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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

As you embark upon this adventure in education and formation, Ashland Theological Seminary (ATS) wants to assist you in every way possible. This handbook is designed to provide information as a ready resource that should make your days at ATS more enjoyable. By outlining a step-by-step procedure (when applicable) and giving names of people on the main campus to contact for assistance, this manual should help in answering many of your questions.

ATS is a broadly evangelical school with a supreme commitment to the Bible and exists to train individuals for leadership in the local church, as well as other ministries and vocations. The curriculum, therefore, is designed around a classical model of theological education. The departments of Biblical Studies, Christian History, Theology and Philosophy; and Practical Theology are reflected in seminaries around the world. In addition, the Counseling Department offers specialized training for students who desire a Christian approach to the rapidly expanding field of Clinical Mental Health Counseling.

Degree programs and concentrations are listed in the ATS Catalog. For more information, visit our web page at www.seminary.ashland.edu.

Welcome to Ashland Theological Seminary
SEMINARY IDENTITY

Defining Affirmations
The Seminary faculty, administration and staff have embraced seven 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.
3. Conceived the academic experience in holistic terms, with attention to four primary emphases: core identity, character, calling, and competency.
4. Strives to integrate theory and praxis in every subject area, reinforcing every “how” with a “why” and vice versa.
5. Values active service to the church as the context in which faculty and students live out their faith and share their gifts and scholarship.
6. Promotes active scholarship, not as an end unto itself, but as a means of maintaining a stimulating teaching and learning environment.
7. Provides opportunities for lifelong learning through a wide variety of educational programs.

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.
The ATS Curriculum Model
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, 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 curricular model at Ashland Theological Seminary is built on four primary commitments called the Four C’s: Core Identity, Character, Calling, and Competency.

To be effective in ministry, Christian leaders must know their Core Identity – who they are in Christ – and attend to growing in their relationship with Christ by engaging in practices that foster spiritual growth. Character is an expression of who we are and is shaped by the quest for Christ-likeness and choices that foster a growing coherence between who we are, what we believe, and how we live. As disciples of Jesus each of us has a Calling that reflects the unique gifts that God seeks to use in the unfolding of his kingdom in the world. Faithful Christian service and leadership, therefore, require Competency – the development of skills in handling Scripture, using the resources of Christian traditions, and leading others into faithful discipleship in an ever-changing world.

All the degree learning outcomes of the various Seminary programs are built upon the Four C’s and all student learning outcomes associated with courses derive from the degree learning outcomes. So the various curricula of the Seminary are fully integrated into this larger vision of theological education.

The curriculum is designed to balance personal and professional preparation for ministry. All courses in the curriculum address the 4 C’s so this approach to theological education is woven throughout the curriculum. In addition, co-curricular activities help shape the 4 C’s in the lives of students. Therefore, students are encouraged to participate in chapel services, spiritual formation groups, community life events, and educational opportunities offered on the main campus and at the extension sites as well as programs through the Sandberg Leadership Center and the Institute of Formational Counseling. The Seminary also recognizes that ministry preparation requires a commitment to lifelong learning. Equipping men and women for the 4 C paradigm demands that those serving in the various roles related to equipping be not only professionally committed to the paradigm but personally committed to all 4 C’s as well.
ACADEMIC INFORMATION

Attend an Orientation Session!
Each fall, students are required to attend an orientation session either on the Ashland, Cleveland, Columbus, or Detroit 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
- Register for classes

Assignment of an Academic Advisor
All students are assigned an academic advisor upon registration for classes. Students can identify their academic advisor through WebAdvisor. Remember . . . it is the student’s responsibility to seek assistance with registration if needed.

Counseling Program Advisors:
- Clinical Mental Health Counseling – access WebAdvisor to identify assigned faculty advisor
  - Detroit – contact Dr. Jerrolynn Johnson, Director of Detroit Counseling Program @ 248-559-1400 (jjohns12@ashland.edu)

Ashland Campus Degree Programs (Advised by the Dean’s Office):
- MDIV & MAPT – Contact Michael O’Hara @ 419-289-5217 (mohara1@ashland.edu)

Other Center Students: Students may also contact one of the Coordinators of Education at each of our Centers.
- Cleveland Center – Dr. Thomas Gilmore at 216-264-4619 (tgilmore@ashland.edu)
- Columbus Center – Dr. Mary Lutz at 614-396-9130 (mlutz3@ashland.edu)
- Detroit Center – Dr. Nyreia Harrington-Stephens at 248-559-1400 (nharring@ashland.edu)

Faculty Mentoring
All students, with the exception of students in the counseling programs, are assigned a faculty mentor as part of their larger mentoring experience here at ATS. Faculty mentor assignments are based on degree program, area of concentration, campus location, and denomination. These assignments are made at the middle of each semester. An email from the Dean’s Office will be sent directing the student to WebAdvisor to identify the faculty mentor’s name. The mentor will be listed in the “Counselor Section.” It is the student’s responsibility to initiate contact with their Faculty Mentor.

STEP One Platform
The STEP One Platform (ITS 5500) is a 5-week introductory, online, non-credit platform that will set the student on pace for a thriving Seminary journey by exposing them to several tools necessary for success. The student will have an opportunity to give feedback on their experience as an entering new student through the ESQ (Entering Student Questionnaire) - this assessment is only offered during the Fall Semester section for this course. The student will complete a writing assessment to gain a better understanding of what is necessary for academic writing success at the Seminary.
Opportunity will be given to each student to learn how to navigate through an online format via a LMS (Learning Management System). Participation in online dialogue with fellow students, devotions, email correspondence, videos, and special readings are all a part of this introductory platform. Additionally, students complete a personality assessment to discover personal strengths and preferences that will enhance a deeper knowledge of one’s self. Lastly, each student will be assigned to an academic advisor who will put together a MAP (My Advising Plan) for an appropriate and successful educational journey at ATS.

**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 our degree programs and our student services. Both questionnaires must be completed online. You must complete the GSQ prior to receiving your diploma. More instructions will be provided to you regarding each assessment instrument. We thank you in advance for your assistance.

**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 can 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, Lori Lower at 419-289-5907 or email at ATS-Registrar@ashland.edu.

**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. (*See Appendix F*)

**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.

**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.

Specific instructions will be included (*see Appendix F*) and are also available on the ATS website. It is strongly advised that students consult with their academic advisor or program director regarding
course selection. 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.

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.

- **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:
  1. 4 or 5-weekend formats
  2. 6 weekend (Saturday only) format
  3. 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).

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.

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.*

**Mobile Devices in the Classroom Policy**
Reminder to limit computer usage to course related purposes while in class sessions. Please refrain from using laptops, mobile phones, tablets, etc. for other than course-related reasons, including internet search, e-mails, etc. Please demonstrate respect by giving your full attention to the instructor or student presenting. This also applies to texting or other electronic devices.

**On-Line Syllabi**
Students should acquire their syllabi on the web PRIOR to the beginning of class since some courses have assignments that are required for the first class meeting. You will need to have Acrobat Reader to access syllabi. To obtain syllabi, go to [www.seminary.ashland.edu](http://www.seminary.ashland.edu), click on Course Schedules in the top black bar. Click on the course to open the course description – “DOWNLOAD SYLLABUS” will be visible if the syllabus is available.

**Purchasing Textbooks**
Ashland campus and extension students may purchase their materials at the Ashland Seminary Bookstore in the lower of the Shultz Academic Center. Students may order books directly from the bookstore by phone (800-547-1199) or (419-289-5861), by FAX (419-289-5929), by e-mail (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/Dropping Classes**
Any class may be dropped or added before the deadline dates stated in the calendar for each semester. A student who adds a course after the initial class session may be asked by the professor to do additional work. There will be no refund or tuition adjustment for class(es) attended and dropped after the drop date.

**If your bill has not been paid in full, the percentage will be credited to your account, but you are still responsible for the remainder of the tuition.** Be sure to report to the ATS Registrar’s office if you have not attended class (or indicate the last date of attendance). *It is the student’s responsibility to drop a class he or she does not wish to attend.*

**Withdrawal from a class**
Students may withdraw from any course before the end of any term with the professor’s permission and the filing of the appropriate form in 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.
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.

**Change of Degree Program**
Acceptance to ATS is for a specific degree program. When a student desires to change degree programs, an application to do so must be submitted. Changing to a new degree program may require additional forms and/or an interview. All Change of Degree forms require Dean office approval before the change can be processed and finalized.

**Transfer of Credit - Surrendering a Degree**
Graduates of Ashland Theological Seminary have the privilege of surrendering an awarded degree for the purposes of transferring the earned credit to a different credential of the Seminary at the same academic level. If surrendered for the purpose of being awarded a different Ashland degree, the Registrar, in consultation with the Academic Dean, will determine how surrendered credits may be applied. The surrendering of a degree in this fashion applies most particularly to those who have been awarded a Master of Arts degree which the student then wishes to apply to a Master of Divinity degree. The student must take this action within five years of having been awarded the first degree. If surrendered for the purpose of being awarded a degree from a different institution, the amount of credit accepted by the receiving institution is necessarily governed by its own policies.

1. The student contacts the Ashland Theological Seminary Registrar in writing to confirm a desire to surrender a degree for the purpose of applying credits to a different degree.
2. The Registrar, in consultation with the Academic Dean, confirms that credits from the degree may be transferred to a different degree.
3. The student returns the actual diploma to the Seminary.
4. The Registrar, in consultation with the Academic Dean, determines how the previous credits are to be applied to the new degree.
5. The Registrar indicates on the student’s transcript the details of the surrendering of the degree and the application of credits to the new degree.
6. If the student wishes to transfer credit to another institution in pursuit of a different credential, the processes and procedures are determined by the receiving institution.

**Withdrawal/Reinstatement**
Students not registered for classes for a year will be marked in the system as withdrawn and must submit a notice of withdrawal to the Academic Dean explaining the circumstances. When such students are ready to resume studies, they must inform the Office of the Dean and complete class registration by the appropriate deadline in the Academic Calendar, enabling them to return to classes. If one year has lapsed, they are required to reactivate their student file through the Office of Enrollment Management. If a student withdraws and then wants to return and transfer to a different program, they must be reinstated in the program previously enrolled in prior to any consideration of change of program or they must apply for readmission. Former students who want to re-enroll after
more than three years since their last date of attendance must contact the Admissions Office and reapply for admission. Those who separate from the Seminary without following the regular procedure for leave of absence or withdrawal may be required to reapply for admission through the Admissions Office, even if the absence is less than three years. Upon re-admission, any changes in requirements or academic policies since the time of initial application will apply to the student’s program.

**Students with Disabilities**
For students who have specific physical, psychiatric or learning disabilities and require accommodations, please let the professor know early in the semester (preferably the first week) so that your learning needs can be appropriately met. In order to receive accommodations, documentation concerning your disability must be on file with Disability Services in The Center for Academic Support on the 7th floor of the Ashland University Library 419-289-5904. Please contact the Coordinator of Academic Advising at 419-289-5217.

**Premier At Home**
The power of technology provides students with additional tools for academic study. One such resource available to the ATS community is Premier At Home (web site: [www.premierathome.com](http://www.premierathome.com) login information available from Academic Support Services), which provides:

- computer reading of electronic documents
- transferring printed documents to audio format
- translation tools from various languages to English and vice versa
- magnification of electronic documents

This resource is not limited to students with disabilities and has the following easy to use tools for:

- Reading - read your favorite website, e-mail, homework or even read a book
- Writing - enhance your composition skills - proofreading and editing your homework with tools such as integrated talking dictionary/thesaurus, word prediction and writing analyzer
- Studying - study more efficiently and effectively with powerful features including highlighting, customizable notes extraction and document summarization

Other resources may also be available for more specific academic needs. For information, contact the Coordinator of Academic Advising at 419-289-5217.

**Advanced Standing and Course Credit**
Prior to the first day of class in a student’s first semester, the student may petition the department chair for the course in which advanced standing is desired. If approved, the student will select a higher level course in the same field in place of the exempted course. This will be reviewed upon request on a case-by-case basis. In some cases, academic credit may be awarded for work previously completed in accredited institutions. For more information, contact the corresponding department chair of the Seminary at (419) 289-5161.
Applying for Independent/Directed Study or Credit for Lecture Series

After the student has selected a concentration and has taken the CORE courses within that particular area, he or she can apply to the appropriate Department Chairperson for permission to undertake advanced study. The procedure is as follows:

**Independent Study**

A student may request an independent study to cover specialized material not reflected in a course offering listed in the catalog. An independent study may be requested when an area of interest is not reflected by a course listed in the catalog. **In addition to the regular tuition, an additional fee of $120.00 per credit hour is required and must be paid when submitting the documentation on the request form** (see ATS Catalog).

1. 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.
2. 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.
3. 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.
4. 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 is not offered at a time when the student can take it. **Institutional core and MDIV core courses may not be taken by directed study. An additional fee of $120.00 per credit hour is required and must be paid when submitting the documentation on the required form** (see ATS Catalog).

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 Registrar who will then forward the material to the appropriate Department Chair and then to the Academic 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 “Academics – Registrar’s Page”.

**Lecture Series for Credit**
Frequently, ATS hosts a leading scholar to lecture on a selected topic. Students taking the Lecture Series for credit must participate in all lectures, submit their notes, read the assigned texts and write a 10-15 page documented reflection paper (Turabian format) which integrates both the content of the lectures and the assigned reading. A detailed syllabus will be provided. Students have the option of taking a Lecture Series for two or four credit hours. Students are required to pay all fees associated with the event, the regular tuition rate of $630 per credit hour, and an additional fee of $40.00 per credit hour. All fees must be paid when registering for any lecture series. Requirements will vary depending upon the credit hours desired. Students wishing to obtain credit for the Lecture Series should register ahead of time with the Registrar. The syllabus should also be available on-line. Materials for the Lecture Series are due on or before the last day of the semester of registration.

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. No institutional core course or degree program core course may be taken by directed study. There are no exceptions to this policy.

Admission on Probation
An individual with an undergraduate grade point average below 2.75 may be admitted to the seminary on academic probation. Following the completion of 18 credit hours with a GPA of 2.75 or above, the student will be removed from probation. If the student’s GPA drops below a 2.0, the student will be subject to dismissal.

Academic Probation
Any student failing in one semester to earn a cumulative grade point average of 2.0 will be placed on academic probation. After a probationary period of one semester, if the student does not earn a 2.0 or demonstrate satisfactory progress, a semester of suspension from classes is imposed. When the student resumes study after a semester of suspension and satisfactory progress of 2.0 is still not achieved, termination or dismissal will result.

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 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.

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. 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.

**Student Behavior**
ATS is committed to promoting and ensuring a community where individuals are treated with respect and dignity. All seminary students are reminded to maintain and uphold Christian morals and character at all times. Please exercise every courtesy when communicating with university personnel as well as colleagues.

**Student Conduct Code and Procedures**
See appendix B

**Dismissal of Students**
The Admissions Committee carefully screens incoming students and accepts only those we believe will benefit from our program of instruction. A student, however, can be dismissed for the following reasons:

1. Plagiarism of written material (see the Writing Handbook)
2. Inability to meet financial obligations
3. Inappropriate behavior as determined by the process outlined in the Student Conduct Code
4. Inability to live in harmony with members of the Seminary community (see the ATS catalog, “Standards of”)
5. Inability to maintain a 2.0 grade point average
6. Providing false information on the admissions application

If the reason for dismissal is academic, the procedure for student appeal is first to the Academic Dean, next to the President, and finally to the Seminary Advisory Board of the Ashland University Board of Trustees. If the reason for dismissal is financial or related to standards of conduct, the student should first meet with the Vice President of Student Development, next the President, and
finally to the Seminary Advisory Board of the Ashland University Board of Trustees. If applicable, the student will be processed according to the Student Conduct Code.
Writing for Papers and Theses

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 M.A. thesis to the thesis advisor.

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

April 30    Deadline for final draft for M.A. thesis due in Academic 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.

Writing Standards at Ashland Theological Seminary

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


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


Additional Writing Guides

Please refer to the Writing Handbook.
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

Note: Professors are encouraged to provide a sample of a model paper for students to peruse.

A general note for all paper types about documentation: Unless otherwise specified, students are expected to cite all sources used in their writing by following the guidelines which are listed in the Writing Handbook. Instructors must provide clear guidelines if there is to be any exception to or variation in these guidelines.

Research Paper

Students usually have the freedom to choose their own topics for their research papers within certain parameters that have been set by the instructor. Once a topic has been chosen, the student can start to ask intelligent questions that invite the drawing of conclusions about it. These questions will set the course for the paper: they will help the student to determine the thesis statement, the type of research that is needed, and what the conclusions will be.

A research paper is the result of a compilation of data. This data is obtained from a number of sources: textbooks, other books, class notes, journal or magazine or newspaper articles, critical commentaries, websites, databases, government documents, newsletters, unpublished papers, audio or video recordings, and so on. A student should check with the instructor if there is a question regarding the appropriateness of a source.

A research paper should go beyond a basic survey of the topic to include the student’s reflection on the information presented in the paper, as well as some synthesis and integration. Writing a research paper requires critical analysis. More than simply a report, a research paper also presents an informed point of view. The sources should invite the student to draw his or her own conclusions about the information and apply those conclusions to the paper. A research paper should represent the student’s analysis and interpretation of the information, and argue its meaning. Beyond reporting the facts of a topic, the student must spend adequate time in discussing the importance and relevance of those facts.

Exegetical Paper

An exegetical paper focuses analysis on a passage of Scripture (often called a pericope), using either English only or original language resources to draw out the meaning of the passage. An exegetical paper follows a
specified method of analyzing the text in order to inform proper interpretation. It is important in an exegetical paper not to rely too heavily upon the work of commentaries. The student should first concentrate on his or her own understanding of the passage, based on the pertinent data that was uncovered in the research. Toward the end of the period of research, students may compare and contrast their own findings with those of others by consulting commentaries.

**Reflection or Reaction Papers and Journals**

These papers are based upon a reading or a classroom experience. The student must determine what that experience or reading means, and how to apply these new ideas in the future. Although they are usually based upon the student’s subjective experience, the student should also be sure to read carefully and think analytically about that experience. These types of assignments may be either free form or structured, based upon a set of questions posed by the instructor. A journal typically contains entries by date.

**Review**

These types of papers rely on the student’s ability to analyze one article, one chapter, one work from one author, or the body of work by one author. They involve more than just a summary of the information presented; papers of this type rely on an in-depth analysis of the material. The student must use critical thinking skills, and sometimes his or her subjective opinion, giving a complete picture to the reader of the reviewed material. A review tells the reader what the work is about, whether the reviewer thinks it has value or merit, and why the reviewer has a particular judgment about it.

**Essay**

In seminary, an essay is typically reserved for exams and consists of a response to a question or scenario posed by the instructor. If the exam is taken in class, the essay will most likely be hand-written, in which case it is important for the student to write neatly. (This will have the dual benefit of making it easier for the instructor to read and it will also suggest a carefully crafted response by the student.)

An essay is generally shorter than a paper; therefore it will not follow specific formatting guidelines. However, content becomes all the more critical in this case, and using analytical skills and synthesis in crafting a response becomes very important. Although time constraints will often not allow for a careful outline, the student may find it is helpful to think through the stages of a response before beginning to write. The student’s thought development and a thesis statement can and should also be indicated in the introductory paragraph.

Citation of sources may also be required for take-home essays. The student should follow the instructor’s guidelines for the essay.

**Case Study**

Using a story format, a case study presents a lifelike (sometimes even real life) situation with certain problems, and sometimes, resolutions. A case study analysis is a measure of a student’s ability to synthesize and apply the theories or principles learned in class (or from the textbook or outside reading) to the problems presented in the story. The data used to complete this exercise will depend on how well the student learned the theories or principles. This writing may be freeform or based on a set of questions posed by the instructor. The instructor may also ask that the paper follow a specific method of analysis.

**Sermon**
A sermon is a paper which is based on a passage of Scripture, a topic, or an issue, that is intended to be presented before a live audience. Accordingly, the student should use language that speaks intelligibly and profoundly yet understandably and simply to a diverse group.

A sermon involves a great deal of research and exegetical work that surfaces sometimes only subtly and sometimes not at all in the writing of the assignment. The point is to understand the biblical material and to use the skills of observation, analysis, and synthesis. An instructor will often ask students to keep track of and submit the exegetical work with the sermon in order to demonstrate that the background work has been done.

**Interview**

An interview is a question and answer dialogue within a particular subject area between an interviewer and someone who is considered an expert or at least knowledgeable about the topic at hand. It usually progresses with the interviewer asking a set of predetermined questions (often suggested beforehand by the instructor) and then recording the answers of the interviewee with as much information as desired. Often probing questions can help to clarify or redirect an interview to get the desired information.

Using care in presenting the interviewee’s answers in a contextual and unbiased way when writing is important. It is also helpful to quote the interviewee exactly on any issues that may be considered surprising, contradictory, or contentious. In order to accomplish this, an audio recording of the conversation may be necessary. (If doing so, be sure to have the interviewee’s permission beforehand.)

An interview does not always have to be presented word for word, but should follow the general progression of the dialogue and fairly present the opinions of the interviewee. Students should also be prepared to analyze the discussion and offer their opinions regarding the information received. It is best practice to get the interviewee’s permission on the final presentation of the interview, especially if submitting for publication.

**Literature Review**

The purpose of a literature review is to examine and summarize published sources in one particular subject area (perhaps restricted to a specified time period). Depending on the circumstances, the summary of the literature may include an analysis to provide connections with the focus of a project (e.g., see the details of a literature review as it applies to the Doctor of Ministry degree in that program’s writing handbook). The summary may also inform the reader of the source’s history of interpretation, offer new insights, contextualize the source, or evaluate its relevance.

**Annotated Bibliography**

An annotated bibliography is a list of scholarly textual resources relevant to a particular subject area (or relevant to particular Scripture passage) which provides a two or three sentence descriptive or evaluative summary of each source. A descriptive summary informs the reader of the main argument and main point(s) used to support it, while an evaluative summary analyzes the strength of the main argument and supporting point to estimate the source’s perceived value to the given subject. An assignment of this type will usually spell out the number and types of textual sources to be included. Examples of the format for an annotated bibliography may be found in chapter 11 of Michael J. Gorman’s *Elements of Biblical Exegesis* (Hendrickson, 2001).
GRADING SYSTEM

Grading Scale
The faculty has agreed to use the following parameters to ensure consistent grading policies:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>97-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>92-96</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>86-88</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>83-85</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>80-82</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>77-79</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>74-76</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>71-73</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>68-70</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>65-67</td>
<td>.7</td>
</tr>
<tr>
<td>F</td>
<td>below 65</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

ATS has adopted guidelines for grading papers; the following guidelines are:

1. Content:
   - Mastery of course content
   - Comprehensiveness
   - Depth of insight
   - Evidence of critical thinking (appropriate use of analysis, synthesis, evidence, argumentation, evaluation, etc.)
   - Appropriate integration of material
   - Appropriate degree of personal reflection
II. Composition:
- Clear focus
- Logical organization
- Paragraph coherence
- Appropriate use of supporting materials (Bible, primary sources, secondary sources, etc.)
- Accurate grammar, spelling, punctuation
- Clear and readable style
- Appropriate paper format (margins, spacing, type font, general appearance)
- Appropriate documentation for the assignment (Turabian, APA)

III. Deductions from grade (issues of personal responsibility): determined by the professor
- Failure to follow directions for the assignment
- Failure to submit the assignment on time
- Violations of academic integrity

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. To obtain syllabi, go to http://seminary.ashland.edu, click on the Course Selections tab located at the top of the homepage where you can search courses by center, term, and day of the week. Click on the course to open the course description – “Download Syllabus” will be visible if the syllabus is available.

Requesting an I or E
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 (this form is available on-line).
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.

Other Grading Options

*Pass-Fail (P/F)*

Students may designate one non-core, non-concentration course in each year of their academic program as pass/fail (total of two for two-year degree programs and three for three-year degree programs). These courses would apply toward graduation requirements but would not affect the grade point average. Students are required to declare the pass/fail option at registration and may not change after the drop/add deadline.

Grade Reports

Final grades are submitted by faculty to the Registrar’s office by the beginning of the next semester. Official reports are not mailed out; students to access their grades through WebAdvisor. Official grade reports may be printed here as well. Grades will not be given out verbally by the Registrar’s office.

Course Grade Appeal Process

When a student believes that a grade for a course is unfair or not correct, the following process of appeal should be followed:

1. Discuss the issue with the instructor of the course providing the student’s reasoning of why the grade should be changed. This should be done within thirty days of the issuing of grades. If the student still disagrees with the results, or the instructor does not respond by the end of the following semester, he/she may
2. Discuss the matter with the Academic Dean * who will examine the student’s point of view. The Dean will also discuss the matter with the instructor to obtain his/her point of view. The Dean will make a decision based on his/her research. If the student is still not satisfied, he/she may
3. Appeal to the Academic Affairs Committee, in writing, providing the details of the case. The Academic Affairs Committee may consult the instructor and the syllabus for the course. The decision of the Academic Affairs Committee is final.

* Students in any of the counseling programs should take their concerns initially to the directors of the counseling programs before taking it to other seminary personnel.
FINANCIAL INFORMATION

Paying Tuition
To assist in developing good stewardship habits among our students, no student is allowed to attend class until the remainder of the financial obligation from the previous term has been paid. Students will be directed to WebAdvisor, through an email sent to the ashland.edu address only, that their term billing is available for viewing. Tuition and fees are due prior to the first day of the student’s first class. Five options are available to students to meet their financial obligation:

1. Pay the full amount owed for the semester prior to the first day of class.

2. Participate in the tuition payment plan, administered by Tuition Management Systems. You may sign up at https://ashland.afford.com/. Make sure you indicate that you are a seminary student.

3. Secure loans. You should apply as soon as possible for any federal or private loan assistance. Go to http://www.ashland.edu/administration/financial-aid/graduate-students for more information and to apply.

4. Apply for scholarship assistance. Deadline is May 15th of each year.

5. A combination of the above.

Applying for Scholarships
The seminary's scholarship application is available on the seminary web page under "Academics" and "Admissions". Applications are made available online in February and are due no later than May 15th. Students must apply each year of their enrollment for annual scholarship awards. Returning students must have a current GPA of 2.75 to qualify for 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. For information regarding scholarships, please contact the office of the Vice President of Student Development at 419-289-5151.

Financial Aid
The Financial Aid Office of Ashland University is prepared to advise you on federal and private loan assistance. You can begin to explore the services available from the Financial Aid Office at http://www.ashland.edu/administration/financial-aid/graduate-students. Once you have been admitted as a student, you may contact Financial Aid directly at 419-289-5003. (See Appendix E for more details).
Partners in Ministry Scholarship
If one member of a married couple is a full-time registered student (taking 8 or more hours each semester), the spouse may register for courses at one-half the tuition cost. If the spouse desires to take the course for credit or to pursue a degree program, he or she must complete the admissions process prior to registration for classes. Courses may be audited for a fee of $375.00 or 187.50 if spouse is registered for full-time status. Participation in the Partners in Ministry Scholarship may affect other institutional aid.

Campus Ministry Award
The Campus Ministry Award is available to all students enrolled either full-time or part-time at Ashland Theological Seminary who are employed in full-time campus ministry either at a college or university or with a para-church ministry on a college or university campus. The award is $945 for each term of enrollment and has no additional qualifications. To receive the award, the student must submit a letter from their supervisor or para-church organization stating that they are in fact employed full-time in campus ministry based upon the organizations definition of full-time employment. Contact the Vice President of Student Development for additional information at 419.289.5151.

Church Matching Grant
Ashland Theological Seminary provides a 50% matching gift of up to $1,000 for any donation from a church or qualifying Christina non-profit organization for a student. If the organization donates $2,000 or more, a matching gift of $1,000 will be applied to the student account. The Church Matching Application is available on the “Downloads” section of the Seminary website. Contact the Vice President of Student Development for additional information at 419.289.5151.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Release of Student Record Information
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 has 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:

a) 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.

b) Request an amendment to the student’s records to insure 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.

c) 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.

d) 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 20202-460
GRADUATION REQUIREMENTS

Meeting institutional requirements for graduation is the responsibility of the student.

Application for Graduation
An 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. 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. For those attending the ceremony, it also covers regalia and 2 tickets to the graduation luncheon immediately following the ceremony. Seating at the graduation ceremony is limited. Students will be notified of the number of ceremony tickets they are eligible to receive.

Graduation Policy
- All students completing a program are required to apply for graduation (degree conferral). The graduation application form is available on the Registrar’s page on the website (it is a fillable pdf). Only those candidates who have (or will have) completed all requirements and have met all financial obligations will be recommended to the Board of Trustees for degree conferral. The application deadlines are as follows: Completion at the end of the Spring semester – December 1
- Completion at the end of the Summer term – March 1 (will participate in the current year’s commencement ceremony; must be registered for summer courses which will fulfill degree program requirements)
- Completion at the end of the Fall Semester – August 1 (will participate in the following year’s commencement ceremony)

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
In addition to non-credit certificate and diploma programs and credit-bearing graduate diploma programs, the following degrees may be pursued at the Ashland campus: the Master of Arts (Biblical Studies) and Master of Arts (Historical & Theological Studies) are both academic degree programs; professional degree programs include the Master of Arts in Chaplaincy, Master of Arts in Clinical Mental Health Counseling, Master of Arts in Pastoral Counseling & Care, Master of Arts in Practical Theology, Master of Arts in Spiritual Formation, Master of Divinity, and Doctor of Ministry. For further information, contact the Enrollment Office, at (419) 289-5156 or gblack@ashland.edu.

The Cleveland Campus
Students can complete the Master of Arts in Black Church Studies, Master of Arts in Practical Theology, and Master of Divinity degrees at the Cleveland Center. For all other degree programs except the Master of Arts in Chaplaincy, they must complete at least half of their course work at the
Ashland campus. The MA in Chaplaincy requires only 1/3 of the course work to be completed in Ashland. For further information, contact Dr. Thomas Gilmore, Coordinator of Education, at (216) 264-4622 or tgilmore@ashland.edu.

The McCreary Campus

The Cleveland Center works closely with the McCreary Center to offer a wide range of programs particularly related to the Black Church at 1508 E. 71st Street, Cleveland, OH 44103. All Black Church Studies courses, in fact, are offered at this thriving Center. At McCreary, students can enroll in the Diploma of Theology (Black Church Studies) and the Graduate Diploma in Black Church Studies. Also offered at McCreary, in partnership with the Cleveland Center, are the Master of Arts in Black Church Studies and the Doctor of Ministry degree (Black Church Studies). For further information, contact Dr. William H. Myers, President, or Dr. Crystal Walker, Vice President, at (216) 431-5468 or rcwalker67@aol.com.

The Columbus Campus

Students are able to complete the full Master of Arts in Clinical Mental Health Counseling, Master of Arts in Practical Theology, and Master of Divinity degrees at the Columbus Center. For all other degree programs except the Master of Arts in Chaplaincy, they must complete at least half of their course work at the Ashland campus. The MA in Chaplaincy requires only 1/3 of the course work to be completed in Ashland. For further information, contact Dr. Mary Lutz, Coordinator of Education, at (614) 396-9130 or mlut3@ashland.edu.

The Detroit Campus

Students are able to complete the full Master of Arts in Counseling, Master of Arts in Practical Theology, and Master of Divinity degrees at the Detroit Center. For all other degree programs except the Master of Arts in Chaplaincy, they must complete at least half of their course work at the Ashland campus. The MA in Chaplaincy requires only 1/3 of the course work to be completed in Ashland. For further information, contact Nyreia Harrington-Stephens, Coordinator of Education, at (248) 559-1400 or nharring@ashland.edu.

Counseling Programs

The Seminary hosts a counseling cohort on our Ashland campus that begins in odd numbered years (2015) meeting every Thursday for four semesters. We also host a counseling cohort at our Columbus center beginning in even numbered years (2016) 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 at least 51% of their degree on the Ashland campus.
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

(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. Consult the Technology Packet (Appendix B) for further information about wireless access. The following policy applies to computers and users of our network, including wireless.

Application
Computer and information technology facilities operated by Ashland University are available for the use of students, faculty and staff generally without charge. Students, faculty, and staff are encouraged to use the University computer facilities for research and instructions. University information technology facilities are comprised of numerous components, including such facilities as computer hardware, multimedia hardware, video equipment, software, documentation, communications support, on-line account administration, support services, Internet access and instructional materials. The Information Technology Acceptable Use Policy applies to situations where any person or persons utilize University information technology facilities alone or in combination with other information technology facilities.

Penalties for Violations
Violation of this policy may result in revocation of utilization privileges, administrative discipline or immediate termination of the violator’s relationship with the University and could lead to Criminal and Civil prosecution. The University is authorized by anyone utilizing its information technology facilities to 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.

The seminary is concerned that its future graduates establish and maintain the highest moral standards with regard to the above matters and the issue of pornography. Since such ill practices are particularly damaging in that they degrade fellow members of the body of Christ and the human race in general, any proven cases of computer access to pornography will be dealt with as follows: In the first instance, a letter will be addressed to the person through whose account the material has been accessed and suggest that if the person has trouble with pornography, he/she schedule time with the Seminary Chaplain. A copy of the letter will be sent to the AVP for Enrollment and Student Services.

In the second instance, the account holder’s access to Seminary computers will be terminated until such time as the offender has met with the Seminary Chaplain and a plan of counseling and/or technical training has been pursued. On the third occasion, the student will face dismissal from the Seminary.
User Responsibility for Compliance
Utilization of any University information technology facility 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 acts or omissions in connection with utilization in derogation of this policy.

Authorized Uses
Authorized uses of the University Information Technology facilities include:
- Learning activities facilitating the University’s instructional objectives
- Research conducted in support of educational or research programs authorized by the University
- Utilization by specifically authorized persons for the administration of the University and its programs
- Communications necessary to conduct the purposes of the University and its programs
- 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 facilities include:
- Any utilization infringing on the rights or liberties of another
- Illegal or criminal use of any kind
- Utilization involving communications, materials, information, data or images prohibited by legal authority as obscene, pornographic, threatening, abusive, harassing, discriminatory, or in violation of any other University polices
- Tampering with any lab or classroom equipment, including disconnecting or connecting personal computers, could lead to loss of privileges and/or fees for damage
- Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy
- Utilization that causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential or proprietary data and information statutes, 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
- Any attempts to access any resources, features, contents or controls of the information technology facilities that are restricted, confidential, privileged, or that you are otherwise not authorized to use
- Utilization of resources causing damage to or altering the operation, functions or design of the information technology facilities or content of any other computer system or network
• 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
• Commercial, profit-motivated or partisan political use not related to University programs

Ashland University Email Use Policy

Application. The e-mail system owned and operated by Ashland University is a critical component of the communications infrastructure. A University assigned e-mail account shall be the University's official means of e-mail communication with any person having an AU e-mail account. All official communication from Ashland Seminary will only be sent to an AU email account. Students, faculty and staff are responsible for all information sent via their University assigned e-mail account.

Appropriate Use. The e-mail system is a valuable but limited resource. The system is intended for faculty and staff to carry out their duties. The e-mail system is primarily used to conduct university related business and research and to support classroom/instructional activities. The system may be used by students to keep in touch with others and communicate while away from home. Specific instance of use prohibited include (partial list):

• Advertising items for sale or events not associated with the University
• Matters unrelated to academic or business activities or for personal gain
• Sharing illegal or copyrighted music, video, or computer applications
• Sending harassing or threatening communications
• Sending unwanted e-mail (spam) to others
• Sending unauthorized “bulk” e-mail to AU or external accounts
• Sending any material that is obscene or defamatory
• Representing personal opinions as those of the University
• Sending confidential or proprietary information to unauthorized parties

AUP Acknowledgement and Consent to Monitoring. Individuals accessing AU technology resources are acknowledging they have read the Acceptable Use Policy as well as other applicable policies. Individuals also acknowledge that the systems being used as well as the information contained on them and exchanged between them is the property of the University. The University does not routinely monitor email and other electronic communications but it does have the ability and right to do so without prior notice should the need arise.

E-mail Maintenance and Limits. E-mail 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,” actively checking the content of new messages, and securing the account password. E-mail accounts are kept under 30 GB and there is a capacity meter near the bottom of the inbox.
E-mail Account Retention. E-mail accounts are issued to all students registered for a full semester course (full and part-time), faculty, and staff.

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.

Threatening or Harassing E-mail. Sending threatening or harassing e-mail is strictly prohibited. Cases involving threatening or harassing e-mail communications will be referred immediately to the appropriate authorities and/or university department for action.

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.

Waiver of Privacy Expectations
Due to inherent lack of security in some of the information technology facilities, and due to the right and need for the University to monitor compliance with this policy, utilization of the University information technology facilities that require privacy of any kind for any purpose are not supported and are prohibited. Any person utilizing any University information technology facility understands and agrees they are specifically waiving any expectation or right to privacy in their communications, data, programs or other personal information stored, displayed, accessed, communicated, published or transmitted on the facilities. Those utilizing the information technology facilities who require security for University related purposes must contact the Information Technology Facility Administrator to arrange for specific project or program arrangements.

Additional Regulation of Published Information
Ashland University recognizes the value and potential of publishing on the Internet, and so allows and encourages students, staff and faculty to publish electronic home pages, personal pages, publication pages, or other pages that carry out official University business in support of the
University’s mission. The quality of information published by the University plays an important role in maintaining a strong reputation and image of the University.

**Student Home Pages**
Ashland University students are encouraged to use the computer technology available on campus and may create and publish home pages. Every GMAIL account has an associated Google Sites page where web pages can be built. These pages will not directly link to the University home page. All student home pages are subject to review by the Network Review Committee.

**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. Academic areas of concern will directed to Dr. Paul Chilcote, Academic Dean, and non-academic areas of concern will be directed to Glenn Black, Vice President of Student Development.

*BY USING CAMPUS TECHNOLOGY, INCLUDING EMAILS AND/OR WIRELESS TECHNOLOGY, YOU ARE AGREEING TO ALL TERMS AND CONDITIONS LISTED ON THIS DOCUMENT*
USE OF THE LIBRARIES

ATS Library website: seminary.ashland.edu/current-students/library

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. 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 (see the Detroit Campus office for a complete list).

Library Hours
During the school year, the library on the Ashland campus is generally open Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 5:00 p.m.. The library is closed during Chapel Services. Between semesters, the library generally closes at 5:00 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 Thursday from 8:00 a.m. to 4:00 p.m. and closed on Fridays. 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.

If students need to contact the Ashland University Library for any reason, the Library main phone number is 419-289-5400 and their library hours can be found on their website at www.ashland.edu/students/library.

Research Assistance
Students in need of research assistance may contact Sylvia Locher, ATS Library Director, who can be reached at 419-289-5168 or by email at slocher@ashland.edu and Sarah Thomas, Digital Services Librarian, who can be reached at 419-289-5169 or by email at stthomas4@ashland.edu.

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 want to 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.

**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. Holdings of both libraries, as well as those of Ashland University Instructional Resource Center are displayed in the catalog. There are terminals on the north & south sides of the library, which provide access to the catalog.

**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 just 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. Students also have access to over 140 databases through OhioLINK, many of which include full-text information. For instructions on OhioLINK usage, see the library staff.

**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 library.ashland.edu. OhioLINK books are checked out for 21 days and may be renewed six times. 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 holding 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 if 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 D.Min 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 patron and will purchase the tracking component so that the progress of the package can be determined. Once the items are received by the patron, 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 patron.

**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.

**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 “View your own record.” Local and OhioLINK fines are 50 cents ($0.50) 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.
**Student Library Account Balances over $100**

At the midpoint of each semester, any student with a balance of $100 or more will be blocked from registration for any future courses. All fines will be removed from the library system and forwarded to the registrar to be added to the student’s seminary account. At that point, fines will no longer be accepted at the library and must be processed by the registrar. Once a fine has been forwarded to the registrar’s office, the ATS Library is no longer obligated to accept overdue items and make any fine adjustments. The books become the property of the borrower.

**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.

**Electronic Reserves**

On occasion, a teacher may place an item or items on electronic reserve for his/her class. Please see a librarian or professor for instructions on how to access the material. Electronic reserves can be accessed at [www.library.ashland.edu](http://www.library.ashland.edu).

**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.

**D.Min borrowing policy for ATS Library Items**

D.Min 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. D.Min students are personally responsible for transporting and returning all ATS Library items from and to the Ashland Center. This benefit is afforded to D.Min students due to the irregularity of their course scheduling. Because of this benefit, D.Min students are personally responsible for identifying themselves as D.Min students at time of check out (and renewal) and are also personally responsible for keeping track of all due dates. Since D.Min students are allowed to choose their own due dates, there are no fine reductions allowed for late items.

**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). Forms can be found online at:

Books: [www.ashland.edu/administration/content/interlibrary-loan-request-book](http://www.ashland.edu/administration/content/interlibrary-loan-request-book)

Articles: [www.ashland.edu/administration/content/interlibraryloan-loan-request-article](http://www.ashland.edu/administration/content/interlibraryloan-loan-request-article)

Items requested through ILL may take up to 2 business weeks to arrive.
Student Activities and Services

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, journey groups, social events, conferences, prayer cells, and joint ministry experiences as we work and live together. Students, staff, faculty, and administration challenge on 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.

Return of Papers/Assignments
Students, especially those 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.

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

Job & Internship Opportunities
To search job and internship opportunities sent to ATS by churches and other places of employment, go to www.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.

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.
- This space is not primarily for class meetings, and therefore can’t be reserved by professors for break out groups. Commutes and students between classes have priority.
- 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.

Please direct suggestions on way to improve this space, or report damage to Miles at mlarson1@ashland.edu.

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. Let Miles know if you have an idea for a community event in this lounge. (e.g. Superbowl party, World Series party, The Voice finale, Movie nights etc.)

If you rearrange the furniture please return it to its original position before you leave.

Smetzer Counseling Center in Ashland
The Smetzer Counseling Center provides counseling services for community clients, students and their family members on a donation basis. Counseling services are provided by counseling interns under the supervision of a clinical supervisor. Wellness groups are offered through the academic year. For an appointment, please call 419-207-5558. Daytime and evening appointments are available. Additional information is available on the Smetzer Counseling Center webpage http://seminary.ashland.edu/services/campus-services/smetzer-counseling-center

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, 2nd 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 Center students should check with the center office 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 this 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. Your ID also entitles you 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.

Chapel and Journey Groups
We believe chapel and journey groups help to position individuals to be transformed into Christlikeness by proclaiming God’s Word, by encouraging an intimate relationship with Christ, and by forming community through the power of the Holy Spirit, who is the chief actor in our worship. 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 unique opportunity of common worship presented by our Christ-centered, ecumenical community. Spiritual Formation interns supervise these services at each center. Applications for this position are accepted in spring semester.

**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.

**Parking**
Ashland student parking is located on the north side of High Street *only* (across from the Shultz & Gerber Academic Centers). The small lot on the side of the Shultz Building is reserved for visitors & faculty. 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, Columbus, and Detroit Centers 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.

**Room Rentals**
Overnight commuter housing is available for students at a nominal charge. Located on campus are several two-bedroom units and one-bedroom units. The two-bedroom units have two twin beds per bedroom at a cost of $30 for a shared bedroom and $45 for a private bedroom in a shared apartment. Private one-bedroom units are available for $50 a night with a twin bed or a queen size bed at a cost of $60 per night. All units have a fully functional kitchen with stove, refrigerator, microwave, coffee maker and toaster. Linens and towels are provided. Students can study and relax in the nicely furnished living room equipped with cable TV and wireless internet access. For reservations call Kim Morgan, located in the Administration Building, at 419-289-5848. These units are available on a first come, first serve basis.

**Christians for Biblical Equality**
Ashland Theological Seminary is an institutional member of Christians for Biblical Equality. The Seminary has long supported the core values of CBE which affirm mutual submission, love and service, God’s distribution of spiritual gifts without regard to gender, ethnicity, or class, and the commitment to promote righteousness and oppose injustice in all its forms. This affiliation provides numerous resources helpful for everyone anticipating service in the ministry of God’s kingdom. Contact Dr. Paul Chilcote for more information.
**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.

**Academic Support Services: Writing Center**
In addition to academic advising and support for students with disabilities, Academic Support Services at ATS provides free writing assistance to Seminary students through the Writing Center (located on each campus). Graduate Assistants are available at the Writing Centers on all of our campuses and can meet with students by appointment. To set up an appointment or to submit a paper for review, you may contact them at atswc@ashland.edu (Ashland students), atswccle@ashland.edu (Cleveland students), atswc-col@ashland.edu (Columbus students) or atsdetwc@ashland.edu (Detroit students). If you have any additional questions about the Writing Center or if you are unable to reach the Graduate Assistants via e-mail, contact Dr. Thomas Gilmore at 216-264-4622 (Cleveland Campus) or Michael O'Hara at 419-289-5217 (Ashland, Columbus and Detroit Campuses). Please see the Writing Handbook for additional details about Writing Center services and policies.
POLICIES

Ashland Theological Seminary Academic Integrity Policy
Ashland Theological Seminary seeks to model servant leadership derived from biblical standards of honesty and integrity. We desire to encourage, develop, and sustain men and women of character who will exemplify these biblical qualities in their ministry to the church and the world. As members of the Seminary community, students are expected to hold themselves to the highest standards of academic, personal, and social integrity. All students, therefore, are expected to abide by the academic integrity standards outlined in this policy.

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

B. 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.
C. 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 Academic Dean to process the nature and willfulness of the violation.
D. 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 Academic 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 Academic Dean.
E. Within two weeks of notification of the student of the allegation, the faculty member and Academic Dean will meet with the student and determine the nature and severity of the academic dishonesty. The Academic 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.
F. The faculty member will notify the student of the penalty in writing.

G. 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 will face dismissal from the Seminary. This action will be taken by the Academic 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 Academic Dean will take into consideration the seriousness of the offense, including:
   1. the willfulness of the incident; (e.g., an incomplete citation is less serious than no attempt to credit the work of another);
   2. the extent to which the student had been previously instructed or warned about the academic integrity policy;
   3. 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 Academic Dean to the Academic Affairs Committee.
B. The Academic Affairs Committee shall consider the appeal at its next meeting following reception of the appeal.
C. The decision of the Academic Affairs Committee will be final in all cases.
D. If the Academic Affairs Committee determines that no academic dishonesty has occurred, all paperwork relating to the case will be removed from the student’s file.

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)
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 either of the following administrators:

- If an administrator, contact the President, Dr. John Shultz, 910 Center Street, Ext. 5160
- If a faculty member, contact the Academic Dean, Dr. Paul Chilcote, 910 Center Street, Ext. 5771
- If another student, contact the Vice President of Student Development, Mr. Glenn Black, 910 Center Street, Ext. 5151

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.

**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:

a. in any residential unit or campus building
b. within 20 feet of a door, window or air duct of a campus building
c. 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
d. in any buses, vans or other vehicles used for campus business

1. 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.
2. Advertisement and sales of tobacco products, as well as free distribution, are not allowed on campus or in campus controlled situations, properties and environments.
3. Sponsorship of campus events by tobacco promoting organizations is not permitted.
4. 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.

Ashland Theological Seminary & Ashland University  Title IX Policy

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
  - has an adverse impact on the education or employment of a member of the University community or;
  - otherwise threatens the health and/or safety of a member of the University community or;
  - 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 Coordinators and Deputy Coordinators**

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

**Title IX Coordinators**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Location</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Heimann</td>
<td>244 Hawkins-Conard Student Center</td>
<td><a href="mailto:sheimann@ashland.edu">sheimann@ashland.edu</a></td>
<td>419.289.5324</td>
</tr>
<tr>
<td>Josh Hughes</td>
<td>106 Founders Hall</td>
<td><a href="mailto:jhughe11@ashland.edu">jhughe11@ashland.edu</a></td>
<td>419.289.5034</td>
</tr>
</tbody>
</table>

**Deputy Coordinators**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Location</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathan Locust, Jr.</td>
<td>232 Hawkins-Conard Student Center</td>
<td><a href="mailto:jlocust@ashland.edu">jlocust@ashland.edu</a></td>
<td>419.207.5504</td>
</tr>
<tr>
<td>Dave McLaughlin</td>
<td>Director of Safety Services, 1st floor Student Center</td>
<td><a href="mailto:dmclaugh@ashland.edu">dmclaugh@ashland.edu</a></td>
<td>419.289.5555</td>
</tr>
</tbody>
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Ashland Theological Seminary  International Students
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 equitable 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. Don’t 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.**
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, Physician Assistant –Amity Arnold, and Registered Nurse –Jody Usher)
- Counseling (AU Counseling Center Director of Counseling –Dr. Oscar McKnight, Counselor –Matthew Bartuccio 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 Religious Life/Campus Champlain –Jason Barnhart, Director of Religious Life Network –Nate Bebout and the Catholic Chaplain -Father Hawks).
- Athletic Trainers (Kate Bruning, Jeremy Hancock, David Jameyson, and Kris Veverka)

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 one of the Title IX Coordinators, Sue Heimann, Vice President for Student Affairs, sheimann@ashland.edu, 419289.5324.

- 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, 419-289-5034.
• Any complaints involving students (as the victim or accused), contact Sue Heimann, Title IX Coordinator/Vice President for Student Affairs, 244 Hawkins-Conard Student Center, shheimann@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 allegator, 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: Office of Disability Services 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 reoccurrence. 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 Coordinators**
  - Sue Heimann- V.P. Student Affairs (244 HC Student Center, 419-289-5324)
Josh Hughes - Dir. of Human Resources & Legal Affairs (106 Founders, 419-289-5034)
http://www.ashland.edu/administration/human-resources
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 Linda Crone, Administrative Assistant (lcrone@ashland.edu, 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 Colleen Hord, Administrative Assistant, at 419-2893-5482 http://seminary.ashland.edu/

- **Religious Life** (Jack and Deb Miller Chapel, 419-289-5489) for spiritual support.
  Appointments can be made by contacting Laura Kollar, Religious Life Administrative Assistant (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 Jonathan Locust, Jr. Director of Diversity and Student Conduct, (jlocust@ashland.edu, 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) with Sarah Toby, the Housing Coordinator (stoby@ashland.edu, 419-289-5326).

- **Academic Accommodations** can be requested through one’s faculty member(s) and/or the Provost’s Office (205 Founders, 419-289-5092) with Doug Fiore, Interim Provost (dfiore@ashland.edu, 419.289.5051).
• **Disability Services** (7th Floor Library, 419-289-5904) Contact Suzanne Salvo, Director of Disability Services for assistance (ssalvo@ashland.edu, 419.289.5904). [https://www.ashland.edu/administration/academic-success/accommodations](https://www.ashland.edu/administration/academic-success/accommodations)

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

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


**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
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

NCAA Resource for Athletes
• NCAA Sexual Violence Prevention Guide

Relationship Violence
• Sex and Healthy Relationships:
http://www.loveisrespect.org/pdf/Sex_And_Healthy_Relationships.pdf
• Dating Violence on Campus

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

Stalking
• Stalking Fact Sheet

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.
SNOW CLOSING AND CLASS CANCELLATION

ATS staff, students and faculty members who are attending or teaching classes on the Ashland campus or in Cleveland, Columbus or Detroit 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) Listen or watch for closings on radio and TV stations in the area where class is located. Major TV stations will be notified of Seminary closings.

**Local radio stations:** WNCO -AM 1340, WNCO-FM 101.3

**Mansfield:** WMAN-AM, WYHT-FM, WIQI-FM, WVNO-FM, WRGM-AM; Local TV station - WMFD-ch. 68

**Wooster:** WKVX-AM, WQKT-FM

**Mt. Vernon:** WMVO-AM, WQIQ-FM

**Columbus:** WNCI-FM, WTVN-AM, WQFM 96, WCOL-AM, WMNI-AM; TV - WBNS - ch. 10, WCMH - ch. 4, WSYX - ch. 6

**Akron:** WHLO-AM

**Lorain:** WZLE-FM

**Cleveland:** WCRF-FM, WTAM-AM 1100; TV - Channels 3, 5, 8, 19, 43

**Detroit:** WWJ-AM 950, TV - Channels FOX 2, WDIV 4, WXYZ 7

2) Call Ashland Seminary’s general number 419-289-5161 to hear a list of the classes or program centers that are closed.

3) Front page of the website – [www.seminary.ashland.edu](http://www.seminary.ashland.edu)

4) Sign up with e2Campus Emergency Contact System to receive alerts on your cell phone (text), email, pager or PDA. You will receive instant alerts regarding Emergency Situations, Severe Weather Advisories, School Closings, and Major Event Cancellations. To sign up go to [www.ashland.edu](http://www.ashland.edu), Current Students, Campus Services, Safety Services, Emergency Contact System.

*The decision to close evening classes will be made by 3:30 p.m. the day classes are to be closed.*

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.
PEOPLE TO CONTACT FOR INFORMATION

You may call the main seminary number, 419-289-5161 to reach the seminary front desk. You may then request the appropriate office or individual. You may also dial the person directly using 419-289-ext. number (unless otherwise noted in parenthesis).

PRESIDENT’S OFFICE
President: Dr. John Shultz, ext. 5160  jshultz@ashland.edu
Executive Administrative Assistant: Charlotte Cole, ext. 5963 ccole3@ashland.edu
Director of Operations: Jim Thomas, ext. 5179 jthomas19@ashland.edu
Main Desk Admin Building: Kim Morgan, ext. 5161 kmorgan1@ashland.edu

ENROLLMENT AND STUDENT SERVICES (Recruiting and Admissions):
Vice President for Marketing and Enrollment Management:
   Roberto Ponce, ext. 5706 jponce@ashland.edu
Vice President of Student Development: Glenn Black, ext. 5151 gblack@ashland.edu
Coordinator of Admissions: Renee Johnson, ext. 5704 rsprang@ashland.edu
Enrollment Counselor: Miles Larson, ext. 6977 mlarson1@ashland.edu
Seminary Housing: Kim Morgan, ext. 5848 kmorgan1@ashland.edu

FIELD STUDY
Director of Field Study: Dr. John Swope, ext. 5772 jswope@ashland.edu
Administrative Assistant for Field Education:
   Susan Icenhour, ext. 5023 sicenhou@ashland.edu

ACADEMIC ADVISEMENT
Academic Dean: Dr. Paul Chilcote, ext. 5771 pchilcot@ashland.edu
Coordinator of Academic Advising:
   Michael O’Hara, ext. 5217 mohara1@ashland.edu
Administrative Assistant to the Office of the Academic Dean:
   Donna Johnson, ext. 5695 djohnso8@ashland.edu

CENTER CAMPUSES
Cleveland Center Coordinator of Education:
   Thomas Gilmore, 216-264-4619 tgilmore@ashland.edu
Columbus Center Coordinator of Education:
   Mary Lutz, 614-794-4849 mlutz3@ashland.edu
Detroit Center Coordinator of Education:
   Nyreia Harrington-Stephens, 248-559-1400 nharrying@ashland.edu

REGISTRAR (Class Registration, Change of Concentration, Transcripts, International Student Information, Loan Deferments)
   (Federal law requires a written request for transcripts; e-mail requests are not accepted)
Registrar: Lori Lower, ext. 5907 ATS-Registrar@ashland.edu
Assistant Registrar, DMIN: Laura Bedocs, ext. 5909 ATS-Registrar@ashland.edu
FINANCIAL NEEDS
Stafford Loans: Financial Aid Office at Ashland University, ext. 5003
Billing/Tuition Payments: Lori Lower, ext. 5907
Payment Plan: Tuition Management Systems @ 1-800-356-8329 or
www.afford.com/ashland

SCHOLARSHIPS
Vice President of Student Development: Glenn Black, ext. 5151

INSTITUTIONAL ADVANCEMENT
Vice President of Institutional Development: Will Gravitt, ext.6134
Dir. of Alumni Relations and Community Engagement:
   Angela Weimer, ext 5926
Advancement Officer, Grants/Events: Jill Slater, ext. 5087
Administrative Assistant to the Office of Development & Alumni Relations:
   Amy Burns, ext. 5462

CLINICAL MENTAL HEALTH COUNSELING PROGRAM
Associate Dean for Counseling Programs:
   Dr. David Mann, ext. 5872
Administrative Assistant to the Counseling Programs:
   Colleen Hord, ext. 5472

DETROIT CENTER FOR PASTORAL COUNSELING
Director: Dr. Jerrolynn Johnson, 248-559-1400
Secretary: Kizzie Kelly, 248-559-1400

ASHLAND THEOLOGICAL SEMINARY LIBRARY
Library Director: Sylvia Locher, ext. 5168
Library Specialist: Sarah Thomas, ext. 5169

DOCTOR OF MINISTRY PROGRAM
Associate Dean: Matt Bevere, ext. 5815
Director of Recruitment: Wanda Coleman, ext. 5174

SMETZER COUNSELING CENTER
Director of the Smetzer Counseling Center:
   TBA, ext. 5144
Administrative Assistant to the Counseling Center:
   Colleen Hord, ext. 5472

TECHNOLOGY RESOURCES
I.T. Specialist:
   Jonathan Cole, ext. 5770
ACADEMIC SUPPORT SERVICES
Coordinator of Academic Advising:
Contact Michael O’Hara, ext. 5217

mohara1@ashland.edu
APPENDICES

Appendix A  Technology Info

Appendix B  Student Conduct Code
            and Procedures

Appendix C  Seminary Housing

Appendix D  Field Study Program

Appendix E  Financial Aid

Appendix F  How to Register Online
Technology Information for Students

Below is a brief summary of the technology resources available to you as a student of Ashland Theological Seminary. All the information found below can also be found directly from the Ashland University website. All students are encouraged to visit the AU IT department’s website and become acquainted with the many helpful resources that can be found there:

**AU IT HOMEPAGE:**
This site has resources for getting support.

http://www.ashland.edu/it

**CONTENTS:**
1. General Information about Technology at Ashland Seminary
2. Support
3. E-mail
4. Access to the AU Wireless Network
5. MyAU
6. BlueQuill (*learning management system*)
7. Free Software: Microsoft Office Suite, etc.

What follows below assumes both knowledge of, and acceptance of the “Acceptable Use Policy” that have been established by Ashland University. All of these Policies for Students” are viewable on the following AU webpage:

https://www.ashland.edu/administration/information-technology/acceptable-use-policy

Students are responsible for knowing the contents of all the policies and adhering to the guidelines established therein. Violation of any of the “Acceptable Use Policy” may lead to the termination of your network access and use of seminary or university owned and/or operated technology.

If you have any questions or difficulties with any of the information please contact the Ashland University Tech Support Center at 5405 (campus phone ext.), 419-289-5405 or 1-866-434-5222

**1. General Information about Technology at Ashland Seminary**
As a graduate school of Ashland University, Ashland Seminary adjuncts have access to all the resources of Ashland University. You are provided with many services, including, but not limited to: wireless access to the Internet while on campus, an email account and AU’s *Learning Management System* (*BlueQuill*). Additionally, through the portal (myau.ashland.edu), you can find campus updates, check your accounts and gain access downloads of free software (Windows and Microsoft Office).

***Logins***
All systems require a login. You can find your username by going to webadvisor.ashland.edu and filling in the required information under “What’s my login information”. Your default password is au-0123456 where 0123456 is your seven digit ID number. These credentials will gain you access to most systems and Wifi. Keep them safe and use them often. If you are an adjunct faculty member then your accounts (other than email) will only be active during the time you are actively teaching a course. Passwords expire every six months and there is no email alert system letting you know that your password will expire soon. You are strongly encouraged to enroll in the 24/7/365 password reset tool. You must enroll before you can change the password. After enrolling in the reset tool you can login at anytime and
see how much time is left on your password. You can find directions to use the password reset tool at the following link. Changing your password here changes the login password on almost all systems.

https://www.ashland.edu/administration/information-technology/self-service-password-reset-tool

2. Support
When you encounter a technology problem while utilizing campus provided resources, you have access to tech support. The Tech Support Center at Ashland University has live help available. You can visit the TSC in person in the basement of Patterson Hall (http://www.ashland.edu/campus-map) or call them at 5405 (campus phone ext.), 419-289-5405 or 1-866-434-5222. Check the AU IT website for hours as they change during the summer months and during holidays. You can submit your own trouble ticket 24/7/365 by using the Kbox system at kbox.it.ashland.edu. You will need to login with your credentials.

3. Email
PLEASE NOTE - Ashland University provides all faculty (full and adjunct), staff and students an official University email address through. All University communications sent via e-mail will be sent to this address. Faculty members will use the official University e-mail address to communicate with a student registered in their classes and administrative units will correspond with students via this address. Students are responsible for checking their official email address on a frequent and consistent basis in order to stay current with University communications. AU email is ‘hosted’ by Google’s Gmail service. The easiest URL to visit to check your email is:
http://mail.ashland.edu

4. Access to the AU Wireless Network
Adjuncts/students have free access to the AU wireless network. All sites broadcast “AUSecure”. To connect your device must meet AU’s security requirements. Very old computers or devices may not be able to access the network. Instructions on connecting to the network can be found in the F.A.Q.s at https://www.ashland.edu/administration/information-technology

5. MyAU
MyAU is the portal behind which you can register for classes, check grades, order transcripts, pay bills and see the latest campus news. Once logged in to MyAU you will want to find the WebAdvisor tab to complete most of the actions just mentioned.

To login to MyAu visit:
https://myau.ashland.edu

6. BlueQuill (Learning Management System) and WebEx
During your course of study at the seminary, you will need to access AU’s Learning Management System (LMS) specifically for your online or hybrid classes. You can meet online with your students from within BlueQuill using a program called Big Blue Button. If you have other web conferencing needs for one-on-one or smaller groups, you can utilize Google Hangouts or Skype. If you have any questions about utilizing these tools, please contact Jonathan Cole at 419-289-5770 or at jcole9@ashland.edu.

The most direct link to BlueQuill is:
https://bqlearn.com/ashlandtheologicalseminary/
7. Free Software: Microsoft Office Suite, etc.
As adjunct student of the seminary, you are able to download and install several software packages – all of which are available through the AU website for no charge. Among the packages you can download are MS Office and MS Windows 7.

To download these packages, visit the following URL:
Login to myau.ashland.edu and look under the technology tab or visit http://ashland.onthehub.com directly. You will need to login to the online store to complete the ordering and downloading process. Login with your AU login ID and password.
I. STATEMENT OF PURPOSE

Ashland Theological Seminary is committed to the preservation of an environment where every student can study in a safe environment conducive to the fulfillment of our mission. The Faculty, Staff, Administration and Board of Trustees are each dedicated to this end in the establishment of the following Code of Student Conduct.
The Aspiration of Matthew 18

Student members of our community are responsible for their own behavior, as well as holding each other accountable. As a seminary whose mission calls for integration of personal transformation and learning, we are committed to the model of accountability found in Matthew 18:15-17 which reads:

"If a brother or sister sins, go and point out the fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter established may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as a pagan would a tax collector.” (TNIV)

The expectation is that as brothers and sisters we, as students, first seek reconciliation based upon a love relationship with and our unity in Christ.

This system of community accountability creates an environment where students can experience personal growth, learn self-discipline, enjoy the support of others, and develop skills in good decision making. The desire of our student conduct code and our approach to resolution is aspirationally redemptive and restorative.

Seminary personnel desire to journey with students by providing accountability while extending grace, care, love and forgiveness.

Community Expression of Matthew 18

Each member of the Seminary community should seek to be fully aware of his or her own behavior and the positive and negative effects that behavior can have upon the rest of the community. If you know your behavior is outside the limits established by the Seminary and want assistance to reconcile with the community with a change of behavior, you are encouraged to take the initiative and discuss your concern with a student life staff member without the threat of disciplinary action. In the case of such personal concerns, student life staff will help you toward growth and assist you in living within the community guidelines. Exceptions to confidentiality in this approach may be when behavior is self-destructive, hazardous to others, or involves a significant legal issue in which the seminary is obligated to uphold the law and report to appropriate persons.

Conversely, if you know a student who is violating the community expectations, you are encouraged to go directly to that person and express your concern about the behavior and about the consequences it might have on the individual and community. Ask the student if he or she is willing to change the offending behavior and live within the community expectations. If there is a positive response and the behavior changes, the problem may be resolved. If your confrontation does not solve the problem, and the problem in your estimation is serious, or there is a continuing pattern of adverse behavior, encourage the student to seek assistance from a student life staff member or tell them you will go with them to get help.

If a student life staff member receives information about an incident or situation it can no longer be defined only as a personal problem. It may be considered a community issue and dealt with through the community accountability process. Ignoring problem behaviors give tacit and unspoken approval to the behaviors in question and do nothing to restore the individual's relationship with the community.
II. AUTHORITY AND JURISDICTION OF THE SEMINARY
Ashland Theological Seminary possesses the authority and responsibility to monitor the conduct of any visitor, whether enrolled as a student or otherwise, to its main campus, or to any location at which it provides classes. Ashland Theological Seminary also possesses the authority and responsibility to monitor the conduct of any person engaged in an activity sponsored in whole or in part, whether on or off Seminary or University property. A guest may be asked to leave a location and/or activity if conduct is deemed in violation of the Student Conduct Code by a faculty member or administrator present.

The Seminary may assert jurisdiction over a student while on property owned or occupied by the Seminary, as well as students engaging in any Seminary activity, whether on property owned or occupied by the Seminary or elsewhere. The Seminary reserves the right to take action for behavior of a student not occurring on property owned or occupied by the Seminary, or not engaging in a Seminary activity, when such behavior has, or reasonably may have, an adverse impact on Ashland Theological Seminary. Any student involved in an activity which may give rise to civil or criminal culpability may also be subject to disciplinary action by the Seminary when, in the sole discretion of the Seminary, such action has, or reasonably may have, an adverse impact on Ashland Theological Seminary. The Seminary reserves the right to determine the timing of implementing disciplinary action against the student.

III. DEFINITIONS
A. **Student**: Any person registered in one or more courses in any degree program, diploma, program, certificate program, non-degree program or class on any campus of Ashland Theological Seminary. Teaching or Graduate Assistant and Interns, if also registered as students, are classified as students for the purpose of this Code.
B. **Campus**: All property/programs owned, leased or affiliated with Ashland Theological Seminary and/or Ashland University.
C. **Member of the Ashland Community**: Any Ashland Theological Seminary or Ashland University faculty member, student, employee, or Trustee, as well as any person on campus who is an employee of an entity with an ongoing relationship, whether contractual or otherwise, with Ashland Theological Seminary or Ashland University.
D. **Incident Report**: The initial document setting forth facts suggesting the violation of a rule or regulation of Ashland Theological Seminary or Ashland University by a student.
E. **Schedule Letter**: The formal document alleging the violation of a rule or regulation of Ashland Theological Seminary or Ashland University by a student for which a sanction may be imposed.
F. **Appropriate Administrator**: The AVP for Enrollment and Student Services or his/her designate.
G. **Student Conduct Conference**: A session held between the Appropriate Administrator and the student named in an incident report to seek resolution to the concerns raised.
H. **Student Conduct Committee Hearing**: A committee made up of five community members to address the conduct violation if resolution is not found in the Student Conduct Conference.
I. **Executive Session**: The sanctioning part of the process which follows the conclusion of the Student Conduct Committee Hearing.
IV. REGULATIONS AND POLICIES

Most regulations follow. However, others are published elsewhere, either in the Seminary catalog, Student Handbook or other Seminary publications.

As applicable to students, the following activities are hereby prohibited:

A. Safety
   2. Harassment: Threatening to harm, intentionally harassing, hazing, stalking, coercing, intimidating or seriously embarrassing any person through conduct which would offend a reasonable person. For further policies and guidelines regarding harassment, see the Seminary Student Handbook.
   3. Dangerous Weapons: Possession, use, sale, or distribution anywhere on any campus or at any activity sponsored, either in whole or in part by Ashland Theological Seminary or Ashland University, of a dangerous weapon is prohibited. “Dangerous Weapons” include but shall not be limited to all firearms, BB and pellet guns, knives, ammunition, explosives, fireworks and firecrackers of any type, and all other illegal weapons. No person shall carry a concealed weapon whether under proper license or otherwise, on any campus or other property owned or occupied by Ashland Theological Seminary or Ashland University.
   4. Sexual Imposition/Indiscretion: Engaging in sexual conduct with another person when (a) the sexual contact is offensive to the victim; (b) the victim’s ability to appraise the nature of or control the offender’s conduct is substantially impaired; or (c) the victim is unaware of the sexual contact.
   5. Drugs: Possession, use, cultivation, or manufacture, sale or distribution on any campus of any drug, or drug paraphernalia, except under the direction of a licensed physician or as expressly permitted by law. Conviction of any federal, state, or local law of any drug offense is a violation of this policy.

B. Property
   1. Unauthorized possession, use or removal: Unauthorized possession, use, or removal from a designated area of property belonging to Ashland Theological Seminary or Ashland University, any member of the Ashland community, or any guest or vendor.
   2. Destruction/Damage to Property: Destruction, damage, or defacement, including damage to technological equipment or network services belonging to Ashland Theological Seminary or Ashland University, any member of the Ashland community, or any guest or vendor.

C. Integrity
   1. Failure to meet financial obligations to Ashland Theological Seminary or Ashland University or giving the Seminary or University a worthless check.
   2. Failure to comply with requests/sanctions: Failure to follow oral or written instructions regarding Seminary policies or federal, state, or local laws by a properly identified Seminary official whom the Board of Trustees or the President of the Seminary has vested authority to give such instruction, or knowingly interfering with or obstructing students, faculty, or staff acting in the performance of their assigned duties. Cooperation with staff in their assigned duties is expected. Failure to comply with a judicial sanction may result in suspension or dismissal.
   3. Deception, Fraud and/or Misuse of Documents/Technology: Furnishing false information to Ashland Theological Seminary or Ashland University, including but not limited to representing oneself as another (in writing or in person), knowingly supplying false or misleading information to Seminary or University officials, unauthorized possession of an ID or false ID or falsifying,
tampering, altering, forging, or misusing any Seminary or University record, computer, technology, or official document. For additional information, see the Student Handbook section entitled “Information Technology Acceptable Use Policy”.

4. Dishonesty in Student Conduct Matters: Dishonesty before Seminary or University student conduct bodies, knowingly misrepresenting verbally or in writing the nature of events or identification of persons or failing to appear before an appropriate student conduct body by a complainant or colaborators when requested by an official member of the Student Conduct process.

5. Inappropriate Behavior: Disorderly conduct, or an act which violates the Seminary’s policies as stated in the Student Handbook or which jeopardizes the integrity of Ashland Theological Seminary, or any of its community members, guests, or vendors. Behavior which is deemed by Seminary officials to be unethical or irresponsible due to the influence of drugs or alcohol is also a violation of this policy. Because students are representatives of Ashland Theological Seminary and Ashland University, inappropriate behavior violations can include activities which occur off campus. Conviction of any federal, state, or local criminal statute is a violation of this policy.

6. Classroom Disruption: Activity or behavior which interferes with an instructor of faculty member’s ability to teach or any student’s ability to learn. The instructor or faculty member retains latitude in determining whether activity or behavior is disruptive.

D. Accessory Responsibility: Aiding, abetting, inciting, or cooperating with another person in the commission of a violation of regulations. All members of the Ashland community have the responsibility for enforcing rules and reporting violations. Any individual, when Seminary or University policies are being violated, is subject to the same disciplinary action as the violating party. Students are responsible for the behavior of their guests.

E. Traffic, Parking, and Vehicle Operation: Any person operating a motor vehicle on Ashland Theological Seminary or Ashland University property, or any campus, will be responsible for complying with University vehicle and parking regulations. Persons found to be in violation of such regulations may be ticketed and/or subject to student conduct action in accordance with the severity of the offense.

F. Academic Integrity: Please see the Academic Integrity Policy in the Ashland Theological Seminary Student Handbook.

V. RIGHT OF A STUDENT AGAINST WHOM A COMPLAINT HAS BEEN BROUGHT

If the process of reconciliation outlined in Section I of this document has not produced compliance and/or resolution and a complaint is then brought against an Ashland Theological Seminary student, the student has the following rights:

a. Being informed in writing of specific violations being addressed;
b. Having sufficient time to allow for the preparation of his/her response;
c. Having the right to the incident report being processed in a timely manner;
d. Requesting a full Student Conduct Committee Hearing if one can be convened in a timely manner;
e. Questioning a student conduct hearing member’s ability to participate fairly in a Student Conduct Committee Hearing;
f. To have a support person accompany him/her during the student conduct process. Said person cannot be a lawyer;
g. Having witnesses appear on his/her behalf during a student conduct hearing. If a witness cannot appear, a signed statement by the witness may be submitted as long as it is witnessed by a Seminary official verifying the writer. Witnesses may be required by the appropriate administrator or his/her designee;

h. Being entitled to know the nature and source of the evidence at the time that the incident is processed and to be informed of the final outcome of the case in writing;

i. Understanding that all conferences and hearings shall be closed to the public;

j. The Ashland community may be informed when a student accepts responsibility or is determined responsible through the Seminary conduct code process for committing a violation of physical abuse, vandalism, and sexual imposition. The specific information provided will be the student’s name, the violation, and the sanctions issued;

k. Having the opportunity to appeal as outlined in the Seminary Student Conduct Code section X.

VI. COMPLAINANT’S/VICTIM’S RIGHTS
If an Ashland Theological Seminary student is the complainant, the student has the following rights:

a. To be treated with respect and dignity by all institutional personnel;

b. To be made aware of appropriate counseling, medical resources, and academic assistance as determined by the Seminary, when requested;

c. To reasonable accommodations in campus residence or classes as determined by the Seminary;

d. To information pertaining to the campus student conduct process as well as criminal and civil options;

e. To request that student conduct violation charges be pursued;

f. To have a support person, parent, or spouse accompany him/her during the student conduct process. Said person cannot be a lawyer;

g. To speak at the Student Conduct Committee Hearing in a seat not directly facing the accused if the complainant requests;

h. To remain present throughout Student Conduct Committee Hearing proceedings excluding the executive session;

i. To submit questions to be asked during the Student Conduct Committee Hearing proceedings, subject to the discretion of the appropriate administrator or his/her designee;

j. To be informed of the Student Conduct Committee Hearing and Executive Session results so long as sharing the information does not cause the Seminary to violate any privacy laws. Student Conduct Committee Hearing members are trained to support and serve as advocates for complainants and victims as well as the accused;

k. The complainant has the right to appeal a decision of the Student Conduct Committee.

VII. PROCESS FOR ADRESSING VIOLATIONS OF THE STUDENT CONDUCT CODE
Initiation of Incident Report

When the conduct of a student reasonably appears to constitute a violation of any rule or regulation of Ashland Theological Seminary, and the process of Matthew 18 (identified in Section I) has been pursued without compliance or restoration occurring, any member of the Ashland Community may file an Incident Report with the appropriate administrator. Such Incident Report shall contain facts which the person filing the document believes constitute the violation of a rule or regulation of Ashland Theological Seminary.

Reasonable Grounds Determination
If, in the opinion of the appropriate administrator, there exists grounds to believe a student has violated the Student Conduct Code of Ashland Theological Seminary, the appropriate administrator or his/her designee shall prepare a file of the complaint, setting forth the conduct alleged to be a violation of a rule or regulation of Ashland Theological Seminary, the place or places and the date or dates on which such conduct occurred and shall state the specific rule or regulation alleged to have been violated.

Notice to the Student

A copy of the complaint shall be delivered to the student along with a notice of the date and place a Student Conduct Conference shall take place. The notice shall be delivered via email and/or by certified mail, return receipt requested.

Student Conduct Conference

In time a Student Conduct Conference shall be held. The appropriate administrator or his/her designee shall be the officer at such conference and will be joined by a selected administrator for record keeping. The conference may be recorded for the purpose of appeal. At the beginning of the conference, the officer shall indicate the nature of the offense, the rule or rules to have been violated and the possible sanction(s) capable of being imposed. The student shall accept or deny responsibility for the allegations contained in the incident report. In the event the student accepts responsibility, the hearings officer may reach an agreed disposition with the student. In this event, a document stating the conduct, the rule or regulation which the student admits to having been in violation and the disposition because of such admission shall be prepared.

At this time, the conference officer will assign and communicate appropriate sanctions or refer the matter to a Student Conduct Committee Hearing.

STUDENT CONDUCT COMMITTEE HEARING

Members of the Committee

In the event it becomes necessary to convene a Student Conduct Committee Hearing, two students from the Center specific Student Roundtable, one faculty member, and one administrator shall be selected by the Associate VP for Enrollment and Student Services, or his/her designee, to serve on the committee. The student will be asked if any member of the committee should be disqualified on the grounds of personal bias. Mere employment by Ashland Seminary of any faculty member or staff employee shall not constitute cause of recusal.

Time for Hearing

In a reasonable amount of time, the hearing will commence. For good cause, this hearing may be continued for a reasonable period. The purpose of such hearing shall be to resolve any defects in the procedure to date as well as to identify any defenses presented by the student. Any affirmative defenses shall be asserted at this hearing. Both the appropriate administrator and the student shall identify the names of any party who may be called to give testimony in the matter. The committee shall set a date certain for an adjudication of the complaint.
Procedure

The appropriate administrator or his/her designee will describe the case before the committee. The complainant, one suspected of a violation, and advocates should be identified and the Incident Report read. An explanation of charges may also be read from the Student Handbook. The one suspected of a violation will accept or deny responsibility for the violation.

The complainant will be asked to affirm that all statements are the truth and that knowingly misrepresenting any information to the committee is a violation of the Student Conduct Code. After affiriming, the complainant will describe the incident to the committee. Committee members may ask questions of the complainant. Complainant may call collaborators who will submit a written and signed statement to the committee. Colaborators must also affirm that the statements expressed by them are truthful and that knowingly misrepresenting any information to the committee is a violation of the Student Conduct Code. Committee members may again question the complainant and his/her witnesses.

The one suspected of a violation will follow the process described in the preceding paragraph.

Both the complainant and the one suspected of a violation are given the opportunity for final statements. The committee members may ask additional questions. The committee dismisses the complainant; the one suspected of a violation and advocates/collaborators and enters the Executive Session.

EXECUTIVE SESSION OF THE STUDENT CONDUCT HEARING COMMITTEE

Deliberations of the Committee shall not be public or audio/video recorded. In cases not involving suspension or dismissal, at least two thirds (2/3) of the members of the Committee must agree upon a decision. In cases involving suspension or dismissal, a decision to suspend or dismiss must be unanimous. The standard of proof is a preponderance of the evidence. The Committee shall present its decision in written form, and shall make findings of fact and conclusions based upon the application of rules and regulations involved. A recording of the hearing, but not the Committee’s deliberation, may take place, but any recording made by the Seminary or the University shall be the property of the Seminary or University. In the event the student desires a copy of a transcript of such a recording, it shall be at the expense of the student.

VIII. SANCTIONS

A. Disciplinary Probation: A sanction which defines a student’s status for a specific amount of time; future infractions will result in either suspension or dismissal.

B. Suspension: Exclusion from the Seminary campuses, classes, and other Seminary activities for a specific amount of time, which may range from several days or weeks to the remaining portion of a quarter or to a period of up to two (2) years. During this time period the student is not allowed on campus or at any Seminary activities. A student given the sanction of suspension is excluded from classes with no right to take tests or make up work missed during the remainder of the quarter. The student shall be withdrawn from classes and issued the grade of “W” (withdraw) at the request of the appropriate administrator or the Director of Enrollment Management. No credit will be granted for any class graded “W” (withdraw). No tuition for the quarter from which the student withdraws will be refunded.

C. Dismissal: Termination of student status either permanently or for a period of no less than two (2) years after which the student may apply for readmission. During this time period, the student is not permitted on any Seminary campus or at Seminary activities. The student shall be withdrawn
from classes and issued a grad of “W” (withdraw) at the request of the appropriate administrator or the AVP for Enrollment and Student Services. No credit will be granted for any class graded “W” (withdraw). No tuition for the quarter from which a student withdraws will be refunded.

D. Restitution: Reimbursement for damage, destruction, or misappropriation of property. This shall not be considered a punitive fine, but a charge to repair, replace, or compensate for damage, destruction or misappropriation of the property involved.

E. Notification to Others: Providing notice to those deemed necessary or appropriate to further support the student, or to whom such notice may be necessary or required. Persons or institutions having a legitimate interest in the conduct of a student may be notified.

F. Education/Judicial Assignment: An assignment to be completed by a specific time in a satisfactory manner. It can include drug and/or alcohol education or assessment, counseling services, meeting with Seminary officials, required community service, writing of reflection /learning outcomes papers or writing letters of apology. Any costs associated with this sanction shall be the responsibility of the student.

G. Loss of Privilege: The temporary or permanent loss of the privileges associated with the use of services or goods provided by Ashland Theological Seminary, Ashland University or affiliated entities.

H. Removal of Property: Requiring the student to remove any property owned or possessed by the student and situated on campus property. Removal will be completed in a timely manner or will be done at the expense of the student.

I. Restriction: Restriction and/or revocation of campus privileges for a specific period of time. Such restriction shall exclude the student from a designated area and/or a designated activity.

J. Withholding of Degree: In order for a student to be approved for graduation, the student must resolve any outstanding student conduct charges and must comply with all sanctions issued. A degree shall be withheld should there remain any further activity on the part of the student subject to judicial sanctions.

IX. INTERIM SUSPENSION

In the event the conduct of a student poses a risk to the health, welfare, or security of members of the Ashland community, or to the property of Ashland Theological Seminary or Ashland University, the Seminary may, during the pendency of any matter, either before or after a complaint has been filed, suspend the student. In such event, the AVP for Enrollment and Student Services shall notify the Seminary President and the Academic Dean, setting forth facts which state that the conduct of the student poses or could reasonably pose a threat to: (a) the stability and continuance of normal Seminary functions; (b) Seminary or University property, and/or; (c) the emotional/physical welfare of the student in question, or to other persons.

In such event the Associate VP for Enrollment and Student Services or his/her designee impose an interim suspension without a hearing, the student will immediately be notified and shall have the right to request a hearing on such suspension. Any hearing requested by the student shall be limited to a determination as to whether grounds exist for the imposition of the interim suspension. The standard of proof shall also be a preponderance of the evidence.
X. **APPEALS**
In the event the student disagrees with the decision of the Committee, he or she may appeal the student conduct decision to the appropriate administrator. The student shall give notice of appeal no later than five (5) business days from the date of the student conduct decision. The student shall also indicate the grounds for and evidence in support of such an appeal and indicate what relief he/she seeks. Any appeal is limited to proof of: 1) prejudicial errors in the procedure of the hearing of the Student Conduct Committee which significantly affected the fairness of the judicial process, 2) the penalty is excessive, 3) the decision of the Executive Session is arbitrary and/or capricious, and 4) evidence unavailable for presentation during the hearing of the Student Conduct Committee, which was unavailable for reasons not caused by the student, is now available. The student shall deliver a copy of his/her appeal to the appropriate administrator. The decision to any appeal must be in writing.

XI. **RETLIATION**
Ashland Theological Seminary strictly prohibits retaliation against any person reporting, assisting or participating in any manner in any community accountability investigation or proceeding. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and follow-up of the report. This includes retaliation of any kind, whether it is by an employee, student, visitor or other third-party. Any person violating this policy may be subject to appropriate community accountability, up to and including termination if they are an employee, and suspension or dismissal if they are a student.

XII. **EXCLUSIONS**
This Code shall not apply to matters involving Academic Integrity. Such matters are covered under the Academic Integrity Policy found in the Student Handbook.

XIII. **AMMENDMENTS**
The Seminary Cabinet reserves the right to amend this code from time to time and will provide written communication of such amendments to the Seminary community in a timely manner.

Adopted: March 13, 2008
Revised: July 2013
Overnight housing is located on campus in Schmeidt Hall (behind the Sandberg building) and the Hoseck Apartments (on the south side of the quad beside the Sandberg building). These apartments offer two-bedroom units with four twin beds, one-bedroom units with two twin beds and private one-bedroom units with queen beds. We also have one overnight housing unit located on High Street behind the student parking lot which offers 4 different units with twin beds. No smoking or pets are allowed in any of the units.

**Reservations can be made in advance for the whole semester.**

**Rates per night**

- 1 bed in shared room (2 twin beds in room) - $30
- Private bedroom in a shared apartment - $45
- Block out one-bedroom apt. to self (two twin beds) - $50
- Private one-bedroom apartment (queen bed) - $60
- Whole two-bedroom apartment (4 twin beds) - $90

Overnight accommodations include:

- Living room complete with furniture, TV and wireless internet access
- Bedding - blanket, sheets, pillow, pillow case, washcloth, towels, bath mat
- Kitchen equipped with stove, refrigerator, coffee maker, microwave, silverware, dishes and cookware

For more information and reservations, call Kim Morgan at 419-289-5161 or email kmorgan1@ashland.edu
FIELD STUDY AT ASHLAND SEMINARY

THEOLOGICAL 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 student’s level of 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 ATS strives to initiate patterns in the student’s life and ministry which will help ensure vitality of faith and authenticity of ministry throughout the life of the student.

Who must take Field Study?
All Master of Divinity (MDiv, non-clinical counseling, non-Chaplaincy), Master of Arts in Pastoral Counseling and Care (MAPCC), Master of Arts in Practical Theology (MAPT, non-chaplaincy) and Master of Arts in Spiritual Formation (MASF) students must complete Field Study. Students in the Master of Arts in Black Church Studies (MABCS) may choose to take BCS Internship in place of Field Study. Students who have six or more years of significant professional ministry experience may choose to enroll in the Pastors of Excellence program as an alternative to Field Study. However, Field Study is designed to offer maximum benefit to all students regardless of their level of experience in ministry.

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.

Which Field Education Courses need to be taken?
MDiv students will take all six courses; MAPT, MAPCC and MASF students will take Field Study Intro, 2, 3 & Capstone. All courses are offered Fall and Spring semesters; Field Study 2, 3, 4, and 5 are also offered in the Summer session.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
<th>Hours</th>
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<tbody>
<tr>
<td>FLD 6601</td>
<td>Field Study Introduction</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>FLD 6602</td>
<td>Field Study 2</td>
<td>½</td>
<td>75</td>
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<tr>
<td>FLD 6603</td>
<td>Field Study 3</td>
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<td>Field Study 4</td>
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<td>Field Study 5</td>
<td>½</td>
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<tr>
<td>FLD 6610</td>
<td>Field Study Capstone</td>
<td>1</td>
<td>50</td>
</tr>
</tbody>
</table>

Who can answer questions about Field Study?
Check the ATS Catalog or contact us at the Field Education Office:

Dr. John Swope, Director of Field Education
18 Admin Bldg
jswope@ashland.edu
419.289.5772

Susan Icenhour, Administrative Assistant
17 Admin Bldg
sicenhou@ashland.edu
419.289.5023
Financila Aid for ATS Seminary Degree-Seeking Students  
Steps to Receive Aid and FAQs

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 www.seminary.ashland.edu, click Future Students and then 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. If you have questions, contact the Financial Aid Office at 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 FOR THE SUMMER SESSION; MAY 1 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 four 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.

### Incoming Seminary Students and Students who Have Not Had Previous Stafford Loans at AU

<table>
<thead>
<tr>
<th>To Apply for a Federal Stafford Loan for Fall/Winter/Spring Quarters or the D.Min. Terms</th>
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<tbody>
<tr>
<td>➢ Be accepted into a degree-granting academic program.</td>
</tr>
<tr>
<td>➢ Complete the FAFSA on the Web for the appropriate academic year at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</td>
</tr>
<tr>
<td>➢ 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 How To Apply.</td>
</tr>
<tr>
<td>1. Complete the AU Seminary Financial Aid Application for the appropriate academic year.</td>
</tr>
<tr>
<td>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>).</td>
</tr>
<tr>
<td>3. If you do not currently have outstanding Stafford Loans in deferment or repayment, complete Stafford Loan Entrance Counseling.</td>
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</table>

### Returning Seminary Students who Have Had Previous Stafford Loans at AU

<table>
<thead>
<tr>
<th>To Apply for a Federal Stafford Loan for Fall/Winter/Spring Quarters or the D.Min. Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Complete the FAFSA on the Web for the appropriate academic year at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</td>
</tr>
<tr>
<td>➢ 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 How To Apply.</td>
</tr>
<tr>
<td>1. Complete the AU Seminary Financial Aid Application for the appropriate academic year.</td>
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<tr>
<td>2. Complete a Stafford Loan Master Promissory Note (MPN) unless you had Stafford Loans at AU on or after summer 2010, or if 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>).</td>
</tr>
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### Summer Session

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 [www.ashland.edu/graduate/financial-aid](http://www.ashland.edu/graduate/financial-aid) under Step 2. Students should also complete the current academic year’s FAFSA if they have not already done so.
ATS DEGREE-SEEKING STUDENTS
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.nslds.eg.gov.

What are the terms of a Federal Stafford Loan and how much may I borrow per year?  Fixed interest rate of 6.8%; 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 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 four 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 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 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 419-289-5976 or send a note to 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 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; www.ashland.edu/graduate/financial-aid; fax 419.289.5976
**Instructions: Registering Online Through WebAdvisor**

1. Locate WebAdvisor from the Seminary website or go to: webadvisor.ashland.edu.

2. Click on Log In.

3. You will need your User ID (or username) and password (au-then your ID #) in order to log in.
4. This is the next screen you will see (with only the students tab). Click on students.

5. To Register, go to REGISTER FOR SECTIONS; if you use Search only, it does not allow you to register.
6. This is the screen you will see: Click on the Search and Register for sections line.
7. The Search/Register for Sections page will come up.

8. Make sure you are using the correct term; we are now on semesters so this shouldn’t be an issue. The subject corresponds to the three letter code of the course number (see chart below), you do not need to put anything in the course level (leave blank), the number column is for the NUMBER ONLY, and the section is the letter(s) from the online course schedule (you may leave this off). Click on submit.

<table>
<thead>
<tr>
<th>SUBJECT CODE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BCS</td>
<td>Black Church Studies SEMINARY</td>
<td>FLD</td>
<td>Field Study SEMINARY</td>
</tr>
<tr>
<td>BSG</td>
<td>General Biblical Studies SEMINARY</td>
<td>HOM</td>
<td>Homiletics SEMINARY</td>
</tr>
<tr>
<td>CHP</td>
<td>Chaplaincy SEMINARY</td>
<td>INT</td>
<td>Information Technology SEMINARY</td>
</tr>
<tr>
<td>CHS</td>
<td>Church History SEMINARY</td>
<td>ITS</td>
<td>Interdisciplinary Studies SEMINARY</td>
</tr>
<tr>
<td>CLC</td>
<td>Clinical Counseling SEMINARY</td>
<td>MSS</td>
<td>Missions SEMINARY</td>
</tr>
<tr>
<td>CLD</td>
<td>Christian Leadership SEMINARY</td>
<td>NTS</td>
<td>New Testament Studies SEMINARY</td>
</tr>
<tr>
<td>CNS</td>
<td>Counseling SEMINARY</td>
<td>OTS</td>
<td>Old Testament Studies SEMINARY</td>
</tr>
</tbody>
</table>
9. Another way to do this would to put in ONLY the term and then from the pull-down list for Course Level, choose Seminary. This will bring up the entire list of Seminary courses; then you can select off this list. If you do not put in the Course Level, you will get the entire listing of courses offered at Ashland University and Seminary!
10. After you hit **SUBMIT**, it will bring up Section Selection Results. From here you select the courses for which you want to register, then hit submit. *The next page is where you actually do the registration.*
11. Now **you need to take an action**. You must do this separately on each course line. PLEASE LEAVE THE TOP DROP DOWN "Action for ALL Pref. Sections" BLANK. USING THIS OPTION CAN RESULT IN UNSUCCESSFUL REGISTRATION IF ONE OF THE COURSES SELECTED IS NOT AVAILABLE. If you want to remove classes that you selected, use the drop down box on the course and click “remove from selection.” Be sure to click on **SUBMIT** – if you don’t, you are not registered!

12. The next screen will show you the Registration Results. It will show you all classes for which you are registered, which includes the new classes and current term classes.

13. You now may log out.

14. An email will be sent to your Ashland.edu email account telling you the registration process was successful.

15. If you are unable to log in, call the AU Helpdesk at 419-289-5405.
16. You may also call the Seminary Registrar at 419-289-5907 for step-by-step help during regular business hours. Please be logged into WebAdvisor when you call.
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