and women.

Some acceptable alternatives are as follows:

- Humanity, humankind, people, or human beings instead of mankind
- Men and women instead of men
- Person instead of man
- Use of pronouns (“he or she”) throughout the text (“s/he” is not acceptable)
- Chairperson or chair instead of chairman
- Supervisor, police officer, or flight attendant instead of foreman, policeman, or stewardess, respectively
- Homemaker instead of housewife

Unacceptable alternatives are:

- s/he
- he and/or she
- she and/or he

Obviously, these examples are to be used when one does not intend to speak of a gender-specific individual or group of people. An author should make clear that both genders are under discussion when they are; authors should indicate gender only when one specific and known gender is discussed. With some rephrasing and careful attention to meaning, even the generic he can be avoided most of the time. For more examples, see Publication Manual of the American Psychological Association, 5th ed., pages 70-72.

The faculty urges students to use a variety of biblical images, both male and female (cf. Is. 49:14-15), when describing God's activities and character. The Bible itself does so, and students should follow that model. The first person of the Trinity, even though called the Father, transcends gender and is neither male nor female. The

traditional language of calling God Abba-Father is to be affirmed as important, biblical, and taught by Jesus. Students should consider the use of a variety of biblical names or functional terms for God, such as Yahweh, El Shaddai, Creator, Redeemer, or Lord in order to avoid conveying the impression that the first person of the Trinity is a male or that using masculine language is the only appropriate way to address the one true God.

### NON DISCRIMINATION POLICY AND REPORTING PROCEDURES

Discrimination against any Seminary community member is prohibited. This policy applies to students, faculty, staff, and others on or off seminary property. Prohibited conduct includes but is not limited to the following activities when the conduct is based on race, ethnicity, national origin, veteran's status, gender, disability, or age:

1. Denial of access to campus resources;
2. Disparate treatment in academic or administrative functions of the institution;
3. Verbal or written use of derogatory slurs (includes vandalism, desecration of property and public displays of any kind);
4. Threats or harassment of any kind (also see harassment policy).

If you believe that the actions or words of a member of the Seminary community or at an experiential learning site (internship, community service, etc.) constitute discrimination against you or another, you have a responsibility to immediately report the suspected discrimination in writing to the Seminary Dean, [ats-dean@ashland.edu](mailto:ats-dean@ashland.edu) or 910 Center Street, Ashland, OH 44805.

Ashland Theological Seminary will investigate complaints of discrimination promptly and impartially. The Seminary will not tolerate adverse treatment of students or other individuals because they report discrimination. While the Seminary will protect the confidentiality of discrimination complaints to the extent possible, it may also have a legal responsibility to formally investigate any and all complaints. Depending on the specific circumstances, it is the Seminary's general practice that those who allege discrimination will be kept informed of the investigation process and the ultimate outcome of their complaint. Any individual who is found to have engaged in discrimination will be subject to appropriate corrective action up to and including dismissal. (See AU student complaint policy)

### TOBACCO POLICY

In accordance with Ohio's Smoke-Free Workplace Act of 2006, Ashland Theological Seminary recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its faculty, staff, students and visitors. Ashland Theological Seminary recognizes the Surgeon General findings that “tobacco use in any form, active and/or passive, is a significant health hazard”. In light of this recognition, the following policies have been further developed.

Tobacco products\* are not permitted to be used:

- In any residential unit or campus building
- Within 20 feet of a door, window or air duct of a campus building
- At any campus indoor or outdoor recreation and/or athletic facilities as well as all Ashland Theological Seminary sponsored outdoor events held on or off campus
- In any buses, vans or other vehicles used for campus business

Prevention, education and cessation services for tobacco in all forms are available from the Student Health Center of Ashland University and/or local community services.

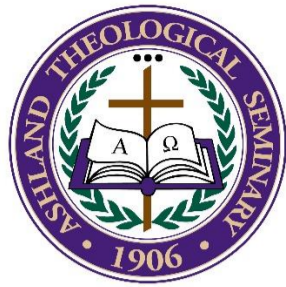
Advertisement and sales of tobacco products, as well as free distribution, are not allowed on campus or in campus controlled situations, properties and environments.

Sponsorship of campus events by tobacco promoting organizations is not permitted.

Tobacco users must follow proper disposal of tobacco materials.

\*Tobacco products are defined as any lighted or unlighted cigarette, cigar, pipe, hookah, bidi, clove cigarette, e-cigarette, and any other smoking product, and smokeless or spit tobacco.





## INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

### Ashland University and Ashland Theological Seminary

NOTE: This section provides guidelines established for all academic programs connected with Ashland University, including Ashland Theological Seminary.

The seminary campus is wireless. If you have a computer or laptop that is wireless, you will be able to access a signal on our campus in any of our buildings. The following policy applies to computers and users of our network, including wireless.

#### Application

For Ashland University to realize the full potential of information technology, it is critical that University information technology equipment and facilities be used primarily for University related business, educational and research purposes. All equipment, property and services provided or used in any way by the University for or in connection with internal or external communications is covered by this policy. The Acceptable Use Policy applies to everyone accessing the information technology equipment and facilities. This policy applies where any person uses University information technologies alone or in combination with other information technology.

#### PENALTIES FOR VIOLATION

Ashland University community members are expected to exercise reasonable care when utilizing the information technology equipment and facilities. Violations of this policy may result in revocation of utilization privileges, administrative discipline, student judicial action or immediate termination of the violator's relationship with the University, in accordance with applicable university disciplinary procedures and practices, and could lead to criminal and civil prosecution. The University may cooperate with government and civil authorities in the prosecution of any criminal and civil matter against any person who violates this policy, including disclosure of any records, information, data, images, communications, recordings, or other evidence in the custody of, or accessible by the University.

#### User Responsibility for Compliance

Utilization of any University information technology equipment and facilities constitutes acceptance of the terms of this Information Technology Acceptable Use Policy. Users acknowledge they have read and understand this Information Technology Acceptable Use Policy and they shall be personally responsible for their actions or omissions in connection with this policy.

#### AUTHORIZED, UNAUTHORIZED AND INAPPROPRIATE

The AU WebAdvisor Committee is authorized, at its discretion, to review web pages, determine if they comply with this policy, and take appropriate actions in response to violations of this policy. Normal appeal processes under the Student Handbook, applicable Personnel Policy Handbook, or Faculty Rules and Regulations apply.

#### Authorized Uses

Authorized uses of the University information technology equipment and facilities include:

1. Learning activities facilitating the University's instructional objectives.
- 2) Research conducted in support of educational or research programs authorized by the University.

2. Utilization by specifically authorized persons for the administration of the University and its programs.
3. Communications necessary to the purposes of the University and its programs.
4. Communications between faculty, staff, students, and others outside the University containing messages or information, the content of which is not in conflict with this policy.

#### Unauthorized Uses

Unauthorized uses of the University information technology equipment and facilities include:

1. Any utilization infringing on the rights or liberties of another.
2. Illegal or criminal use of any kind.
3. Utilization involving communications, materials, information, data, or images prohibited by law, including but not limited to uses that are obscene, pornographic, sexual in nature, threatening, abusive, harassing, or discriminatory.
4. Accessing, viewing, printing, storing, transmitting, disseminating, or selling any information prohibited by law or subject to privilege or any expectation of privacy (excluding FERPA protected information). INFORMATION TECHNOLOGY Acceptable Use Policy
5. Utilization that causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential, or proprietary data and information laws (beyond what is considered acceptable under the "fair use" doctrine), or communications of another, to be uploaded to a computer or information system, published, broadcasted, or in any way disseminated without authorization of the owner.
6. Any attempts to access any resources, features, contents or controls of the information technology equipment and facilities or other computer system that are restricted, confidential, privileged or that you are otherwise not authorized to use.
7. Utilization of resources causing damage to or altering the operation, functions, or design of the information technology equipment and facilities or content or of any other computer system or network.
8. Granting access to persons not authorized by the University to any University information technology facility, either by intentional action such as disclosure of account information or unintentional action such as failure to log off.
9. Commercial, profit-motivated or partisan political use not related to University programs.
10. Personal use that is excessive or otherwise interferes with job responsibilities or University business. Inappropriate Uses  
Use of information technology facilities and equipment and access to the Internet is a privilege extended to employees and students at Ashland University. Use should be consistent, within expectations of academic freedom, with the Campus Creed, Mission, and Core Values. Inappropriate activities/behavior, while technically not illegal, is discouraged and could lead to a loss of technology privileges and termination of employment. Examples include: Pornography, online gambling, posting degrading messages, bullying, excessive use that interferes with job performance, etc.

### **Inappropriate Uses**

Use of information technology facilities and equipment and access to the Internet is a privilege extended to employees and students at Ashland University. Use should be consistent, within expectations of academic freedom, with the Campus Creed, Mission, and Core Values. Inappropriate activities/behavior, while technically not illegal, is discouraged and could lead to a loss of technology privileges and termination of employment.

Examples include: Pornography, online gambling, posting degrading messages, bullying, excessive use that interferes with job performance, etc.

### **Waiver of Privacy Expectations**

Ashland University provides computers, accounts, networks and telephone systems to faculty members, staff and students for the purpose of furthering the University's academic mission and conducting University business. While incidental and occasional personal use of such systems, including e-mail and voice mail, is permissible, personal communications and files transmitted over or stored on University systems are not treated differently from business communications; there can be no guarantee any communications will remain private or confidential.

Properly authorized university officials may access e-mail, voice mail or computer accounts when there is a reasonable basis to believe that such action

1. Is necessary to comply with legal requirements or process, or
2. May yield information necessary for the investigation of a suspected violation of law, regulations, or policy, or
3. Is needed to maintain the integrity of University computing systems, or
4. May yield information needed to deal with an emergency, or
5. Will yield information that is needed for the ordinary business of the University to proceed.

### **ADDITIONAL REGULATION OF PUBLISHED INFORMATION**

The quality of information published by the University plays an important role in maintaining the strong reputation and image of the University. In order to ensure information published electronically is visually appealing, well-written, and follows the same standards as other forms of published information (print audiovisual, etc.), the following regulations are imposed on web pages (in addition to those contained elsewhere in this policy applicable to all information technology equipment and facilities and other applicable policies):

- Student Organization Web Pages Staff and students are encouraged to publish Student Organization web pages that can be linked to from the Student Organization site under Student Life. These pages can be reviewed, edited or removed by the Student Organization office staff and by the Marketing Department. All content should be approved by the organization's staff or faculty advisor. Student Organization web pages can only be created and published by those Student Organizations that have been fully chartered by the University.
- Faculty/Staff Web Pages Students, parents and visitors seeking official University information/materials will be directed to the appropriate University web pages. Academic course/class related materials should be posted and distributed using the University Learning Management System (LMS). This policy acknowledges that course/class resources may be located elsewhere on the Internet and in other places; however, students should be referred to these materials through the LMS whenever practicable. Faculty and staff pages are subject to review by the AU WebAdvisory Committee.

## **ASHLAND UNIVERSITY EMAIL USE POLICY**

### **Purpose**

The purpose of this policy is to ensure the proper use of email services provided by Ashland University.

**Scope:** This policy applies to all users of Ashland University IT resources accessed via user credentials.

### **Policy Statement**

Email services are provided by the university and serve as a means of communication to promote the mission of the university. Users have the responsibility to use this resource in an efficient, ethical, and lawful manner. Use of university email services evidences the user's agreement to be bound by this policy. In the event a person holds multiple university email accounts, the most stringent rules of this policy shall apply.

### **Email Addresses and Accounts**

Email accounts are created and disabled largely through automated processes directly related to a user's electronic accounts status at Ashland University. Notice of changes to status should not be expected. Once a user's electronic services are terminated, the user may no longer have access to the email system, the contents of their mailbox(es), or any related services provided by the email system.

### **Faculty and Staff**

Email services are available for faculty and staff to conduct University business in accordance with the Ashland University Technology Account Management Policy.

### **Students**

Email services are available for students to support learning and for communication by and between the University and themselves. The services are provided only while a student is enrolled in the University and once a student's electronic services are terminated, students may no longer access these accounts.

### **Non-person (Generic) Accounts**

Requests for non-person accounts (generic, departmental, clubs, etc.) will require a university approved reason for existence and designation of an account holder who will be the authority and responsible party for the account. Non-person accounts will be subject to periodic evaluation and review for continued use.

### **Others**

Individuals with multiple roles, who are employed by and enrolled at Ashland University, will be provided an account for each role, where each account is to only be used within the scope of that role and is subject to the respective policies for said role.

Individuals with relationships with Ashland University, who are neither employed nor enrolled at Ashland University, may be granted limited email privileges, including an email address, commensurate with the nature of their special relationship.

### **Privacy and Right of University Access**

Privacy is not guaranteed and users should have no general expectation of privacy. In accordance with the Ashland University Technology Account Management Policy, it may be necessary for appropriate university officials to access university email accounts. These circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents or investigating violations of this or other University policies. University officials may also require access to a university email account in order to continue University business. Such access will be on an as needed basis and any email accessed will only be disclosed to individuals who have been properly authorized and have an appropriate need to know or as required by law.

All email users are bound by the appropriate acceptable use policy of both Ashland University and the email services provider.

### **Expiration of Accounts**

The expiration of email accounts is set forth by the Technology Account Management Policy. The University reserves the right to revoke email privileges at any time and for any reason without notification.

### **User Responsibilities and Maintenance**

Email accounts must be maintained by the account user. Basic maintenance duties may be characterized by but not limited to: removing messages deemed to be "trash," ensuring their account is kept within space and usage allocations, and securing account passwords.

Email accounts are not a place to store information that are deemed critical by the user. Critical information is generally defined as that

which the user does not wish to risk losing under any circumstance. Ashland University cannot guarantee data will not be lost.

### **Delegate Privileges**

An email account can delegate privileges to other email accounts. Requests for delegate privileges must be made by the account owner for the account to be delegated. The account owner for the delegated account is expected to regularly review and update those privileges. Delegates are responsible for their actions with the delegated account in the same way that they are for any other email account they have.

### **Appropriate Use**

Users are expected to check their email on a frequent and consistent basis. Not reading email does not absolve a user from the responsibilities associated with communication sent to their Ashland University email address. Users have the responsibility to recognize that certain communications may be time critical. Users are responsible for messages and/or content stored in, sent through, and/or shared by their account. If a user believes their account may have been compromised they should notify IT immediately.

Data that is defined as protected shall not be stored in or transmitted via email. This includes but is not limited to personally identifiable information, Social Security numbers, bank account information, tax forms, background checks, sensitive research data, or other protected data. Ashland University reserves the right to monitor and filter email.

Users who use email communications with persons in other countries should be aware that they may be subject to the laws of those other countries and the rules and policies on others systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

### **Inappropriate Use**

With respect to University Email Accounts, the exchange of any inappropriate email content outlined below and described elsewhere in this policy, is prohibited. Users receiving such email should immediately contact OIT. Messages can be forwarded to spam@ashland.edu where OIT may deem further actions necessary.

The exchange of any email content outlined below is prohibited:

- Generates or facilitates unsolicited bulk email;
- Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections;
- Violates, or encourages the violation of, the legal rights of others or federal and state laws;
- Is for any malicious, unlawful, invasive, infringing, defamatory, or fraudulent purpose;
- Intentionally distributes viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- Interferes with the use of the email services, or the equipment used to provide the email services, by customers, authorized resellers, or other authorized users;
- Alters, disables, interferes with or circumvents any aspect of the email services;
- Tests or reverse-engineers the email services in order to find limitations, vulnerabilities or evade filtering capabilities;
- Constitutes, fosters, or promotes pornography;
- Is excessively violent, incites violence, threatens violence, or contains harassing content;
- Creates a risk to a person's safety or health, creates a risk to public safety or health, compromises national security, or interferes with an investigation by law enforcement;
- Improperly exposes trade secrets or other confidential or proprietary information of another person;
- Misrepresents the identity of the sender of an email. Other improper uses (examples and not exhaustive) of the email system include:
  - Using or attempting to use the accounts of others without their permission.

- Collecting or using email addresses, screen names information or other identifiers without the consent of the person identified (including without limitation, phishing, spidering, and harvesting);
- Use of the service to distribute software that covertly gathers or transmits information about an individual; Conducting business for profit under the aegis of the University
- Political activities, specifically supporting the nomination of any person for political office or attempting to influence the vote in any election or referendum on behalf of or under the sponsorship of the University.

### **Spam and Virus Email**

All e-mail that passes through the University e-mail system is filtered through GMAIL's SPAM and virus filter

### **Retrieval of Deleted E-mail**

After deletion, an email will be in the GMAIL trashcan for 30 days. Items purged from the GMAIL trashcan are gone forever.

## **TECHNOLOGY ACCOUNT MANAGEMENT POLICY**

### **Purpose**

Access to technology resources for Ashland University community members is controlled via a centralized computer account. This policy provides the following:

- Conditions under which accounts are created, maintained, and deleted
- A secure computing environment where only authorized users are provided access to AU technology resources
- Current members of the AU community experience maximized system performance and resource availability
- Centralized maintenance for user accounts in a dynamic and active user community

### **Scope**

This policy applies to all users of Ashland University IT resources accessed via user credentials.

### **Policy Statement**

The purpose of this policy is to establish a standard to facilitate user account access or changes. The policy also establishes guidelines for issuing, managing, and revoking accounts.

### **Classifications**

AU classifies accounts into four groups – learner, employee, business, and visitor. These classifications guide the creation, retention, resources, and access associated with an account. (It is possible that an individual has multiple affiliations if they qualify for an account under different groups.) Automatic creation, deletion, and disabling of accounts are based on authoritative sources. For learner accounts, the authoritative source is student records. For employee accounts, the authoritative source is the human resources or course offerings. For business and visitor accounts the authoritative source is the sponsoring department.

### **Definitions:**

Learner - Any person taking a credit or non-credit class, except for professional development workshops unless flagged as utilizing online resources. Employee - Position assigned (even in future) without end date or future end date. Any position is considered.

### **Technology Account Management Policy**

Listed as an active instructor on a course. (Any type of course.) Ends after time to be determined by ACADEMICS.

Non-employees that are here as a volunteer, paid via other institution Business - Any generic account used by a college or department used for university business.

Visitor - Any entity that needs short term access in order to provide service or conduct business.

### **Creation**

- Learner: computer accounts for new or transfer students are created after an individual has had an admissions deposit or waiver recorded, or been registered for a course.



- Employee: Faculty, adjunct faculty, staff, and temporary staff accounts are ready for activation after Human Resources processing the appointment or hiring information or course assignment by the Registrar's Office. If any person already has an AU account and becomes an employee, they shall receive an employee account.
- Business: Accounts for trustees are created at the request of the president's office. A faculty or staff member requests a department or course account. Club, fraternity, sorority, and other student group accounts are created at the request of the Student Affairs division.
- Visitor: The creation of accounts for other purposes is limited. License and resource considerations influence the decision to support accounts not clearly defined as a learner, employee, or business. A request for an account for another purpose is made to the Technical Support Center. The request must include a description of how the account relates to the business of AU, an AU faculty/staff sponsor, and an expiration date of one year or less.

#### Retention

- General: Accounts are retained based on the status of the individual associated with the account. Students, faculty, adjunct faculty, staff or temporary staff who terminate a relationship with AU will have their computer accounts disabled. Visitor accounts are created with an expiration date. All other accounts are subject to a 1-year renewal. Accounts that expire or are not renewed are disabled. In addition, an abandoned account is subject to discretionary disabling. An account is considered abandoned if there has been no interactive access in the previous 6 months. Disabled accounts are retained for 6 months. An account not reestablished during this 6 month is deleted. A retiring employee can request a continuation of an AU account – Human Resources activates the change of an employee account to retiree account.
- Learners who are not registered for classes since last course completion date plus 365 days will have their account disabled.
- Human Resource records indicating a faculty or staff member has no active positions triggers a disable of the faculty or staff account. Other accounts are disabled if not renewed at expiration.
- Upon request by the appropriate authority an account can be disabled immediately and without notification.

#### VIOLATIONS OF COMPUTER USE PRIVILEGES

Participation in the following constitutes a violation of computer use privileges. Students who engage in any of the following may forfeit his/her computer access.

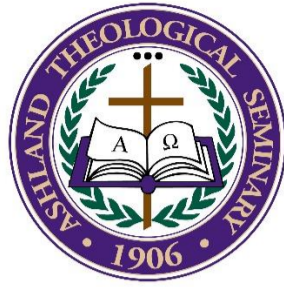
1. As stated prior, the use of pornography is unacceptable.
2. Children or other unauthorized users are not allowed in the computer rooms or to use seminary computers.
3. Illegal installation or downloading of software is not allowed.
4. No food or drink is allowed in the computer labs.
5. Logging into the system for another user could cause you to lose your account.
6. You are responsible for your account. If you leave your account logged in and another person violates policy with your account, you are responsible.
7. Classroom computers are for faculty/teaching use only. Students are not to use these systems without permission from the faculty member of the class.

#### VOICE YOUR CONCERNS

We at Ashland Theological Seminary want to know how we can serve you better. With this in mind, students are encouraged to voice suggestions, concerns, and/or complaints by emailing ats-ohio@ashland.edu.

By using campus technology, including emails and/or wireless technology, you are agreeing to all terms and conditions listed on this document

Classification	Type	Creation	Disabled	Authority
Learner	Applicant	Acceptance	End of Start term	Provost; VP of Student Affairs
	Student	Course Registration	Last attend date + 365 OR end of program +90 days	Provost; VP of Student Affairs
Teaching Staff	All	Course assignment or position assignment	Last date of course +90 days or termination date, whichever is later	Provost; Director of HR
Non-teaching staff	All	Position assignment	Separation date + 5 days	Director of HR
Business	Non-employee Vendors	University sponsor submit form; reactivated via TSC as needed	Default is 14 days; max is 30 days	
Visitor		Request	End of need or 1 yr. Whichever comes first	Sponsor



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## LIBRARY USAGE

### GENERAL INFORMATION

ATS Library website: <https://libguides.ashland.edu/atslibrary>

The Ashland Seminary Library on the main campus of ATS is open on a year-round basis for the Ashland Seminary community. Students may also use the Ashland University Library for their research needs. Students in Cleveland and Columbus have the added convenience of personally borrowing from the library holdings of all local OhioLINK member libraries. Students will need to contact ATS Library staff to activate the barcode on the AU ID. Upon presentation of your ATS student identification card, you will be able to check out any needed resources. In Detroit, students also have access to holdings in MEL (mel.org) as well as the holdings in Wayne State University, Ecumenical Theological Seminary, Michigan Theological Seminary, Christian Library, Sacred Heart Seminary, and other area libraries ([click here](#) for a complete list).

### Library Hours

During the school year, the library on the Ashland campus is generally open Monday through Friday from 9:00 a.m. to 5:00 p.m., and closed Saturday and Sunday. The library is closed during Chapel Services. Between semesters, the library generally closes at 4:00 p.m. every day. The library is closed between Christmas and New Year's Day (check with the ATS Library's website during other holiday periods). The library is always closed on the Saturday of the ATS graduation. Summer hours for the library are Monday through Friday from 8:00 a.m. to 4:00 p.m. The library is closed on Saturdays unless prior arrangements have been made by a professor with the library director. While summer school classes are in session, the library may be open extended hours if a professor has made arrangements with the library director. All hours are subject to change so please check the ATS Library website for the most current schedule.

### Research Assistance

Students in need of research assistance may contact Daniel O'Brien, Circulation and Digital Services Librarian, who can be reached at 419-289-5146, email at [dobrien1@ashland.edu](mailto:dobrien1@ashland.edu) or by chat through the ATS Library website:

<https://libguides.ashland.edu/atslibrary> Reference help is available in person, by phone, or per email during the hours that the Library is open.

### LIBRARY POLICIES

#### Food and Drink Policy

Food is not allowed in any area of the library but drinks in closable containers are permitted. There is a couch in the lobby area where students may eat a snack. The library staff appreciates the efforts made by patrons in this regard in order to preserve our resources and discourage bugs and vermin.

#### Cell Phone Usage

While in the library, the library staff requests that patrons keep cell phone usage to a minimum. Patrons are asked not to initiate outgoing calls and to keep incoming calls short and quiet. If an extended conversation is necessary, please move to the lobby area.

#### Circulation and Renewals

All circulation materials are checked out for 28 days. Materials may be renewed if no one has placed a hold on them. Two renewals are permitted. Renewals may be done by phone, in person, or on the AU

Library website at <http://library.ashland.edu>, under, "My Library Account". OhioLINK books are checked out for 21 days and may be renewed six times. OhioLINK audio visual materials may be checked out for 7 days with no renewals. Students are responsible for all library notices which are sent to their AU/ATS email accounts. Students are also responsible for any notices which end up in their spam mail folders.

#### Use of Library Materials

Students are expected to take care of all borrowed materials and to return them in good shape. Students are not to highlight or underline text, "dog ear" pages, or write in ATS library books and periodicals. Any materials that are returned damaged may incur a charge on the student's library record.

#### ATS Library Policy for Items Sent to Patrons

In the event that the ATS Library sends items to students by way of a mailing service, i.e. USPS, UPS, FedEx, etc. there are certain conditions of which our patrons will need to be aware:

Within OHIO vs. beyond OHIO:

- In conjunction with the Ashland University Library, the ATS Library is a member of the OhioLINK consortium and pays a great deal of money for transit services. For this reason, the ATS Library will normally not send ATS Library items to patrons within the state of Ohio. Ohio students who desire to acquire needed items for research will need to utilize other services such as the 'Pick up Anywhere' feature of OhioLINK; the public library system of Ohio known as 'SearchOhio'; the local collections of libraries near their homes; or, the Interlibrary Loan services available in their community libraries.
- If our students would like to browse the holdings of another OhioLINK library and should find something they would like to check out, they are able to use their Ashland University ID cards to obtain the item. HOWEVER, the patron barcode number on the back of their ID will need to be present in their ATS Library record in order for the process to work correctly. Students will need to contact the ATS Library and provide their barcode number which will be placed in the correct field and enable future borrowing through OhioLINK.

Services beyond Ohio:

- The ATS Library will send 15 items in a single mailing to a student once per semester or summer (or, per course for the DMin program) if there is available borrowing space on his/her library record. The ATS Library will be responsible for the items up to the time the items have reached the student and will purchase the tracking component so that the progress of the package can be determined. Once the items are received by the student, he/she is responsible for all costs associated with returning the items in good condition to the ATS Library by the assigned due date. If returned items, whether mailed or returned in person, are not in good, usable condition, the student is not only responsible for any overdue fines but also for the replacement cost of all items, binding costs and any processing charges.

- The only items that will be sent to our students are those owned by the ATS Library. No items requested by students through Interlibrary Loan or OhioLINK, and received by the ATS Library, will be mailed to a student.
- Services beyond the United States:  
Students who live outside the U.S. will need to contact the ATS Librarians directly via email or telephone in order to discuss the specifics for borrowing ATS Library resources.

### **Reserve and Strict Reserve Books**

Professors may place some items on reserve for their students. These items will be located at the ATS Library circulation desk. Some items will be placed on a two-hour strict reserve. Students must leave their ID cards at the circulation desk while borrowing these materials.

### **Returning ATS Library Items After Hours**

Students who need to return books to the ATS library after hours may return their items to the AU Library “Book Drop” located next to the backdoor of the AU Library (across from the AU Chapel single side door). Students who chose to use the AU Library “Book Drop” are still responsible for all due dates and accrued fines.

### **DMin borrowing policy for ATS Library Items**

DMin students who borrow ATS Library items may choose their own due date for the items. The date can be any date within one year from the original check out transaction. DMin students are personally responsible for transporting and returning all ATS Library items from and to the Ashland Center. This benefit is afforded to DMin students due to the irregularity of their course scheduling. Because of this benefit, DMin students are personally responsible for identifying themselves as DMin students at time of check out (and renewal) and are also personally responsible for keeping track of all due dates. Since DMin students are allowed to choose their own due dates, there are no fine reductions allowed for late items.

## **ELECTRONIC RESOURCES**

### **Online Public Access Catalog of Ashland University (library.ashland.edu)**

The library catalog is a computer catalog that is maintained in conjunction with the Ashland University Library and displays the holdings of both libraries.

### **OhioLINK**

The ATS Library holdings are part of the Ashland University Library collection, which, in turn, are contained within the statewide OhioLINK system. Our membership in OhioLINK allows our

students access to the collections of over 90 academic and public libraries that form OhioLINK. Students are able to send their own requests for materials through the OhioLINK system. Available materials owned by ATS cannot be requested through the OhioLINK system for pickup at ATS; ATS students are responsible for retrieving these items from the shelves. Requested books usually arrive within four to five days and may be picked up at the ATS library circulation desk as well as any other OhioLINK pick up point in the state of Ohio, as designated by the student at the time the request was made. The ATS library will return materials owned by other OhioLINK libraries ONLY if they have been borrowed through the OhioLINK system. For instructions on OhioLINK usage, see the library staff.

### **Interlibrary Loan (ILL)**

If a student is unable to locate an item through AU or OhioLINK, they can try to procure the item through ILL (Interlibrary Loan). Interlibrary Loan requests may be made by using the “Interlibrary Loan Book Request” and “Interlibrary Loan Article Request” located under the Quick Links box on our main ATS Library page.

Items requested through ILL may take up to 2 business weeks to arrive.

## **FINANCIAL OBLIGATIONS**

### **Overdue Fines**

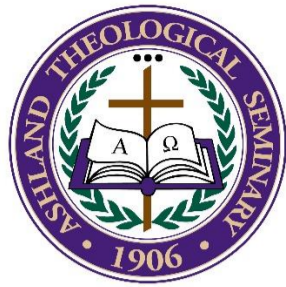
No fines are charged if materials are returned within the seven-day grace period. If returns are made on the eighth overdue day, fines are charged for all eight days. Students are responsible for the due dates of all items they have checked out. Due dates can be checked 24/7 on the Library Catalog webpage under the heading “My Library Account.” Local and OhioLINK fines are 50 cents (\$.50) per day. If there is no response by the patron after 30 days, it is assumed that the material will not be returned. The patron will be billed for replacement of the item plus a service charge. This \$50.00 OhioLink service charge is non-refundable even if the item is returned. Once an item has not been renewed or returned, it reaches a billed status with a default charge of \$125.00 for local and OhioLINK items which suspends borrowing privileges until the fine is cleared.

If a student encounters a family/medical emergency which could affect their library borrowing activity, they should contact the library staff as soon as possible. The librarians will evaluate each case individually in regard to overdue fines.

### **Before Graduating**

All ATS Library, OhioLINK, and Interlibrary Loan materials must be returned, and all fines paid, before a student is permitted to graduate from Ashland Theological Seminary.





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## STUDENT ACTIVITIES AND SERVICES

### THE SEMINARY COMMUNITY

Ashland Theological Seminary builds community through shared faith. As students, staff, faculty, and administration, we express community through chapel, classes, social events, conferences, prayer cells, and joint ministry experiences as we work and live together. Within this environment of support and challenge, it is possible for us to grow inwardly in our relationship with God and others, and in our outlook on the world. All of these opportunities are available on all the Seminary centers. Visit <http://seminary.ashland.edu> for a detailed listing of community events.

A number of organizations and activities are open to students. See the ATS Catalog for listing.

### Student Life

We believe that Ashland Theological Seminary shares every aspect of our relationship with God as a community. We express community through chapel, classes, social events, conferences, prayer cells, and joint ministry experiences as we work and live together. Students, staff, faculty, and administration challenge one another to grow inwardly, in our relationship with God and others, and in our outlook on the world. On-campus activities happen often during the year. These activities are to promote community and to have fun. Events are listed on the bulletin boards, the plasma screens, in the ATS times, and sent to you via email.

### Disabilities

A student who has a specific physical, psychological or learning disability and requires accommodations is encouraged to inform the instructor during the first days of the semester so that learning needs can be appropriately met. It is the student's responsibility to document the disability with the Student Accessibility Center located at 930 Claremont Ave., Ashland, Ohio 44805; phone (419) 289-5904; email [au-sac@ashland.edu](mailto:au-sac@ashland.edu), prior to receiving accommodations. Ashland University makes every effort to comply with Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Amendments to the Act (2008). Additional information is posted on the website:

<https://www.ashland.edu/administration/campus-life/student-accessibility-center>

### Chapel

We worship not as a church, but as a local embodiment of the Church, and ecclesiastical community of unity with diversity. Every student and seminary employee are encouraged to join each week in the opportunity of common worship presented by our Christ-centered, ecumenical community. The worship of the community is an integral part of all Seminary campuses. To promote the spiritual life of the community, worship services are held on designated week days from 11:15 am – 12:00 noon in the Ronk Memorial Chapel on the Ashland center during the academic year. Faculty, staff, ministers, lay persons, students and visiting speakers participate in these services. Services are posted on the chapel page of our website: <http://seminary.ashland.edu/services/spiritual-formation/chapel>

### HEALTH INSURANCE

A basic health insurance and health services plan is available to Seminary students through Ashland University. A brochure describing these services and fees is available in the reception area of the administration building. No student or family should be without at least a minimum health insurance plan. Students may also contact the Ashland University Business Office at 419-289-5013 for more information on student insurance.

### SMETZER COUNSELING CENTER

The Smetzer Counseling Center of Ashland Theological Seminary is located on the Ashland center, in the north end of the Sandberg Building. The Center exists to train exceptional counselors and to alleviate the suffering of its clients. Most services are offered free of charge to Seminary students and their families, as well as to the greater Ashland community.

Appointments may be made by calling (419) 207-5558.

### CAMPUS WELLNESS

Wellness is an interactive process of becoming aware of and practicing healthy choices to create more successful and balanced lifestyle.

*AU Eagle Wellness Mission: Provide holistic and integrative programming and services to assist faculty, staff, and students in creating a happy, healthy, and balanced lifestyle.*

If you need help now, access the Crisis Text Line, available 24 hours. Text 4hope to 741-741. Additional emotional wellness resources are located on the website:

<https://www.ashland.edu/student-affairs/health-safety-title-ix/campus-wellness/emotional-wellness-resources>

### PARKING

Ashland campus student parking is located on the north side of High Street only (across from the Shultz Building and the Gerber Academic Center). The small lot on the side of the Shultz Building is reserved for faculty and the Brethren National Office. The lot behind the administration building/library is reserved for faculty. Students are not permitted to park in the lot adjacent to the Smetzer Counseling Center. Cleveland and Columbus each have adequate parking in their respective complexes.

### Lock Outs & Jump Starts

AU Security has equipped our Maintenance Staff with equipment to help ATS students with vehicle lock outs and jump starts. This would be for incidents occurring on the Ashland campus. Call the main office at 419-289-5161 for assistance during office hours. AU Security is available to help during other times, 24/7 by calling 419-207-5555.

### CHI SIGMA IOTA

Alpha Tao Sigma is our local chapter of Chi Sigma Iota (CSI) housed within the Clinical Mental Health Counseling program. CSI is an international honor society that values academic and professional excellence in counseling. It promotes a strong professional identity through members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity. CSI's mission is to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. CSI activities occur primarily through its active chapters located in counselor education programs in five regions in the United States and in counselor training programs beyond U.S. borders. Dr. Marcos Ghali is the Faculty Advisor for the Alpha Tao Sigma Chapter.

### ETA BETA RHO

The Seminary's National Hebrew Honor Society is one of the most active in North America, organizing events for its members and the Seminary at large. Open to those who excel in Hebrew, it seeks to

support and encourage those involved in its study. Contact: Dr. Paul Overland at [poverlan@ashland.edu](mailto:poverlan@ashland.edu).

### **ASHLAND UNIVERSITY CAMPUS**

Seminary students are permitted and encouraged to make use of all the facilities on the Ashland University campus such as AU Library and computer labs. The AU Recreation and Sport Sciences Center provides basketball, racquetball, weight room, swimming pool, etc. Seminary students must purchase a membership or visitor pass to use these services. For more information, go to the AU website at

<http://www.ashland.edu/student-affairs/getting-involved/recreational-services>.

### **USE OF THE MUNSON STUDENT CENTER IN ASHLAND**

This is not primarily a study lounge. One can study here but the priority is given to students wanting to listen to music, play games, have discussions, play guitar etc. The library is designated as the quiet study lounge. Students, though you should feel free to relax in this room, please be aware of classes going on across the hall, and keep your noise level courteous. Please leave the lounge as clean as when you arrived; food wrappers, crumbs, papers, pencil shavings, tissues, etc. should be disposed of properly. Please read the policies on book borrowing posted on the bookshelf. Feel free to bring in your own movies, video games, board games, cards etc. to share. We do ask that you be aware of your fellow classmates and consider their perspectives on what is appropriate as well when you're sharing the space. Please label anything you bring in and want to have returned.

Occasionally this space will be reserved for Student Life events, with at least 24 hours' notice. This will primarily be after business hours, and on weekends. If you rearrange the furniture please return it to its original position before you leave.

### **LOUNGES**

Each center has lounges and gathering spaces, both formal and informal, available for student and faculty interaction. The student lounge is located in the lower level of the Shultz Building. This lounge includes vending machines and a game room. The Munson study lounge is located in the Gerber Academic Center. The Columbus center lounge is located on the first floor in room 120 and vending is available in various parts of the building.

### **HOUSING**

#### **Student Apartments in Ashland**

One, two and three bedroom apartments are available for Seminary students and their families at the Ashland campus. A playground and picnic area are adjacent to the apartments. Laundry facilities are provided in each apartment building. Utilities are included unless otherwise noted. Internet access is included in the rental fee.

All apartments require a deposit equal to one month's rent. Rent prices are subject to change annually. Single students who share a two-bedroom apartment may also share the rent. Please call (419) 289-5161 for current rates and availability.

#### **Single Family Houses**

The Seminary owns five single family houses that are available to rent. Priority is given to families with children. Please call Auxiliary Services at AU at (419) 289-5371

#### **Commuter Housing in Ashland**

Commuter housing is available for those students who may occasionally need housing during their studies at the Ashland

campus. Housing is available in Schmeidt Hall and Rodkey Apartments located on campus by the Sandberg Building. All housing units are within walking distance to classes.

#### **Schmeidt Hall and Rodkey**

Apartments each offer affordable, comfortable and convenient overnight housing for commuter students and guests of the Seminary. They offer two-bedroom apartments with two twin beds in each bedroom and private one-bedroom apartments with a queen bed. Reservations can be made in advance for a one-night stay or book more nights for the entire quarter. Apartments include: Furnished living room with television and wireless internet; bedding/towels; equipped kitchen with appliances, coffee maker, toaster, dishes, utensils, and cookware. Contact [ats-housing@ashland.edu](mailto:ats-housing@ashland.edu) for more information. (419) 289-5161

### **OTHER SERVICES**

#### **Return of Papers/Assignments**

Students, especially those who are off-campus, who wish to have papers mailed back to them **MUST** provide professors with a stamped, self-addressed envelope. Other arrangements for the return of papers should be made directly with the professor.

#### **Telephone Messages**

Phone messages for students that are not emergencies will be emailed to the student using their ashland.edu address. In case of emergency, every effort will be made to locate the student via the phone number provided by the student at registration.

#### **"Lost and Found"**

Any item(s) lost or found can be turned in or retrieved in the Administration Building on campus. The Area Coordinators of Education can serve in this role in Cleveland, and Columbus. Please see our Receptionist for inquiries.

#### **Student Identification Cards**

Photo student identification cards will be used to check out on-campus library materials. Photos for these cards will be taken during orientation. They can also be made by seeing Donna Johnson, 1st floor of the Administration Building. Presentation of these cards enables the student to use library resources at the following libraries: on-campus, Ashland University, Cuyahoga Community College, Wayne State University, Cleveland State University, John Carroll University and Case Western Reserve University. (Detroit area students should check [here](#) for other available library resources in the greater Detroit area.) Ashland Seminary has established lending agreements with all of the above; however, if a student attempts to use the resources at another location, it is likely that presentation of this photo ID will enable access there as well. Presentation of ID card will allow the student access to AU athletic events and a reduced rate on other student activities on the University campus including theater productions. Student ID also entitles the student to a discount at many vendors within Ashland as well, for a complete list go to <http://www.ashland.edu/administration/auxiliary-services/eaglecard-office>. Most places/events granting discounts to students will honor your ID as well.

### **JOB & INTERNSHIP OPPORTUNITIES**

To search job and internship opportunities sent to ATS by churches and other places of employment, go to <http://seminary.ashland.edu> and under the "Services" tab, select "Opportunities". You can also search for job openings on Ashland University's website at <http://www.ashland.edu> under the About AU menu, select Employment Opportunities.





## STUDENT COMPLAINT POLICY

### Section 1. Purpose

Ashland University recognizes the value of information provided by students, employees and others in assessing the institution's performance. This policy serves to address significant violations of the institution's standards, policies and procedures. The student complaint policy establishes the structure and assigns responsibility for the management and tracking of complaints made by students in order to promote the timely and fair resolution of issues. Information gathered through the tracking of student complaints will be used in continuous improvement efforts related to student services and student satisfaction.

### Section 2. Scope

This policy applies to all students who are enrolled at Ashland University at the time that the complaint is filed in accordance with the policy, or were previously enrolled (as defined below) who wish to make a complaint about a matter which falls within the responsibility or control of the University. Student complaints are brought by students regarding services affecting their role as students and must be based on a claimed violation of a university rule, policy or established practice

### Section 3. Policy Statement

The Ashland University (AU) Student Complaint Policy is available to students who wish to have a concern resolved regarding a process or person of the university community not covered by existing policies (i.e., grade appeals and academic grievance procedure). The objective of the AU Student Complaint Policy is to resolve concerns as quickly and efficiently as possible at the level closest to the student. This policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure. Students may utilize either or both procedures.

### Section 4. Policy Definitions

**Current Student:** an individual who is currently enrolled full-time or part-time, or was enrolled at the institution within the previous two semesters (one academic year) when the underlying circumstances of the complaint first occurred, and who has not been suspended or dismissed, or otherwise required to reapply for admission.

**Former Student:** an individual who has not been enrolled full-time or part-time for the previous two semesters (one academic year), and who no longer has login access to AU portal.

**Student Complaint:** A complaint is an expression of dissatisfaction regarding a department, service, process, student, University employee, or a University administrative action, that is inconsistent with University policies.

**Formal Complaint:** For current students, complaints submitted via the AU Webform will be considered formal complaints. For former students, the completed downloaded PDF emailed to the Executive Director of Institutional Effectiveness will be considered formal complaints.

### Section 5. Informal Resolution Procedure

Students are encouraged to attempt to resolve a problem whenever possible by discussing it with the person with whom they are having the problem. Requesting an appointment with the staff or faculty member to discuss the matter in a calm and mature fashion is always the first step to trying to resolve a dispute. For example, if a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However,

if the problem is not resolved through this action, the student should then contact the faculty member's department chair, or the staff person's supervisor. If the problem is not resolved satisfactorily, or if it cannot be resolved by contacting the faculty/staff member(s) or their supervisor/administrator, or if the student decides for whatever reason that she or he is not able to resolve the situation in this manner, or if the student is unsure to whom the concern should be addressed, the student should proceed to the Formal Resolution Procedure.

### Section 6. Formal Resolution Procedure

A formal complaint is in writing and sets forth a statement of the issue, the University policy or procedures violated, and the specific remedy sought.

The complaint must be submitted using the on-line form found on the AU website on the Student Complaints page. The Office of Institutional Effectiveness will send the submitted complaints to the appropriate office:

1. Academic complaints to the appropriate academic dean
2. Student Affairs complaints to the Vice President of Student Affairs
3. Business Office complaints to the Controller
4. Financial Aid complaints to the Director of Financial Aid
5. Records and Registration complaints to the Director of Records and Registration
6. Unlawful Discrimination and Harassment complaints to the Title IX Coordinator
7. A complaint against a Dean, Director, Vice President, etc., is submitted to the direct supervisor, such as the Provost or President
8. A complaint against the President is submitted to the Chair of the Board of Trustees
9. Other complaints to the Director of Human Resources

#### Level 1

Absent extraordinary circumstances, the person, normally a Dean or Director, to whom the complaint has been submitted conducts, within seven (7) business days of receiving the complaint, a formal conference with the student, permitting her or him to provide any necessary relevant information. The Dean or Director confers with the other person or persons involved and conducts an additional investigation as he or she deems necessary. Absent extraordinary circumstances, a written recommendation is sent within seven (7) business days of the first formal conference. The recommendation is sent to the student and the other involved person or persons. The written recommendation states the background information, the rationale for the recommendation, and the recommended remedy, if any. Copies of the original complaint and the written recommendation are kept in the Office of Institutional Effectiveness for a minimum of five years.

#### Level 2

If the complaint is not resolved in level 1, the student or one of the other involved parties may, with fourteen (14) business days of receipt of the level 1 recommendation, appeal to the direct supervisor of the person who wrote the recommendation. Absent extraordinary circumstances, the supervisor holds a hearing within fourteen (14) business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation is sent to the student and others within fourteen (14) business days of such hearing. In cases of appeals to level 2, copies of the original complaint and the level 1 and 2 written recommendations are kept in the Office of Institutional Effectiveness for a minimum of five years.

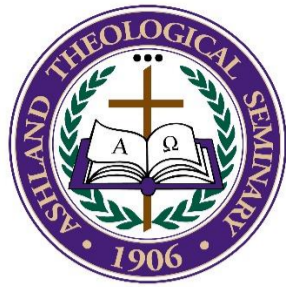
### *Level 3*

Except in the case of a complaint against the President, where the Board of Trustees has final authority, appeals of the level 2 recommendation are submitted to the President within fourteen (14) business days. The President makes the final decision. Absent extraordinary circumstances, the President's written decision is sent to the student and other parties within fourteen (14) business days of receiving the level 3 appeal. In cases of appeals to level 3, copies of the original complaint, the previous written recommendations, and the final decision are kept in the Office of Institutional Effectiveness for a minimum of five years.

### **Section 7. Institutional Record of Student Complaints**

The Office of Institutional Effectiveness will submit a summary of formal student complaints to the Executive Leadership Team (ELT) on a quarterly basis. The reports will contain the following information:

- The total number of complaints received.
- The nature of complaints received by generic category.
- A summary record of each complaint received and the action taken.
- Total number of appeals and percentage of decisions which were either upheld or overturned. An analysis of any complaint trends noticed and any steps already taken or recommended courses of action to address these trends (done on an annual basis).



## TITLE IX POLICY ASHLAND THEOLOGICAL SEMINARY & ASHLAND UNIVERSITY

### Introduction

Members of the Ashland University community, guests and visitors have the right to be free from gender discrimination and sexual misconduct including: sexual harassment, sexual violence, stalking and intimate partner violence (domestic and dating violence). As a faith based institution, Ashland University is committed to the respect and dignity of each individual. Thus, the University prohibits gender discrimination and sexual misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and the accused is found to have violated this policy, serious action, up to dismissal from the University, will be used to reasonably ensure that such actions are never repeated.

This policy describes prohibited conduct, explains what to do if you wish to make a complaint of gender based discrimination and/or sexual misconduct, sets forth the procedures to be followed for promptly and equitably investigating and resolving such complaints, and identifies available resources.

This policy applies to members of the University community, regardless of sexual orientation or gender identity, including international and undocumented persons as well as all students, faculty, staff and other employees. It also applies to guests, contractors and other third parties within the University's control.

This policy applies to conduct:

- On University premises;
- At University sponsored activities;
- Or at any location when the conduct
  - a. has an adverse impact on the education or employment of a member of the University community or;
  - b. otherwise threatens the health and/or safety of a member of the University community or;
  - c. adversely affects the interests of the University community.

### Title IX - The Law

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance. --From the preamble to Title IX of the Education Amendments of 1972.

Title IX prohibits institutions that receive federal funding from practicing gender discrimination in educational programs or activities. Because almost all schools receive federal funds, Title IX applies to nearly everyone. The Office for Civil Rights in the U.S. Department of Education is charged with enforcing the civil rights and regulations in education.

When Title IX is mentioned, most people think about women and athletics. However, Title IX covers acts that impact educational opportunities and employment for all students, staff, faculty and other employees.

In conformity with the pertinent requirements of Title IX of the Education Amendments of 1972 enacted by the Congress of the United States, the University does not discriminate, within the context of its religious principles, its heritage, its mission or its goals, on the basis of sex in the areas of employment, admission, educational programs, or other activities. In our efforts to end gender discrimination and sexual misconduct, the university expects all members of its community to never:

- Pressure anyone to suppress a report of gender discrimination and/or sexual misconduct
- Cause a victim to believe that the he/she is responsible for the commission of the gender discrimination and/or sexual misconduct committed against him/her
- Imply to a victim that the he/she was negligent or assumed the risk of gender discrimination and/or sexual misconduct by reason of circumstances, dress, or behavior
- Suggest to anyone that their complaint will bring unwanted publicity to the University

### Title IX Coordinator and Deputy Coordinators

For concerns of inappropriate behavior described in this policy, please contact:

#### Title IX Coordinator

Robert Pool, Ph.D.  
Vice President, Student Affairs  
244 Student Center  
401 College Avenue, Ashland, OH  
rpool2@ashland.edu  
419.289.5324

#### Deputy Coordinators

Adam Bracken  
Asst. Director of Athletics Compliance/Business  
104 Kates Gymnasium  
[abracken@ashland.edu](mailto:abracken@ashland.edu)  
419.289.5297

Heather Gable  
Asst. Athletic Director of Athletics/Director of Internal Operations/SWA  
103 Kates Gymnasium  
hgable2@ashland.edu  
419.289.5787

Christy Grundy  
Assistant Director of Residence Life  
232 Student Center  
cgrundy2@ashland.edu  
419.289.5326

Dustin Hargis  
Assistant Director of Student Life  
230 Student Center  
dhargis@ashland.edu  
419.289.5723

Whitney Jones  
Student Services Coordinator  
College of Nursing & Health Services  
wjones3@ashland.edu  
419.521.6878

Terri Link  
Director, Diversity and Inclusion  
230 Student Center  
tlink@ashland.edu  
419.289.5504



Dave McLaughlin  
Director, Safety Services  
Safety Services Student Center  
dmclaugh@ashland.edu  
419.289.5555

Scott Parillo  
Director, International Student Services  
232 Student Center  
sparillo@ashland.edu  
419.289.5631

Dr. Deborah Sullivan  
Director, Wellness Initiatives  
259 Rybolt Sport Sciences Center  
dsulliv@ashland.edu  
419.289.5290

Seminary Seminary Dean  
33 Admin Building  
ATS, 910 Center Street  
ATS-dean@ashland.edu  
419.289.5722

The duties and responsibilities of the Title IX Coordinators are as follows:

- Coordinate Ashland University Title IX federal compliance by helping to ensure that the university responds appropriately, effectively and equitably to Title IX issues
- Create specific sexual misconduct materials including: University policy and resources
- Train new students and new employees as well as those employees designated as “responsible employees” of the university on Title IX policy, processes and resources
- Provide a preventative education program (including bystander prevention efforts as well as Title IX policies and protections) with the University community
- Ensure Safety Services protocols to respond to sexual misconduct complaints
- Appoint Title IX Deputy Coordinators as needed. Ensure coordination with Title IX Deputy Coordinators and appropriate staff with relevant responsibilities including, but not limited to: prevention and education, law enforcement and university student conduct, housing, medical services, counseling services, and safety of students, employees, third party contractors and guests
- Co-chair the university Title IX committee
- Conduct an annual review of all Title IX complaints. Analyze trends or patterns of sexual misconduct on campus and assess the University’s responses. Annually assess the overall efforts of the University’s compliance to Title IX policies.

## SEXUAL MISCONDUCT AND OTHER PROHIBITED CONDUCT

### Definitions

Non-consensual sexual intercourse - Any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.

Non-consensual sexual contact - Any intentional sexual touching, with any body part or object by any person upon any person without consent.

Sexual exploitation - Taking non-consensual, unjust or abusive sexual advantage of another.

This occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or that of third-persons, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Indecent exposure - The exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

Intimate Partner Violence (Dating Violence, Domestic Violence) - A pattern of abusive behaviors used to exert power and control over a current or former partner. It can include emotional, sexual, verbal or economic actions, or physical threats of violence. Acts may include any behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame or hurt someone. It can happen to anyone, regardless of race, sexual orientation, age, education, religion, etc.

There is often a pattern or repeated cycle of violence, starting with the first instance of abuse. The general pattern of behavior is as follows:

- Tension Building: Relationship begins to get strained or tense between partners.
- Explosion: Outburst that includes verbal, emotional, or physical abuse.
- Honeymoon: Apologies where the abuser tries to re-connect with his/her partner by shifting the blame onto someone or something else.

Stalking - A pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical, mental health, life or property of that person, or creates a reasonable fear of such a threat or action. Stalking is a violation of Title IX when it is gender or sexually-based.

Signs that it could be stalking:

- Following you, with or without your knowledge
- Calling or texting excessively
- Knowing your schedule and/or showing up at places you go
- Threatening to hurt you, your friends, family, pets, or themselves
- Damaging your property
- Stalking can appear romantic or non-threatening, like cards, flowers, emails, etc., but if this behavior is unwanted, it could be stalking.

Sexual Harassment-A general term that includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

Sexual harassment can occur between any individuals associated with the University, examples include, but are not limited to: employee and a supervisor; coworkers; a student and an employee or between students.

Signs that it could be sexual harassment:

- Sexual comments or inappropriate references to gender
- Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)
- Unwanted touching, patting, hugging, brushing against a person's body or staring
- Inquiries or commentaries about sexual activity, experience, or orientation
- Display of inappropriate or sexually oriented material in locations where others can view them
- Offers of or demands for sex to receive jobs, promotions, money or other opportunities or rewards
- Unwanted flirtation, advances or propositions.

Gender-Based Harassment - May include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

*Other Misconduct Offenses (Will fall under Title IX when sex or gender-based)*

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

### Consent

The expectations of the Ashland University community regarding sexual misconduct can be summarized as follows:

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity.
- Silence--without actions demonstrating permission--cannot be assumed to show consent.
- Consent can also be negated (making consent not possible) due to a variety of factors. The following are examples of circumstances that negate consent:

Force - Force is the use (or threat) of physical violence on someone to gain sexual access. Sexual activity that results from actual or threatened physical force is nonconsensual.

Coercion - Coercion is unreasonable pressure for sexual activity. When someone makes clear by words or actions that they do not want to have sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercive behavior differs from seductive behavior based on the type of pressure someone uses on another. Factors to consider in analyzing whether consent did not exist due to coercion, include, but are not limited to, the frequency of requests, the intensity of requests, the persistency and duration of requests, and isolation of the alleged victim.

Incapacitation - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. Sexual activity with someone who one knows to be mentally or physically incapacitated constitutes a violation of this policy. Actual knowledge of incapacitation is not required when, based on the circumstances, a reasonable person should have known that the person was incapacitated.

Incapacity can result from a variety of circumstances, including alcohol, drugs, mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of date rape drugs, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to anyone is a violation of this policy.

Age - In order to give effective consent, one must be of legal age (16 in the State of Ohio).

### **Sexual Misconduct – Risk Reduction Information**

Risk reduction tips can be perceived as victim-blaming. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Suggestions to avoid committing a non-consensual sexual act include:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. Don’t make assumptions about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you do not have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not know how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable. Be aware that this timeline can change.

5. Don’t take advantage of someone’s drunkenness or drugged state, even when the alcohol/drugs are ingested voluntarily.
6. Realize that your potential partner could be intimidated by you or fearful of you. You may have a power advantage simply because of your gender or size. Do not abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

### *Active Bystander\**

Everyone has a role in preventing and addressing sexual misconduct.

Ashland University encourages all members of the Ashland Community to take responsibility for preventing and addressing sexual misconduct within our community. By being an Active Bystander, it is possible to speak out against sexist attitudes, rape myth beliefs, and sexual violence itself. Commit to being an Active Bystander at Ashland University by taking the following steps:

- Notice the situation. Be aware of your surroundings.
- Interpret it as a problem. Do I recognize that someone needs help?
- Feel responsible to act. See yourself as being part of the solution to help.
- Know what to do. Educate yourself on what to do.
- Intervene safely. Take action but be sure to keep yourself safe.

### *How to Intervene Safely*

- Tell another person. Being with others is a good idea when a situation looks dangerous.
- Ask a person you are worried about if he/she is okay. Provide options and a listening ear.
- Distract or redirect individuals in unsafe situations.
- Recommend to others that someone has had too much to drink.
- Ask the person if he/she wants to leave. Make sure that he/she gets home safely.
- Call the police (911) or someone else in authority.

### *Maintaining Personal Safety*

Before acting in a situation, ask yourself:

- How can you keep yourself safe in this situation?
- What are all of the options available to you?
- Who else might be able to assist you in this situation?
- What are the pros and cons of acting?
- How can you avoid violence in this situation?

### *To Enhance Safety When Out with Friends*

Have a plan. Talk with your friends about your plans BEFORE you go out. Where do you want to go? Having a clear plan ahead of time helps friends look after one another.

- Go out together. Go out as a group and come home as a group; never separate and never leave your friend(s) behind.
- Watch out for others. If you are walking at night with friends and notice a person walking by themselves in the same direction, ask them to join you so they don’t have to walk alone.
- Diffuse situations. If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
- Trust your instincts. If a situation or person doesn’t seem “right” to you, trust your gut and remove yourself, if possible, from the situation.
- Take care of each other.

\* Adapted from University of New Hampshire's "Bringing in the Bystander." More information is available from: <http://www.unh.edu/preventioninnovations>.

#### *Steps to Take if You Are Sexually Assaulted*

- Stay Warm
  - Persons who experience sexual assault may be in a state of shock. The person is advised to stay warm by wrapping in a blanket or coat.
- Preserve Evidence and Do Not Clean Up
  - A victim is advised not to wash, shower or bathe, brush teeth or gargle, remove tampons/pads, urinate or defecate, change or wash clothes, eat/drink or smoke. These steps make it less likely that physical evidence is disturbed.
  - Clothing worn at the time of an assault should be placed in a paper or plastic bag and brought to the emergency room.
  - Take steps to preserve physical evidence (such as towels, sheets) at the location of the assault, if possible.
  - In order to avoid forgetting important details, write down the facts about the accused and the assault.
- Get to a Safe Place and Seek Emotional Support
  - Talking with a trusted friend, relative or someone who is professionally trained to deal with sexual assault can aid a victim make better decisions.
  - Whether one decides to call local law enforcement or campus Safety Services, it is extremely important to attend to one's emotional needs.
  - Professional counseling and support can be beneficial immediately or months/years later. One can seek counseling on campus, through the Ashland Theological Seminary Smetzer Counseling Center, as well as seek support through the 24/7 Rape Crisis Domestic Violence Safe Haven hotline or staff. In addition, staff in Religious Life and Student Health Services may offer support.
- Seek Medical Attention
  - An on campus advocate (Safety Services Officer, Title IX Coordinator or Deputy Coordinator, for example) or staff from the local Rape Crisis Domestic Violence Safe Haven can accompany the victim to the emergency room or health provider.
  - It is important to seek medical attention at the emergency room as soon as possible. A medical examination will ensure appropriate medical treatment. The victim should take a change of clothes as those worn during the assault will be collected as evidence.
  - A medical examination will also allow for the collection of physical evidence by way of a Sexual Assault Forensic Exam (SAFE), which will ensure that needed physical evidence is preserved in the event of a report to city law enforcement. A SAFE can be obtained within 72 hours of an assault.
  - If a victim goes to the emergency room, local police are notified by the hospital. However, s/he is not obligated to talk to the police or to pursue prosecution. However, having the evidence collected in this manner will help to keep all options available to the victim with obligation to him or her for any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to do so.

#### **Reporting and Confidentiality**

The University cannot promise complete confidentiality, however, each situation is resolved as discreetly as possible, maintaining confidentiality to the extent allowed under state and federal laws.

- Ashland University is obligated to follow up on all allegations. While the confidentiality of the victim is of

utmost priority, it is also important to note that most university employees are considered to be "responsible employees".

- This means that almost any employee (except those outlined as confidential below) of Ashland University must report a violation of this policy to a Title IX Coordinator once they become aware (except in public notice situations such as "Take Back the Night" programs).
- Student employees are not considered "responsible employees" and are not required to report, unless they work in the following areas: Human Resources, Safety Services and Resident Assistants/Assistant Residence Directors in Residence Life.
- Victims are also encouraged to ask the person they are speaking with if they are required to report the allegation.
- Note that the University cannot require a victim to discuss the matter further with others, for example, the Title IX Coordinator. However, incomplete information can limit the university's ability to investigate, obtain additional information and resolve the situation may be limited.
- An anonymous complaint can be made. However, without the identity and contact information of the complainant and/or accused, the university's ability to investigate, obtain additional information and resolve the situation may be limited.

Specific staff who provide confidentiality have been identified at Ashland University as follows:

- Medical (AU Health Center physician –Dr. Chris Boyd, Nurse Practitioner – Sarah Taylor, Registered Nurse – Patty Owens)
- Counseling (AU Counseling Center Director of Counseling – Dr. Oscar McKnight, Counselors –Richard Fajardo, Shannon Kahleo and Counseling Interns, as well as Counseling Interns at the Ashland Theological Seminary Smetzer Counseling Center)
- Ordained and licensed clergy hired in those capacities at the University (Executive Director of Christian Ministry – Charles Neff, Assistant Director –Sadie Vanderzyden, and the Catholic Chaplain -Father Hawks).
- Athletic Trainers (Kate Bruning, Jeremy Hancock, David Jameyson, Paige Ciminello, Ashley Anderson, Anthony Bartko, and Rob Cremeans)

These professionals are required to keep the victim's information confidential. That is, no information can be shared without explicit permission from the reporting party unless:

- It is subpoenaed due to a court case or;
- The person reporting presents a danger to themselves or others.

In addition, crime statistics (numbers only –no names or identifying information) are supplied to the Ashland University Clery Act Compliance Officer by these professional staff for compliance with federal crime reporting requirements.

#### **Submitting a Complaint/Report**

Complaints against Ashland University students and student groups that do not involve employees are addressed by the Title IX Coordinators, Dr. Robert Pool, Vice President for Student Affairs, [rpool2@ashland.edu](mailto:rpool2@ashland.edu), 419.289.5324. You can submit a report [here](#).

Reports can also be made immediately to Safety Services, located in the Student Center, 1st floor or by calling 419.207.5555 for immediate assistance.

If you want to explore student conduct charges, a Title IX Coordinator can work with the Office of Student Conduct to arrange a meeting with one of the hearing officers to discuss the complaint at 232 Hawkins Conard Student Center or 419.207.5504.

- You are encouraged to write up a description of the incident. Remember, the more details you can provide the better.
- Safety Services and/or the Office of Student Conduct may investigate and adjudicate complaints which occur on-campus and off-campus. In addition, Student Conduct may

handle complaints that occur at University activities or events, such as study-abroad and school-sponsored trips.

- Remember that many offenses described in this policy are also crimes. You are strongly encouraged to consider reporting to police. You may also discuss those options with Student Conduct staff. However, there need not be a police report or complaint in order to proceed with the University processes. In an emergency, please dial 911.
- Once you file a complaint, an investigator is responsible for notifying the student or group of the charge, conducting a timely investigation, and determining if there is a potential violation of the Code of Student Conduct.
- A complaint may be filed without identifying an offender, however actions of the investigators will be limited in these cases
- When you make a complaint, you will be asked to write down what you saw, heard, or experienced. Witnesses may be requested to meet with the investigator to provide witness statements. Remember that the person named has a right to see what you write.
- Complainants may bring a support person with them to meetings with Student Conduct staff.

Depending on the circumstances (pattern of behavior of the accused and/or safety of individuals and the campus community, for example), the university can proceed with disciplinary action without participation of the victim/complainant.

Complaints against Ashland University faculty or staff members are addressed by the Title IX Coordinators.

- Any complaints not involving students, contact Josh Hughes, Title IX Coordinator/Director of Human Resources and Legal Affairs, 106 Founder Hall, [jhughe11@ashland.edu](mailto:jhughe11@ashland.edu), 419-289-5034.
- Any complaints involving students (as the victim or accused), contact Dr. Robert Pool, Vice President, Student Affairs, 244 Hawkins-Conard Student Center, [rpool2@ashland.edu](mailto:rpool2@ashland.edu), 419.289.5324

If you have concerns about any of the processes listed above or do not know where to go or with whom to speak, you may contact either Title IX Coordinator.

#### *Individual Rights*

The University will provide a timely and thorough investigation and will treat the complainant and respondent with respect before, during, and after the student or other conduct process.

- Both parties will be informed of the University's conduct process and possible outcomes. The University will also inform both parties of respective resources such as, available counseling services, medical services, law enforcement, local rape and domestic violence center services and other campus and off campus resources.
- Complainants are strongly encouraged to report a sexual assault, stalking, and domestic/dating violence to local law enforcement, which will not prevent University disciplinary action if the respondent is an Ashland University student.
- Both parties may request changes to academic and living situations after sexual misconduct report occurs. University staff are able to help facilitate such changes, if requests are reasonably available.
- Both parties have the right to have an advocate who can be an attorney throughout the student conduct process, including meetings and hearings. The advocate may not be a witness, cannot participate directly in the hearing and may communicate only with the victim.
- Both parties and the University have the right to a campus "no-contact directive," which prohibits both parties from having contact of any kind (including electronic contact or contact from third parties acting on the accused student's behalf) with the victim or the accused. University staff can also assist with a civil Protection Order.
- The University will make reasonable efforts to protection confidentiality, within the parameters of FERPA (Family and

Education Privacy Act of 1974) and the University disciplinary action process.

- Both parties are afforded the right to be updated on the investigation and be informed of the outcome of a hearing in writing.
- Both parties have the right to have prior, irrelevant sexual behavior or history with other individuals excluded from a hearing. As a reminder, prior consensual behavior with the respondent does not indicate consent on subsequent occasions.
- Prior to a hearing, both parties are allowed to inform the hearing officer of relevant witnesses the victim wishes to include at the hearing and to what the witnesses plan to testify.
- Prior to a hearing, both parties may also meet with a hearing officer to discuss hearing procedures.
- The university utilizes the preponderance of evidence standard for all reported student conduct violations, including sexual misconduct.
- During a hearing, both parties have the right to give opening and closing statements and ask questions of the accused student, via the hearing officer/Student Conduct board advisor. In the event that either party does not attend the hearing after written notification of meeting had been sent to both parties, the meeting will proceed, unless either party has made a reasonable request to reschedule the hearing.
- Both parties have the right to appeal the student conduct determination and sanctions.

#### *Retaliation*

The University will not tolerate retaliation in any form against any faculty, staff, student, or volunteer who files an allegation, serves as a witness, assists an alleger, or participates in an investigation of discrimination or harassment. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination, sexual misconduct or harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of or questions about retaliation should be directed to a Title IX Coordinator.

#### *Interim Measures*

The University will assist students, faculty and staff who report sexual violence, sexual harassment, stalking, dating violence and or domestic violence in obtaining medical support and information regarding available legal and Student Conduct resources, as well as counseling and support services. The University will also assist students, faculty and staff in notifying the police if the assistance of law enforcement is requested.

If requested by the complainant or respondent, and if reasonably available, regardless of whether the complainant reports the matter to campus or outside law enforcement, the University may assist them in:

- Changing living situations, including obtaining emergency housing or moving into another residence facility;
- Assisting with exploring options to address academic concerns, such as notification to current faculty, transferring class sections or independent study, requesting an incomplete in a class;
- Restricting both parties through a University no contact directive or assisting with a civil Protection Order;
- Addressing financial concerns, including providing financial aid guidance.

Requests for accommodations may be made to the department in which the accommodation is sought. If you are unsure where to go to make such a request, do not know what accommodations are available or may be useful to you, or have other questions, please contact a Title IX Coordinator.

In addition, if accommodations are necessary due to an injury or disability, you may contact:

- Students: Student Accessibility Center at 419.289.5904
- Faculty/Staff: Human Resources at 419-289-5033



### *Determination of Disciplinary Action*

In campus proceedings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but the University never assumes an individual is in violation of university policy. Campus investigations are conducted to take into account the totality of all evidence available, from all relevant sources.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect individual rights and personal safety. It is the University’s obligation under federal law to stop sexual misconduct that falls under its purview, remedy its effects and prevent its recurrence. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion/termination, depending on the severity of the offense. The University will consider the concerns and rights of both the alleged victim and the person accused of sexual misconduct.

If a member of the University community is found to have committed an action that violates the sexual misconduct policy of the University. The following determination of disciplinary action will be as follows:

**Students-**The student conduct process will determine and administer the appropriate disciplinary action. If the student is found to have committed sexual violence, the student may be expelled as outlined in the Student Handbook.

**Faculty and Staff-**The Title IX Coordinator/Director of Human Resources and Legal Affairs will recommend the appropriate disciplinary action. If the staff member is found to have committed sexual violence, his or her employment may be terminated. In the case of faculty, discipline and discharge policies and proceedings will be followed to the extent they do not conflict with the mandates of federal law.

### *Resources for Sexual Misconduct*

It is important for victims to be in control of their decisions. Though Ashland University encourages all victims to utilize all of the resources and support, the reporting party is not pressured in any of their decision making. If the victim does not wish to utilize these resources they may always be utilized at a later time. The Title IX Coordinators and Deputy Coordinators identified earlier in the policy can assist with any or all resources. In addition, the aforementioned staff can assist online students as well as students and employees at centers other than in Ashland, Ohio in utilizing Ashland campus resources and/or seeking assistance from their respective city law enforcement, rape crisis and domestic shelter centers, and hospitals.

### **ASHLAND UNIVERSITY RESOURCES**

- Title IX Coordinator
  - Dr. Robert Pool- V.P. Student Affairs (244 HC Student Center, 419-289-5324)

Can assist victims through each of the following resources noted below

- Safety Services (1st floor, Student Center, 419-207-5555) is available 24/7 to offer resources and support. <http://www.ashland.edu/student-affairs/health-safety/safety-services>
  - Escort (1st floor, Student Center, 419-207-5555) can be provided at any time 24/7.
- Health Center (1st floor HC Student Center, 419-289-5200) can assist with medical needs Monday-Friday 9:30am-noon; 1:00pm-5:00pm. <http://www.ashland.edu/student-affairs/health-safety/student-health-center>
- Counseling Services (244 HC Student Center, 419-289-5307). Appointments can be made by contacting 419-289-5307. <http://www.ashland.edu/student-affairs/health-safety/psychological-counseling-services>

The Smetzer Counseling Center at the Ashland Theological Seminary also provides counseling services to students and employees. Appointments can be made by contacting 419-207-5558 <https://seminary.ashland.edu/services/student-services/smetzer-counseling-center>

- Religious Life (Jack and Deb Miller Chapel, 419-289-5489) for spiritual support. Appointments can be made by contacting the Religious Life Administrative Assistant at 419-289-5489. <http://www.ashland.edu/student-affairs/getting-involved/center-religious-life/about-religious-life>
- Student Conduct (232 Student Center, 419-207-5504) <http://www.ashland.edu/student-affairs/student-services/student-conduct>
  - Ashland University Student Conduct can initiate conduct proceedings. For more information, please contact Student Conduct, 419-207-5504.
  - No Contact Directive can be requested. This restricts the accused from campus (if they are a non-student). If the accused and the complainant are both students, this directive serves as a notice for the students to stop contact with each other immediately (electronic, social media, third person). The directive can also extend to residence halls or floors where both students reside.

Housing Accommodations can be requested through the Residence Life Office (232 HC Student Center, 419-289-5303)

Academic Accommodations can be requested through one’s faculty member(s) and/or the Provost’s Office (205 Founders, 419-289-5092)

Student Accessibility Center (930 Claremont Ave, 419-289-5904) Contact Director Student Accessibility for assistance (419.289.5904). <https://www.ashland.edu/administration/academic-success/accommodations>

Diversity (232 Student Center, 419-207-5504, [diversity@ashland.edu](mailto:diversity@ashland.edu)) <http://www.ashland.edu/student-affairs/getting-involved/diversity>

International Student Services (230 Student Center, 419.289.5631, [iss@ashland.edu](mailto:iss@ashland.edu)) <http://www.ashland.edu/iss/>

### **Ashland City/County Resources**

- Samaritan Regional Health System Hospital (1025 Center Street, 419-289-0491 or 800-257-9917) the hospital is located less than 10 blocks from AU. Safety Services can coordinate transportation to the hospital. <http://www.samaritanhospital.org/>
- Rape Crisis Domestic Violence Center Safe Haven (2233 Rocky Lane, Ashland, Ohio; 419-287-3716), the Safe Haven 24 Hour Crisis Hotline is 419-289-8085. More information about their services and support are outlined at: <http://www.appleseedmentalhealth.com/safe-haven>
- Ashland Police Department (1211 East Main Street, Ashland, Ohio, 911 or 419-289-3639). Safety Services can coordinate transportation to the police department or a private location on campus to meet with a police officer. <http://www.ashland-ohio.com/safety-services/police-division>
- Court Protective Order can be sought from the Ashland County Court of Common Pleas (142 West Second Street, 419-281-8315) if the accused lives in Ashland County or if the incident occurred in Ashland County
- Ashland County Council on Alcoholism & Drug Abuse <http://ashlandoh.chambermaster.com/list/member/accada-ashland-co-council-on-alcoholism-drug-abuse-ashland-57>
- Mansfield/Richland County –Ashland University Mansfield CONHS Apartments/Nursing Program

- Mansfield City Police, 911
- Ashland University Safety Services, 24/7, 419-207-5555, located in Ashland, Ohio
- From 10:00 p.m. to 6:00 a.m. 24/7, call 567-241-3997 to contact the Schmidt Security Pro officer at the Ashland University Mansfield CONHS Apartments/Nursing Program
- MedCentral Health System Emergency Room (335 Glessner Avenue, Mansfield, Ohio 44903, (419-526-8000)

#### State and National Resources

- Ohio Alliance to End Sexual Violence [www.oaesv.gov](http://www.oaesv.gov)
- Questions and Answers on Title IX and Sexual Violence <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>
- U.S. Dept. of Civil Rights Dear Colleague Letter, April 2011 <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html>
- The White House Initiative Against Sexual Assault <https://notalone.gov>
- U.S. Dept. of Justice, The Campus Sexual Assault (CSA) Study <https://www.ncjrs.gov/pdffiles1/nij/grants/221153.pdf>

#### NCAA Resource for Athletes

- NCAA Sexual Violence Prevention Guide <http://www.ncaa.org/sites/default/files/Sexual-Violence-Prevention.pdf>

#### Relationship Violence

- Sex and Healthy Relationships [http://www.loveisrespect.org/pdf/Sex\\_And\\_Healthy\\_Relationships.pdf](http://www.loveisrespect.org/pdf/Sex_And_Healthy_Relationships.pdf)

#### Dating Violence on Campus

- [http://www.ncdsv.org/images/NCVC\\_DVOnCampusFactOfLife\\_Fall2003-Winter2004.pdf](http://www.ncdsv.org/images/NCVC_DVOnCampusFactOfLife_Fall2003-Winter2004.pdf)

#### Sexual Assault

- Drug Facilitated Sexual Assault <http://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-Victims/Sexual-Assault-Forensic-Examination/drug-facilitated.aspx>

#### Sexual Harassment

- Sexual Harassment Fact Sheet <http://www.eeoc.gov/eeoc/publications/upload/fs-sex.pdf>

#### Stalking

- Stalking Fact Sheet [http://www.victimsofcrime.org/docs/src/stalking-fact-sheet\\_english.pdf?sfvrsn=4](http://www.victimsofcrime.org/docs/src/stalking-fact-sheet_english.pdf?sfvrsn=4)

#### Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable

information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

- Mandated federal reporters include: Title IX Coordinators and Deputy Coordinators, student/conduct affairs, campus safety services, local police, coaches, athletic and assistant athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.
- The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

#### Federal Timely Warning Reporting Obligation

Victims of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community.

- The University will make every effort to ensure that a victim's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.
- The reporters for timely warning purposes include: Title IX Coordinators, Deputy Coordinators, Student/Conduct Affairs, campus Safety Services, local police, coaches, athletic and assistant athletic directors, Residence Life staff, Student Activities staff, Human Resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

#### OTHER TITLE IX ISSUES

##### Athletics

Title IX has helped girls and women participating in interscholastic and intercollegiate athletics in far greater numbers than they had in the past. When Title IX became law, dramatic change was needed to level the playing fields of the nation's schools and to change the perception of the place of girls and women on them.

Girls and women also are increasingly participants in sports that have traditionally been seen as exclusionary to women. Before the passage of Title IX, athletic scholarships for college women were rare, no matter how great their talent.

It is important to recognize that there is no mandate under Title IX that requires a college to eliminate men's teams to achieve compliance. The thought that "if women are to gain opportunities, then men must lose opportunities," presents a false dichotomy. As with other educational aspects of Title IX, and according to the expressed will of Congress, the regulation is intended to expand opportunities for both men and women.

4.6.15

*The 2015 revision of the Ashland University Title IX policy relied heavily on Title IX sexual misconduct models from the Association of Title IX Administrators, The Ohio State University, Stanford University and other sources as noted.*

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