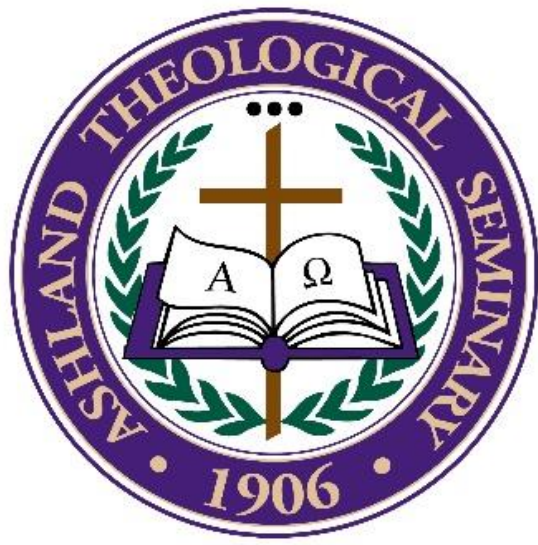




ASHLAND
THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

2026-2027 STUDENT HANDBOOK

CENTER LOCATIONS

Toll free: 1-866-ATS-OHIO

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

Cleveland Center
6393 Oak Tree Boulevard S
Independence, OH 44131

Columbus Center
8050 N. High Street, Suite 190
Columbus, OH 43235

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

Email: ats-ohio@ashland.edu

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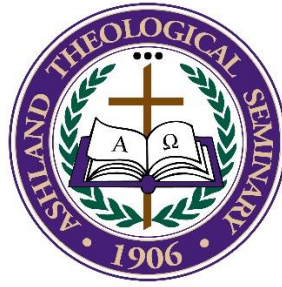
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ASHLAND

THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
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Academic Calendar

August

- 1** Graduation Application deadline for Fall 2026 Completion (attending May 2027 Commencement Ceremony)
- 18 In-Person New Student Orientation (morning session)
- 18 In-Person New Clinical Mental Health Counseling Student Orientation (afternoon session – for CMHC only. Both required)

FALL SEMESTER: August 31 - December 17, 2026

August

- 31 Fall Semester & A-term (FBE prog) Begins

September

- 2 8 Week A-term last day to Add a Course
- 2 Summer grades due by noon
- 7 Labor Day – NO CLASSES
- 8 Last Day to Add a Course**
- 8 8 Week A-term last day to drop**
- 17 Last Day to Drop a Course without a “W” grade**
- 26 Summer “I” (incomplete) Grades Due

October

- 1 Last Day to withdraw A-term
- 19 8 Week A-term ends
- 23 A-term Grades Due
- 26 8 Week B-term Begins
- 28 Last Day to Add B-term course

November

- 1 Spring Semester Registration Opens**
- 3 16-wk last day to withdraw Fall Semester
- 3 Last Day to Drop B-term course
- 15 Last day – DMin Thesis to be published for December Graduation
- 24 No classes for CMHC cohort students

- 25-29 Thanksgiving Break—NO CLASSES/offices closed
- 26 Last Day to withdraw B-term
- 30 Classes Resume from Thanksgiving break

December

- 1 Graduation application deadline for Spring Semester completion (attending 2027 Commencement Ceremony)**
- 14 B-term Ends
- 17 Last day--DMin Thesis to be submitted for Spring def
- 17 Last Day of Fall Semester
- 17 Summer “E” (extensions) Grades Due
- 17 Fall Graduates Degree Completion Date
- 18 B-term grades due by noon
- 22 Fall Semester Grades Due (noon)

December 2026 – January 2027

- 12/18 - 1/11 Christmas Break - NO CLASSES
- 12/23 - 1/5 Campuses closed from December– January

SPRING SEMESTER: January 11 – May 6, 2027

January

- 6 ATS & AU offices re-open
- 10 Spring Semester Registration Deadline**
- 11 Spring Semester & A-term (FBE prog) Begins
- 13 Last day to add 8 wk A-term course
- 18 Martin Luther King, Jr. Day – NO CLASSES
- 19 Last Day to Add a Course**
- 19 Last day to Drop 8-wk A-term course
- 30 Fall “I” (incomplete) Grades Due

February

- 5 Last Day to Drop Course without “W” grade**

March

- 1 Graduation application deadline for Summer completion (attending 2026 Commencement Ceremony)**
- 1 Registration Opens for Summer AND Fall Sessions**
- 1 8-wk A-Term courses end
- 6 8-wk A-Term grades due by noon
- 8-12 Spring Break
- 15 Classes resume & B-Term begins (FBE prog)
- 17 8 wk B last day to add
- 23 8 wk B last day to drop

- 23 16-wk last day to withdraw Spring Semester
- 24 Classes end at 4:00 p.m.
- 25-28 Easter Break
- 26 Good Friday - CAMPUS CLOSED
- 29 Classes resume after 4:00 p.m.

April

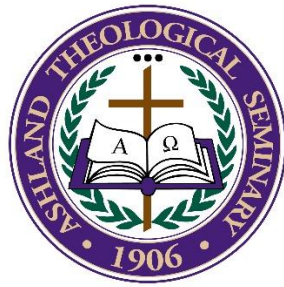
- 15 Last day – DMin Thesis to be published for May graduation
- 19 Last Day to withdraw B-Term

May

- 3 8 wk B-Term courses end
- 6 Last Day of Spring Semester
- 6 Fall “E” (extension) Grades Due
- 6 Last day--DMin Thesis to be submitted for Summer defense
- 7 8 wk B-Term grades due
- 9 Summer Registration Deadline**
- 12 Spring Semester Grades Due (noon)
- 15 2026-27 Scholarship Application Deadline**
- 15 Seminary COMMENCEMENT Ceremony – 10:00 a.m.**
- 31 Spring “I” (Incomplete) Grades Due

SUMMER TERM: May 10 – August 26, 2027 (dates subject to change)

May		8	8-wk B-Term last day to add
10	Summer Semester & A-term Begins	14	16-wk last day to withdraw Summer Semester
12	Last day to add 8 wk A-term course	14	8-wk B-Term last day to drop
17	Last Day to Add a Course	August	
18	Last day to Drop 8-wk A-term course	1	Scholarship Award Confirmations Due Back
31	Spring “I” (incomplete) Grades Due	1	Graduation Application Deadline for Fall Semester Completion (attending 2027 Commencement Ceremony)
31	Memorial Day—NO CLASSES; CAMPUSES CLOSED		
31	Last Day to Drop Course without “W” grade	9	Last Day to Withdraw B-Term
June		22	Fall Semester Registration Deadline
9	8-wk A-Term last day to withdraw	23	8-wk B-Term ends
19	Juneteenth – NO CLASSES; CAMPUS CLOSED	26	Completion Date for Summer Graduates
28	8-wk A-Term ends	26	Spring “E” (extension) Grades Due
July		26	Last Day of Summer Classes
1	Notification of Scholarship Awards	26	Last day—DMin Thesis to be submitted for Fall defense
2	8-wk A-Term grades due	27	8-wk B-term course grades due
5	NO CLASSES; CAMPUS CLOSED	September	
6	8-wk B-Term begins	1	Summer Grades Due (noon)



ASHLAND

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ACADEMIC INFORMATION

ORIENTATION SESSION

Each fall, students are strongly encouraged to attend orientation. This session allows students to:

- Meet the Deans of the Seminary
- Meet the Library staff and learn about their services and available resources
- Meet the Seminary Registrar and learn how to access your student account, make payments, find forms and register for classes
- Meet the Professional Advisor and learn about services available to help you succeed in your academic journey
- Learn about other student resources, services, and policies

Program-specific requirements: Some degree programs maintain additional handbooks, policies, or procedural documents. When a program-specific policy applies, students are responsible for reviewing that policy in addition to the requirements stated in this Student Handbook. If a program-specific policy and this handbook appear to address the same matter differently, students should contact the appropriate program director, department chair, or Seminary Registrar for clarification.

COUNSELING PROGRAMS

The Seminary hosts two counseling cohorts on the Ashland campus every Tuesday and Thursday that will run for four semesters. The Tuesday cohort begins in even numbered years (2026) and the Thursday cohort begins in the odd numbered years (2027).

ASSIGNMENT OF AN ACADEMIC MENTOR

All students are assigned a faculty academic mentor upon registration for classes. Students can identify their faculty mentor through Self-Service. Students are encouraged to contact their mentors. Please contact the seminary registrar if you are not able to locate your faculty mentor.

ENTERING AND GRADUATING STUDENT QUESTIONNAIRES

All new incoming students and graduating students will be required to complete an Entering Student Questionnaire (ESQ) and a Graduating Student Questionnaire (GSQ) that provide important information for the seminary. This information helps us to assess and improve degree programs and our student services. Both questionnaires are administered online. You must complete the GSQ prior to graduation. More instructions will be provided to you regarding each assessment instrument. We thank you in advance for your assistance.

ACADEMIC YEAR

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

COURSE CREDIT CALCULATIONS AND INSTRUCTIONAL MODALITIES

Calculating Credit Hours and Instructional Time

In the semester system, 1 credit hour is equal to 50 minutes of actual instruction (often referred to as an “instructional hour”) per week. For a 15-week semester, this equals 12.5 hours of instructional time for every credit hour of a class. This means that a normal 3-hour weekly class session would consist of 2.5 hours of instructional time, with 30 minutes of break, and a typical 3-credit course must deliver 37.5 instructional hours. All courses, regardless of modality,

must conform to this standard of instructional time to fulfill the credit-hours of the course. In a typical classroom setting, this is normally packaged in 42-45 class hours, including breaks. For a typical online course, the instructional time is calculated according to the actual instructional hours required by the assignments. For example, a typical online 3-credit course would include 37.5 hours of instructional assignments. The terms “3-hour course” and “3-credit course” are synonymous. All courses begin and end within the same semester. A semester consists of 15 weeks. A course may meet for half of the semester (7.5 weeks), labeled “A” or “B.”

Modalities for Course Instruction

There are four modalities for all courses at the Seminary, with a variety of ways to combine modalities in any given course. All courses, regardless of modality, must include the required instructional hours according to their designated credit-hours as outlined above. All courses also must include regular and substantial interaction between the instructor and students, and between students. All course formats must consistently meet the same quality, assessment, learning outcomes and requirements of the traditional semester course format. Formats of courses may include a variety of modalities. Students must check the syllabus and schedule carefully for the dates and times of any “real-time” sessions, whether virtual or in-person.

The four modalities are as follows:

- 1) **Classroom Instruction (CLR)** – All of the scheduled course meetings are face-to-face in the time and room scheduled for the course. Students may be expected to access the course content through the University’s Learning Management System (LMS).
- 2) **Hybrid Course (HBR)** – Up to seventy-four (74%) of the course meetings are conducted online. Online course meetings may be synchronous or asynchronous. Students access the course content and engage in instructional activities to facilitate learning through the University’s Learning Management System (LMS)
- 3) **Hybrid Online Course (HOLC)** – Seventy-five percent (75%) or more of the course meetings are conducted online. Online course meetings may be synchronous or asynchronous. Students access the course content and engage in instructional activities to facilitate learning through the University’s Learning Management System (LMS)
- 4) **Online Course (OLC)** – All of the course meetings are conducted online without any required face-to-face sessions. Course meetings may be synchronous or asynchronous. Students access the course content and engage in instructional activities to facilitate learning through the University’s Learning Management System (LMS)

REGISTRATION & MATRICULATION

The Seminary enrollment process includes registration and matriculation. New students submit a registration form for their first term to the Seminary Registrar’s Office or during New Student Orientation. Returning students register online during the designated registration periods listed in the Academic Calendar. Students are notified before each registration period opens. Enrollment priority is based on seniority, measured by the number of earned credits. Failure to meet registration deadlines may result in a late fee and loss of enrollment priority. A student is officially enrolled for a term only when registration is documented by the Seminary Registrar, financial obligations have been paid or satisfactory payment arrangements have been made, and the student begins attending classes. Auditors are not considered enrolled students.

ENROLLMENT POLICIES

Registration for Classes

Students will receive an email notification through their Ashland email account giving the dates for registration; online registration dates are determined by degree program and number of hours completed. For those who prefer to register on paper (hard copy), a registration form may be submitted to the Seminary Registrar's Office. They will be entered in the order received, according to the registration dates of your registration status.

It is strongly advised that students consult with the Professional Advisor or their faculty mentor regarding course selection. Specific instructions will be included and are also available on the ATS website. Students may also call the Seminary Registrar at (419) 289-5907 for step-by-step help during regular business hours. Registration forms should be submitted to the Seminary Registrar, on or before the deadline published in the academic calendar. Registrations received after the deadline will be charged a \$25 late fee.

Attending Class

Attendance and participation in class sessions is expected; however, being "present" is much more than simply showing up. Since it is the professor's belief that there are direct connections between how one approaches academic training and one's professional conduct in the field, the following are expected of all students: promptness to and preparedness for class, positive participation, and professionalism in all work submitted. Failure to adhere to these guidelines may negatively impact the student's final grade.

Attending Remote (Online) Class: Online Standards

Students are required to apply the same standards in an online learning environment as they do in any in-person class setting. Students should present themselves in a professional manner attending to details such as, but not limited to, appropriate attire, discretion in location of course engagement, and reasonable prevention of extraneous distractions and interactions.

Additionally, students must attend to technological issues such as having a working camera and microphone, monitoring how their image is projected onto the screen (e.g., screen positioning such that one's entire face is shown), room lighting, and microphone, camera, and monitor placement.

Practical matters:

- Participate in a private room at home, office or church. Public places like coffee shops must be avoided. Do not connect in a car or outside.
- You must be by yourself, without the distraction of others entering and exiting the room.
- Please arrange for child and pet care, as you would for an in-person course.
- Multitasking is a distraction and communicates disconnection and disregard for the class members. Please do not attempt to accomplish other tasks while in class, including eating.
- Sit at a desk or table, not on a sofa or bed.
- Students are considered tardy if they are not connected and ready to begin when class starts.
- Please remain seated with your camera on for the entirety of class. If you must leave your seat for an emergency, please turn off your camera before stepping away from your computer.
- Any accommodation or adjustment to this policy must be filed with the Office of Accessibility Services.
- Failure to comply with the policy will count as an absence enforcing the attendance policy.

Purchasing Textbooks

Ashland campus and extension students may purchase their materials at the Ashland University Bookstore in Hawkins Conard Student Center. Students may order books directly from the [Ashland University bookstore online](#).

Adding Courses

Students may add a course within the first week of the semester if the course remains open and the faculty of record approves additions

to the course. The student is responsible for completing any missed assignments. Intensive courses in any term cannot be added after the "Add" date listed on the Academic Calendar.

Dropping Classes

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

Class Withdrawal

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

Auditing Classes

A. Definition

An "audit" at Ashland Theological Seminary permits an individual to register for, and attend a course, either partially or in its entirety, under modified course expectations. No degree-bearing credit will be awarded upon completion of an audited course. Auditors may contribute to class discussions, or other in-class activities, if they have received approval from the course instructor/professor to do so and if they abide by any limitations or parameters outlined by the instructor/professor. Ordinarily, auditors do not perform any immersion experiences, engage in group work, complete any examinations, or fulfill any class activity other than listening.

B. Eligibility to Audit a CMHC course

1. Individuals considering a course audit must submit a "Non-Degree Course Registration Form" to the Seminary Registrar.
2. Individuals auditing a course must establish eligibility for admission, register, and pay the required fees.
3. Even if an individual meets eligibility criteria, a course may be audited only if: (a) the Director of the Program or Department Chair, in consultation with the instructor, permits; and (b) space is available in the class (i.e., the auditing student's presence does not exceed the class cap). Enrolled students have precedence over those auditing.

C. Participation in Audited Courses

1. The Seminary's attendance policy applies to audited courses when they are being taken for CEU's.
2. Auditors do not:
 - a. Write papers
 - b. Give class presentations
 - c. Complete any immersion, group, out-of-class, active skill-building, or performance experiences.
 - d. Take quizzes or examinations
 - e. Request review of written work
 - f. Receive a grade other than AU (audit)

D. Courses in which Auditing is Not Permitted:

1. Audits are permitted in lecture-based/discussion courses only, and never in courses that are designed around active skill development/performance, an immersion experience, or where group work constitutes the primary class structure. Audits are not permitted in courses that focus on the development of written or oral communication skills or that rely heavily on class participation. Audits are not permitted in independent study courses, practicums, internships, directed readings, or similar courses.
2. Instructors, working in collaboration with the Program Director or Department Chair, will determine if an audit is permitted in their class.
3. Within the CMHC Program, audits are not permitted in the following courses:
 - a. CLC 5505 Introduction to Clinical Mental Health Counseling
 - b. CLC 5508 Counseling Techniques
 - c. CLC 5520 Social & Cultural Issues in Counseling
 - d. CLC 5530 Group Dynamics I

- e. CLC 5531 Group Dynamics II
- f. CLC 6636, 6637 Practicum in Counseling
- g. CLC 7796, 7797, 7798 Internship in Counseling
- 4. Within the DMin Program, audits are not permitted in the following courses:
 - a. DMN 9996 Research Proposal
 - b. DMN 9997 Project Thesis Writing Seminar
 - c. DMN 9974 The Bible on the Ground

E. Academic Recognition of Audited Content

1. Approval to audit a course does not constitute enrollment and does not impart the individual with “student” status.
2. Students currently within a degree program, however, may elect to audit a course, in which case their “student” status is retained, independent of the audit. All other individuals completing an audit are considered “auditors.”
3. Audited courses do not carry academic credit.
4. The student’s, or auditor’s, record will show a grade of "AU" for the course if the instructor certifies by such a grade that the prescribed conditions, including required attendance, have been met.
5. Licensed counselors who audit a class may request a letter verifying the number of clock hours they were in attendance. Institutional attendance standards will be applied in the calculation of clock hours for auditors requesting CEUs.

F. Auditors desiring professional continuing education units

1. If an auditor desires for the audited course to fulfill continuing education units (CEUs), the instructor will provide a letter, verifying the clock hours of attendance.
2. Auditors may attend the semester in its entirety, or partially.
3. If an auditor attends the course partially, a letter verifying the number of clock hours attended will be provided.

G. Students registered for courses carrying regular academic credit AND any course(s) for audit:

1. If a student in a degree program chooses to audit a course, it is considered part of the student's course load and may not exceed the maximum limits for the semester.
2. A student may change from audit to credit within the first week of the class. A change from “audit” to “credit” must be approved by the instructor. Any transition to a student’s course registration status must be coordinated through the Seminary Registrar’s office. If switching from “audit” to “credit,” a student is required to pay the difference in cost, and all course requirements must be completed before the end of the semester.
3. Alternatively, a switch from “credit” to “audit” in a course, will result in a refund of the difference in cost. Please note that going from credit to audit may impact financial aid. See Financial Information section of the Academic Catalog for fees.
4. The student's record will show a grade of "AU" for the course if the instructor certifies, by such a grade that the prescribed conditions, including required attendance, have been met.

H. Auditors *registered ONLY* for an audited course (no continuing education credits):

1. The participant may not change to a credit basis.
2. The student's record will show a grade of "AU" for the course if the instructor certifies, by such a grade, that the prescribed conditions, including required attendance, have been met.
3. A participant desiring credit for a course should apply for guest student status.

Accessing Self-Service

Self-Service 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 Self-Service. If a student is unable to log into Self-Service, the AU Helpdesk is available during normal business hours by phone (419) 289-5405.

Forms for the Seminary Registrar’s Office Available On-Line

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

On-Line Syllabi

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

Schedule Changes

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

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

Change of Degree

Students at the Seminary are accepted into a specific degree or program. If a student desires to change degrees or programs, an [application](#) to do so must be submitted. All Change of Degree forms require the approval of the Executive Dean before the change can be processed and finalized by the Seminary Registrar.

Transfer of Credit

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

All courses reviewable for transfer should be graduate level from an accredited university or seminary, and the student must have received at least a B in a master’s / DMin level class.

1. If an individual has earned credit toward a master’s degree or has been awarded a master’s degree from another seminary, up to ½ (half) the required credits for the Ashland degree can be awarded as transfer credits if they fit appropriately into the degree program.
2. If an individual has a master’s degree that is not theological in nature, up to 6 credits can be transferred into an open elective.
3. In general, credits from non-ATS-accredited seminaries are not accepted for transfer. Following a thorough review of the course work, however, up to ½ (half) the required credits for the Ashland degree can be awarded as transfer credits if they fit appropriately into the degree program.
4. While the proper mathematical equivalence of a 4.0 credit quarter course is 2.67 semester credits (the ratio used to calculate GPA), 3.0 semester credits are normally awarded for such courses.
5. Up to 6.0 transfer credits may be awarded for the Basic Unit of CPE and applied appropriately to the Ashland degree.
6. All transfer students must take at least one biblical studies and one theology course at Ashland.
7. Academic credit may not be awarded for “life experience.”
8. If an individual has master’s level courses in Counseling for potential transfer to the MACMHC program, the director of that program must review and approve all transfers. Even with transferred credits, the student may be required to audit the classes to assure a seamless cohort experience.
9. ATS accepts transfer credits from accredited institutions. All credits older than five calendar years trigger a review of

credits. All transfer credits must have a letter grade of B or higher (3.0). The Seminary Registrar reviews all transcripts and oversees the determination of eligibility of transfer credits.

10. Up to 6 credits for advanced and Officer training in the branches of the United States armed forces may be transferred for courses relevant to the degree. Applications must provide: a) a Joint Services Transcript that indicates completion of the course(s), its level, and credit hours; b) an Officer Evaluation Report, Service School Academic Report, or an equivalent, which indicates a performance of “met expectations” or greater; and c) the courses must be Officer training or rated at a graduate level (G) or higher.

The Seminary has imposed a limit of eight consecutive years for students to complete a master’s degree or a Doctor of Ministry degree. Students who are unable to complete the program within the parameters established by the Seminary may petition in writing for an extension from the program director or Assistant Dean.

ALTERNATIVE COURSE OPTIONS

Advanced Placement Policy:

Students may qualify for advanced placement if they can present transcript evidence of having achieved a grade of A or B in a similar undergraduate course from an accredited college or university. Potential ATS students can explore the possibility of advanced placement during the admission process and, if interested, ask that their transcript and the relevant syllabi be assessed for advanced placement. The admissions team will come to a decision after consulting the relevant department chair(s). A department chair may decide that the core course(s) would still supply a significant gap in the student’s preparation, or he or she may assign supplemental reading in the advanced course if the gap is not too great. No credit will be awarded; students who are granted advanced placement will be permitted to substitute an upper-level course for each core course out of which he or she has placed. If granted, the admissions team will inform the Seminary Registrar to help the student enroll in the appropriate course(s).

Independent Study

Independent Study is designed to cover specialized material not usually included in the course offerings listed in the catalog. Independent Study is available to both master’s level and Doctor of Ministry students. Students interested in Independent Study should begin by consulting the appropriate Department Chairperson. An additional fee of \$120 per credit hour is required. Master of Arts students may take a combined total of three courses, Master of Divinity students a combined total of four courses, and Doctor of Ministry students no more than two courses by Directed Study or Independent Study unless additional approval is granted by the Executive Dean.

Directed Study

A regular catalog course may be requested as a Directed Study when it is not offered at a time that allows the student to make appropriate progress in the degree, or when exceptional circumstances justify an alternative arrangement. Directed Study is available to both master’s-level and Doctor of Ministry students. Institutional degree core and MDiv core courses may not be taken by Directed Study. Students interested in Directed Study should begin by consulting the appropriate Department Chairperson. An additional fee of \$120 per credit hour is required. Master of Arts students may take a combined total of three courses, Master of Divinity students a combined total of four courses, and Doctor of Ministry students no more than two courses by Directed Study or Independent Study unless additional approval is granted by the Executive Dean.

Directed/Independent Study Process

A student seeking to enroll in a directed or independent study must initiate the request using the appropriate eTrieve form. Upon submission, the request is first received by the Professional Advisor, who reviews it and approves it to move forward. The request is then reviewed by the appropriate Department Chairperson or Program Director, who determines whether the proposed course is appropriate, confirms or assigns the supervising faculty member as needed, and identifies whether any additional department approval is required. Students may recommend a professor for the study. If a

syllabus is provided by a full-time faculty member, additional department approval is not required; however, if a syllabus is provided by an adjunct faculty member, department approval is required. Supporting documents, including syllabi when required, should be submitted through eTrieve when available. Once the request is complete, it is submitted to the Executive Dean for formal approval. All materials must be submitted at least two weeks before the semester begins. After approval, the Seminary Registrar’s Office will process the request, send the notification email, add any associated charges to the student’s tuition upon registration, and ensure the syllabus is archived.

Procedure for the Directed or Independent Study Request form:

1. Initiate the directed or independent study request using the appropriate eTrieve form, including all required course, term, and student information.
2. The Professional Advisor reviews the request and approves it to move forward.
3. The Department Chairperson or Program Director reviews the request, determines whether it is appropriate, and confirms or assigns the supervising faculty member. Students may recommend a professor for the study.
4. Attach a written explanation describing why the course is being requested as a directed or independent study.
5. Attach the appropriate course documents, including syllabi when required. If a syllabus is provided by a full-time faculty member, additional department approval is not required; if it is provided by an adjunct faculty member, department approval is required.
6. Sign the communication agreement, acknowledging that the student must contact the professor at least once every two weeks during the directed or independent study period.
7. Submit the completed request for formal approval by the Executive Dean. Electronic signatures are acceptable.
8. After all required approvals are obtained, the Seminary Registrar’s Office will process the request, and all syllabi will be archived.
9. Receive approval before registering or beginning coursework. All materials must be submitted at least two weeks before the semester starts.
10. The seminary registrar will send the notification email, and any associated charges will be added to the student’s tuition upon registration.

Conferences/Seminars

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

ENROLLMENT STATUS

Course Load & Full-Time Status

If students register for at least 14 credit hours per semester, not counting the summer, they are able to complete their respective degrees in the stipulated timeframe (e.g., 3.5 years for the MDiv degree or 2.5 years for the MACM degree). The load can be reduced during the Fall and Spring Semesters of each year of study by augmenting with summer courses. Students may earn as many as 9 hours during the Summer term. Students require the approval of the Assistant Dean for course registrations exceeding 14 hours per semester. The Seminary considers any student carrying 6 or more hours per semester to be a full-time student and are eligible for scholarship consideration. For financial aid and Veterans Affairs purposes, full-time status is defined as a load of at least 6 hours per semester.

Conditional Admission on Probation

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

Continued Enrollment

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

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

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

Withdrawal Policy

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

Reactivation of Student File

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

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

Program Duration & Statute of Limitations

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

Degree Program	Duration heavy full-time	Duration light full-time
MA in Applied Bible and Theology	2 years or 5 semesters	2 years or 6 semesters
MA (Biblical Studies)	2.5 years or 7 semesters	2.5 years or 9 semesters
MA in Black Church Studies	2.5 years or 7 semesters	2.5 years or 9 semesters
MA (Historical & Theological Studies)	2.5 years or 7 semesters	2.5 years or 9 semesters
MA in Christian Ministries	2.5 years or 7 semesters	2.5 years or 9 semesters
MA in Clinical Mental Health Counseling	3 years or 8 semesters	3 years or 10 semesters
MDiv and MDiv Chaplaincy track	3.5 years or 10 semesters	3.5 years or 12 semesters
DMin	4 years	6 years

GRADING SYSTEM

Grade Appeal Process

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

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

Students in the counseling programs may take their concerns initially to the director of the counseling program before taking it to the Assistant Dean.

Grade Point Average Computation

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

Grade Reports

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

Grading Scale

Percentage	Grade	Quality Points
97-100	A	4.0
92-96	A-	3.7
89-91	B+	3.3
86-88	B	3.0
83-85	B-	2.7
80-82	C+	2.3
77-79	C	2.0
74-76	C-	1.7

71-73	D+	1.3
68-70	D	1.0
65-67	D-	0.7
64-0	F	0.0

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

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

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

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

Finishing Class Work

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

student who does not request an I (Incomplete) or E (Extension) may receive an F for the class.

Requesting an I or E

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

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

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

1. The student secures “[Request for Incomplete or Extension](#)” form from the Seminary Registrar’s office.
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 maintains 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 Seminary Registrar but should remind the faculty to email the Seminary Registrar with the final grade.

Pass-Fail Policy (P/F)

Within certain limits and with regard to non-counseling degree programs, a student may complete up to 6 credit hours for a Master of Arts degree or up to 9 credit hours for the Master of Divinity degrees on a pass/fail basis, rather than for a letter grade (A, B, C, D or F). These courses would apply toward graduation requirements as earned credits, but would not affect the cumulative grade point average (GPA). Eligible courses are restricted to courses designated as electives for any specific degree program as well as Hebrew or Greek. Courses that are designated in the academic catalog as only offered on a pass/fail basis do not count towards the number of pass/fail courses a student is permitted to take within a degree program.

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

Students must petition the Seminary Registrar’s office for the pass/fail option before the drop deadline, except for Hebrew and Greek, which allow declaration within the first 10 weeks of the course. After gaining the instructor’s approval, the student must submit an email to the Seminary Registrar to file the request. This email must include the instructor’s consent. For courses that do not meet weekly, the pass/fail option must be requested before the end of the second meeting of the course.

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

Course Repeat Policy for Theological Courses

Any student receiving a “C-” or lower grade may choose to retake the course. All courses and grades remain on the official transcript; however, only the last grade will be used to determine the student’s grade point average (GPA). Repeat courses must be taken at Ashland Theological Seminary. Courses with grades higher than a “C-” cannot be repeated for a grade or on a P/F basis unless noted in the course description as repeatable. For academic concerns that may require intervention, see Academic Evaluation, Remediation, and Dismissal Policy in the Satisfactory Progress and Graduation Policies section. Counseling students should also consult the Clinical Mental Health Counseling Program Student Handbook for program-specific requirements.

SATISFACTORY PROGRESS AND GRADUATION POLICIES

Academic Probation

Students whose academic work is unsatisfactory (cumulative grade point average below the individual program standard) may be referred for remediation and/or placed on academic probation. In addition, students may be placed on probation if their record shows a pattern of academic warnings in multiple terms. Students who fail three courses or earn two failing grades in the same course will be required to meet with the Assistant Dean and may be placed on academic probation or referred for further action under the Academic Evaluation, Remediation, and Dismissal Policy.

Students are responsible for knowing at the end of a term whether or not they have completed each course satisfactorily. As information becomes available, a notice of probation will be given both to the student and his/her academic advisor, and the notation will be placed on the student's transcript. The student must meet with the academic advisor, or program director, or Assistant Dean, as appropriate, to develop a written remediation plan to return to satisfactory academic standing. Failure to successfully complete this plan may result in the loss of federal financial aid eligibility and may lead to further action under the Academic Evaluation, Remediation, and Dismissal Policy.

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

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

Any student who remains on academic probation for two consecutive terms may be recommended for dismissal. Students pursuing the MACMHC degree are also responsible for the program-specific academic evaluation, remediation, retention, and dismissal standards in the Clinical Mental Health Counseling Program Student Handbook.

Dismissal of Students

The Office of Admissions carefully screens incoming students and accepts students based on the admissions requirements. A student, however, may be dismissed for the following reasons listed below. When appropriate, concerns that may lead to dismissal should be addressed first through the Academic Evaluation, Remediation, and Dismissal Policy. Serious misconduct, safety concerns, financial matters, academic integrity violations, or non-compliance with a remediation plan may proceed directly to probation, suspension, or dismissal as determined by the Seminary.

A student may be dismissed for the following reasons:

1. Plagiarism of written material or other academic dishonesty (*see* the Student Handbook)
 2. Inability to meet financial obligations
 3. Inappropriate behavior
 4. Inability to live in harmony with members of the Seminary community
 5. Inability to maintain a grade point average according to individual program standards
 6. Falsification of admissions application materials
 7. Failure to comply with an approved remediation plan.
1. If the reason for dismissal is academic, the procedure for student appeal is first to the Assistant Dean. If applicable, the student will be processed according to the Student Judicial Code.

GRADUATION REQUIREMENTS

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

Application for Graduation

A seminary application for graduation form must be filled out by the date given in the ATS calendar to participate in the Spring Commencement exercise. This form is available from the Seminary 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. It also covers the costs associated with the commencement ceremony. Seating at the graduation ceremony is limited. Students will be notified of the number of ceremony tickets they are eligible to receive.

Honors Designation

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

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

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

With honor: *cum laude* (3.70)

Student Responsibility

Students are responsible for ensuring that their graduation requirements are met. Faculty advisors work with students to monitor academic progress toward degree completion. In consultation with the faculty advisors, the Seminary Registrar calls attention to deficiencies in a student's program unless those deficiencies are the basis for disciplinary action. Students are also responsible for participating in any advising, review, or remediation process required under the Academic Evaluation, Remediation, and Dismissal Policy.

Conferral of Degrees & Participation in Commencement

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

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

Official Transcripts

Federal law states that student transcripts may not be released without a written request. Official transcripts carry the seal of Ashland Theological Seminary and the signature of the Seminary Registrar. Transcript requests are submitted through our secure, third-party partner National Student Clearinghouse. The transcript request link and instructions are available on the [seminary website](#).

WRITING FOR PAPERS AND THESES

Writing Standards at Ashland Theological Seminary

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

Society of Biblical Literature, *The SBL Handbook of Style*, 2nd ed. Atlanta: SBL Press, 2014.

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

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

Thesis Calendar

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

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

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

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

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

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

Seminary Paper Types

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

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

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

FIELD EDUCATION

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

Who must take Field Study?

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

What is Field Study?

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

Field Education Courses

All students in the MACM, MDiv and MABCS degree programs are required to take Field Study courses. MDiv students will take all Field Study courses (4 semesters; 4 credit hours total). MACM and MABCS students will take Field Study Introduction, Field Study 2, and Field Study Capstone (3 semesters; 3 credit hours total). Students in the MDiv with Chaplaincy specialization fulfill their Field Education requirements through CPE Units and do not take

Field Study. Each semester course of Field Study will require online class work along with a designated number of hours of field work in a ministry setting, which the student is responsible to arrange. Total hours of field ministry required for MDiv students is 400; total hours required for MACM and MABCS students is 300. All Field Study courses are offered fall and spring semesters; Field Study 2 and 3 are also offered summer session.

Questions about Theological Field Education?

Contact: Dr. Douglas Van Nest, Assistant Director of Advanced Degree Programs and Field Education at (419) 289-5706 or dvannest@ashland.edu.

Clinical Pastoral Education (CPE) and Chaplaincy What is Clinical Pastoral Education (CPE)?

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

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

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

What is Chaplaincy Board Certification?

The Association of Professional Chaplains (APC) offers nationally-recognized board certification through the Board of Chaplaincy Certification, Inc. Board Certified Chaplains (BCC) must complete both an MDiv (or 72 credit MDiv equivalent degree) and four Units of CPE. Associate Certified Chaplains (ACC) must complete two Units of CPE and 48 hours of graduate theological education.

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

(accessed Jan. 27, 2014)

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

Questions about Chaplaincy?

Contact: Dr. Douglas Van Nest, Assistant Director of Advanced Degree Programs and Field Education at (419) 289-5706 or dvannest@ashland.edu.



ASHLAND

THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

ACADEMIC INTEGRITY POLICY

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

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, data or using text generated by an artificial intelligence tool 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 a test in which the origins of the materials are suspect.
3. Selling or giving away all or part of a test including answers to a test.
4. Inducing any other person to obtain a 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.
9. Buying materials from an Internet on-line paper service.
10. Other offenses of this form which incorporate dishonesty for academic gain.

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

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

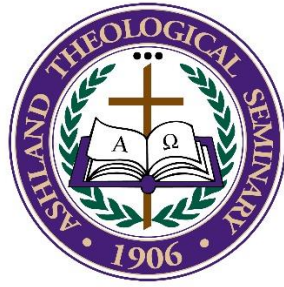
- A. If a faculty member suspects a student of academic dishonesty, whether by direct observation or inference, he or she will meet with the student to ascertain whether a violation has occurred and whether formal action ought to be taken.
- B. If the faculty member feels that formal action should be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

Section 5. Penalties

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

Section 6. Student Appeal Procedure

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



ASHLAND THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

ACCREDITATION OF ASHLAND THEOLOGICAL SEMINARY

Ashland Theological Seminary is a graduate division of Ashland University and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). The [Higher Learning Commission](#) can be reached at (800) 621-7440, (312) 263-0456.

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

Master of Arts in Applied Bible and Theology – multiple tracks

Master of Arts (Biblical Studies)

Master of Arts in Black Church Studies

Master of Arts (Historical & Theological Studies)

Master of Arts in Clinical Mental Health Counseling

Master of Arts in Christian Ministries – multiple tracks

Master of Arts in Pastoral Care Studies

Master of Divinity – multiple tracks

Doctor of Ministry – multiple tracks

Contact: [The Commission on Accrediting of the Association of Theological Schools](#) in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275. Telephone: (412) 788-6505; Fax: (412) 788-6510).

Programs of the Seminary have also been authorized by the Ohio Department of Higher Education (ODHE).

The Master of Arts in Clinical Mental Health Counseling is approved by the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board and accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), a corporate affiliate of the American Counseling Association (ACA). Faculty of the counseling programs holds membership in the American Counseling Association (ACA), the Ohio Counseling Association (OCA), Chi Sigma Iota (CSI), and the Christian Association for Psychological Studies (CAPS).

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

The Seminary is approved by the Global Methodist Church as a recommended educational institution for the completion of educational requirements.

Provisions of the Student Handbook

Because these rules and regulations are intended to guide the student's progress through Ashland Theological Seminary, each student has the obligation to become familiar with the contents of this Student Handbook and follow the directives as stated. The information in this Student Handbook is current as of August 1, 2026, and applies to the 2026-2027 academic year. The provisions of this Student Handbook are to be considered directive in nature and are not to be regarded as an irrevocable

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

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

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

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

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

[Click here](#) information about FERPA and full policy.

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

COMMUNICATION WITH THE SEMINARY

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

Clinical Mental Health Counseling Program

Director of Counseling: Tony Donofrio, ext. 5180; adonofri@ashland.edu

Counseling Department Chair

Tony Donofrio, adonofri@ashland.edu, ext. 5180

Counseling Administrative Assistant

Teresa James, tjames9@ashland.edu

Doctor of Ministry Program

Assistant Director of Advanced Degree Programs and Field Education:

Douglas Van Nest, ext. 5706; dvannest@ashland.edu

Enrollment and Student Services:

Professional Advisor: Laura Bedocs, ext. 5704;

lbedocs@ashland.edu

Scholarships

Rachel Pierce, ext 5485; rpierce6@ashland.edu

Seminary Housing (Commuter)

Donna Johnson; ext. 5695; ats-housing@ashland.edu

Faculty Personnel

Executive Dean; ext. 5163; seminarydean@ashland.edu

Academic Coordinator:

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

Field Education

Assistant Director of Advanced Degree Programs and Field Education: Douglas Van Nest, ext. 5706; dvannest@ashland.edu

Financial Needs

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

General Matters and Trustee Affairs

Executive Dean: Yvonne Glass, ext. 5163; yglass@ashland.edu

Office Manager/Assistant to the Executive Dean: Rachel Pierce, ext. 5485; rpierce6@ashland.edu

Main Desk: Michelle Frederick, ext. 5161; mfrederi@ashland.edu

Information Technology/Resources

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

Library

Theological Librarian: Sarah Thomas, ext. 5168; ats-library@ashland.edu

User Services Librarian: Daniel O'Brien, ext. 5146; ats-library@ashland.edu

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

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

Smetzer Counseling Center

Director of the Smetzer Counseling Center:

Elizabeth Shold, ext. 5995; eshold@ashland.edu

Student Housing (Residential)

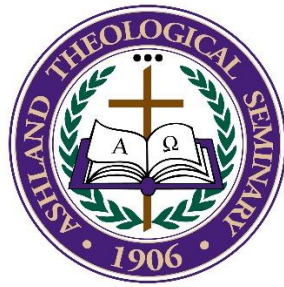
Facilities at AU, ext. 5490; stayatau@ashland.edu

SNOW CLOSING AND CLASS CANCELLATION

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

1. Call the Seminary's general number (419) 289-5161 to hear a list of the classes or program centers that are closed.
2. Consult the main page of the Ashland University website – <https://www.ashland.edu/>
3. Sign up with [CampusShield](#) to receive alerts on your cellphone. CampusShield will provide emergency notification alerts regarding emergency situations, severe weather advisories, campus closings and major event cancellations.

The decision to cancel evening classes will be made by 3:00 pm of the day classes are to be held. Note that not all program sites will close if the main campus closes. Likewise, a program site may close even though the main campus is open. Check with the main campus about the status of classes at an extension.



ASHLAND

THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

FINANCIAL INFORMATION AND ADMINISTRATION

TERMS OF PAYMENT

Payment Due

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

Payment Plan

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

Return of Title IV Funds

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

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

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

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

Refund Policy

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

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

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

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

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

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

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

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Graduate Plus Loan; Federal TEACH Grant; and finally, the student.

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

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

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

FINANCIAL AID

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

Ashland Theological Seminary offers some scholarship aid.

Interested students should contact the Seminary directly to apply for scholarships. Download the Seminary's scholarship application form [here](#).

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](#). 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 1st for the summer session; May 1st for the academic year

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

General Scholarship Fund

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

Veterans Benefits

Persons who have served in the armed forces may be eligible for Veterans' benefits. Contact Military Family and Veteran Services at (sc419) 289-5358 or veterans@ashland.edu.

Seminary students who have <u>not</u> had previous Federal Direct Loans	Seminary students who have had previous Stafford Loans at AU
To Apply for a Federal Stafford Loan for Fall/Spring Semesters or ➤ Be accepted into a degree-granting academic program. ➤ Complete the FAFSA on the Web for the appropriate academic year at www.fafsa.ed.gov. ➤ Complete steps below by going to www.ashland.edu/graduate/financial-aid; scroll down and follow the steps under <i>How To Apply</i>. 1. Complete the AU Graduate/Seminary Financial Aid Application for the appropriate academic year. 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 www.studentloans.gov). 3. If you do not currently have outstanding Stafford Loans in deferment or repayment, complete Stafford Loan Entrance Counseling.	To Apply for a Federal Stafford Loan for Fall/ Spring Semesters ➤ Complete the FAFSA on the Web for the appropriate academic year at www.fafsa.ed.gov. ➤ Complete steps below by going to www.ashland.edu/graduate/financial-aid; scroll down and follow the steps under <i>How To Apply</i>. 1. Complete the AU Graduate/Seminary Financial Aid Application for the appropriate academic year. 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 www.studentloans.gov).
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 under <i>Step 2</i>. Students should also complete the current academic year's FAFSA if they have not already done so.	

Brethren Ministerial Student Aid

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

Ministry Partners Scholarship

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

Scholarships

For a list of available endowed scholarships and other scholarship resources visit the [website](#). For more information, contact Rachel Pierce, at rpierce6@ashland.edu

Student Loans

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

Appeal Process

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

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

No person may have official transcripts of his or her records until that person's account is paid in full, unless authorized by the Ashland University Business Office.

CONFIDENTIALITY OF EDUCATION RECORDS

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires educational institutions and agencies to conform to fair information

practices. Ashland Theological Seminary will not release personally identifiable student records on file without prior student consent.

Exceptions to this are (1) Seminary officials or teachers who have a legitimate educational interest in the student; (2) another school to which the student has applied and intends to enroll; (3) authorized federal and state officials; and/or (4) persons dealing with a student's application for financial aid. It is Seminary policy that no data from student records be provided to non-university agencies for mailing purposes. Inquiries regarding compliance may be directed to the Seminary Registrar, Ashland Theological Seminary, 910 Center Street, Ashland, Ohio 44805.

Records created through the Academic Evaluation, Remediation, and Dismissal Policy are maintained as education records and shared only with Seminary officials who have a legitimate educational interest.

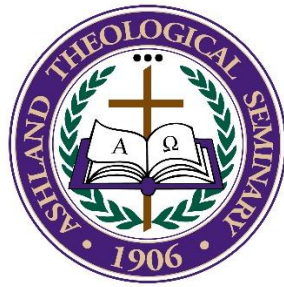
Release of Student Record Information – FERPA

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

A student has the right to:

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

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202



ASHLAND
THEOLOGICAL SEMINARY
A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

GENERAL INFORMATION

Mission Statement

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

Beginning Theological Education at ATS

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

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

Degree programs and concentrations are listed in the ATS Catalog. For more information, visit our [website](#).

Seminary Identity

Defining Affirmations

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

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

Ashland Theological Seminary's Curriculum

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

Philosophy of Theological Education

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

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

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

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

Theological Education and Seminary Programs

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

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

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

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

The Seminary has been a pioneer in offering coursework in formats that meet the schedule and life settings of non-traditional students. Over the years it has committed itself to offer theological education in underserved metropolitan areas, such as Cleveland and Columbus. Since the 1980s, the Seminary has also offered courses in a variety of formats for students: block courses that meet once a week, evening courses, weekend courses, intensive courses that meet during the summer, and high-quality online courses. More recently, with the expansion of distance learning opportunities, it is now possible for students to complete some degree programs fully online.

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



ASHLAND

THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

GENERAL POLICIES

CONCEALED WEAPONS POLICY

Weapons are not allowed at Ashland University or Ashland Theological Seminary, including property and buildings. Ohio Revised Code § 2923.126 (B)(5) now states that a license to carry a concealed handgun does not authorize a licensee to carry a handgun into “any premises owned or leased by any public or private college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.” The statute even implies that a university or college (public or private) has no discretion to permit concealed weapons. Revised Code § 2923.126(C) states that “nothing in this section shall negate or restrict a rule, policy, or practice of a private employer that is not a private college, university, or other institution of higher education” relating to concealed handguns. Neither of these provisions requires a sign.

INCLUSIVE LANGUAGE POLICY

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

Some acceptable alternatives are as follows:

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

Unacceptable alternatives are:

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

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

The faculty urges students to use a variety of biblical images, both male and female (cf. Is. 49:14 15), when describing God's activities and character. The Bible itself does so, and students should follow that model. The first person of the Trinity, even though called the Father, transcends gender and is neither male nor female. The traditional language of calling God Abba-Father is to be affirmed as important, biblical, and taught by Jesus. Students should consider the use of a variety of biblical names or functional terms for God, such as Yahweh, El Shaddai, Creator, Redeemer, or Lord in order to avoid conveying the impression that the first person of the Trinity is

a male or that using masculine language is the only appropriate way to address the one true God.

NON-DISCRIMINATION POLICY AND REPORTING PROCEDURES

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

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

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

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

TOBACCO POLICY

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

Tobacco products* are not permitted to be used:

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

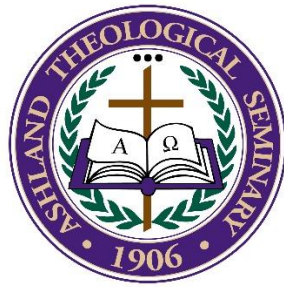
Prevention, education and cessation services for tobacco in all forms are available from the Student Health Center of Ashland University and/or local community services.

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

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

Tobacco users must follow proper disposal of tobacco materials.

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



INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Ashland University and Ashland Theological Seminary

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

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

Application

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

PENALTIES FOR VIOLATION

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

User Responsibility for Compliance

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

AUTHORIZED, UNAUTHORIZED AND INAPPROPRIATE

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

Authorized Uses

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

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

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

Unauthorized Uses

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

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

Inappropriate Uses

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

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

Waiver of Privacy Expectations

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

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

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

ADDITIONAL REGULATION OF PUBLISHED INFORMATION

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

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

ASHLAND UNIVERSITY EMAIL USE POLICY

Purpose

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

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

Policy Statement

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

Email Addresses and Accounts

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

Faculty and Staff

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

Students

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

Non-person (Generic) Accounts

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

Others

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

Privacy and Right of University Access

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

All email users are bound by the appropriate acceptable use policy of both Ashland University and the email service provider(s).

Expiration of Accounts

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

User Responsibilities and Maintenance

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

Email accounts are not a place to store information that are deemed critical by the user. Critical information is generally defined as that which the user does not wish to risk losing under any circumstance. Ashland University cannot guarantee data will not be lost.

Delegate Privileges

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

Appropriate Use

For any official correspondence sent via email to employees or active students, with the exception of messages for password changes, if the recipient is known to have an email address supplied by Ashland University, that address will be considered the preferred address. If the recipient does not have an email address supplied by Ashland University, then any other known email address may be considered the preferred address. Users are expected to check their email on a frequent and consistent basis. Not reading email does not absolve a user from the responsibilities associated with communication sent to their Ashland University email address. Users have the responsibility to recognize that certain communications may be time critical. Users are responsible for messages and/or content stored in, sent through, and/or shared by their account. If a user believes their account may have been compromised they should notify IT immediately.

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

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

Inappropriate Use

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

The exchange of any email content outlined below is prohibited:

- Generates or facilitates unsolicited bulk email;
- Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections;
- Violates, or encourages the violation of, the legal rights of others or federal and state laws;
- Is for any malicious, unlawful, invasive, infringing, defamatory, or fraudulent purpose;
- Intentionally distributes viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- Interferes with the use of the email services, or the equipment used to provide the email services, by customers, authorized resellers, or other authorized users;
- Alters, disables, interferes with or circumvents any aspect of the email services;
- Tests or reverse-engineers the email services in order to find limitations, vulnerabilities or evade filtering capabilities;
- Constitutes, fosters, or promotes pornography;
- Is excessively violent, incites violence, threatens violence, or contains harassing content;
- Creates a risk to a person's safety or health, creates a risk to public safety or health, compromises national security, or interferes with an investigation by law enforcement;
- Improperly exposes trade secrets or other confidential or proprietary information of another person;

- Misrepresents the identity of the sender of an email. Other improper uses (examples and not exhaustive) of the email system include:
- Using or attempting to use the accounts of others without their permission.
- Collecting or using email addresses, screen names information or other identifiers without the consent of the person identified (including without limitation, phishing, spidering, and harvesting);
- Use of the service to distribute software that covertly gathers or transmits information about an individual; Conducting business for profit under the aegis of the University
- Political activities, specifically supporting the nomination of any person for political office or attempting to influence the vote in any election or referendum on behalf of or under the sponsorship of the University.

Spam and Virus Email

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

Retrieval of Deleted E-mail

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

TECHNOLOGY ACCOUNT MANAGEMENT POLICY

Policy Statement

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

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

Scope

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

Reason for Policy

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

Classifications

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

Definitions:

Learner - Any person taking a credit or non-credit class, except for professional development workshops unless flagged as utilizing online resources.

Employee - Position assigned (even in future) without end date or future end date. Any position is considered. Listed as an active instructor on a course. (Any type of course.) Ends 30 days after end of the course. Employee status may include volunteers, and anyone paid via other institution.

Business - Any generic account used by a college or department used for university business.

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

Creation

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

Privacy

Users are advised that electronic data (and communications using the University network for transmission or storage) may be reviewed and /or access by authorized University officials for purposes related to University business. Ashland University has the authority to access and inspect the contents of any equipment, files or email on its electronic systems and is free to discontinue user access at any time.

Retention

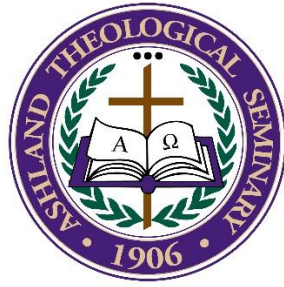
- **General:** Accounts are retained based on the status of the individual associated with the account. Students, faculty, adjunct faculty, staff or temporary staff who terminate a relationship with AU will have their computer accounts disabled. Visitor accounts are created with an expiration date. Accounts that expire or are not renewed are disabled. In addition, an abandoned account is subject to discretionary disabling. An account is considered abandoned if there has been no interactive access in the previous 6 months. Disabled accounts are retained for 6 months. An account not reestablished during this 6 month is deleted.
- **Learners** who are not registered for classes since last course completion date plus 365 days will have their account disabled.
- **Human Resource** records indicating a faculty or staff member has no active positions triggers a disable of the faculty or staff account.
- **Other accounts** are disabled if not renewed at expiration.

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.

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



ASHLAND

THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

LIBRARY USAGE

GENERAL INFORMATION

[ATS Library website.](#)

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 throughout Ohio have the added convenience of personally borrowing from the library holdings of all local OhioLINK member libraries. Before using your AU ID to check out OhioLINK at other libraries, contact the ATS Librarians to add your barcode to the system.

Library Hours

The library on the Ashland campus is open Monday through Friday 8:00 a.m. to 4:00 p.m., and closed Saturday and Sunday. The library is closed during Chapel Services. The library follows the academic calendar for holiday closings, and is always closed on the Saturday of the ATS graduation. Please check the ATS Library website for the most current schedule and hours.

Research Assistance

Students in need of research assistance may contact either ATS librarian for help. You can reach Daniel O'Brien, the User Services Librarian, at 419-289-5146, or email at ats-library@ashland.edu. You can reach Sarah Thomas, the Theological Librarian at 419-289-5168, or email at ats-library@ashland.edu. Reference help is available in person, by phone, by email, or via LibChat during the hours that the Library is open.

LIBRARY POLICIES

Circulation and Renewals

All circulation materials are checked out for 21 days. Materials may be renewed if no one has placed a hold on them. Six renewals are permitted. Renewals may be done by phone, in person, or on the [AU Library website](#), under, "My Library Account". OhioLINK books are checked out for 21 days and may be renewed six times. OhioLINK audio visual materials may be checked out for 7 days with no renewals. Students are responsible for all library notices which are sent to their AU/ATS email accounts.

Use of Library Materials

Students are expected to take care of all borrowed materials and to return them in good shape. 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 can use the 'Pick up Anywhere' feature of OhioLINK; the local collections of libraries near their homes; or, the Interlibrary Loan services available in their community libraries.

- If our students would like to browse the holdings of another OhioLINK library and should find something they would like to check out, they are able to use their Ashland University ID cards to obtain the item. The patron barcode number on the back of their ID will need to be present in their ATS Library record in order for the process to work correctly. Students will need to contact the ATS Library and provide their barcode number which will be placed in the correct field and enable future borrowing through OhioLINK.

Services beyond Ohio:

- The ATS Library will send 15 items in a single mailing to a student once per semester or summer (or, per course for the DMin program) if there is available borrowing space on his/her library record. The ATS Library will be responsible for the items up to the time the items have reached the student. Once the items are received by the student, he/she is responsible for all costs associated with returning the items in good condition to the ATS Library by the assigned due date. If returned items, whether mailed or returned in person, are not in good, usable condition, the student is not only responsible for any overdue fines but also for the replacement cost of all items, binding costs and any processing charges.
- The only items that will be sent to our students are those owned by the ATS Library. No items requested by students through Interlibrary Loan or OhioLINK, and received by the ATS Library, will be mailed to a student.
- Services beyond the United States:
Students who live outside the U.S. will need to contact the ATS Librarians directly via email or telephone in order to discuss the specifics for borrowing ATS Library resources.

Returning ATS Library Items After Hours

Students who need to return books to the ATS library after hours may return their items to the ATS Library book drop, located at the side entrance to the ATS Administration building.

DMin borrowing policy for ATS Library Items

DMin students are provided an extended circulation limit of up to 1 year on ATS materials because of the writing process for their dissertations. DMin students are personally responsible for identifying themselves as DMin students at time of check out (and renewal) and are also personally responsible for keeping track of all due dates. Since DMin students are allowed to choose their own due dates, there are no fine reductions allowed for late items.

ELECTRONIC RESOURCES

The ATS Library offers many useful electronic resources for our students, including:

Databases

We offer 15+ religion and clinical mental health counseling databases for ATS students. Find them under the "Religion

Databases” or “Clinical Mental Health Counseling Databases” links on our ATS Library page.

eBook Resources

We curate a page of eBook resources that includes religion and clinical mental health counseling reference works in eBook form; eBook commentaries on the Old Testament, New Testament, and Non-Canonical books; 5 different eBook databases; links to open-access eBook resources; and a gallery of new eBooks purchased within the academic year. Find these under the “eBook Resources” link on our ATS Library page.

Scanning Services

Students can use the “Request a Scan” link on our main ATS Library page to request copyright compliant scans of material we own to be sent directly to your AU email address.

Microsoft Teams Reference Appointments

Students can click the “Book a Reference Appointment” link to set up a help session with either librarian. We can meet in person, over the phone, or using Microsoft Teams to help you with your research.

LibChat

During open hours, LibChat will be active on the ATS Library main page. If you have a question, you can begin chatting with an ATS Librarian right away.

Interlibrary Loan (ILL)

If a student is unable to locate an item through AU or OhioLINK, they can try to procure the item through ILL (Interlibrary Loan). Interlibrary Loan requests may be made by using the “Interlibrary

Loan Book Request” and “Interlibrary Loan Article Request” located under the Quick Links box on our main ATS Library page.

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

FINANCIAL OBLIGATIONS

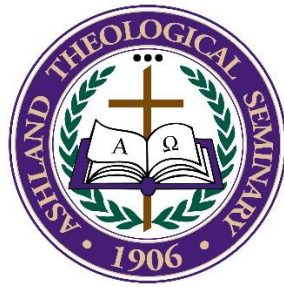
Overdue Fines

Students are responsible for the due dates of all items they have checked out. Due dates can be checked 24/7 on the Library Catalog webpage under the heading “My Library Account.” Local and OhioLINK fines are 25 cents (\$.25) per day. If there is no response by the patron after 30 days, it is assumed that the material will not be returned. The patron will be billed for replacement of the item plus a service charge. This \$50.00 OhioLink service charge is non-refundable even if the item is returned. Once an item has not been renewed or returned, it reaches a billed status with a default charge of \$125.00 for local and OhioLINK items which suspends borrowing privileges until the fine is cleared.

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

Before Graduating

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



ASHLAND

THEOLOGICAL SEMINARY

A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

STUDENT ACTIVITIES AND SERVICES

THE SEMINARY COMMUNITY

Ashland Theological Seminary builds community through chapel, classes, social events, and shared ministry experiences. Students are encouraged to participate in community events as part of their formation and connection with the Seminary. A current listing of community events is available on the Seminary website.

Student Life

Student Life activities are intended to promote community, formation, and connection among students, staff, faculty, and administration. Events are posted on bulletin boards, campus screens, Seminary communications, and email announcements.

Disabilities

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

Chapel

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

HEALTH INSURANCE

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

SMETZER COUNSELING CENTER

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

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

CAMPUS WELLNESS

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

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

If you need help now, access the Crisis Text Line, available 24 hours. Text "4HOPE" to 741-741. [Additional emotional wellness resources are located on the website.](#)

PARKING

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

Lock Outs & Jump Starts

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

CHI SIGMA IOTA

Alpha Tao Sigma is our local chapter of Chi Sigma Iota (CSI) housed within the Clinical Mental Health Counseling program. CSI is an international honor society that values academic and professional excellence in counseling. It promotes a strong professional identity through members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity. CSI's mission is to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. CSI activities occur primarily through its active chapters located in counselor education programs in five regions in the United States and in counselor training programs beyond U.S. borders. Students with a GPA of 3.5 or higher are invited to join our ATS local chapter. Dr. Tyler Hudson is the Faculty Advisor for the Alpha Tao Sigma Chapter.

ETA BETA RHO

Ashland Theological Seminary is home of the "Kaph" chapter of Eta Beta Rho, the National Hebrew Honor Society. Students excelling in Biblical Hebrew gain membership into this society, and enjoy opportunities to advance their learning. Contact: Dr. Paul Overland at poverlan@ashland.edu.

ASHLAND UNIVERSITY CAMPUS

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

USE OF THE MUNSON STUDENT CENTER

This is not primarily a study lounge. One can study here but the priority is given to students wanting to listen to music, play games, have discussions, play guitar etc. The library is designated as the quiet study lounge. Students, though you should feel free to relax in this room, please be aware of classes going on across the hall and keep your noise level courteous. Please leave the lounge as clean as when you arrived; food wrappers, crumbs, papers, tissues, etc. should be disposed of properly.

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

SHULTZ STUDENT LOUNGE

The Shultz student lounge is located in the lower level of the Shultz Building. This lounge includes vending machines and a game room.

HOUSING

Student Apartments in Ashland

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

All apartments require a deposit equal to one month's rent. Rent prices are subject to change annually. Single students who share a two-bedroom apartment may also share the rent. Please call Facilities at AU (419) 289-5490 or email stayatau@ashland.edu for current rates and availability.

Single Family Houses

The Seminary owns five single family houses that are available to rent. Priority is given to families with children. Please call Facilities at AU at (419) 289-5490 or email stayatau@ashland.edu for current rates and availability.

Commuter Housing in Ashland

Commuter housing is available for those students who may occasionally need housing during their studies at the Ashland campus. Commuter housing is available in the Schmeidt Hall and Rodkey Apartments located on campus by the Sandberg Building and are within walking distance to classes.

The apartments each offer affordable, comfortable and convenient overnight housing for commuter students and guests of the Seminary. They offer two-bedroom apartments with a king bed in

each bedroom and private one-bedroom apartments with a queen bed. Reservations can be made in advance for a one-night stay or book more nights for the entire semester. Apartments include: Furnished living room with television and wireless internet; bedding/towels; equipped kitchen with appliances, coffee maker, toaster, dishes, utensils, and cookware. Contact ats-housing@ashland.edu for more information or call (419) 289-5695.

OTHER SERVICES

“Lost and Found”

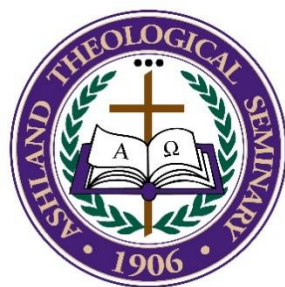
Any item(s) lost or found on the Ashland campus can be turned in or retrieved in the Administration Building at the receptionist desk.

Student Identification Cards

Once students are registered for classes they will receive an email from the Ashland University Eagle Card office with instructions to upload their photo for their ID card. Once the cards are printed they will be mailed to the student using the student's home address on file. Presentation of these cards enables the student to use library resources at the following libraries: on-campus, Ashland University, and various OhioLINK locations. OhioLINK locations include but are not limited to: Cuyahoga Community College, Cleveland State University, John Carroll University and Case Western Reserve University. Please see [OhioLINK's website](#) for other locations. Presentation of ID card will allow the student access to AU athletic events and a reduced rate on other student activities on the University campus including theater productions. Student ID also entitles the student to a discount at many vendors within Ashland as well, [click here](#) for a complete list. Most places/events granting discounts to students will honor your ID as well.

JOB & INTERNSHIP OPPORTUNITIES

A list of job and internship opportunities sent to ATS by churches and other places of employment can be found on the ATS website under Current Students, click on “[Opportunities](#)”. You can also search for job openings on [Ashland University's website](#).



ASHLAND
THEOLOGICAL SEMINARY
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ASHLAND UNIVERSITY

STUDENT COMPLAINT POLICY

Section 1. Purpose

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

Section 2. Scope

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

Section 3. Policy Statement

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

Section 4. Policy Definitions

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

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

Student Complaint: A complaint is an expression of dissatisfaction regarding a department, service, process, student, University employee, or a University administrative action, that is inconsistent with University policies. Any individual who submits a complaint may be referred to as the **complainant**. Student complaints may be formal or informal in nature, as described below.

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

Informal Complaint: A student complaint for which resolution is sought through discussion with the individual(s) involved with the problem in question or other unofficial means.

Section 5. Informal Resolution Procedure

Students are encouraged to attempt to resolve a problem whenever possible by discussing it with the person with whom they are having the problem. Requesting an appointment with the staff or faculty

member to discuss the matter in a calm and mature fashion is always the first step to trying to resolve a dispute. For example, if a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the problem is not resolved through this action, the student should then contact the faculty member's department chair, or the staff person's supervisor. If the problem is not resolved satisfactorily, or if it cannot be resolved by contacting the faculty/staff member(s) or their supervisor/administrator, or if the student decides for whatever reason that she or he is not able to resolve the situation in this manner, or if the student is unsure to whom the concern should be addressed, the student should proceed to the Formal Resolution Procedure.

Section 6. Formal Resolution Procedure

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

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

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

Level 1

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

Level 2

If the complaint is not resolved in level 1, the student or one of the other involved parties may, with fourteen (14) business days of receipt of the level 1 recommendation, appeal to the direct supervisor of the person who wrote the recommendation. Absent extraordinary circumstances, the supervisor holds a hearing within

fourteen (14) business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation is sent to the student and others within fourteen (14) business days of such hearing. In cases of appeals to level 2, copies of the original complaint and the level 1 and 2 written recommendations are kept in the Office of Institutional Effectiveness for a minimum of five years.

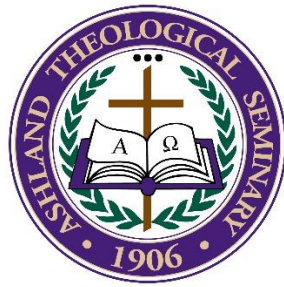
Level 3

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

Section 7. Institutional Record of Student Complaints

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

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



ASHLAND
THEOLOGICAL SEMINARY
A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

TITLE IX POLICY ASHLAND THEOLOGICAL SEMINARY & ASHLAND UNIVERSITY

Policy

Members of the Ashland University community, guests and visitors have the right to be free from sex-based discrimination and sexual misconduct. As a faith-based institution, Ashland University is committed to the respect and dignity of each individual.

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.

See Ashland University's Title IX Policy at ashland.edu/title-ixsexual-misconduct

Title IX – Authority and Jurisdiction

This policy applies to any person participating in any Ashland University (AU) educational program or activity while in the United States of America. "Education program or activity" includes locations, events, or circumstances over which AU exercises substantial control over both the respondent and the context in which the sexual misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

Title IX – Standard of Evidence

Ashland University's standard of evidence is "preponderance of the evidence." This simply means that university decision makers or appeal officers must determine if, based upon the information provided in an investigation, that the reported violation(s) "more likely than not" occurred. When the evidence weighed suggests a greater than 50-50% balance, a preponderance of evidence has been achieved or not. The burden of evidence or "proof" rests on the University. Respondents are considered not responsible for violations unless and until found responsible by a decision maker, hearing board or appeal officer.

Title IX – Definitions

Students may be accompanied by one individual of their choice to act as his or her advisor in any Title IX related meeting or formal proceeding. Advisors will be assigned to a party if the party does not designate an advisor of choice.

- **Advocate (Safe Haven):** AU partners with Safe Haven Rape Crisis and Domestic Violence of Ashland County to provide a confidential, trained advocate for victims of sexual abuse, dating violence or other sexual misconduct matters.
- **Appeal Officer:** A University official or hearing board not involved in the original case who serves as the appeal official.
- **Deputy Coordinators:** Ashland University Title IX Deputy Coordinators provide information about policies, procedures, and the resolution process; help coordinate support, and guidance throughout the Title IX process, to follow-up after completion of the process and may refer others to available resources as needed. Deputy Coordinators may serve as an advisor but do not serve as advocates for either party.
- **Board Members:** A three-person panel will be drawn from a pool of Title IX Deputy Coordinators and Advisors by the Title IX Coordinator. Board Members have been educated and trained in Title IX rules, policies, and procedures. The Board will determine responsible or not responsible outcomes. They will also determine the appropriate sanctions

in the event of a responsible outcome. Deputy Coordinators and Advisors serving as investigators, witnesses or Advisors to parties are not permitted to also serve as board members in the same case.

- **Hearing Officer:** Title IX Coordinator (or designee) who is responsible for the administration of the Title IX Hearing Board process.
- **Reporting Party:** A person who reports that they have experienced, has reasonable knowledge of, or witnessed sexual misconduct and initiates a report to a responsible employee or Title IX Coordinator.
- **Respondent Party:** A person reported as a violator of the Title IX/Sexual Misconduct Policy.

Title IX – Staff

For reports or questions related to Title IX, please feel free to contact:

Title IX Coordinator

Alex Hill
Director, Office of CommUNITY and Belonging
254 Hawkins-Conard Student Center
Ahill13@ashland.edu
419-289-5504

Title IX Deputy Coordinators

Elizabeth Hoge
Assistant Athletic Director,
Kates Gym, 2nd floor
ehoge@ashland.edu
419-289-5458

Kim Mager
Director, Safety Services
Hawkins-Conard Student Center, 1st floor
kmager@ashland.edu
419-207-6334

Jennifer Wininger
Director of International Student Services
Hawkins-Conard Student Center, 2nd floor
jwininge@ashland.edu
419-289-5123

Racheal Yocum
Professional Academic Advisor
7th Floor Archer Library
ryocum@ashland.edu
419-289-5256

Anne Strout
Director, Criminal Justice & Homeland Security
249 Dwight Schar College of Education
astrouth@ashland.edu
419-289-5258

Joanna Riffle
Professional Academic Advisor
Room 128 – College of Education
jriffle@ashland.edu
419-289-5631

The Role of Title IX Coordinator and Deputy Coordinators

- Coordinate Ashland University Title IX federal compliance by helping to ensure that the university responds promptly, effectively, and equitably to Title IX reports.
- Create specific sexual misconduct materials including University policy and training resources.
- Train new students and new employees as well as those employees designated as “responsible employees” on the university 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.
- Maintain 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 entities and university student conduct, housing, medical services, counseling services, and safety of students, employees, third party contractors and guests.
- 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 with Title IX policies.

Individual Rights:

- The University will provide a timely and thorough investigation and will treat both the reporting and responding parties with respect before, during, and after the process.
- The University will inform both parties of supportive resources available such as counseling services, medical services, law enforcement, local rape and domestic violence center services and other campus and off-campus support resources.
- Reporting parties are strongly encouraged to report sexual assault, stalking, and domestic/dating violence to local law enforcement.
- Both parties may request changes to academic and living situations after a sexual misconduct report occurs. University staff will help facilitate reasonable requests.
- Both parties have the right to have an advisor of their choice. An Advisor may attend any or all Title IX proceedings and is the student’s designated spokesperson during live hearing cross-examination questioning. Students are not permitted to directly speak to or ask questions of the other party during formal hearings.
- Both parties and the University have the⁴⁰ 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 responding party's behalf) with the reporting party or the responding party.
- The University will make reasonable efforts to protect privacy, within the parameters of FERPA (Family and Education Privacy Act of 1974) and the University conduct process.
- Both parties are afforded the right to be updated on the investigation and be informed of the outcome in writing.
- Both parties have the right to have prior, irrelevant sexual behavior or history with other individuals excluded from an investigation. (As a reminder, prior consensual behavior with the responding party does not indicate consent for future sexual behavior.)
- Prior to an investigation, both parties are allowed to inform the investigators of relevant witnesses to include in the investigation.
- The university utilizes the preponderance of evidence standard for all reported conduct and discrimination violations, including sexual misconduct.

- Respondents are considered not responsible for violations unless and until found responsible by a hearing board or appeal officer.
- Both parties will be provided an Advisor to help them navigate the sexual misconduct resolution process. Advisors are trained Ashland University Title IX Deputy Coordinators or Advisors. Their role is to provide information about policies, procedures, and the resolution process; provide support, advice, and guidance throughout the resolution process; follow up after the resolution and refer to available resources as needed.

In our efforts to end sex-based discrimination, the university expects all members of its community to never:

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

Title IX - Policies

Amnesty

If the reporting party and/or responding party provides any information about alcohol/drug use associated with the reported case, Ashland University will not pursue conduct charges on said substance use. The reporting student(s) would fall under the amnesty of Title IX protection.

Consent

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:

- **Age** - To give effective consent, one must be of legal age, which is 16 years old in the State of Ohio.
- **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 reporting party.
- **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 non-consensual.
- **Incapacitation** - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent, such as understanding 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.

- ***Sex-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.
- ***Sex-Based Discrimination*** - Any act that treats someone unfavorably because of that person's sex and interferes with that person's opportunity to participate in an educational activity or University employment.

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 responding party 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, or religion.

There is often a pattern or repeated cycle of violence, starting with the first instance of abuse. Pattern behaviors to be aware of are:

- **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 reconnect with his/her partner by shifting the blame onto someone or something else.

NON-CONSENSUAL SEXUAL CONTACT

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

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.

PRIOR SEXUAL HISTORY

The prior sexual history of a reporting or responding party will never be used to establish character or reputation. Questions about a party's sexual history with anyone other than the other party involved will not be permitted unless directly relevant to the specific facts or evidence in the current matter. Moreover, evidence related to the prior sexual history of either of the parties is generally not relevant to the determination of a Policy violation and will be considered only in limited circumstances.

For example, if the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the report. The Title IX Coordinator will determine the relevance of this information, and both parties will be informed if information of prior sexual history is deemed relevant.

QUID PRO QUO

When a person causes another to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur in an employment setting.

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 a reporting party, or participates in an investigation of a Title IX violation. 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 the Title IX Coordinator.

SEXUAL EXPLOITATION

Taking non-consensual, unjust, or abusive sexual advantage of another. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual video or audiotaping of sexual activity;
- Going beyond the boundaries of consent, such as letting your friends secretly observe consensual sex;
- Engaging in voyeurism;
- Knowingly, sexually transmitting an STI, HIV or other communicable disease to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose his/her genitals;
- Sexually based stalking and/or bullying may also be forms of sexual exploitation.

SEXUAL HARASSMENT

Sexual harassment is federally defined as conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits, such as course grades or athletic playing time, on participation in unwelcome sexual conduct, also known as *quid pro quo*; or
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity; or
- Sexual assault, as defined by the Clery Act, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). See definitions below.

(Source: U.S. Department of Education, 34 CFR Part 106, Aug. 14, 2020)

Sexual Assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape:** Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling:** Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the age of consent, which is 16 years old.

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with

the victim. The existence of such a relationship shall be determined based on:

- the reporting party’s statement and with consideration of the length of the relationship,
- the type of relationship, and
- the frequency of interaction between the people involved in the relationship.

Domestic violence: A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person’s safety or the safety of others; or
- suffer substantial emotional distress.

(Source: U.S. Department of Education, 34 CFR Part 106, Aug. 14, 2020)

OTHER SEXUAL MISCONDUCT OFFENSES

(Considered a Title IX violation if the offense is sex-based)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex;
- Intimidation, defined as implied or actual threats or acts that would cause a reasonable person to feel fear of harm from another;
- Hazing, defined as sex-based 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;
- Bullying, defined as repeated and/or severe aggressive sex-based behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.

Title IX - Process

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Notice

The University receives information that a Title IX violation has reportedly occurred. Depending on the circumstances, the University may proceed with supportive measures, safety, or disciplinary action, up to and including temporary contact restrictions, campus access restrictions and/or suspension if the University believes the complainant or others are at imminent risk of danger.

The University maintains private records for all Title IX related case documents and conversations. Information is shared on a need-to-know basis only with campus personnel, reporting and responding parties and legal authorities directly involved in Title IX procedures. Each case is resolved as discreetly as possible, maintaining privacy to the extent allowed under state and federal laws and University policy.

- Ashland University is obligated to address all reported violations.
- Reports must be based on actual knowledge of sexual harassment or allegations of sexual harassment submitted to the University’s Title IX Coordinator or any official who has the authority to institute corrective measures on behalf of the University. University employees (faculty and staff) are

considered by the federal government to be “**responsible employees**” and “mandatory reporters” and are thus required to report violations to the Title IX Coordinator. Exceptions include employees who must observe strict confidentiality laws and policies while exercising their roles of confidentiality (i.e., Health and Counseling professionals, Clergy, Athletic Trainers, state certified Victims’ Advocates).

- The privacy of reporting and responding parties will be carefully protected at all times.
- Violations publicly shared in awareness gatherings such as “Take Back the Night” programs, or social media posts through non-University hosted media are not by itself considered reports, notices or complaints requiring a University response.
- Student employees in the following roles are considered “responsible employees” at all times and are required to report Title IX related violations: Human Resources, Safety Services, and Resident Assistants/Assistant Residence Directors in the Office of Student and Residence Life.
- Recreational & Wellness Services student employees are required to report only if they become aware of or observe violations in the course of their work shifts.
- An employee must immediately disclose to a reporting party that they are a mandatory reporter as soon as it becomes evident that a Title IX related violation is being initiated.
- Reporting parties are encouraged to ask employees if they are a mandatory reporter and required to report allegations before sharing their reports.
- Note that the University cannot require the reporting party to make a formal complaint or discuss the report further with others, including the Title IX Coordinator. Instead, employees must provide the Title IX Coordinator’s contact information and procedure for voluntarily reporting potential violations. Please note that incomplete reported information limits the University’s ability to investigate, obtain additional information and resolve the situation.
- An **anonymous complaint** can be made. However, without the identity and/or contact information of the reporting party and/or responding party, the university's ability to investigate, obtain additional information and resolve the situation may be impossible or limited.

Confidential Employees/Staff/Support Persons

- Medical: AU Health Center Physician: Dr. Mario Brunicardi | Registered Nurse: Patricia Owens and Nurse Practitioner: Emily Williams.
- Counseling Center: Dr. Oscar McKnight, Counselors – Karen Gilman and Hunter Edwards
- Ashland Theological Seminary, Smetzer Counseling Center: Certified Counseling Interns
- Ordained and licensed clergy hired in those capacities at the University (Executive Director/Chaplain Dr. Joshua Sumpter, Athletic Chaplain - Joe Maggelet, The Well Campus Minister - Rev. Amber LeMaster).
- Athletic Trainers (on file with the Athletics Department).

These professionals are required to keep the reporting party’s information confidential. That is, no

information may be shared without explicit permission from the reporting party, unless:

- information is requested through the courts or other legal subpoena; or
- a person presents a clear and present danger to themselves or others.

In addition, Ohio State Law crime statistics 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](#) click here for Title IX Incident Report

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

Student and Employee Complaints

Contact Alex Hill, Title IX Coordinator/Director of CommUnity & Belonging titleix@ashland.edu, 419.289.5504.

- Reports can also be made immediately to Safety Services, located in the HC Student Center, 1st floor or by calling 419-207-5555 for immediate assistance.
- You are encouraged to write up a description of the incident. Remember, the more details you can provide the better.
- Remember that many offenses described in this policy are also crimes. You are strongly encouraged to consider reporting to the police. However, a police report or complaint is not required in order to pursue 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 taken by 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.
- Reporting and responding parties may bring a support person with them to meetings or interviews.

Individuals experiencing harassment or discrimination also have the right to file a formal grievance with government authorities. Complaints can be sent to:

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Cleveland Office, Office for Civil Rights, U.S. Department of Education,

1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115-1812.
Phone: 216-522-4970,

Fax: 216-522-2573, TDD: 800-877-8339. Email:

OCR.Cleveland@ed.gov

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Meeting with Title IX Coordinator

Once a Title IX Coordinator receives notice of a Title IX violation, they will schedule a meeting with the reporting party and if applicable the responding party. During this meeting the Title IX Coordinator will ensure both parties' safety and will provide options and resources. Some examples of resources, although not an exhaustive list, are:

- **Rape Crisis Domestic Violence Safe Haven** - staffs a Campus Advocate at the University to support reporting parties through the beginning, middle, end, and after the

process. The Campus Advocate is not an Ashland University employee and is a confidential resource.

- **Ashland Police Department** - reporting parties have the right to file a report with the Ashland Police Depart. If the reporting party chooses not to take this step and it is a felony act the University will report to the Police without names. In the case of minors this is mandatory.
- **Interim Measures** - the University will assist in obtaining medical support (if appropriate), information regarding available legal resources, and counseling and support services. If requested by either the reporting or responding party, and if reasonably available, regardless of whether the reporting party moves forward with an investigation 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;
 - Assessing interim suspension and/or a security alert to campus.
- Reviewing and offering a formal or informal process.
- Offering an Advisor.
- Parental notification - in the case of minors, this is mandatory.
- Reviewing the Amnesty and Retaliation Policies.
- Answer any questions they may have.

During the initial meeting with the Title IX Coordinator the following outcomes can occur:

- Title IX Coordinator determines no reasonable cause to believe the Title IX policy was violated.
 - The case can be referred to conduct, if in violation of the Student Handbook
 - The case will be closed
- The Reporting Party chooses not to proceed with the investigation process. The Reporting Party may choose to end, resume, or recuse her/himself from a formal investigation at any time. The University maintains the right and responsibility to pursue an investigation with or without the reporting party's participation if it is in the best interest of campus safety (i.e., a pattern of violations by multiple reporting parties is established, or where a clear and present danger exists for future harm).
- Title IX Coordinator determines there is reasonable cause to believe the Title IX policy was violated. The Title IX Coordinator will assign two Deputy Title IX Coordinators to be investigators.

During the initial meeting the Respondent party will be given a summary of the report and notified of the charges against them. They will have up to three business days to accept or deny the charges.

Title IX - Informal Process

At the reporting party's discretion, an informal process can be requested instead of a formal

investigation. Informal resolutions may include one or more of the following, but not limited to:

- a) an impact letter to the responding party describing the reported violation, its impact on the reporting party and demands that the behavior stop immediately b) a non-binding, moderated dialog between parties, c) a binding, structured mediation or arbitration, d) remote or teleconference meeting, or other informal measures deemed mutually agreeable by the Title IX Coordinator and the reporting party. Informal resolutions are typically reserved for non-violent offenses (non-threatening harassment, stalking, bullying, etc.).

Any party dissatisfied with the informal process (i.e., the case remains unresolved), may request via written statement within 5 business days an alternate informal or formal process. The request will be reviewed by the Title IX Coordinator to determine the next course of action.

Title IX - Formal Process

Investigation

Two Deputy Title IX Coordinators will conduct the Title IX investigation. They will notify the reporting and responding parties of the investigation in writing. Investigators will meet with the reporting and responding parties to document both perspectives, speak with witnesses, and follow up with all case related fact finding. At the end of the investigation, Deputy Coordinators will submit a draft report of their findings to the Title IX Coordinator. Both parties will have the opportunity to read, submit requested edits, and submit written questions for which they would like addressed during the hearing. The Hearing Administrator will determine if any question is appropriate to be asked and will ask all non-cross-examination questions. All requested changes and written questions must be submitted 48 hours after receiving the investigation report.

Adjudication Process

All Title IX hearings are closed to the public. The only persons present will be the parties, their advisor(s), witnesses (while testifying), the Board Members and the Hearing Administrator, AU

investigators, and any staff necessary to support the Board hearing. All parties involved in a hearing are required to keep all information learned in preparation for the hearing, and at the hearing private. No copies of documents provided are to be made or shared with any third parties. Any breach of this duty is subject to further disciplinary action by the University. Hearings are live, with both parties present, separated by partition, or in separate rooms/locations via video conference. If the complainant chooses not to present their own complaint, the Title IX Investigators will serve in the role of the complainant. Notes may be taken by the participants in the hearing solely for their personal use. There will be a single recording from the hearing which shall be the sole property of the University's Title IX Coordinator, and this recording will be available only for viewing by the complainant, respondent, their advocate or the University for the purposes of an appeal. Copies of the recording will not be released to any party.

Both parties are permitted to be present for the entire hearing with the exception of the executive (or deliberation) session. Witnesses may be present only for their own testimony.

The Hearing Administrator, in consultation with the Board Members, may establish reasonable time limits, rules and format, providing the parties have equal opportunities to participate. The Hearing Administrator may adjourn the hearing, once commenced, and later reconvene the hearing in consideration of factors including, but not limited to, the unavailability of a witness, party, Hearing Administrator, Board Member, or necessary personnel; inclement weather; or in order to make an evidentiary or procedural ruling.

The reporting and responding parties may submit questions to witnesses or other parties in writing to the Hearing Administrator. The Hearing Administrator will determine if the question is appropriate to be asked and will ask all non-cross examination questions. Advisors, at the appointed time, will be given the opportunity to ask questions of the other party. Reporting nor responding parties are permitted to address each other directly.

Information that was excluded or redacted from the investigative record as impermissible under these procedures or applicable law will not be admissible at the hearing.

Title IX administrative and board meetings will follow the student conduct format for meetings. See the Student Conduct Section of the Student Handbook for definitions and explanation of processes. Typically, the format of the hearing will be as follows:

- Introductions
- Review of procedures
- Review of information received
- Review of Case Information
 - Investigation report by investigators
 - Questions to the investigators
 - Statements- not meant to be a retelling of the events, as the timeline will be covered by investigators. Questions may be asked after each statement- first by the hearing board, then by the other party.
 - Statement by the reporting party
 - Statement by the responding party
 - Statements by any witnesses
 - Opportunity for cross-examination questions and responses
- Final statements
- Executive Session
- Announcement of Findings

Adjudicating Employee Title IX Violations

Should the respondent be an employee of the University, an investigation and adjudication as outlined earlier in this policy shall be used.

Sanctions*

A list of violations and possible sanctions are below. These are general guidelines and not prescriptive nor exhaustive. The Title IX Hearing Board (or appeal officer) will determine sanctions based on the following parameters:

1. to mitigate the risk of harm or further offense.
2. to restore an environment conducive to learning.
3. previous or repeated violations for which the respondent was/is held responsible.
4. improve the safety and security of the campus.

Factors supporting more severe sanctions:

- Respondent was found responsible for previous Title IX violations (i.e., pattern of violations)
- Refused to comply with university directives (no contact directives, etc.)
- Use of intimidation, retaliation, or threats of violence
- Use of physical violence
- Complainant was unconscious or incapacitated at time of misconduct
- Complainant is or was a minor at the time of misconduct

Appeals

Both parties have the right to request an appeal of the decision made by the Title IX Hearing Board. Each party has 5 business days

following the receipt of the written decision to indicate their intention to appeal. Requests for appeal, with grounds, must be submitted in writing to the Title IX Coordinator. The request will be reviewed by the Appeal Officer who will notify both parties of the status of the request.

Appeals by either party will be granted for the following reasons:

- A procedural irregularity occurred that would change the final outcome.
- New evidence that would change the outcome and that was not reasonably available when the outcome was made.
- An unaddressed conflict of interest or bias impacted the final outcome.

If an appeal is requested, and granted, the Appeal Officer will request written statements from both the reporting party and respondent. The Appeal Officer will review the statements, recording of the original hearing and all associated paperwork to determine an outcome. The Appeal Officer will have ten (10) business days upon receipt of the written statements to notify both parties of the

appeal status or outcome. Decisions made by the Appeals Officer to uphold, partially uphold or deny the original outcome are final.

Resources for Sexual Misconduct

It is important for the reporting party to be in control of his or her decisions. Though Ashland University encourages all reporting parties to utilize all of available support resources, the reporting party is not required to request them nor shall be coerced at any stage of the reporting, formal investigation or alternative resolution processes. If the reporting party does not wish to initially utilize support resources, they may be requested at a later time. The Title IX Coordinator and Deputy Coordinators identified earlier in the policy can assist with any or all support resources. In addition, the aforementioned staff can assist online students, as well as students and employees at centers other than in Ashland, Ohio in utilizing Ashland campus resources and/or seeking assistance from their respective city law enforcement, rape crisis and domestic shelter centers, and hospitals.

Ashland University Resources

- **Title IX Coordinator**
 - **Alex Hill** – Director of Community & Belonging (254 HC Student Center, 419-289- 5504).
- **Safety Services** (1st floor, HC Student Center, 419-207-5555) is available 24/7 to offer resources and support. [AU Safety Services](#)
- **Safety Escort** (1st floor, HC 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 by appointment Monday - Friday 9 a.m. – 12:15 p.m.; 1 p.m. – 3:30 p.m. Closed Saturday-Sunday and during the Summer and university breaks. [Student Health Center](#)
- **Counseling Services** (244 HC Student Center, 419-289-5307). Appointments can be made by contacting Dr. Oscar McKnight, Director of Psychological Counseling & Health Services, omcknigh@ashland.edu, or by emailing the healthcenter@ashland.edu. Phone: 419-289-5200.
- **The Smetzer Counseling Center** at the Ashland Theological Seminary also provides counseling services to students and employees. Appointments can be made by contacting Teresa James, Administrative Assistant, at 419-289-5472, <https://seminary.ashland.edu/services/>

- **Office of Christian Ministry** (Jack and Deb Miller Chapel, 419-207-6100) for spiritual support. Appointments can be made by calling the office. [Office of Christian Ministry](#)
- **International Student Services** (230 HC Student Center, 419-289-5123, iss@ashland.edu) [International Student Services](#)

Ashland City/County Resources

- **University Hospitals, Samaritan Medical Center**

(1025 Center Street, 419-289-0491 or 800-257-9917)

Safety Services can arrange transportation to Samaritan Medical Center. [UH Samaritan Medical Center](#)

- **Safe Have Rape Crisis & Domestic Violence Center** (419-289-8085) [Appleseed Community Mental Health](#)

- **Ashland Police Department**

(1211 East Main Street, 911 or 419-289-3639)

Safety Services can arrange transportation to the Ashland Police Department

[Ashland Police Department](#)

- **Ashland County Court of Common Pleas**

(142 West Second Street, 419-281-8315)

Court Protective Order can be sought through ACCCP if the responding party lives in Ashland County or if the incident occurred in Ashland County <http://www.ashlandcommonpleas.com/>

- **Appleseed Community Mental Health Center** (2233 Rocky Lane, 419-287-3716) <http://www.appleseedmentalhealth.com/>
- **Ashland County Council on Alcoholism & Drug Abuse** (310 College Ave, 419-289- 7675) [Ashland County Council of Alcohol and Drug Abuse](#)
- **Catholic Charities** (34 West Second Street, [Ashland County | \(419\) 289-1903 | Catholic Charities Diocese of Cleveland](#)
- **Cornerstone Counseling of Ashland** (502 Claremont Avenue, 419-289-1876) <http://www.ashlandcornerstone.com/>
- **Ashland Care Center** (119 Sloan Avenue, 419-281-1111) <http://www.ashlandcarecenter.org/>
- **Kno-Ho-Co- Ashland Health Services** (1060 Claremont Avenue, Suite 3, 419-289-0491) <https://www.knohoco.org/health-servicesplanning>

Mansfield/Richland County Resources

Ashland University Mansfield CONHS Apartments/Nursing Program

- **Mansfield City Police**

(30 N Diamond Street, 911 or 419-755-9721)

- **Ohio Health Mansfield Hospital**

(335 Glessner Avenue, 419-526-8000)

- **The Domestic Violence Shelter - Campus Sexual Assault Advocate** (Office 419-774- 5843 ext. 116).

State and National Resources

- Ohio Alliance to End Sexual Violence <https://www.oaesv.org/>
- Department of Justice Office of Violence Against Women (OVM) [Office on Violence Against Women \(OVW\) | Contact OVW](#)

- Department of Justice, The Campus Sexual Assault (CSA) Study

[Campus Sexual Assault \(CSA\) Study, Final Report | Office for Victims of Crime](#)

NCAA Resource for Athletes

- NCAA Sexual Violence Prevention Guide [NCAA Board of Governors Policy on Campus Sexual Violence](#)

Relationship Violence

- Sex and Healthy Relationships
http://www.loveisrespect.org/pdf/Sex_And_Healthy_Relationships.pdf

Sexual Harassment

- Sexual Harassment Fact Sheet [EEOC.GOV Sexual Harassment](#)

Stalking

- [Stalking, Prevention, Awareness & Resource Center \(SPARC\) Resources for Victims](#)

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 private. But statistical information will be shared with campus and local law enforcement (when required by law) 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 reporting party and may be done anonymously.

Federal Timely Warning Reporting Obligation

Reporting parties 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 or danger to members of the campus community.

- The University will make every effort to ensure that a reporting party's name and other identifying information is 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 (1972), 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.

Revised June 23, 2026

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