

## **Policy and Procedures and Student Handbook 2015-2016**

THE AMERICAN SEMINARY Policies and Procedures and Student Handbook

American Seminary Phone: 832-232-4323

Email: [registrar@americanseminary.org](mailto:registrar@americanseminary.org)

Website: [www.americanseminary.org](http://www.americanseminary.org)

Attn: Admissions Processing Center P.O. Box 218391

Houston, TX 77218

Physical Address 2525 Porter Road

Katy TX 77492

Office Hours: Monday -Thursday. 10:00 am -4:00 pm (US Central Time)

### Procedure History:

Date -First Adoption: November 1, 2011

Date -Implementation: January 1, 2012

Date -Revision November 1, 2015 -The Academic Dean of Education amends all current system procedures effective January 1, 2016 -to change the term, or similar term reflecting the grammatical context of the sentence in this document.

### Introduction

The American Seminary respects the inherent dignity and worth of every life and seeks to ensure that, within the scope of education, it offers an unsurpassed classical biblically-based education experience for all students. The school was established in 1996 as the Christian Institute for Counselor Certification, Inc. an interdenominational, faith-based, Christian counseling program. The Institute has grown substantially to a full degree granting program. The Board of Directors offers the following Policies and Procedures and Student Handbook that covers the range of activities carried out by the school. The Policies and Procedures and Student Handbook systematize and standardize the business, educational format, accreditations and pastoral care aspects so that staff and students have a clear understanding of their rights and responsibilities. It is advisable that all students and staff refer to the Policies and Procedures and Student Handbook frequently as we are advancing constantly in its accreditations.

In November 2015 the Seminary was awarded an accreditation by Transworld Accrediting Commission International, serving the Christian education community for over 30 years. We are excited to be recognized by such an outstanding organization. Our first accreditation recognition was in 2012 by the Council of Private Colleges of America, Inc. (CPCA). We are a degree granting institution, a member of the Council of Private Colleges of America, Inc. (CPCA), which represents its private, faith based, educational institutions before any individual, private or government educational organization. The CPCA is an educational association that provides experienced, educational, quality peer review of the following: faculty, academic curriculum, course development, web site, distance learning processes, campus operations, catalogs, brochures, advertisements, application forms, financial information, and student records and transcripts. CPCA requires affirmation of compliance with the academic excellence standards of the CPCA patterned after our early historical U.S. educational institutions of higher learning. CPCA standards equal or exceed the minimum standards of many State Departments of Education. This statement take from our Accreditation recognition/CPCA Sustaining Member since 2012. The American Seminary's Board of Directors also considered that the Policies and Procedures and Student Handbook should reflect our Mission Statement and Statement of Faith.

### Mission Statement

We affirm the following: At the American Seminary we encourage harmony and unity among ALL those in ministry. The staff at American Seminary is committed to providing mutual support to further the Gospel, the Good News of Salvation through Jesus Christ.

The staff at American Seminary is committed to providing mutual support to further the Gospel, the Good News of Salvation through Jesus Christ. The goal must be not just to impart knowledge; but rather, to teach the principles of sound interpretation showing people how to do their own research and applying God's truth to life's challenges. One important goal is the activation of men and women into effective ministry in any environment to which he or she may be called.

#### Statement of Faith -Doctrinal Truth -What We Believe

- We believe in the Father God Almighty who has created the heavens and the earth.
- We believe that God's original purpose was to create and maintain a universal community in which there would be creativity and productivity in an environment of health, peace, prosperity, and harmony.
- We believe in Jesus Christ, the only begotten Son of God the Father.
- We believe that Jesus was conceived of the Holy Ghost, born of the Virgin Mary, died for the forgiveness of our sins, shedding His precious blood was buried and rose again on the third day. After His resurrection ascended into Heaven, where He now sits at the right hand of God, the Father, interceding for the Church, His Bride.
- We believe in the Holy Spirit, in His work on earth as Teacher, Comforter, and Guide.
- We believe in divine healing provided through the atoning blood of Jesus Christ.
- We believe in the infallible Word of God and in the Living Word, Jesus Christ, the Incarnate.
- We believe that the kingdom of God is a present and ongoing reality.
- We believe the new covenant is the Constitution of the Kingdom and is destined to fill all the earth, and this will be accomplished through a church that will be salt and light in the world.
- We believe that the church is the Embassy of the kingdom in earth with the goal of distributing and exporting the goods of the kingdom of God through its multiple ministries and ambassadors until all the earth is filled with the knowledge of the glory of the Lord as the waters cover the sea.
- We believe that Adam is dead, the devil is defeated, and Jesus is Lord. God is too powerful to fail and that our future is secure.

#### The Policies and Procedures and Student Handbook

This manual has been developed for the Board and staff of the American Seminary to assist in their day to day educational life. The Policies and Procedures and Student Handbook are an agreement between the Seminary, staff and students concerning their primary attitudes and behaviors. It provides administrative guidelines on management issues and aims to assist in the application of fair and consistent decisions. It also sets out accountabilities and responsibilities for the management of both staff and students. This Policies and Procedures and Student Handbook is designed to provide standardized management practices while employing sufficient flexibility to suit the diverse needs of the Seminary.

The Board, Staff and Students are encouraged to familiarize themselves with the relevant Policy and Procedures and Student Handbook protocols. This Policies and Procedures and Student Handbook should not be read in isolation to other important documents.

#### The 2016 Revised Policy and Procedures and Student Handbook:

The current revision affirms the Policies and Procedures and Student Handbook contained in the earlier document but contains some significant changes that makes the Policies and Procedures and Student Handbook more useful to the user. The key changes are i) a simplification of language to enable ready access and understanding by the user, and ii) a change of format to make the Policies and Procedures and Student Handbook consist of stand-alone sections.

This means that each module (course) can easily be updated as required and new sections can readily be added to the manual. This format also enables the various sections to be given to those to whom they relate. Hence some sections will only apply to staff, some to students and other sections to the college community.

Access to Policy and Procedures and Student Handbook

All Policies and Procedures and Student Handbook is located on the schools website:

[www.americanseminary.org](http://www.americanseminary.org)

AMERICAN SEMINARY -Online Admissions Office:

Phone: 832-232-4323

Email: [registrar@americanseminary.org](mailto:registrar@americanseminary.org)

Website: [www.americanseminary.org](http://www.americanseminary.org)

Mailing Address

AMERICAN SEMINARY

Attn: Admissions Processing Center

P.O. Box 218391

Houston, TX 77218 Physical Address 2525 Porter Road Katy TX 77492

Office Hours: Monday – Thursday. 10:00 am – 4:00 pm (US Central Time)

Undergraduate Degrees Offered

A. Bachelor of Ministry Education Degree – 120 Total hours

B. Bachelor of Ministry Biblical Education Degree – 120 Total hours

The declaration of a major should be chosen by the 9th Module (Course). If a change in a particular program is desired, the student must contact the American Seminary via the registrar – [registrar@americanseminary.org](mailto:registrar@americanseminary.org) Notification in writing is required from the student. Note, students must meet the admissions requirements to each program for which they apply.

Students may be accepted into certain programs for which they meet admissions requirements. But, the student may be rejected from a different program for which they do not meet the standard admissions requirements.

Undergraduate students are recognized by classification, which is determined by hours successfully completed toward graduation.

Student Classification Hours toward Graduation Degree Plans

Freshman 0-23.99 hours: Course Modules 1-2

Sophomore 24-47.99 hours Course Modules 3-5

Junior 48-71.99 hours Course Modules 6-8

Senior 72 and above hours Course Modules 9-10

The American Seminary is totally Internet driven. A variety of methods and materials, including websites such as personal faculty web pages, publisher websites, and external web resources are used for enrichment. However, the educational experience is Web-Enhanced Courses. Also, like traditional courses there are components to enhance the educational experience. Fully Online courses are conducted entirely and exclusively via the Internet using our Moodle online learning system that is both an art and a science. Fortunately, the science part i.e. computers, web study, and various software tools is robust and dependable. The art of online learning lies in creatively applying them to produce an engaging and successful educational experience. The Seminary has the resources to apply the available technology to deliver an exceptional educational experience

#### Online Courses Policy and Procedures

Students shall submit all assignments through the Moodle online educational system. Communication with students via the Internet shall be an integral element of all course work. This may include emails, chats or Skype. Online courses shall include the availability of course content through the Moodle online educational system. Quantity of written materials will be sufficient to support assignment activities. All materials that “practically” can be made available online, shall be available online. The student will need to acquire other materials, independent of the school. Those may be in other media such as books, e-books, CDs / DVDs, Webinars and YouTube. Furthermore, online courses shall include tests, essays and reading assignments.

Instructors of online courses shall develop, as part of the written syllabus, explanatory material that guide students in the navigation of their particular course. Examples of topics discussed in the explanatory material include how students must log on; how students submit assignments online; how students communicate questions and how they get assistance, etc.

It is expected that staff/assistances will make a reasonable effort to contact students who have not been in contact with the school at any point in the term of enrollment. The Office of the Dean of Education is available to help meet academic standards. The school will provide the following forms of support for online courses:

- Technical support for students, via phone or e-mail, by schools department of technical support. NOTE: This will not include general computer support since students are expected to have their own computer supported by their vendor and manufacturer. Academic support for students via phone, email, or other online methods.
- Online help (in various forms), where possible, documents i.e. resource pages.

#### Basic Graduation Requirements

Students shall submit a *Graduation Application* online at the beginning of the final completion of all 10 modules. Students need a 2.0 Cumulative GPA for graduation.

#### Applications

It should be expressly understood that all ten (10) modules must be completed regardless of how many credits are being transferred. NO substitutions are allowed. American Seminary will accept transfer credits from like accredited institutions and will include those credits hours on the student’s final transcript upon graduation. The student should note, however, that these transfer credits will in no way be a substitute for the Modules (courses) required for graduation. They will, instead, enhance the student’s transcript of total credit hours achieved. It should be expressly understood that the students GPA on any and all transfer credit hours is not calculated into the overall GPA.

Prospective students who wish to speak to an Admissions Consultant about the admissions process or admission policies may do so by contacting the American Seminary Office of the Registrar: [registrar@americanseminary.org](mailto:registrar@americanseminary.org). Prospective students are encouraged to apply online at [www.americanseminary.org](http://www.americanseminary.org).

All Policies and Procedures and Student Handbook is available online at [www.AS.online](http://www.AS.online). Student Financial Agreement Students must agree to the terms and conditions of the Student Financial Agreement. The Student Financial Agreement acknowledges that course registration creates a financial obligation to American Seminary. The agreement also clarifies withdrawal and non-payment conditions. Any questions regarding the Student Financial Agreement can be directed to [admin@americanseminary.org](mailto:admin@americanseminary.org).

Tuition does NOT include the books required. The student's tuition grants all online access for the chosen degree plan of the student. There are no additional costs or fees beyond the online tuition costs. Costs include a non-refundable application fee as described herein or any and all withdrawal fees (see refund policy). All books must be purchased by the student. Please see book list links.

The American Seminary Tuition Management Systems (TMS) offers a monthly payment plan to help families spread their payments across the academic year. Payments are made in monthly installments starting from the time of enrolment. For details [email\\_drcecil@americanseminary.org](mailto:email_drcecil@americanseminary.org).

Participants in the payment plan receive monthly bills from the American Seminary until the student's account is paid in full. If the amount budgeted by the family does not appear to be sufficient to cover the student's monthly bill, a reminder will be sent from Student Financial Services.

Please read the Terms and Conditions before enrolling. Payments are due each month (on the date of enrollment) unless arrangement is made for another date each month.

#### Student Financial Agreement

I understand and agree that once I am registered for a course or courses at American Seminary, I am solely responsible for the payment of the resulting tuition and any other charges that I have authorized to be posted to my account. I fully understand, acknowledge and agree that regardless of any expected reliance by me on any third-party resource, including - without limitation - financial aid, employer reimbursements, scholarships, or any other external resource. I am personally responsible for all tuition as a term of my enrollment and remain personally responsible for paying any and all balances due to American Seminary. This agreement constitutes a continuing agreement obligating me to pay all outstanding balances due to the school.

It is expressly understood that I have read and understand all parts of the Financial Agreement and that I am required to enter into the Financial Agreement upon application for enrollment. This agreement provides information pertaining to costs, rights to cancel, and the refund policy.

I understand that my diploma and/or transcripts will not be mailed to me until all of my financial obligations to the American Seminary have been satisfied.

All fees and tuition subject to change.

I understand that if my account should lapse into delinquent status, I will receive no transcript, no grades, and will not be allowed to graduate or receive rights and privileges as a graduate until my bill is paid. Students who have a hold on their account will receive an error message when they attempt to register.

#### Withdrawal/Refund Policy

All withdrawal requests must be made in writing. The withdrawal period is computed from the date of the student's first payment. The date of withdrawal is the date the letter or email indicating withdrawal is received in the school's office of the Registrar. Refundable tuition will be paid within thirty-days.

#### Schedule of Refund

During the first ten (10) consecutive days following full payment, the total tuition paid will be refunded except the non-refundable Application Fee, and a \$150.00 Registration Termination Fee will be deducted from the refund.

After seventeen (17) consecutive days from the date following full payment, 75% of the tuition paid will be refunded except the non-refundable Application Fee, Registration Termination Fee will be deducted from the refund.

After twenty five (25) consecutive days from the date following full payment, 50% of the tuition paid will be refunded except the non-refundable Application Fee and a \$150.00 Registration Termination Fee will be deducted from the refund.

After thirty two (32) consecutive days from the date following full payment, 25% of the tuition paid will be refunded, except the non-refundable Application Fee and Registration Termination Fee will be deducted from the refund.

It is expressly understood that from the thirty third (33) consecutive calendar days following full payment, no refund will be given. There will be no exceptions.

#### Acknowledgement

I hereby acknowledge that I have read this Financial Agreement and fully understand it. By clicking on the Accept button on the application, I am agreeing to be bound by all of the terms of this Agreement, thereby obligating me to pay all outstanding balances that I may incur with American Seminary now and in the future.

The Application Fee of 50.00 (50 dollars) will be due upon application for enrollment in the American Seminary's online programs. The \$50.00 Application fee is payable online at the time of application. Furthermore, it is non-refundable and does not apply to any cost or tuition.

Students who have broken enrollment (did not take at least one module in the previous academic year or twelve consecutive months) must reapply to American Seminary. It is clearly understood that reasonable progress is required in a twelve-month period. At least one module of course work must be completed to maintain student status over a twelve-month period. Reasonable progress applies to all students.

Re-application is made via the online application process and the Board will either approve or deny the student for re-admission. An application for a re-applicant is also keyed with a Business Office Checklist. The Business Office Checklist is used to determine if any outstanding debts for a student. Any debt exceeding \$150 prevents student re-admission.

NOTE: Additional admissions requirements may be requested, depending upon a student's past record.

#### Minimum Standing for Admission

In the event that a student fails to meet the minimum standing for admission to the desired course of study (program), to submit certain admissions requirements, or to meet admissions standards, he/she will be rejected from the program.

AMERICAN SEMINARY is an Open Enrollment school meaning that it has an open enrollment admissions policy in Higher Education. It accepts candidates regardless of their grade point average and usually no minimum grade point average (GPA) or test score is required. The seminary accepts students who it believes will benefit from and contribute to its intellectual community.

Grade of C and Above: Credit will be allowed for those courses in which the undergraduate student has

earned a grade of C or higher.

#### Non-transferable Courses:

Here is a list of some of the courses that cannot be granted transfer credit (please keep in mind that this list is not exhaustive): Remedial/Developmental courses – sometimes numbered 1-99, Pass/Fail courses, Continuing Education courses – usually noted by CEU (Continuing Education Units), Workshops, Seminars, and Orientation Courses  
Number of Term hours granted: The number of term hours granted is determined by the number of hours earned at the institution where the course was taken.

Quarter credit must be converted to Module credit. A course at another institution may be slightly more or less than the number of hours of the comparable course at the American Seminary. However, if it is significantly less, then the course may not cover the necessary breadth and/or depth of the content necessary.

It is expressly understood that all 10 modules of the undergraduate degree must be completed to earn a 120 hour degree. It is also understood that any transferable Courses will be added to the total number of credit hours, only upon graduation. Transferable Courses will only affect credit hours and not GPA. The GPA the student earns in the American Seminary programs are the only grade points which will be considered in the overall GPA. It should be expressly understood that no transfer credit will be given for courses which have a 1.99 or lower course GPA (D's and F's do not transfer).

ONE sealed copy of the official transcript from each accredited college or university that the transfer applicant attended must be sent directly to the Office of [Admissions registrar@americanseminary.org](mailto:Admissions_registrar@americanseminary.org) from the Registrar(s) of the respective institution(s) of higher learning. All transcripts are evaluated by the Registrar's Office, under the guidelines established by the American Seminary's Board.

The evaluation of international transfer credit requires students to submit a translated official transcript in conjunction with course descriptions prior to the final approval process. International transfer credit is accepted only from an institution recognized by the government of the country in which the institution is located. Foreign students are encouraged, and sometimes required, to use foreign credential evaluation services such as World Education Services ([www.wes.org](http://www.wes.org)) to have their transcripts validated and evaluated before sending them to the American Seminary.

A credential evaluation service must be a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) before it can be accepted at the American Seminary. Students are evaluated for acceptance based on the following criteria:

- High School diploma or a GED scores (passing score)
- College Students need to be in good academic standing.
- All transferring students who have who have a 1.5-1.99 GPA will be admitted on probation and must take and pass Module 1 of the course work in an attempt to earn a 2.0 or higher GPA.
- After the successful completion of those courses the student will no longer be on scholastic probation.
- This is not automatic. The student must contact the office of the Academic Dean by email, requesting the Scholastic probation status be changed to Active.

#### Admission

For the Bachelor of Ministry Degree Programs students must:

- Possess a high school or equivalent diploma.
- Provide transcripts of all high school and/or undergraduate work with a grade point average of at least 2.0 (on a 4.0 scale) or equivalent from an accredited college or university.
- All students must submit an online Application for Admission.
- All Students are provisionally accepted and may begin online classes as long as the transcripts are received before the end of the first five (5) Modules.

- Students must request transcripts from former educational institutions to be mailed directly to the Office of the Registrar. Email us at: [registrar@americanseminary-edu.org](mailto:registrar@americanseminary-edu.org) for details.
- The admissions department will process your application in order to make a determination regarding your admission.
- All degree changes are processed within ninety (90) working days. Factors Not Affecting GPA:
- W grades.
- The grades for any Pass/Fail courses.
- R grades after the Repeat Policy has been applied. Why Grade Point Average is Important:
- A student's GPA is used to determine placement on the Dean's List.
- Honors at graduation are determined by a student's GPA.
- The cumulative GPA is used to verify satisfactory academic standing.

#### Dean's List

Students with a GPA of 3.50 or above are eligible for the Dean's List.

#### Unavoidable Circumstances

Students who are unable to complete coursework due to unavoidable circumstances such as personal illness/injury or family emergencies may appeal to the Academic Dean of Education for a temporary course grade of "I" (Incomplete). The authority for the decision to grant an incomplete completely lies with the Academic Dean of Education. Denial of the request for an incomplete may include, but is not limited to, the student's inability to earn a passing grade with completion of the remaining requirements, as well as an insufficient reason for the request. Students must initiate the quest for an incomplete. The Academic Dean will establish a new deadline for the completion of the remaining coursework, based on the circumstances. Up to 6 months may be granted before re-enrollment is required. The GPA is unaffected by the incomplete until a final grade is posted after the deadline. However, grades of "I" will count as hours attempted and not completed, and will negatively affect a student's Satisfactory Academic Progress (SAP).

The grade or grades which have been deleted from the calculation of the GPA will not count toward quality hours earned, but will remain on the record as a course attempted. Under this policy, the grade(s) earned previous to the last grade earned will be changed to a grade of R. When a student has taken the same course multiple times, and uses the Course Repeat Policy, all prior earned grades for the same course will be replaced. NOTE: Only the number of hours for the first course taken will be applied to the 5 Module maximum.

#### Appeal process

A student wishing to appeal a final grade must submit the appeal by email to the registrar. Student will be notified of the result of the appeal within thirty (30) calendar days. If the student wishes to appeal further they must follow the process outlined below.

Within 30 calendar days of the notification of the appeal from the Registrar, the student may submit a written Appeal to the Dean of Education, but should do so through the American Seminary Registrar: [registrar@americanseminary.org](mailto:registrar@americanseminary.org). The student must include the information required above. The Dean will consult with the staff and Board to review the student's written appeal. The Dean will then notify the student of the decision.

Within 30 calendar days of the notification of the appeal from the Registrar, the student may submit a written Appeal to the Dean of Education, but should do so through the American Seminary Registrar: [registrar@americanseminary.org](mailto:registrar@americanseminary.org). The student must include the information required above. The Dean will consult with the staff and Board to review the student's written appeal. The Dean will then notify the student of the decision.



Plagiarism of papers, projects or any assignment shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source.
- Paraphrasing a specific passage from a specific source without properly referencing the source.
- Replicating another student's work or parts thereof and submitting it as an original.
- Purchasing a paper and (mis)representing it as your own work.
- Resubmitting a work that was prepared by the student for another class. Reporting Procedure The reporting procedure is as follows:
  - The Dean of Education will confront the student within two weeks of the discovery of the infraction.
  - The Dean of Education will consider sanctions, if any.
  - The student will have one week to appeal the decision to the Dean of Education, or Board if necessary.
  - The report will be sent to the Registrar's Office to be placed in the student's permanent record. Transferring Credits.

It should be expressly understood that all ten (10) modules of AS must be completed regardless of how many credits are being transferred. NO substitutions are allowed. AS will accept transfer credits from like-accredited institutions and will include those credits hours on the student's final transcript upon graduation. The student should note however, that these transfer credits will in no way be a substitute for the Modules required for graduation. They will, instead, enhance the student's total credit hours achieved. It should be expressly understood that the student's GPA on any and all transfer credit hours is not calculated into the overall GPA.

#### Participation in Commencement

All students are invited to participate in the Online Commencement exercises. American Seminary will

host two (2) Commencement exercises per year: a Fall Graduation in September and a Spring Graduation in June. A student may participate in the Commencement exercises ONLY if all remaining courses (including internships and transfer courses) have begun before the day of the Commencement Ceremony. A student who needs to change his/her name or social security number must contact the Academic Dean of Education and provide official documentation or proof of the change.

#### Student Responsibilities

Each candidate must complete the Graduation Application during his/her last Module. This application is available online. Students who do not submit a completed Graduation Application will not be allowed to participate in the Online Commencement exercises. Furthermore, their degree will not be conferred at that time. Also, Diplomas will not be mailed until the student account-bill has been satisfied.

Honors for graduation are determined by the cumulative grade point average earned at American Seminary. Bachelor degree students who have earned 120 or more hours must satisfy the following GPA standards to earn the corresponding academic distinction:

3.50 -3.66 Cum Laude

3.67 -3.84 Magna Cum Laude

3.85 And above Summa Cum Laude

#### Academic Information Protection of Privacy

In accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, American Seminary will not release personally identifiable information about students, apart from public information, to third parties without the student's consent. Public information includes name, address, telephone number, date and place of birth, major fields of study, dates of attendance, degrees and honors received, and the most recent and previous educational institutions attended.

In addition, students have the right to review records pertaining to themselves in their capacity as students; students have the right to seek correction of their student records through a request to

amend the records; and, students may request in writing that any or all personally identifiable information from their records not be regarded as public information.

Records Retention Policy Custodian of Academic Records – American Seminary Administrative Office where records will be kept: 2525 PORTER ROAD KATY, TX 77493 Students' records are filed in individual folders and stored in fireproof steel cabinets in both paper and electronic media.

These include:

- Written records and transcripts used in the Admissions decision.
- Student Profile: Name, gender, address, and an identification number.
- Copies of all contracts of indebtedness and documents relating to financial aid; date of first enrollment and date of graduation (or withdrawal, if applicable).
- Admission-related documents including the number of transfer credits.
- All course numbers and course titles in which each student is (was) enrolled and his or her grades and academic progress.
- Student Transcript.
- Copies of necessary student work product.
- Credits awarded for master's degree thesis, if applicable.
- Enrollment status: on probation/suspension, or dismissal.
- Financial records.
- Type of degree and date granted.
- Any other documents deemed important or required by the regulatory agencies. Records are secured and accessible by the Academic Dean and the Director of Administration.
- Student Transcript.
- Copies of necessary student work product.
- Credits awarded for master's degree thesis, if applicable.
- Enrollment status: on probation/suspension, or dismissal.
- Financial records.
- Type of degree and date granted.
- Any other documents deemed important or required by the regulatory agencies. Records are secured and accessible by the Academic Dean and the Director of Administration.

Student records will be retained for a period of 50 years. Records are converted to Electronic Document Imaging format and stored on CD-ROM/DVD-ROM/Moodle Educational System for no more than 10 years.

Students shall have the following rights:

- To cancel their enrollment and receive a full refund of the tuition and fees paid (less non-refundable application fee), if notice of cancellation is given prior to the deadline stated in this document.
- To receive quality instruction provided by the faculty that meets the educational and experiential requirements; within a climate that is conducive to thinking and learning that is distinguished by courtesy, respect, and consideration for the dignity of students and their rights as persons.
- To withdraw at any time and receive a refund for the part of the course not taken in compliance with the applicable Refund Policy.
- To obtain factual information concerning the American Seminary.
- To receive advice from the faculty or other qualified personnel regarding the students' academic or financial concerns.
- To request the student's own educational records to correct errors, if necessary.
- To be given reasonable notice of course requirements, criteria, and methods of evaluation, and that these evaluations be given without prejudice or favoritism.
- To be free from illegal discrimination and from harassment, including sexual harassment. The American Seminary prohibits prejudicial treatment or discrimination due to race, color, religion, national origin, gender, age, or disability or on the basis of marital status, specifically including being a single

male, single female, married male, married female or divorced individuals or remarried individuals.

- In the United States, students have a right to confidentiality of their personally identifiable information and records, and to the confidentiality of other information including student's personal history, evaluation documents, and disability information.

#### Miscellaneous Student Responsibilities

I fully understand that I am solely and expressively responsible for any and all updated personal information such as name change on your student record, phone number, email and home address.

#### Assignments

Various assignments will be given to students, depending on the course in which the student is enrolled. Assignments may take the form of essays, questions to be answered, multiple-choice tests, field work, local church activities, etc. Some assignments may be mandatory. Failure to complete satisfactorily any of those assignments may forfeit all credits for that particular subject. Other assignments may be optional, or may affect only a stated percentage of the grade.

#### Personal or Financial Difficulties:

If a student comes into personal or financial difficulty, or if a problem develops concerning policies, procedures, or other aspects the student should consult with the school's staff immediately. Problems should not be allowed to grow until they become insurmountable. The staff/registrar/Dean should be consulted, especially if the student is contemplating leaving. Everyone is ready and willing to do everything possible to insure that students succeed in their preparation for ministry.

#### Differences:

Students are not expected to agree with everything that will be taught within the various courses. Students are, however, expected to treat the views of the faculty members and fellow students with respect. If a disagreement arises about something that is being taught, the student should listen as openly as possible, giving due attention to anything that the Holy Spirit may be saying.

The student should not expect the Holy Spirit to speak to everyone in the same way, or lead everyone in the same direction. The Holy Spirit has a multifaceted plan to suit the extraordinary diversity that exists in the Church as well as the Seminary. There is much that one can learn from others. In assignments, the student will be free to express his or her own views, but at other times will be required to show an understanding of alternate viewpoints and be able to express that differing opinion, even if it conflicts with the student's personal beliefs. It is important for the student to follow the instructions at all times in the preparation of assignments.

#### Student Visiting

All students are welcome to visit American Seminary offices, with proper notice. We would be honored to meet and dialogue with you as you travel on your educational journey. We would love to give you a tour, even though we are an online school.

#### Student Questions

At the American Seminary, students are encouraged to ask questions through chat, emails or Skype. Common courtesy dictates that a student should put his or her questions in writing to submit to the staff online. Usually, the staff's response will need to be accepted even if the response is in conflict with the student's stand. Though continuing dialogue (a part of the educational program), the student is encouraged to utilize the staff as a mentor, assisting the student to develop fuller understanding, knowledge, and wisdom.

#### Student Handbook

The American Seminary's Student Handbook outlines the special and unique relationship between the student and administration. It is valuable reading because it offers guidance on how to succeed in

distance learning, and other tips, policies, and suggestions that smooth and strengthen participation in the educational process.

How grades are figured:

<b>A</b>	Superior	<b>4 grade points</b>	94.5-100 = A
<b>B</b>	Good	<b>3 grade points</b>	91.5-94 = A
<b>C</b>	Average	<b>2 grade points</b>	88.5-91 = B+
<b>D</b>	Poor	<b>1 grade points</b>	85.5-88 = B
<b>F</b>	Failure	<b>0 grade points</b>	82.5-85 = B
<b>I</b>	Incomplete	<b>0 grade points</b>	79.5-82 = C+
<b>V</b>	Audit	<b>0 grade points</b>	76.5-79 = C
<b>WP</b>	Withdrawn Passing	<b>0 grade points</b>	73.5-76 = C
<b>WF</b>	Withdrawn Failing	<b>0 grade points</b>	70.5-73 = D
			Below 70.5 = F

#### THE GRADING SYSTEM:

It is important that academic grades are applied with fairness and consistency. Several methods are used to achieve that goal. It begins with careful effort to provide clear instructions about the nature of each task so that students have no confusion about the expectations. Assignments, such as essays and other written reports, are usually graded by an Official Scoring Person. This reduces the subjective element to a minimum. Objective examinations are scored automatically online through the Moodle Educational System which ensures fair, equal, and accurate grading for all students. Online papers are graded within 5 to 7 days of receipt, and the grade is promptly available to the student through the Moodle Educational System. Students may appeal a grade. Our goal is to treat all students with respect and fairness under all circumstances.

The grading system is based upon a 4.0 scale. The scale, shown in the table above, is the same for all courses in our undergraduate programs. **4.0 GRADING SYSTEM PER CREDIT HOUR**

#### Transcripts:

Transcripts are only issued by the Office of the Registrar. Official transcripts are only issued directly to other institutions upon the student's request. Transcripts will not be issued for a student who has failed to meet all of his/her financial obligations. It normally takes 4-6 weeks to process a transcript. All requests must be made in writing using the transcript request form.

Attendance/Drop-Out/Leave of Absence: Because American Seminary is an online school there is not an attendance policy.

For special seminars/events students are sometimes required to attend all sessions, unless prior approval is granted by the Academic Dean. Drop out students who do not intend to complete their degree program are required to complete a withdrawal form and submit it to the Registrar by email. Every effort will be made to resolve the problem before termination of a student's enrollment takes effect.

#### AMERICAN SEMINARY Doctrinal Truth: What We Believe

We believe in the Father God Almighty who has created the heavens and the earth. We believe that God's original purpose was to create and maintain a universal community in which there would be creativity and productivity in an environment of health, peace, prosperity, and harmony.

We believe in divine healing provided through the atoning blood of Jesus Christ.

We believe in Jesus Christ, the only begotten Son of God the Father.

We believe that Jesus was conceived of the Holy Ghost, born of the Virgin Mary, died for the forgiveness

of our sins, shedding His precious blood was buried and rose again on the third day. After His resurrection ascended into Heaven, where He now sits at the right hand of God, the Father, interceding for the Church, His Bride.

We believe in the Holy Spirit, in His work on earth as Teacher, Comforter, and Guide. We believe in divine healing provided through the atoning blood of Jesus Christ.

We believe in the infallible Word of God and in the Living Word, Jesus Christ Incarnate.

We believe that the kingdom of God is a present and ongoing reality.

We believe the new covenant is the Constitution of the Kingdom and is destined to fill all the earth, and this will be accomplished through a church that will be salt and light in the world.

We believe that the church is the Embassy of the kingdom in earth with the goal of distributing and exporting the goods of the kingdom of God through its multiple ministries and ambassadors until all the earth is filled with the knowledge of the glory of the Lord as the waters cover the sea.

We believe that Adam is dead, the devil is defeated, and Jesus is Lord. God is too powerful to fail and that our future is secure.

#### American Seminary 2011 -2015 SCHOLARSHIP AWARDS -Policies and Procedures

Scholarship Award Policies: The policies governing scholarship awards are predicated upon furthering the goals of recruiting, retaining, and graduating students. As a practice, the scholarship awards must adhere to the guidelines established for each fund. The administration of the awards must be equitable and fair. Eligible students will have an equal opportunity to apply for scholarship funds. All scholarships awarded by the American Seminary are for tuition cost reduction only.

The following students are eligible for scholarships:

1. Degree seeking students enrolling.
2. Incoming freshmen who meet the criteria.
3. Incoming graduate students who meet the criteria.
4. Any student who proves documented economical need. The following students are not eligible for scholarships: Graduate assistants during the term of the graduate assistantship. Non-degree students, Students who are not in good standing.

HOW WE EVALUATE SCHOLARSHIPS: The General Scholarship Committee is comprised of individuals including faculty, staff, and administrators. The committee will review all of the applications. General Scholarship applications are evaluated on the basis of the application form, the criteria, and the funds available. Unfortunately, no student is guaranteed a scholarship in this process, as we have many more applicants than scholarships available.

GENERAL GUIDELINES: Once you have received your scholarship letter by email, you must complete the Application Form from the website. No scholarship is official or complete until the American Seminary application is completed and submitted to the Office of Registration and Academic Records. Students are not guaranteed a scholarship based on the completion of the scholarship application. Nevertheless, a large percentage of applicants received a scholarship. All scholarships awarded by the American Seminary are for tuition cost reduction ONLY. It is expressly understood that the student will not receive any direct funding or compensation. The scholarships are for tuition only. All other cost, fees, books, and or any other costs associated with the educational process are paid by the student.

The scholarship application is open to all and supports equal opportunity in admissions, education and prohibits discrimination based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law.

Application Process:

1. Prospective students may submit an online applications at any time because students are able to begin classes at any time.

2. Application information (degree status, academic standing) will be verified. Students deemed ineligible at this time will be notified and their applications held for future consideration.
3. The following information will be forwarded to the appropriate academic program administrator for an award decision:
4. Scholarship dollars available
5. Eligibility criteria

**SATISFACTORY ACADEMIC PROGRESS:** Applicant is expected to maintain satisfactory academic progress. Recipient agrees to perform faithfully and industriously, using the necessary abilities and talents to perform all the duties that may be required by the express and implied terms of this Agreement, to the satisfaction of the American Seminary.

**COMPLIANCE WITH AMERICAN SEMINARY RULES:** The Recipient agrees to abide by all rules, regulations, and guidelines of AS and to provide a cooperative and supportive attitude toward all the Educational programs

**TERMINATION:** This Agreement may be terminated by the Recipient no later than 14 calendar days prior to the first day of class. The American Seminary may terminate this agreement if the proposed recipient does not reply by the offer deadline or the recipient does not comply with the provisions of this agreement.

**TRANSFER OF RIGHTS:** Neither party shall have the right to assign its interests in the Agreement to any other party.

**ENTIRE AGREEMENT:** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement either oral or written. This Agreement supersedes any prior written or oral agreements between both parties. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties. Please note that all scholarships are subject to review.

**SEVERABILITY:** If any provision in this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**WAIVER OF CONTRACTUAL RIGHTS:** The failure of the American Seminary to enforce any provision of this Agreement shall not be construed as a waiver or limit of the right to subsequently enforce and compel strict compliance with every provision of the Agreement.

**APPLICABLE LAW:** This Agreement shall be governed by the laws of the State

**RECIPIENT OBLIGATIONS:** The Recipient shall abide by the obligations of the Agreement.

**Procedure History:**

Date of First Adoption: June 1, 2011

Date of Implementation: June 25, 2012

Date & Subject of Revisions: December 1, 2015 The Academic Dean of Education Scholarship Application and admission amends all current system procedures effective December 1, 2015.

**Miscellaneous**

Each section within this document entitled Policies and Procedures and Student Handbook constitutes the understanding between the student and American Seminary. Should one section be deemed

insufficient for any reason, the remaining sections are deemed to remain valid.

POLICIES, PROCEDURES AND PRACTICE IN TRANSFERRING AND AWARDING CREDIT – December 1, 2015  
Statement on Transfer and Award of Credit provides principles, criteria and guidelines for institutions to use in developing criteria, policies, procedures and practice in transferring and awarding credit. Of the credit hours required for graduation, a maximum of 60 credits may be transferred from another College or Seminary with a like-minded curriculum. Graduation terms are determined by the number of transferred credits.

Transferable courses must have been completed at an accredited colleges or seminary and must be similar in content, depth, and breadth to courses taught at American Seminary. In addition, a minimum grade of C must have been earned.

The unit of credit at American Seminary is the semester hour. Most courses earn three semester hours of credit; courses must have earned at least three semester hours or an equivalent number of units. A new GPA begins with the commencement of a student career at American Seminary, and reflects only the work completed as an undergraduate student at American Seminary.

Date of Graduation a transfer student's date of graduation is determined by the number of credits accepted in transfer and the number of College semesters these credits satisfy. Typically, students are expected to have completed 30 credits at the end of one year and 60 at the end of two years, etc. In determining a transfer student's date of graduation, leeway of six credits is allowed without loss of status. (For example, students completing 24 to 30 transferable credits are accepted.)

#### Determining course comparability or equivalency

The course to be transferred must be comparable in nature, content and level to courses offered by the receiving institution. In evaluating courses for transfer equivalency, the standard for review should be not less than 75 percent comparability of course content. For courses in a sequence, students need sufficient preparation to succeed in the next course in the sequence.

#### Transferring credits according to articulation agreements

The American Seminary is required to accept any credits defined within formal articulation agreements it has with a sending institution. American Seminary may accept like Credits from an equal or an alike accredited program.

Transferring credit granted by an institution outside the United States American Seminary shall determine if it will accept credits granted by an institution outside the United States.

#### Evaluating developmental courses

Developmental courses shall not be granted college-level credit and they shall not apply to, diploma, or degree program completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework at American Seminary.

Credit life Requirements – The determination requirements for accepting credit is in relationship to the length of time that has passed since the credit was earned.

Transcripts and supporting documentation -The student is responsible for arranging for an official transcript and any other required supporting documentation to meet American Seminary's policy and procedures.

Grade requirements: The student must meet American Seminary grade requirements, whether the credits are accepted in transfer or earned at the college or university granting the award.

#### Procedure History

Date of First Adoption: June 1, 2011

Date of Implementation: June 25, 2012

Date & Subject of Revisions: December 1, 2015 -The Academic Dean of Education Transferable courses amends all current system procedures effective December 1, 2015.

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