

Academic Council Policies: Faculty Reference Asbury Theological Seminary

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1. ADMISSIONS

- **Admission Process Proposal for LLSP**

Develop a pathway for LLSP students to apply work towards an MA degree and avoid the need to take the GRE. **MSC (10/2015)**

- **Admission Request Equivalency**

Need to consider changing 75 hours to 72 hours required (as required by tATS) to enter into the DMin program. 30 hours of religious studies would remain. Would take effect immediately then be carried into the academic catalog. **MSC (1/2017)**

- **IELTS score**

Change the required IELTS score to 6.5 since 6.5 is equivalent to the 70 TOEFL score. **Approved (5/2017)**

- **Provisional Admission**

Currently the provisional admission status for any student who is missing a final transcript is that the student has one term of registration before a final transcript is required. Any student who does not submit a final transcript is not allowed to register for future terms. Request that the following statement replace what is currently in the Academic Catalog:

An official final transcript verifying degree completion must be received by the Admissions Office within the student's first term of enrollment. Students will not be permitted to register for further terms and any future classes will be dropped if the transcript is not received before the end of the student's first term.

Approved by consensus (5/2017)

- **Change in the language for admission to the PhD[IS]**

The cross-cultural Ph.D. [IS] requirement in the academic catalog will read, "Although not required, experience in cross-cultural ministry at home or internationally is desirable, and may be taken into account in the admission process." **MSC (5/2019)**

- **COPC 2019-2020 New Admissions Requirements [[Attachment](#)] MSC (5/2019)**

- **DMin Competency Admissions [[Attachment](#)] MSC (12/9/2019)**

- **Admissions References**

The Seminary currently requires 4 references for admission of a student. Nearly all our peer schools are requiring a minimum of three references. This is especially applicable for students who have longer stretches of time since recent education. Current reference categories include pastoral, personal and educational. The Admissions Committee recommends changing the minimum number of admission references from 4 to 3. **MSC (2/2020)**

- **GRE for ThM Admissions**

The ARP Committee approved the Th.M. [BS] GRE admissions would no longer be required, since neither the Th.M.[IS] or the Th.M.[TS] have this. This action would bring consistency across the board in the Th.M. admission requirement. The committee recommended adding something for all ThM degrees that allows for students to optionally submit the GRE should they believe it be useful for their application. **Approved by consensus. (11/2020)**

- **ThM GPA for Admissions and Graduation**

The ARP Committee recommends Th.M. GPA of 3.30 across the board. **Approved by Consensus (2/2021)**

- **Amend 15% Admissions Clause (due to changes in tATS standards)**

Remove the language "As many as fifteen percent of students" from the exception policy under the Admissions Requirements and Procedures for all master's level degrees and replace with the following language: "Exception: Students may be admitted in the program without an earned baccalaureate degree or its educational equivalent if the Seminary can demonstrate by rigorous and objective means that these persons possess the knowledge, academic skill, and ability generally associated with persons who hold the baccalaureate degree." **MSC (5/2022)**

- **Evaluative Processes to Admissions Policy**

The [motion](#) includes the mandate to re-evaluate the admissions evaluative policies in September 2022. **MSC (5/2022)**

- **Admissions Policy: Certificate Student Transfer Process**

The Admissions Committee recommends to the Academic Council that the requirement for a student to change from a Certificate into a Degree Program be changed from an academic petition to a current student application and reviewed by the Admissions Committee. **MSC (5/2022)**

- **Conditional Admittance**

A Conditional Admission policy should be created that replaces the Reduced-Load policy. Once approved, each school should revisit and revise (if necessary) the stipulations regarding students admitted conditionally. This work needs to be completed in time for the AY 2023-24 Academic Catalog to be finalized.

Proposal: Conditional Admission: Students with completed undergraduate degrees who do not meet all the admissions requirements for their chosen degree may be admitted conditionally. Students admitted conditionally must:

- Complete the self-assessment course (for evaluating a student's abilities to complete master's level work) as part of the admission process.
- Demonstrate their promise for successfully completing the degree of choice by completing 9 credit hours in that program, ideally at least 3 credit hours of which are in the student's major area;
- May take up to 9 credit hours per semester during conditional admission status.
- Achieve graduation GPA requirements per specific degree

Once students have met these and other requirements as set forth in their program's Conditional Admission policies, they will be switched to regular admitted status. **MSC (4/2023)**

*note: This policy will go back to schools for GPA to be established per degree and conditional courses required. Changes need to be made and brought next month or confirmations can continue on as is.

- **Admissions Committee Policy Revision (GRE/MAT)**

The Admissions Committee recommends to the Academic Council that the Academic Catalog language for applicants with committee low GPAs (2.75 or 2.5 and below where applicable) be changed from "requires" to "Admissions may request" the additional submission of a report of the MAT or GRE exams. **MSC (4/2023)**

- **Admissions Committee Policy Revision for DMin Admissions**

The Admissions Committee recommends to the Academic Council that the following updates be made to the Academic Catalog:

1. That admission requirement 3a read "Completed an M.Div. degree of at least 72 credit hours from an accredited institution...", 3b would read "Completed a Master's degree of at least 72 credit hours with 30 hours of Bible, theology, church history, doctrine, ministry practice from an accredited institution...", and 3c would read "Completed a Master's degree that is theological in nature, with 30 hours of Bible, theology, church history, doctrine, ministry practice from an accredited institution..."
2. That admission requirement 3c would read "Completed a Master's degree that is theological in nature, with 30 hours of Bible, theology, church history, doctrine, ministry practice from an accredited institution AND have at least 3 years of substantial ministry experience AND submit an exegetical assignment to be evaluated by a faculty member at a "Developing" level or above.
 - a. While omitting the requirement for the interview, we can rely on page 28 requirement 7 in general Admissions Policies and Procedures, which allows us to interview any candidate.
3. Add to the Admission Procedure section on page 140 an additional bullet point that states: "Admission to the Doctor of Ministry program is valid for one year from the term for which the applicant is admitted. If enrollment is postponed by more than one year, the applicant must reapply for admission."
Edit Admission Procedure 2 on page 140 to read "File completion deadline for September-start cohorts is April 1 for international applicants and July 1 for domestic applicants."

MSC (4/2023)

- **Th.M. Rolling Admissions**

Restructuring to allow multiple admissions entry points throughout the year (rolling admissions) for the Master of Theology [Intercultural Studies] and the Master of Theology [Theological Studies] degree areas.

Approved by Consensus (8/2023)

2. ASSESSMENT

- **15% no BA policy (assessment)**

An evaluation of Students that enter ATS with No-BA will be tracked in three areas:

- Retention Rate – Compared to Students with BA
- Average GPA – Compared to Students with BA
- Completion Rate – Compared to Students with BA
- Average Academic Support Usage – Compared to Students with BA

Retention Rate – the retention rate will be conducted annually by the Registrar’s office. The retention rate will be compared to the retention of like degree program for the same time period for those that enter ATS with a BA.

Average GPA – the GPA will be reviewed after the end of each term and compared to those with a BA. The student’s conditional status will be reviewed and determination will be made if conditional status is removed (Completion of 9 credit hours with a GPA of 2.0 or higher, the same as a student with a BA).

Completion Rate – The completion rate evaluation will be performed annually at the same time of the tATS evaluation and using tATS criteria.

MDIV – completion rate, 6 years

MA – completion rate, 4 years

Certificates – completion rate, 2 years (not reviewed by tATS)

Average Academic Support Usage – the average academic support usage will be conducted annually by LITS and compared to the BA Students. The average will compare the usage of the writing center, helpdesk, and usage of library collection.

Results will be presented to EMT leadership, Provost office and IEA. Annual review of the program will be conducted to determine if the program is effective and should be continued.

MSC (11/2022)

- **MDiv Equivalency Assessment**

Establish regular assessment procedures for DMin students who were admitted under the MDiv Equivalency Pathway in order to determine (1) their success within the Seminary and (2) their institutional cost to our support systems. In light of the catalog wording regarding acceptance of students as MDiv Equivalent, it is wise to assess their success and benefit to the Seminary. Key points of assessment should include GPA and remote usage of both library and Writing Center resources.

MSC (4/2023)

- **Review and evaluate the MDiv and MCore**

1. After a review of the MDiv Assessment rubric and with the IEA recommendation, it is moved to add the categories of 0 and NA to the assessment rubric for the MDiv Program this Spring semester.

2. After a review of the MDiv Assessment rubric and with the IEA recommendation, it is moved to keep the benchmark at 80% at the developing level and to add 50% at the accomplished level.

3. After a review of the MCore Assessment rubric and with the IEA recommendation, it is moved to add the categories of 0 and NA to the assessment rubric for the MDiv Program this Spring semester.

4. After a review of the MCore Assessment rubric and with the IEA recommendation, it is moved to change the benchmark of 80% at the beginning level to 80% at the developing level.

MSC (2/2023)

PLO#5 will be removed from the MCore PLOs. **Approved by Consensus (2/2023 & 5/2023)**

3. DEGREES/COURSES

- **Tutorials and Curriculum Committee**

Syllabus for a tutorial needs to be submitted to the Curriculum Committee. If a tutorial is taught more than twice, it needs to become a course. Recommendation to Curriculum Committee that syllabi of

tutorials be reviewed by Curriculum Committee and FIC for consistency.
MSC (4/2016)

- **M.Div. M.Core Chair**

Empower Curriculum Committee to appoint a faculty member to serve as chair for M.Div. and M.Core programs. **MSC (12/2016)**

- **Degrees offered in Memphis**

Suggested to focus on “course offering site” rather than a particular degree which limits the number of students who can attend. Motion: To move ahead and explore focusing on course offering sites. **MSC (11/2016)**

- **36 hour degree proposal**

Marketplace USA is hoping to develop a specialized ministry training degree (not focused on ordination or ministry) which would be a 36 hour degree. Motion: Pursue revision of proposal if the 12 hours mentoring will maintain the 48 hour total. Goal to make the degree acceptable to Marketplace with Paul Tippey working on how to make this fit seamlessly with an existing core here at ATS. **MSC (12/2016)**

- **Anglican Specialization of M.Div.**

Uses courses already in place with the addition of Anglican History and Polity. Curriculum Committee approved in Nov 2016. The Curriculum Committee is requesting the Academic Council to act on the part of Plenary for approval. **MSC. (12/2016)**

- **Repeating Courses**

Students may take a course (regardless of passing or failing) for a total of three times. Credit will only be applied to a degree once. **MSC (11/2017)**

- **COPC Changes to MAMF & MAMH Degree Plans**

[\[Attachment\]](#) approved (5/2019)

- **Advanced Standing for unaccredited institutions**

[\[Attachment\]](#) - Language will be changed to include a suggestion to adjust the language from Masters of Arts to Masters degree. Additionally, a statement will be added about students seeking approval from schools that are not in a formal agreement with ATS **(2/2021)**

- **Advanced Standing**

Advanced standing for formal training not leading to academic credit. This brings us into alignment with the new tATS standards. **Approved by email (8/3/2020)**

The update of our existing advanced standing policy which will allow for our 48 credit degrees to accept up to 9 credits of advanced standing. **Approved by email (8/3/2020)**

Friendly amendments "*the review will be done by the appropriate dean with assistance from the Registrar's Office*" added to both #1 and #2 (Previous items) **Approved by email (8/3/2020)**

- **Evergreen Courses for Academic Catalog**

[\[Attachment\]](#) A friendly amendment was requested to change the length of time in the proposal for the ThM and PhD. **MSC (8/2021)**

- **Course caps proposal**

[\[Attachment\]](#) **MSC (10/2021)**

- **Conferring of Degrees**

The seminary will confer degrees after the Fall semester. Not only will this benefit counseling students, but all students who finish their degree programs in Fall semester will be able to pursue jobs after they finish their degrees. **MSC. (2/2023)**

- **Latin America Bilingually Delivered Cohort English requirement**

It is proposed that for the bilingually delivered MAM in Latin America for Fall 2023, prospective students will demonstrate English reading proficiency in one of the following ways:

- Through successfully completing English courses during their undergraduate studies or other independently evaluated English courses in which they obtained the equivalent of a 2.75 grade average.
- Through demonstrating an intermediate level of English through an approved proficiency test (Duolingo will be an accepted option due to reduced cost and greater availability).

- Through a reflection assignment in which they read an article or selected chapter in English and write a three-page response in Spanish which demonstrates their comprehension.
- For the third alternative, our Latin American team will provide an initial review and recommendation to be submitted to the Executive Director of Academic Affairs of the ALC for final review and recommendation to the admissions team.

MSC (3/2023)

- **GMC CoS Proposal ([Attachment](#))**
MSC (11/2023) with a friendly amendment to consider language used for credits.
- **MDiv Chaplaincy Specialization**
 The MDiv Chaplaincy Specialization to include new course PC600 Intro to Chaplaincy, (the track would include now PC510 Care of Persons; PC515 Pastoral Crisis Intervention; PC675 Ethics & Legal Issues in Pastoral Care & Counseling; PC655 Clinical Pastoral Education [CPE]; PC600 Introduction to Chaplaincy). **MSC (11/2023) with a friendly amendment to include a list of courses to choose from for the final one.**
- **MDiv Pastoral Counseling Specialization**
 The MDiv's Pastoral Counseling specialization to include new course PC671 Family, Sex, and Gender (the specialization would now include PC510 Care of Persons, PC515 Pastoral Crisis Intervention, PC520 Mental Health in the Church, CO520 Narrative Counseling, and PC671) **MSC (11/2023) with a friendly amendment to include a list of courses to choose from for the final one of the specialization.**
- **DMin Course Credit Hour Change**
 The change of DMin Courses from 4 credit hours to 3 credit hours and for the Dissertation Phases to change from 2 credit hours each to 4.
(Approved 12/2023)
- **MACM for GMC**
 Remove CD501 as a requirement for MACM to keep the program at 60 hours. **(Approved 12/2023)**
- **DMin Theological Writing Course**

Admissions would track the proficiency and within the DMin office tracking would take place to ensure students are qualifying. This course already exists through the Writing Center with G. Stelle. **MSC (2/2024)**

- **Policies for DMin Theological Writing Course** [[Attachment](#)] (Approved 3/2024)
- **CFMT GMC CoS** [[Attachment](#)] [[Attachment](#)] (Approved 3/2024)

4. DELIVERY/MODALITY

- **Fully online DMin degree**
DMin is proposing to petition to tATS for a fully online DMin degree for flexibility, with the in-house program at about 20% face-to-face **MSC (5/14/2018)**
- **Synchronous/f2f Procedures discussion**
[[Procedures](#) and [Best Practices Guide](#)] - Deans are to work with faculty on any requests about teaching needs for specific classes. **Approved with consensus. (5/2021)**
- **Revised Hybrid Delivery Model Proposal for MAMH and MAMF**
[[Attachment](#)] **MSC (9/2021)**
- **CO synchronous delivery**
AC approved a hybrid delivery model for the MAMH and the MAMF in Sept. 2021. The proposal includes a requirement for certain online courses to meet synchronously. ATS policy does not currently include this type of learning format. Additionally, some of these courses will be recording the synchronous sessions which is problematic as they cannot be recorded due to confidentiality issues. It was suggested to add a modality called Synchronous Online. Something similar is being experimented with in other degrees. This type of course will not count towards residential credit. LLSP has had a positive response to the synchronous courses they have offered. **MSC (10/2022)**
- **CO synchronous delivery**

[\[Attachment\]](#) - The language in the motion will be changed to read “synchronous video conferencing” instead of “Online [Teleconferencing].” **Approved (11/2022)**

- **MAL 100% online delivery**

[\[Attachment\]](#) **Approved by consensus (4/2023)**

- **SVC for Bilingually Delivered Courses**

The Asbury Latino Center requests to be granted permission for the use of the Synchronous Video Conferencing modality within the bilingually delivered courses as part of the non-residential course delivery. **MSC (4/2023)**

- **Increase number of PhD [IS] students in online synchronous**

The Academic Council and Plenary approved the experimentation of Synchronous Online classes for PhD [IS]. It, however, limits the number of students for each class to four. Due to difficulty in getting visa, we are receiving more requests. This motion is to raise the cap (the number of students allowed) of Synchronous Online classes to eight. We have received six requests, and it is likely that we will receive more. Most requests are for attendance of synchronous online classes until they get their visa.

Approved by e-vote (8/2023)

- **Residency requirement for MACM**

MACM residency requirements change from 50% (30 credit hours) to 25% (15 credit hours) and 6 of the residency hours will be held on the Wilmore campus. **(9/2023)**

- **Zoom Policy [\[Attachment\]](#)**

(Approved by Consensus 9/2023 with a friendly amendment: exceptions can be approved by the Associate Provost of Academic Affairs)

- **SOC Synchronous courses**

Synchronous courses of CO600, CO601, CO618, CO715, CO720, CO725, CO740. **(Approved 2/2024)**

5. FACULTY

- **Tree of Life Textbook Butler**

Recommendation to terminate the use of Tree of Life services and explore ways to assist students who are using federal funds to pay for the books in their education. **MSC (4/2016)**

- **Faculty Redeployment**

Former full time professors (not yet retired) with 5 years full teaching experience at ATS and approved by school and academic council would be counted in the 42% for full faculty teaching. Exceptions must be approved by 2/3 majority of both the respective school and academic council. **MSC (5/2016)**

- **Faculty Redeployment**

[Handbook Draft Document](#) ready to go to plenary for September 2016 meeting. **MSC (8/2016)**

- **Non-tenure Track Assistant Professor**

The agreement is to recommend the hiring of non-tenure track Assistant Professor which would have specific discontinuation dates. A dean might ask them to serve in other minor capacities, but no committee assignments. **MSC (10/2016)**

- **Staff being moved to a faculty status**

Motion: recommend faculty committee move forward with a task force that would look at developing criteria for internal full time individuals moving to full time faculty status and bring back developed criteria to the Academic Council at the December 2016 meeting.

Approved by majority (10/2016)

- **Definition of "Scholarly Meetings"**

A possible policy is:

As part of the mission of Asbury Theological Seminary, faculty member participation in scholarly guilds and similar activities is strongly encouraged. The very nature of such means working with persons who do not adhere to orthodox and/or orthopraxis standards of the Asbury community.

Such participation by ATS faculty members should include, as warranted, the holding of academic meetings upon an Asbury Seminary campus.

The following should be expected:

- Scholarly meetings at any Asbury Seminary facility must be within the general disciplinary categories of Asbury programming (e.g. theology, education in ecclesial settings, Biblical studies, cultural anthropology and religious expression).
- The Seminary facilities should not be used for unrelated academic or professional meetings (excepting when the Seminary has a direct interest in accordance with the mission).
- Use for non-academic purposes (e.g. weddings) is not under the purview of the Academic Council. Still, the Seminary facilities (other than the 'Inn') should not be considered public accommodations.
- When academic meetings are held on campus it is likely and allowable for persons who disagree with the doctrinal and ethos standards of the Seminary to present / speak.
- This allowance does not extend to use of the main chapel (Estes) or any chapel facility for the holding of or leadership in worship events. The standard for speaking in chapel during an academic meeting should be the same as for any other speaking in chapel.
- Estes Chapel should be reserved for Christian activities that are substantially in accord with Asbury's stated doctrine and ethos.
- The various small chapels should not be used for meetings, but for worship and private devotionals.
- McKenna Chapel could be used for lectures in professional / academic meetings.
- Use of the chapel on the Florida Campus should conform to these standards to the extent possible given the limited space in the facility.
- No part of this policy should be understood as impeding professors from inviting persons who clearly do not agree with Asbury doctrine and ethos from classroom settings when deemed pedagogically appropriate.

*To be reviewed by the president's office and chapel. **Approved (5/2017)***

- **TA Proposal**

It was determined by consensus that LITS (instructional designer) is to be responsible for the training and what are key components, and quarterbacking the process.

Nomenclature:

- Teaching Interns - PhD students mentored by faculty.
- Teaching Assistant definition - graduate or current PhD / DMin **student** who have completed their course work. They are limited to 3 hours direct class teaching and can assist in online discussions.
- Course Assistant - does grading and minor things, or other non-instructional duties (better clarification will come with instructional presentation)

Under cap classes/professors can still do a course assistant out of their professional development funds (PDF). **MSC (5/2018)**

- **Overloads and Over pays**

There have been a number of mistakes with paying overloads. Dr. Matthews asked the Deans to wait until faculty actually move into the overload to pay for it and not when it looks like it will happen. It was agreed **by consensus to do this. (9/17/2018)**

- **DMin courses in-load**

If in a discipline sufficient courses have been taught and a professor is teaching a DMin course, with permission of the dean, that same DMin course may be counted within load at the corresponding number of hours. **Consensus (12/9/2019)**

- **Simple Syllabus**

Deans and School Assistants have editing access in Simple Syllabus. Next Step: Clearly communicate with school assistants about their level of permission in simple syllabus. School assistants make grammatical changes while Deans can make substantive changes. **MSC (12/2019)**

- **Faculty Contract Language**

Persons appointed to the regular faculty on or subsequent to 1 July 1998 are to make themselves available to teach in the variety of delivery systems that the Seminary offers, within load, each academic year. Final implementation will be made in consultation with a faculty member's dean. **MSC (2/2020)**

- **Faculty Contract Language**

The final statement from the Academic Council is *“Final implementation will be made by the faculty member’s Dean in collaboration with the Provost Office.”* **Approved by consensus (2/2021)**

- **ARP Admissions Subcommittee of FSC**

2.7.1 Purpose. The formation and student committee gives coordinated, integrated shape to the incorporation and nurturing of the Seminary’s six formative values throughout the Seminary community. In addition, it provides support and counsel for the Office of Admissions in instances that fall outside normal policy. Advanced research programs admissions are handled through a sub-committee of the FSC.

AC moves to strike the last sentence. **Consensus (2/2020)**

- **Asbury Global Contract 85 mile rule**

This motion only applies to those under the Asbury Seminary Global contract. This does not apply to faculty under a residential contract. “It is the expectation that all Asbury Global professors will live within 85 miles of an Asbury site. The Provost, in consultation with the President, may provide an exception to this rule if it can be demonstrated to assist in the strategic work of the Seminary.” **MSC (12/2021)**

- **Formation and Student Committee Name and Responsibilities**

[Attachment](#) **MSC (3/2022)**

- **CA/TA policy**

[\(Attachment\)](#) **(Approved by consensus 4/2023)**

Note of clarification: All Wilmore (face-to face or hybrid) class CA/TAs are paid from the schools budget; All online and extension sites CA/TAs are paid from Asbury Global budget.

- **DMin Courses–Faculty Mentors/Coaches**

Faculty who teach DMin courses in-load have the opportunity to also mentor students in groups of 5, 10 and 15. Faculty will be paid \$1,500 for each student's completed dissertation and in the event a student does not get passed the IRB (Chapter 3) before suspending their enrollment, the faculty member will receive \$500 for working with that student.

Friendly amendment: *“will be encouraged but not required to mentor”*

(Approved by consensus 9/2023)

6. GRADES

- **Standardization of Grading Scales**

Motion: to adopt the scale presently on the syllabus template and make certain it is in the academic catalog. **MSC (12/2016)**

- **Credit Hour definition**

At Asbury Theological Seminary, a credit hour is an amount of work represented in student learning outcomes (SLOs) and verified by evidence of student achievement that reasonably approximates not less than 34.5 hours of direct faculty instruction over the semester for three credit hours, 23 hours for two credit hours, and 11.5 hours for one credit hour (or the equivalent for other delivery methods). Students are expected to devote a minimum of 2.5 hours to coursework outside of class for each hour in class. An equivalent amount of work shall be required for internships, practicums, studio work and other academic work leading to the award of credit hours (or the equivalent for other delivery systems). **MSC (5/2017)**

- **Grade Change**

All grades will be included on the student's record except for students who apply for WD exception through exceptional circumstances. In this case the registrar will be in consultation with the Dean and faculty member. **MSC (11/13/2017)**

- **F policy exception for DMin**

Motion: An exception to the "F Policy" can be in place for a DMin student who fails one course during the first semester. **MSC (10/14/2019)**

- **Grading Policy**

The School of Theology and Formation moves that substantive assignments will be graded and returned: a) at least one week prior to the next substantive assignment being due and/or b) 2 weeks after the due date. Further, the professor is obligated to inform students at the beginning of class which policy will be adopted. **Consensus. (12/2019)**

- **Plagiarism policy**

A full AI ChaptGPT section with acceptable/unacceptable use identified.

*LITS recommended

Asbury Theological Seminary Policy on Academic Integrity

In addition to maintaining integrity in their own academic pursuits, faculty should establish and clarify academic integrity expectations for students' work. Conduct that is considered academic dishonesty includes, but is not limited to, reusing previously and/or concurrently submitted material in another class without faculty permission, cheating by copying from another's work, allowing another to cheat by copying from one's own work, reading an examination prior to the date it is given without the instructor's permission, and similar types of conduct. Unlawful duplication of copyrighted material such as music, library materials, and computer software are other examples of academic dishonesty.

With the advent of Artificial Intelligence Language programs like ChatGPT et. al., the seminary acknowledges that there are acceptable and unacceptable uses of these tools.

- Acceptable uses may include, but are not limited to, brainstorming ideas, generating search terms, formatting citations, and receiving editing recommendations, but should not include allowing the AI tool to rewrite one's work.
- Unacceptable use may include, but is not limited to, submitting any work that has been written entirely by an AI tool, or written by the AI in whole or part and then edited into one's own voice, or anything that violates the spirit of this policy, which is to ensure that the writing assignment accurately conveys the author's original ideas, abilities, and voice. It is important to note that ATS plagiarism software can detect AI edits.

(Seminary guidelines related to acceptable duplication practice of copyrighted materials can be found at the Library's Help Desk or <http://guides.asburyseminary.edu/research/copyright.>)

Plagiarism is yet another form of academic dishonesty and is defined as the presenting of another's ideas or writings as one's own without giving

proper credit or attribution. This includes both written and oral presentations. Usually, plagiarism involves more than a simple lack of precision, accuracy, or proper form in the use of citations. **MSC (5/2023)** [approved by Plenary 5/2023; reaffirmed 11/2023]

7. MISCELLANEOUS

- **Dean of Chapel**

discussion about including the dean of chapel in plenary faculty meetings (no voice or vote). Decision that s/he can be invited to plenary faculty meetings (no voice or vote) with the understanding s/he is not required to attend. **Consensus** (8/2015)

- **PhD External Examiner**

Proposal to have an external examiner who is an expert in the dissertation topic. This would replace the faculty examiner. **MSC (11/2015)**

- **Affiliate relationships**

Academic council endorses creating a proposal for plenary that would allow an affiliate MSW and MBA at Asbury University for transferring credits into our degrees or *vice versa* even if it might be in the last 32 hours of the degree." **MSC (4/2016)**

- **Development of a policy regarding Thesis**

Motion: *The masters thesis shall be considered the same as an independent study for compensation and student charge purposes (6 hours equal to \$300) with an additional \$50 for the primary reader. (\$350 total).* **Approved (5/2017)**

- **Posthumous Graduation Policy**

Posthumous Degree - degree that is included as part of the Seminary's official count of degrees, but is awarded posthumously.

Any student who at the time of death was in good standing in a degree or certificate program and had at least 2/3 of credit hours toward a ATS degree shall, upon recommendation by the faculty and approval by the Provost, be awarded the degree or certificate posthumously.

Degree in Memoriam - a recognition provided to honor a deceased student's progress toward the degree. The Degree in Memoriam is not included in the official count of degrees.

Any student who was in good standing at the Seminary at the time of his or her death and who does not meet the requirements necessary to be awarded a posthumous degree may be awarded a Degree in Memoriam. Degrees in Memoriam will read "Master of Divinity in Memoriam," "Master of Arts in Memoriam," "Doctor of Philosophy in Memoriam," etc., depending upon the degree the student was pursuing at the time of death. Such awards will be recommended by the Registrar and approved by the Provost in consultation with the Academic Council.

MSC (8/2019)

- **Signing of Certificates** (CPI, Professional, LLSP, CEUs)
LMFP and credit bearing degrees bearing certificates are signed by the President. Provost signs non-credit bearing certificates. **MSC (8/2019)**
- **International Employment Policy** [[attachment](#), [attachment](#), [attachment](#)]
This has been reviewed by our immigration attorney, G. Okesson and B. Blankenship. Friendly amendment from G. Okesson regarding adding language to the policy about funding being managed by the area vice president, but will not be charged to the Beeson International Travel Funds. **MSC (8/2020)**
- **Academic Catalog Statement for Christian Formation**
Asbury Theological Seminary is a community called to prepare theologically educated, Spirit-filled men and women to move into the world, embodying scriptural holiness in all areas of life and service. Christian Formation intends to create a culture of personal and community formation. Asbury Seminary acknowledges the relationship between academic and spiritual formation and promotes rich opportunities for spiritual, personal, and professional development across all systems and campuses. Therefore, Asbury Theological Seminary will embody and endorse an expansive view of holiness because of our belief that the grace of Jesus Christ is transforming for persons, societies, and nations. In the Wesleyan vision, personal holiness is linked to community accountability and obedience to Christ's Lordship overall. This vision calls for students, staff, and faculty to live into a global Christian community that is marked by holiness in the classroom, work spaces, worship, prayer,

and personal lives. The aim of this institution-wide initiative is “whole life” training that encourages students in both curricular and co-curricular ways to cultivate God’s holy love in every dimension of their daily lives.

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

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

MSC (8/2021)

- **Program Duration (I-20 Extensions)/ARP Action Plan**
[\[attachment, attachment\]](#) **MSC (5/2023)**
- **Zoom Guidelines and Expectations**

1. Students approved to join the course synchronously via Zoom are required to have their camera turned on for the entire duration of the class and be prepared to engage in class discussions in the same way as if they were physically present in the classroom.
2. Students are expected to be seated at their computers, appropriately dressed, and with no distractions around them ready for class. Lounging in bed/on the couch or listening in from the car while joining synchronously via Zoom is not acceptable.
3. Students are expected to join the Zoom Room five minutes prior to the start of class to test audio, camera, and chat features.
4. The Zoom Host or Classroom Technical Assistant will communicate with students joining synchronously via the Zoom Chat, and students are required to leave chat open to maintain open communication.
5. If at any time the connection is dropped, it is the student's responsibility to immediately restart and/or reconnect to the Zoom Room. If the problem persists, the student must notify the Zoom Host and/or Help Desk to troubleshoot the issue and make every effort to rejoin the class.
6. Please refer to Zoom system requirements here:
<https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

Approved by consensus (8/2023)

- **Guest Instructor Policy**
([Attachment](#)) (MSC 10/2023 with friendly amendment: On occasion, exceptions can apply and not to include SOC current rates)
- **Defining Site Courses**
([Attachment](#)) [MSC 2/2024]
- **Program Definition**
"Asbury Seminary defines a program as a credit-bearing curriculum that is credentialed by the institution." (MSC 4/2024)
- **Substantive Change Policy**
([attachment](#)) [MSC 5/2024]

8. RESIDENCY

- **MAM and MAL exception to residency and accrediting approval**

Motion: Seminary to apply to tATS for non-residency that could be counted as residential at international classes by internal calculations for MAM and MAL degrees. **MSC (8/2015)**

- **Questions Regarding Residency**

Explore that all students need to designate a primary instructional site (geographic campus). One residency course should be within the first 30 hours. **MSC (1/2016)**

- **Proposal for Residential Credit**

[\[Attachment\]](#) -Friendly amendments: Change the language in paragraph 3 from "immunocompromised" to "medical" and add the decision making dates, too. **MSC (5/2020)**

Motion to approve amendments from legal counsel to Residential Credit Policy. **MSC via email (6/8/2020)**

- **CACREP Hybrid MAMH/MAMF Reduction of Residential Hours**

Residency requirements changed from 32 hours to 12 hours for the MAMH and MAMF degrees. Online and residential degree programs are considered one degree. **MSC (8/2021)**

- **Academic Catalog Revision of Residential Credit Section**

"All students enrolled in the Master of Divinity or a 60-hour Master of Arts program must complete at least six credit hours on the Kentucky or Florida Dunnam campuses. All students enrolled in a 48-hour Master of Arts program must complete at least three credit hours on the Kentucky or Florida Dunnam campuses. Students should consult the catalog description of each program to determine the total number of hours required for a specific degree." (p. 56) It was approved to remove the phrase "or Florida Dunnam Campuses" from sentences 1 and 2. No other changes were approved. **MSC (11/2021)**

- **Motion by SBI for AC to approve synchronous courses for residential credit**

The School of Biblical Interpretation recommends that Asbury Seminary should offer, as an experiment, two courses for residential credit, synchronous joining of semester length classes via SIR video technology for the Academic Year of 2023-2024. **Approved by majority (11/2022)**

- **SMM Residency Requirement for MAM bilingually delivered**

SMM proposes that the Wilmore residency requirement for the MAM be waived for the Latin American cohort to launch in the fall of 2023.

Approved via e-vote (3/2023)

- **MAPC Residency Requirement**

SOC recommends changing the residential requirements for the MAPC from 30 credits to 12 credits. **MSC (5/2023)**

- **Suspend Residency Hour Requirement {Alliance}**

Temporarily suspend our residency requirement for transfer students from Alliance Theological Seminary. Any new students that hoped to start at Alliance this fall would need to fulfill our residency requirements.

Approved via e-vote (8/2023)

- **Residency Requirement for the MACM**

The MACM residency requirement changed from 50% (30 hours) to 20% (12 hours), with the requirement that at least three hours of the residency be held on the Wilmore campus. **Approved by consensus (9/2023)**

- **Non Residential Credit Statement**

As Asbury Seminary provides multiple Online courses that fulfill non-residential credit requirements for our students, the Office of Registrar recommends a policy statement (*Asbury Theological Seminary offers course online, which are considered as non-residential credits. This allows students to take classes through various modalities to complete their degree programs. Although most of the Seminary degree programs require some residential credits for graduation, there are a few programs that do not require any residential credit. These programs can be completed by taking online courses and do not require any on-campus, face-to-face interactions.*) to be added to the Academic Catalog. **(MSC 1/2024)**

9. SCHEDULING

- **Calendar Proposal**

Motion to present to the plenary current proposal to eliminate finals week, replacing it with normal teaching schedule starting 2017 to enable the hybrid/intensive model. This recommendation also understands that the time set aside for the hybrid/intensive model will “protect” the week from having other course assignments due upon return. Following faculty input, the proposal will be revised and reviewed again by the Academic Council. **MSC (10/2015)**

- **Sunday Classwork Wording**

To recognize and encourage holy and healthy rhythms of work, rest, and worship in our community, ATS expects that faculty members will structure course requirements so that assignments will not be posted, and do not need to be completed, on Sunday. Similarly, except in emergencies, faculty members will not be expected to respond to student emails during that time. **(11/2017)**

- **Hybrid Calendar**

Schools can determine what weeks they would like to do hybrid concentrated courses without a set hybrid week institution-wide. The institution will revert to a reading week during Thanksgiving week and in the spring. **MSC. (12/11/2017)**

- **Reading Week**

The hybrid week will be discontinued and Reading Week would occur during the weeks of Thanksgiving and Holy Week in their respective semesters. This will give both the fall and spring semesters equal, 14 week sessions. **MSC (2/19/2019)**

- **Combination of J and Spring Terms**

Academic Council recommends a genuine combining the J and Spring terms with the understanding that all grades are due at the end of Spring. We reserve the last two weeks in January for genuine intensives and hybrids. Grades for language courses, MM field placement, and travel courses would be due February 1. **MSC (10/2019)**