

## Institutional Zoom Policy

Online synchronous course instruction is available at Asbury Theological Seminary to provide access to required courses for students across the globe who may be unable to join in-person. The institution maintains a standard of requirements for online synchronous students as well as an approval process to deem their joining synchronously necessary based on the course's delivery modality. Schools reserve the right to select certain courses as not eligible for zoom access.

For fully online synchronous and Wilmore synchronous courses, students may work with their advisors to select these options at the time when registration is open. NO academic petitions are necessary; however, Zoom guidelines and expectations need to be reviewed by the student prior to the start of the semester.

For hybrid, intensive, and face-to-face courses not listed as synchronous, when a student requests to join the face-to-face portion via Zoom, an academic petition is required. If the student's request falls under an ADA accommodation, please work with Disability Services ([disability.services@asburyseminary.edu](mailto:disability.services@asburyseminary.edu)) to secure necessary documentation. For all other requests, use the Academic Petition form [HERE](#) and refer to the *Petition Standards* below. If a student is an F-1 or J-1 visa holder, please contact the office of International Services at [internationalservices@asburyseminary.edu](mailto:internationalservices@asburyseminary.edu).

### Petition Standards: Request to Join Hybrid/Intensive Courses Synchronously via Zoom

1. Petitions must be received by the registrar's office no less than 2 weeks prior to the start of the face-to-face portion of the hybrid/intensive.
2. For emergencies (death in the family, hospitalization of a dependent, cancellation of flight, etc.) that happen without full notification time to the registrar, the student is responsible for contacting the professor directly to work out a plan for joining via Zoom or missing the face-to-face portion of the course altogether. Based on the course and work completed up to this point, the professor will either work with the student to Zoom, schedule additional meeting times, or advise the student to withdraw from the course. These decisions will be made on a case-by-case basis.
3. For sudden illness or confirmed positive test of a contagion (e.g. flu, COVID, etc), please contact the professor to request the option to Zoom. For serious illness, the professor may recommend other options to make-up the missed face-to-face portion or to withdraw from the course altogether based on the course and work completed by the student up to this point. The faculty member is required to notify the registrar's office once he/she has given a student permission to attend via Zoom or made other arrangements ([copying registrar@asburyseminary.edu](mailto:registrar@asburyseminary.edu) on faculty response to the student will suffice). LITS cannot guarantee support for last minute decisions to allow a student zoom access.
4. Petitions to attend via Zoom due to work, lack of childcare, scheduling conflicts, or travel expenses will NOT be approved.
5. In the case of inclement weather, please refer to the *Inclement Weather Policy*.

### Petition Standards: Request to Join Face-to-Face Course Synchronously via Zoom

1. Non-emergency petitions must be received by the registrar's office no less than 2 weeks prior to the start of the term.
2. If a non-residential student is in his/her final semester and requires a particular course for graduation, and face-to-face delivery is the only option available, please indicate this on the petition and secure faculty approval before submitting.

3. If a student is enrolled in a face-to-face course and is requesting to join via Zoom for one or more class meeting times due to a medical condition, please indicate this on the petition, provide documentation from a medical provider, and secure faculty approval before submitting.
4. For sudden illness or confirmed positive test of a contagion (flu, COVID, etc), please contact the professor to request the option to Zoom. Note - There is no guarantee that a Zoom Host or Classroom Technical Assistant will be present to assist with the synchronous learning experience in these situations. LITS is not responsible for immediate response to last minute Zoom requests for face-to-face classes.

### Zoom Guidelines and Expectations

1. Students who are 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-mac-OS-Linux>