



BULLETIN

2017-2018

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**ASBURY UNIVERSITY
ONE MACKLEM DRIVE
WILMORE, KENTUCKY 40390**

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CONTACT INFORMATION

www.asbury.edu

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General inquiries may be directed to the following office extensions:

2283	Academic Accessibility Resources
2110	Academic Dean's Office
2142	Admissions - Traditional Undergraduate
2600	Adult Professional Studies Undergraduate (APS)
2301	Cafeteria
2263	Campus Post Office (CPO)
2401	Career and Calling
2196	Center for Academic Excellence & Tutoring Services
2322	Chapel Office
2181	College of Arts & Sciences
2115	Community Life & Housing
2323	Counseling Center
2162	Eagle Outlet Bookstore
2195	Financial Aid
2524	Global Engagement Office (GEO)
2600	GPS – Graduate Professional Studies
2318	Graduate Studies in Communication (M.A., M.F.A.)
2304	Graduate Studies in Education (M.A.T., M.A., Ed.S.)
2277	Health Services (Clinic)
2177	Helpdesk (IT Services)
2132	Howard Dayton School of Business
2240	Human Resources
2314	Intercultural Programs
2117	Leadership Development
2265	Library Circulation Desk
2478	Luce Physical Activity Center
2214	Master of Business Administration (M.B.A.)
2266	Master of Social Work (M.S.W.)
2110	President's Office
2500	Provost's Office
2325	Registrar's Office
2405	School of Communication Arts
2223	School of Education
2168	Security or Call Switchboard extension 0
2200	Spiritual Life
2330	Student Accounts
2555	Student Center
2322	Student Development – Fletcher Early

1. Telephone calls for individual faculty, staff, administrators, and various University offices should be directed to the campus switchboard.
2. The P.O. address of Asbury University is One Macklem Drive, Wilmore, Kentucky 40390-1198. Mail to students, faculty, and administrators should be sent to the College Post Office (CPO) at this address. Mail to students should include their Campus Post Office (CPO) box number.
3. The University is located in the city of Wilmore approximately 20 miles south of Lexington, Kentucky, three miles south of the intersection of Routes 68 and 29.
4. University offices are open on weekdays during regular business hours. University offices are closed Saturdays, Sundays, and national holidays.

MESSAGE FROM THE PRESIDENT

In 1890, Asbury University was founded to assume a major role in the world for Christ, to get “sinners converted, believers sanctified and the student body established in the experience and doctrine of the Holy Scriptures.” Today, over 125 years later, we are as steadfast and committed to this triple bottom line of getting people saved, sanctified and ready for service. Because we understand the importance of faith informing learning, and hold fast to our mission of academic excellence and spiritual vitality, we approach Christian higher education with a sense purpose, calling and conviction.

This Bulletin introduces you to the broad range of intellectually challenging and potentially transformative academic and communal experiences offered at Asbury University. We believe your time here can be some of the most pivotal years of your life, when knowledge and truth take on deeper meaning and lay a solid foundation

for the vocations to which God is calling you. Beyond the mere pursuit of knowledge or even academic success, our faculty, administrators and staff want to equip you to think critically, creatively and Christianly as you prepare for a lifetime of leadership and service.

I am convinced our students are to be key players in shaping the culture—not just reacting to or embracing the current culture, but influencing and shaping it for the broader good. Asburians are already circling the globe, living and serving in all 50 states and 88 nations. You are to become the next generation of leaders—the salt and light who will discover cures for Alzheimer's and cancer, who will render legal decisions that align with God's teaching, who will demonstrate integrity and morality in the marketplace and who will win lost tribes and nations for Christ.

This academic year, we invite you to join us in exploring new horizons of thought and experience emerging out of our central allegiance to the lordship of Christ and the trust of His Word. The Lord has great plans for you, and a bright future lies ahead.



Sandra C. Gray, President
Asbury University

TRADITIONAL UNDERGRADUATE 2017-2018 ACADEMIC CALENDAR

Asbury University operates under a semester calendar. All course credits are in semester hours.

FALL SEMESTER 2017

Monday, March 27, 2017	Registration for Fall 2017 began
Tuesday, August 8, 2017	Welcome Week begins and residences open for new students
Thursday, August 10, 2017	Welcome Week begins and residences open for new transfer students
Saturday, August 12, 2017	Residences open for returning students at 1 p.m.—first meal for returning students is supper
Monday, August 14, 2017	Classes begin
Friday, August 18, 2017	Last day to register for a Fall 2017 course and last day to drop a course and receive a refund
Monday, September 4, 2017	Labor Day (no on campus classes)
Mon.-Fri., September 11-15, 2017	Fall Revival
Thurs.-Sat., October 5 - 7, 2017	Family Weekend & Homecoming
Wednesday, October 11, 2017	Midterm grades due
Friday, October 13, 2017	Graduation application due for December graduation and Commencement 2018
Friday, October 13, 2017	Fall Break (no on campus classes)
Monday, October 23, 2017	Registration for Spring 2018 begins
Mon.-Fri., October 23-27, 2017	Great Commission Congress
Wednesday, October 25, 2017	*Last day to withdraw from a full-semester course
Wed.-Fri., November 22-24, 2017	Thanksgiving Holiday (no on campus classes); Residences close at 10 a.m. on Wednesday
Sunday, November 26, 2017	Residences open at 1 p.m.
Monday, November 27, 2017	Classes resume at 8 a.m.
Friday, December 1, 2017	Last day of scheduled class sessions
Monday, December 4, 2017	Final Examination Week begins
Thursday, December 7, 2017	Final Examinations end; last day of classes; end of semester
Friday, December 8, 2017	Residences close at 10 a.m.
Tuesday, December 12, 2017	All grades due by noon

SPRING SEMESTER 2018

Friday, January 5, 2018	Welcome Week begins and residences open for new and transfer students
Saturday, January 6, 2018	Residences open for returning students at 1 p.m.—first meal for returning students is supper
Monday, January 8, 2018	Classes begin
Friday, January 12, 2018	Last day to register for a Spring 2018 course and last day to drop a course and receive a refund
Monday, January 15, 2018	MLK Day (no on campus classes)
Mon.-Fri., January 22-26, 2018	Holiness Emphasis Week

Monday, February 5, 2018	Last day to file graduation application to participate in 2018 Commencement
Monday, February 26, 2018	Registration for Summer 2018 begins
Wednesday, March 7, 2018	Midterm grades due
Saturday, March 10, 2018	Residences close at 10 a.m. for break
Monday, March 12, 2018	Spring Break begins
Sunday, March 18, 2018	Residences open at 1 p.m.
Monday, March 19, 2018	Classes resume at 8 a.m.
Wednesday, March 21, 2018	*Last day to withdraw from a full-semester course
Monday, March 26, 2018	Registration for Fall 2018 begins
Friday, March 30, 2018	Good Friday (no on campus classes)
Monday, April 2, 2018	Easter Holiday (no on campus classes)
Tuesday, April 3, 2018	Classes resume at 8 a.m.
Friday, April 27, 2018	Last day of scheduled class sessions
Monday, April 30, 2018	Final Examination Week begins
Thursday, May 3, 2018	Final Examinations end; last day of classes; end of semester
Friday, May 4, 2018	Residences close (for students not graduating) at 10 a.m.
Friday, May 4, 2018	Baccalaureate
Saturday, May 5, 2018	Commencement
Tuesday, May 8, 2018	All grades due by 5 p.m.

SUMMER TERM 2018	TENTATIVE
Sunday, May 13, 2018	Residences open at 1 p.m.
Monday, May 14, 2018	On-campus classes begin (4 wks) & online (8 wks) classes & full-summer contract classes begin
Wednesday, May 16, 2018	Last day to register for any Summer 2018 course and last day to drop a course and receive a refund
Monday, May 28, 2018	Memorial Day (no on campus classes)
Tuesday, May 29, 2018	*Last day to withdraw from an on-campus class
Friday, June 8, 2018	Last day of on-campus classes/exams
Saturday, June 9, 2018	Residences close at 10 a.m.
Tuesday, June 12, 2018	On-campus class grades due by noon
Monday, June 18, 2018	*Last day to withdraw from an online class
Friday, July 6, 2018	Last day of online classes/exams
Monday, July 9, 2018	*Last day to withdraw from a full-summer (contract) class
Tuesday, July 10, 2018	Online class grades due by noon
Friday, August 10, 2018	Last day of full-summer classes/exams; end of term
Tuesday, August 14, 2018	All full-summer (contract) class grades due by noon

TRADITIONAL UNDERGRADUATE - TENTATIVE FALL 2018

FALL SEMESTER 2018	TENTATIVE
Tuesday, August 14, 2018	Welcome Week begins and residences open for new freshmen
Thursday, August 16, 2018	Welcome Week begins and residences open for new transfer students
Saturday, August 18, 2018	Residences open for returning students
Monday, August 20, 2018	Classes begin
Friday, August 24, 2018	Last day to register for a Fall 2018 course and last day to drop a course and receive a refund
Monday, September 3, 2018	Labor Day (no on campus classes)
TBA	Fall Revival begins
TBA	Fall Revival ends
TBA	Homecoming/Family Weekend
Monday, October 15, 2018	Graduation application due for December 2018 graduation
Wednesday, October 17, 2018	Midterm grades due
Friday, October 19, 2018	Fall Break (no on campus classes)
Monday, October 22, 2018	Classes resume at 8 a.m.
Monday, October 29, 2018	Registration for Spring 2019 begins
Wednesday, October 31, 2018	*Last day to withdraw from a full-semester course
TBA	Great Commission Congress begins
TBA	Great Commission Congress ends
Wed.-Fri., November 21-23, 2018	Thanksgiving Holiday (no on campus classes); Residences close at 10 a.m. on Wednesday
Sunday, November 25, 2018	Residences open at 1 p.m.
Monday, November 26, 2018	Classes resume at 8 a.m.
Friday, December 7, 2018	Last day of scheduled class sessions
Monday, December 10, 2018	Final Examination Week begins
Thursday, December 13, 2018	Final Examinations ends; last day of classes; end of semester
Friday, December 14, 2018	Residences close at 10 a.m.
Tuesday, December 18, 2018	All grades due by noon

*For classes with start and end dates that do not follow the official class sessions or modules above, the last date to withdraw without a grade of F is before two-thirds of the class sessions have elapsed.

ADULT PROFESSIONAL STUDIES 2017-2018 ACADEMIC CALENDAR

Asbury University operates under a semester calendar. All course credits are in semester hours.

FALL SEMESTER 2017	<i>[full semester classes plus 1st and 2nd 8 week module classes]</i>
Monday, April 10, 2017	Registration for Fall 2017 began
Monday, July 24, 2017	Full semester classes begin
Friday, July 28, 2017	Last day to register for a full semester class and last day to drop a full semester class and receive a refund
Monday, August 14, 2017	1 st module classes begin
Friday, August 18, 2017	Last day to register for 1 st or 2 nd module class and last day to drop 1 st or 2 nd module class and receive a refund.
Monday, September 18, 2017	*Last day to withdraw from a 1 st module class
Friday, October 6, 2017	Last day of 1 st module classes/exams
Friday, October 13, 2017	1 st module class grades due by noon
Friday, October 13, 2017	Graduation application due for December 2017 graduates
Monday, October 16, 2017	2 nd module classes begin
Friday, November 10, 2017	*Last day to withdraw from a full-semester class
Monday, November 13, 2017	Registration for Spring 2018 begins
Monday, November 20, 2017	*Last day to withdraw from a 2 nd module class
Thursday, December 7, 2017	Last day of 2 nd module classes/exams
Thursday, December 14, 2017	2 nd module class grades due by noon
Friday, January 5, 2018	Last day of full-semester classes/exams; end of semester
Friday, January 12, 2018	Full-semester class grades due by noon
SPRING SEMESTER 2018	<i>[full semester classes plus 1st, 2nd and 3rd 8 week module classes]</i>
Monday, January 8, 2018	Full-semester classes and 1 st module classes begin
Friday, January 12, 2018	Last day to register for all Spring 2018 courses and last day to drop any course and receive a refund
Monday, February 5, 2018	Last day to file graduation application for May 2018 Commencement
Monday, February 12, 2018	*Last day to withdraw from a 1 st module class
Friday, March 2, 2018	Last day of 1 st module classes/exams
Friday, March 9, 2018	1 st module grades due by noon
Monday, March 12, 2018	2 nd module classes begin
Wednesday, April 11, 2018	Registration for Fall 2018 begins
Monday, April 16, 2018	*Last day to withdraw from a 2 nd module class

Thursday, May 3, 2018	Last day of a 2 nd module classes/exams
Friday, May 4, 2018	Baccalaureate
Saturday, May 5, 2018	Commencement
Monday, May 14, 2018	*Last day to withdraw from a full-semester class
Thursday, May 10, 2018	2 nd module class grades due by noon
Monday, May 14, 2018	3 rd module classes begin
Monday, June 18, 2018	*Last day to withdraw from a 3 rd module class
Friday, July 6, 2018	Last day of full-semester and 3 rd module classes/exams; end of semester
Friday, July 13, 2018	All full-semester and 3 rd module class grades due by noon

ADULT PROFESSIONAL STUDIES - TENTATIVE FALL 2018

FALL SEMESTER 2018 TENTATIVE	<i>[full semester classes plus 1st and 2nd 8 week module classes]</i>
Wednesday, April 11, 2018	Registration for Fall 2018 began
Monday, July 23, 2018	Full-semester classes begin
Friday, July 27, 2018	Last day to register for a full semester class and last day to drop a full semester class and receive a refund
Monday, August 20, 2018	1 st module classes begin
Friday, August 24, 2018	Last day to register for 1 st or 2 nd module class and last day to drop 1st or 2nd module class and receive a refund.
Friday, October 12, 2018	Last day of 1 st module classes/exams
Monday, October 15, 2018	Graduation application due for December 2018 graduates
Monday, October 15, 2018	2 nd module classes begin
Friday, October 19, 2018	1 st module grades due by noon
Monday, November 12, 2018	Registration for Spring 2019 opens
Thursday, December 6, 2018	Last day of 2 nd module classes/exams
Thursday, December 13, 2018	2 nd module grades due by noon
Friday, January 11, 2019	Last day of full-semester classes/exams; end of semester
Friday, January 18, 2019	Full-semester class grades due by noon

*For classes with start and end dates that do not follow the official class sessions or modules above, the last date to withdraw without a grade of F is before two-thirds of the class sessions have elapsed.

GRADUATE STUDIES 2017-2018 ACADEMIC CALENDAR

Asbury University operates under a semester calendar. All course credits are in semester hours.

FALL SEMESTER 2017

Monday, April 10, 2017	Registration for Fall 2017 began
Monday, August 14, 2017	Classes begin
Friday, August 18, 2017	Last day to register for a Fall 2017 course and last day to drop a course and receive a refund
Friday, October 13, 2017	Graduation application due for December 2017 graduates
Wednesday, October 25, 2017	*Last day to withdraw from a full semester course
Monday, November 13, 2017	Registration for Spring 2018 begins
Thursday, December 7, 2017	Last day of classes/exams; end of semester
Tuesday, December 12, 2017	All grades due by noon

SPRING SEMESTER 2018

Monday, January 8, 2018	Classes begin
Friday, January 12, 2018	Last day to register for a Spring 2018 course and last day to drop a course and receive a refund
Monday, February 5, 2018	Last day to file graduation application for May 2018 Commencement
Monday, February 26, 2018	Registration for Summer 2018 begins
Wednesday, March 21, 2018	*Last day to withdraw from a full semester course
Wednesday, April 11, 2018	Registration for Fall 2018 begins
Thursday, May 3, 2018	Last day of classes/exams; end of semester
Friday, May 4, 2018	Baccalaureate
Saturday, May 5, 2018	Commencement
Tuesday, May 8, 2018	All grades due by 5 p.m.

SUMMER TERM 2018

TENTATIVE

Monday, May 14, 2018	Summer classes begin
Wednesday, May 16, 2018	Last day to register for any Summer 2018 course and last day to drop a course and receive a refund
Monday, July 9, 2018	*Last day to withdraw from a full summer (contract) course
Friday, August 10, 2018	Last day of summer classes/exams; end of term
Tuesday, August 14, 2018	All summer grades due by noon

GRADUATE STUDIES - TENTATIVE FALL 2018

FALL SEMESTER 2018	TENTATIVE
Monday, August 20, 2018	Classes begin
Friday, August 24, 2018	Last day to register for a Fall 2018 course and last day to drop a course and receive a refund
Monday, October 15, 2018	Graduation application due for December 2018 graduates
Wednesday, October 31, 2018	*Last day to withdraw from a full semester course
Monday, November 12, 2018	Registration for Spring 2019 begins
Thursday, December 13, 2018	Last day of classes/exams; end of semester
Tuesday, December 18, 2018	All grades due by noon

*For classes with start and end dates that do not follow the official class sessions or modules above, the last date to withdraw without a grade of F is before two-thirds of the class sessions have elapsed.

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ASBURY UNIVERSITY PROFILE

THE STATEMENT OF MISSION

Asbury University, a Christian Liberal Arts University in the Wesleyan-Holiness tradition, equips students, through academic excellence and spiritual vitality, for lifelong learning, leadership and service to the professions, society, the family and the Church, preparing them to engage their cultures and advance the cause of Christ around the world.

THE STATEMENT OF PURPOSE

Asbury University is an independent liberal arts University, providing undergraduate and graduate programs guided by the classical tradition of orthodox Christian thought. Central to this endeavor is a clear affirmation of the scriptures of the Old and New Testaments as God's infallible and authoritative word, and particularly its teaching that the world was created by God and that persons are created in the image of God. On this foundation, we seek to provide an excellent integrated educational experience that appreciates truth in all areas of life and develops whole persons for achievement and service. Whether preparing students for further advanced degree study or for professional employment, the educational programs of the University reflect a liberal arts character.

The University believes in the humanizing value of broad exposure to the Western cultural heritage, the "great tradition" as both a classical body of knowledge and a dynamic conversation on the great ideas and values that have shaped this civilization. In robust interaction with Christian faith and practice, this educational approach develops students' natural God-given potentials as rational, moral, spiritual, social, and physical beings. The University seeks to expand students' horizons outward to understand the history and value of other peoples and cultures, and prepares them for involvement in a complex and changing global reality.

University life is shaped by the Wesleyan understanding of sin, grace, and the possibility of full salvation for Christ-like living. Asbury University embraces the equality, dignity, and worth of all persons and endeavors to be a campus community that reflects both the unity and diversity of the body of Christ. Asbury University fosters in students a commitment to Jesus Christ as personal Savior and to holiness of heart and life. The University sends them forth to transformatively engage the cultures in which they are called to live out their allegiance to the Kingdom of God and to participate in the cause of world redemption.

THE STATEMENT OF FAITH

Asbury University is a Christian liberal arts University which stands in the long succession of Christian orthodoxy. Although no official denominational emphasis exists at Asbury University and all may participate fully in the spiritual life of the campus, the institution maintains its commitment to an evangelical Wesleyan-Arminian perspective and requires all who affiliate with the University community to live within the guidelines of this commitment. Those basic beliefs to which Asbury University is dedicated are stated as follows:

We believe:

1. That the Scriptures of both the Old and New Testaments constitute the divinely inspired Word of God, that they are inerrant in the original writings, and that they are the final authority for truth and life.
2. That all truth is a unity since it originates in God, and that God imparts it to man through His revelation in Jesus Christ, in the Scriptures, and in nature.
3. That there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
4. That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

5. That Jesus Christ died for our sins according to the Scriptures, that His atonement is for the whole human race, and that whosoever repents and believes through faith in Him is justified and regenerated and saved from the dominion of sin.
6. That man was created in the image of God, that man fell into sin through disobedience and "so death passed upon all men for that all have sinned" (Romans 5:12), that all human beings are born with a bent toward sinning, and in the case of those who reach moral responsibility, become sinners in need of conversion.
7. That entire sanctification is that act of divine grace, through the baptism with the Holy Spirit, by which the heart is cleansed from all sin and filled with the pure love of God. This is a definite cleansing work of grace in the heart of a believer subsequent to conversion, resulting from full consecration and faith in the cleansing merit of the blood of Jesus Christ.
8. That the Holy Spirit bears witness both to the new birth and to entire sanctification enables the Christian to live a godly life, to grow in the graces of the Spirit, and to walk blamelessly in His holy commandments.
9. That the church is the body of Christ, and that all who are united by faith to Him are its members and love one another out of pure hearts.
10. That the crucified body of the Lord was resurrected, that He ascended into heaven, and that His return will be personal and is imminent.
11. That there will be a bodily resurrection, of the just to everlasting blessedness, and of the unjust to everlasting punishment.

The institution maintains its historic Christian commitment and resists the public practice or propagation of beliefs alien to its Wesleyan Christian orthodoxy. It welcomes students though who have not come to that faith but are respectful of the institution, its mission, and its commitment.

In keeping with our rich Wesleyan-Holiness foundation and commitment, Asbury University believes firmly in the inherent equality of all persons before God, irrespective of race, gender, age, or socioeconomic reality. This equality includes salvation, full membership, participation, and leadership in Church and society (including pulpit ministry), reception & exercise of spiritual gifts, and pursuit of vocational call. Therefore, Asbury University is committed to encouraging all persons to explore, discover, and express their vocational call in obedience to God and for His glory.

THE WESLEYAN THEOLOGICAL HERITAGE

Five Biblical concepts, promoted by John Wesley and his followers, guide our mission.

1. The Nature of the Truth: We believe that all Truth is God's Truth, liberating us to pursue knowledge in any and every legitimate discipline of learning.
2. The Authority of Scripture: In pursuing Truth, we are anchored to the authority of the Bible employing reason, experience, and tradition to develop a Christian world view that unites academic excellence and spiritual vitality.
3. The Nature of Humanity: We believe that men and women are distinct beings created by God, endowed with a free will, and dependent upon God's undeserved mercy to exercise the freedom to choose and change responsibly.
4. The Importance of Purity: We believe that the Christian's deepest need is for a purity of heart and a freedom from the power of sin, which we describe as entire sanctification, in order to live pleasing to God. Sanctification is a definite cleansing experience by the Holy Spirit subsequent to conversion, and a life-long process of cleansing by the Holy Spirit gradually conforming the believer into the image of Christ. It is a process encompassing both purity and maturity.
5. The Call to Service: We believe that the primary motivation for seeking Truth is to live lives of meaningful, sacrificial service contributing to God's redemptive purposes for creation and society.

THE ASBURY HERITAGE

Asbury University was founded in 1890 as the fulfillment of a pledge the Reverend John Wesley Hughes, a Methodist evangelist, made as a student at Vanderbilt University a decade earlier. He chose Wilmore as the school's location because it was situated within his evangelistic preaching circuit and because the townspeople had shown a willingness to support the financing of the initial physical plant.

Originally named Kentucky Holiness College, the school was renamed Asbury College to honor the founder of American Methodism, Bishop Francis Asbury. He was directly responsible for the organization of Bethel Academy in the 1790's. The first of its kind west of the Allegheny Mountains, Bethel Academy was a pioneering Methodist school, located on the banks of the Kentucky River, approximately four miles south of the present Asbury University campus.

On March 5, 2010, Asbury College was renamed to Asbury University, to reflect the institution's growth and further planned expansion in its master's level programs and international markets.

Asbury opened its doors for instruction in September 1890, stating in its Bulletin that, "While we give prominence to the religious, we give equal prominence to thorough mental training; thus giving liberal culture of mind and soul." Since 1893 the University has graduated more than 16,500 men and women, among whom are University presidents, denominational leaders, business executives, medical doctors, lawyers, school administrators, and professors. A host of pastors, missionaries, evangelists, and other full-time Christian workers are also among the alumni, who have placed the Asbury imprint around the world.

Asbury University is an independent institution, held in trust by a self-perpetuating board of trustees. It is evangelical in its religious commitment, bound by its by-laws to those doctrinal standards established by John Wesley and his immediate successors. The University is not supported by any denomination nor does it receive government funds. Admission is open to any qualified student meeting its standards for matriculation.

Since its inception Asbury University has been led by sixteen presidents. Their names and dates of service are listed below.

John Wesley Hughes, Ph.B., D.D. (1890-1905)
Francis Florien Fitch, A.M., S.T.B. (1905)
Benjamin Franklin Haynes, D.D. (1905-1908)
Newton Wray, D.D. (1908-1909)
Aaron Sherman Watkins, D.D., Ph.D., LL.D. (1909-1910)
Henry Clay Morrison, D.D., LL.D. (1910-1925)
Lewis Robeson Akers, B.A., M.A., D.D., LL.D. (1925-1933)
Henry Clay Morrison, D.D., LL.D. (1933-1940)
Zachary Taylor Johnson, B.A., M.A., Ph.D., LL.D., D.D. (1940-1966)
Karl Kenneth Wilson, B.A., B.D., Th.M., Ph.D. (1966-1967)
Cornelius R Hager, B.A., B.D., M.A., LL.D. (1967-1968)
Dennis Franklin Kinlaw, B.A., B.D., M.A., Ph.D. (1968-1981)
Cornelius R Hager, B.A., B.D., M.A., LL.D. (1981-1983)
John Newell Oswalt, B.A., B.D., Th.M., M.A., Ph.D. (1983-1986)
Dennis Franklin Kinlaw, B.A., B.D., M.A., Ph.D. (1986-1991)
Edwin Gene Blue, B.A., M.S., Ed.D. (1991-1992)
Cornelius R Hager, B.A., B.D., M.A., LL.D. (1992-1993)
David John Gyertson, B.A., Ph.D. (1993-2000)
Paul Alexander Rader, B.A., B.D., Th.M., D.Miss. (2000-2006)
William Clark Crothers, B.A., M.B.A., Ph.D. (2006-2007)
Sandra Cowley Gray, B.B.A., M.B.A., Ph.D., (2007-)

THE WILMORE CAMPUS

Thousands of people have walked the paths of the beautiful Asbury University campus, graced with Georgian-colonial architecture, set on 65 acres of gently rolling hills of the Kentucky bluegrass. The total University property, including the campus, covers more than 700 acres. At the entrance to the campus is a semi-circle drive which borders a tree-shaded area, dotted in the spring and summer with park benches. Go to asbury.edu/about-us/university-profile/facilities to learn about campus facilities.

ACCREDITATION

- Asbury University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS) to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Asbury University.
- Asbury University is authorized under federal law to enroll nonimmigrant alien students.
- Asbury University is an accredited institutional member of the National Association of Schools of Music (NASM).
- Asbury University is accredited by the Council for the Accreditation of Educator Preparation (CAEP). The Asbury University School of Education is accredited by the State of Kentucky through the Kentucky Education Professional Standards Board (EPSB). Any education program offered is subject to changes made by the EPSB.
- The Asbury University Social Work Program is accredited by the Council on Social Work Education, Commission on Accreditation.

State Authorization

Asbury University is licensed by the Kentucky Council on Postsecondary Education to offer the A.A., A.S., B.A., B.S., M.A., M.A.T., M.B.A., M.S.W., and Ed.S. degrees.

Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
Phone: (502) 573-1555
Fax: (502) 573-1535

MEMBERSHIPS

Memberships include the Association of Independent Kentucky Colleges and Universities, Christian College Consortium, Council for Christian Colleges and Universities, American Association of Colleges for Teacher Education, National Athletic Intercollegiate Association, National Association of Independent Colleges and Universities, Southeastern Library Network, Inc., The University Board, Accreditation Council for Business Schools and Programs, and National Association of Student Financial Aid Administrators.

Professional Organizations

University chapters of organizations related to various professional groups: Kentucky Education Association – Student Program, Sigma Delta Pi (Spanish), Sigma Zeta (physical sciences), Phi Beta Lambda (business), Phi Alpha Theta (history), Pi Kappa Delta (speech), the Music Educators National Conference, the Student Association for Health, Physical Education and Recreation, Society of Collegiate Journalists, and the Student Chapter of the National Association of Teachers of Singing (SNATS).

ASBURY UNIVERSITY ACADEMICS OVERVIEW

ACADEMIC PROGRAM LEVELS AND DEGREES OFFERED

- **Traditional Undergraduate [TUG]** – primarily on campus, face-to-face classes with limited online classes. Offering the Associates of Arts, Bachelor of Arts, and also the Bachelor of Science for non-foreign language education majors.
- **Asbury Academy** – high school students, prior to high school graduation, are admitted to the Academy, making them eligible to take classes with and follow the policies of the traditional undergraduate level [TUG].
- **Adult Professional Studies Undergraduate [APS]** –adult learners, online classes. Offering the Associate of Science, Bachelor of Science, and elementary teacher certification courses.
- **Graduate Studies [GRAD]** – Online or on campus, depending on degree and program. Degrees offered in Social Work (Master of Social Work), Business (Master of Business Administration), Communication (Master of Arts, Master of Fine Arts) and Education (Master of Arts, Master of Arts in Teaching, and Education Specialist).

ACADEMIC DEPARTMENTS

Academics for Asbury University undergraduate and graduate programs are overseen by the following:

COLLEGE OF ARTS & SCIENCES

Ancient & Modern Languages
Art
Christian Studies & Philosophy
English
Mathematics
Music
Psychology
Science & Health
Social Science & History
Social Work

HOWARD DAYTON SCHOOL OF BUSINESS

Business

SCHOOL OF COMMUNICATION ARTS

Media, Journalism & Digital Storytelling
Communication, Worship & Theatre Arts

SCHOOL OF EDUCATION

Education

Courses and academic opportunities not part of any department or program which may be utilized by students across disciplines (e.g., off campus study, academic support, UNV courses, and ROTC) are overseen by Academic Affairs, Office of the Academic Dean.

The SCHOOL OF GRADUATE & PROFESSIONAL STUDIES (GPS) oversees online delivery options in select programs in APS undergraduate degree completion and graduate studies.

UNDERGRADUATE ACADEMICS

Traditional Undergraduates, including Asbury Academy, and Adult Professional Studies

OFFICIAL COMMUNICATION - ASBURY UNIVERSITY EMAIL ACCOUNT

The student's Asbury email is the official means of communication between students, and office representatives and faculty at Asbury University. An Asbury email account will be created for all students; the required log in identifies communications as being from the student. Students are responsible for reviewing and responding to emails in a timely manner. Students should pay close attention to email from the representatives of the offices of Registrar, Financial Aid, or Student Accounts; these are often time sensitive.

ACADEMIC CALENDAR AND CREDIT HOURS

Asbury University operates under a semester calendar. All course credit hours are in semester hours.

Definition Of Credit Hour

Asbury University has established the credit hour to be represented by minutes of guided faculty instruction and minutes of student work across all forms of instructional delivery resulting in equivalent learning opportunity.

Asbury University's definition of the credit hour observes the principles set forth in the federal definition and is the unit used in assigning course credits. Work represented in intended learning outcomes and verified by evidence of student achievement is equivalent to:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in point (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

PROGRAM LEVELS

[Program levels are: Traditional Undergraduate (with Asbury Academy for high school students), Adult Professional Studies, and Graduate]

- A. In order to become an Asbury University student in any program with access to class registration students must have applied, completed all admissions requirements, and been confirmed as "accepted and final" by the appropriate admissions office for that program. Students must submit all official transcripts and documents to be fully admitted.
- B. Selection of a program level determines admissions requirements, program costs, financial aid availability, and academic calendar, as well as availability of specific courses, majors, programs, and degrees.
- C. When moving from one of the four program levels to another, students must apply to and meet all the requirements for acceptance into the new program level.
- D. Students are considered "Active" in only one program level at a time. When applying to move to a new level, the start and end dates of registered classes in the current and the future program levels may not overlap.

Go to the Asbury university website for admissions information for the different programs.

<https://www.asbury.edu/admissions>

ACADEMIC SUPPORT SERVICES

Academic Advising

The role of the academic advisor is to aid students in the choice of courses as well as to provide general guidance. The academic advisor should normally be the person of first recourse for a student who needs help in any area of adjustment to University life. Prior to each semester's registration, students should discuss a proposed schedule with a faculty advisor in the major to review the semester's class choices. The purpose of this personal attention is to help students make successful academic progress toward graduation.

- All undergraduate students are assigned a faculty member as an academic advisor based upon the student's major field of study.
- Traditional undergraduate students who are undecided in their major will be advised by the Coordinator of New Student Advising.
- The APS Advising Center provides a contact point for adult learners in the APS program online. All APS undergraduates, and especially those who are undecided majors, should contact the APS Advising Center as an additional resource. Email: advisingcenter@asbury.edu
- The Office of the Registrar is available to all university students for general help and advising on academics related issues.
- The Center for Academic Excellence provides additional academic support, tutoring, and academic accessibility resources. asbury.edu/academics/cae

Center for Academic Excellence

The Center for Academic Excellence (CAE), located on the lower level of Kinlaw Library, exists to support students across all academic disciplines. Traditional undergraduate degree students are offered free academic support through the Center for Academic Excellence (CAE) - writing support and tutoring services, and Academic Accessibility Resources. Fee-based tutoring is available for Academy students. Students can request tutoring and other academic support services at any time during a semester through the CAE website, asbury.edu/academics/cae or by emailing tutoring@asbury.edu.

Tutors in the Center for Academic Excellence serve their fellow students through a dynamic tutoring process. Tutors, who have mastered content-specific information about academic subjects, general academic skills, and writing, communicate this information to students at each student's level of academic preparedness, competence, and confidence. Tutors work with students to encourage immediate and lifelong goals: the ability to think and write on a college level and to impact the world for Christ. One-on-one or small-group meetings allow for Christian fellowship, encouragement, and accountability. Go to asbury.edu/academics/cae, email tutoring@asbury.edu, or call ext. 2196 for additional information.

Academic Accessibility Resources

Academic Accessibility Resources (AAR) provides reasonable academic accommodations for students with disabilities in accordance with the ADA Amendments Act of 2008 (ADAAA). AAR offers academic accommodations on a case-by-case basis depending on student self-report, past history of need, and current need of academic accommodations. Even though the AAR reserves the right to request supporting documentation for requested services, we encourage students to meet with our AAR Coordinator as soon as possible because accommodations are not retroactive. Students who receive academic accommodations complete the same course requirements as all students, and accommodations will not interfere with the fundamental requirements or objectives of the course. Academic accommodations are meant to provide equal access to students.

Students who would like more information about receiving academic accommodations can contact the AAR Coordinator, Pamela Downing, at pamela.downing@asbury.edu or (859) 858-3511 X2283. Disability information will remain confidential unless permission is given by the student or where disclosure is required by law. Documentation is housed in the Center for Academic Excellence and the Academic Accessibility Resources office. Documentation will be kept five years past graduation and three years past transfer or withdrawal.

ACADEMIC INTEGRITY

Academic integrity, the embodiment of the moral and spiritual principles to which we adhere, is the essential basis of the Asbury University academic community. Integrity, as partially defined by the Student or Program Handbook on Community Life Expectations, is “both knowing the right thing to do and doing it regardless of the circumstances.” This definition may be applied to all of the scholastic interactions of the academic community. Every member of the community shares responsibility for maintaining mutual trust, respect, and integrity. Violations of such trust and specific acts of academic dishonesty will be subject to disciplinary action.

Definitions of Academic Dishonesty

Academic dishonesty can be defined as any type of cheating relative to a formal academic requirement. Academic dishonesty is typically thought of first as plagiarism. Plagiarism, whether intentionally or unintentionally, occurs when credit is taken for what someone else worked hard to discover and record if there is no clarification from where or from whom information is taken. Plagiarism is the use of another’s ideas, words, thoughts, or organization without appropriate credit and documentation when used for a project, paper, presentation, or exam.

More examples of academic dishonesty include, but are not limited to: unauthorized collaborations, fabrications of data, unauthorized access to sources on an exam, excessive revision by someone other than the student, re-use of previous work without permission, and other situations described by faculty for specific purposes.

Appeals Process

Students desiring to appeal a determination of academic dishonesty will follow the ‘Academic Appeals Procedure’ found in the Probation, Suspension, and Appeals section of the Asbury University Bulletin.

Determination of Academic Dishonesty and Consequences:

Faculty will address suspected occurrences of academic dishonesty as follows:

1. The faculty member will meet with the student individually to discuss the incident. At the faculty member’s discretion, the department chair will either be notified of the meeting or be asked to be present for it. The student will be informed of the department chair’s involvement.
2. At the faculty member’s discretion the student will receive a lowered grade, an ‘F’ or 0% on the assignment in question.
3. The faculty member will report the incident in writing to the Registrar who will maintain a record of academic integrity violations.
 - a. If the incident is the student’s second offense of academic dishonesty as verified by the Registrar, the student will meet with the Dean of the college or school where the most recent incident occurred. At the Dean’s discretion, the student will receive an ‘F’ in the course.
 - b. If the incident is the student’s third offense, the student will be suspended from Asbury University.

UNDERGRADUATE DEGREE REQUIREMENTS

For Traditional Undergraduates and Adult Professional Studies Undergraduates

THE FOUNDATIONS - MISSION

The mission of Asbury University, as a Christian Liberal Arts University in the Wesleyan-Holiness tradition, is to equip students, through academic excellence and spiritual vitality, for lifetime learning, leadership and service to the professions, society, the family and the Church, preparing them to engage their cultures and advance the cause of Christ around the world. Value Proposition: Academic Excellence and Spiritual Vitality.

THE FOUNDATIONS LIBERAL ARTS PROGRAM

Asbury University's Foundations Liberal Arts Program organizes around five (5) key conceptual areas. Each of the five areas clearly identifies a Student Learning Outcome (SLO) crucial to the liberal arts vision and overall academic mission of the University. While each conceptual category is distinct, and supports a clearly defined learning outcome, none of categories is to be considered as isolated from the other, nor static. They are of a piece, all interconnected, inseparable, and dynamic. They invite reflection on the whole person, not on some disaggregated set of aptitudes or skills. Thus Christian faith and culture sheds light on and informs human thought and creative expression. Yet neither the religious nor the creative life unfolds in a vacuum. A person in search of knowledge, meaning, and wisdom must necessarily engage society and answer the call to public and global responsibility, while also recognizing that informed citizenship requires critical thinking, analysis, and problem solving. Social responsibility, in turn, entails a deep awareness that human persons are very obviously situated in human circumstances and communities, which must be sustained by productive learning, living, and well-being. Thus, the following conceptual framework for the Foundations/Liberal Arts Program at Asbury University is designed to highlight these intersections, to open new pathways of thought, to promote an interdisciplinary approach to liberal arts study, and, ultimately, to keep alive the enduring questions of human life and meaning:

1. Integrating Christian Faith and Culture

At Asbury University, the Foundations Liberal Arts Program takes shape within the context of Christian revelation. Asbury's Christian (Wesleyan) theological tradition invites students to apprehend God's revelation through scripture, reason, tradition, and experience. These common inquiries challenge students to explore the rich relationship between Christian belief and practice, between Christian theological foundations and traditions. As a crucial part of this theological education, students will use critical approaches and interpretive skills necessary to establish life-long Biblical literacy. [Courses: OT 100, NT 100, TH 250]

SLO 1: Students will demonstrate Biblical literacy and theological understanding as they inform human life.

2. Discovering Human Thought and Creative Expression

Works of literature, art, music, and philosophy raise enduring questions about humankind. This area of study will help students ask and address fundamental questions relating to humankind and the varieties of human experiences. Essential to this area of inquiry is a sustained program of reading deeply in and writing about influential thinkers—artists, poets, philosophers, and historians—who have posed questions and expressed ideas about such perennial human concerns as art and beauty, truth and goodness, history and culture, and morality and ethics. [Course areas: Composition, literature, speech, fine arts history/appreciation, philosophy]

SLO 2: Students will use aesthetic, historic, linguistic, and philosophical forms and expressions to interpret the human condition.

3. Engaging Society and Global Responsibility

For millennia humans have organized themselves in families, communities and states – for protection, to meet needs, expand material wealth and promote social wellbeing. This category attempts to understand the human experience with regard to social and political organization and the responsibility of individuals and groups to sustain and alter the social order. [Course areas: history, social science, foreign language/Cross-Cultural engagement]

SLO 3: Students will demonstrate how key concepts from the social and behavioral sciences help to identify and address real-world problems of human persons, communities, and nations, including the origin of such problems.

4. Achieving Quantitative and Critical Literacy

The modern age presents humans not just with mass society, but also with an outpouring of data about every element of that society, as well as tools that enable individuals and groups to analyze and interpret these data. Increasingly, success in the professions and in personal life will depend upon a person's ability to utilize these tools to facilitate critical thinking and problem solving. This area of inquiry will challenge students to comprehend and evaluate mathematical and statistical information, perform problem-solving operations on qualitative and quantitative data, and describe the challenges of using technology and managing information. [Course areas: math, technology]

SLO 4: The student will demonstrate critical thinking and problem solving through the interpretation and analysis of data.

5. Searching the Natural World and the Environment

Scientific discoveries in the recent era have led to an explosion of knowledge of the natural world. Though such knowledge has enabled humans to conquer diseases and to construct infrastructures that promote human well-being, the scientific era has also raised moral, ethical, religious, and environmental questions regarding human practices, habitations, circumstances, and environments. Scientific discovery and practicing the scientific method are crucial for a life of productive learning and living. Students, then, will explore foundational principles and concepts in natural science and use them in critically thinking about such related areas as personal wellness, environmental stewardship, culture formation, and moral and ethical decision making. [Course areas: natural science, health]

SLO 5: Students will use the scientific method to engage in an exploration of the natural world, including a close examination of practices that promote environmental stewardship and personal well-being.

SATISFYING THE FOUNDATIONS REQUIREMENT

1. Courses in the Foundations areas are required for all undergraduate degrees.

See the specific courses that fulfill the Foundations in each program - "Traditional Undergraduate Degree Requirements" or "Adult Professional Studies Undergraduate Degree Requirements".

2. Some courses required in a major or minor may also satisfy a Foundations course.

3. Students fulfilling any Foundations requirements with major courses, or by waivers of any kind, **must still meet the minimum credits required for the degree.**

ASSOCIATE DEGREE REQUIREMENTS

- Admission standards for the associate's degree are the same as the bachelor's degree.
- There are no differences between courses offered for the associate's and the bachelor's degree.
- A student who holds a bachelor's degree may not be awarded an associate's degree.
- A student may not be awarded a bachelor's degree and an associate's degree at the same commencement. A student must declare an associate's degree before their junior year (60 credits earned).

All candidates for an associate's degree must meet the following requirements to graduate:

1. Complete a minimum total of 60 semester hours.
2. Earn a minimum 2.00 cumulative grade point average
3. Satisfy the academic residency requirement detailed below.
4. Fulfill all liberal arts foundations requirements except for Cross-Cultural Engagement.
Note: Cross-Cultural Engagement Policy - Students who previously earned their associate's degree from Asbury University and are readmitted for the B.A. or B.S. degree in the traditional undergraduate program will be required to satisfy the Cross-Cultural Engagement.
5. Traditional undergraduates must receive a passing grade of 'P' in their final registration in chapel.
6. Traditional undergraduates may choose to complete an optional emphasis using an undergraduate minor for the associate of arts degree. All requirements for the minor must be complete to graduate with the emphasis. 50% of the hours/courses in any elected emphasis must be completed at Asbury.
7. Complete comprehensive examinations and assessment tests as required by individual departments and programs or the University administration.
8. Students must graduate under the requirements (Foundations, major, and minor) of the Bulletin in effect at the time of first enrollment. (note exceptions)
 - a. Students may elect to graduate under new requirements placed in effect while enrolled.
 - b. Students changing to or adding newly approved majors or minors will be expected to move all requirements (foundations, major, and minor) to the newer bulletin.
 - c. Students who withdraw or become inactive must reenroll within two years of the last term attended to continue on the same year bulletin degree requirements. Students who reenroll after the two years become subject to all bulletin degree requirements in place at the time of reenrollment.
 - d. NOTE: Returning students may not reenroll in a degree program, major or minor that has been discontinued. Returning students in such programs must declare a current active program at the time of readmission.
9. Students must file a "Graduation Application" form in the Registrar's Office by the posted deadline for the commencement year and for their expected graduation date (generally, Oct. 15 for December graduation, and Feb. 15 for May or August graduation). Application information may be found online: www.asbury.edu/offices/registrar/graduation
10. Students who previously earned their associate's degree from Asbury University must reapply and be readmitted for the B.A. or B.S. degree.

Students with waivers of any Foundations or other requirements must still complete the total 60.0 credits required for graduation with an associate's degree.

BACHELOR DEGREE REQUIREMENTS

All candidates for an undergraduate bachelor's degree must meet the following requirements to graduate:

1. Complete a minimum total of 124 semester hours.
2. Earn a minimum 2.00 cumulative grade point average
3. Satisfy the academic residency requirement detailed below.
4. Fulfill all liberal arts foundations requirements, including Cross Cultural Engagement for traditional undergraduates.

5. Traditional undergraduates must receive a passing grade of 'P' in their final registration in chapel.
6. Traditional undergraduates - All majors except for non-foreign language education majors must fulfill all liberal arts core requirements, including Foreign Language, to receive the Bachelor of Arts.
7. Traditional undergraduates - Non-foreign language education majors must fulfill all Foundations requirements excluding Foreign Language to receive the Bachelor of Science. However, if these majors complete the Foreign Language requirement they will be awarded the Bachelor of Arts.
8. APS undergraduates - All majors will complete only the Bachelor of Science.
9. Fulfill the requirements for at least one major. All majors and minors on a student's record must be completed to graduate with these listed on record. 50% of the hours/courses for all majors and minors must be completed at Asbury University. Second majors and minors are not required for graduation and may be dropped by the student in order to graduate.
10. Complete comprehensive examinations and assessment tests as required by individual departments and programs or the University administration.
11. Students must graduate under the requirements (Foundations, major, and minor) of the Bulletin in effect at the time of first enrollment (note exceptions)
 - a. Students may graduate under new requirements placed in effect while enrolled.
 - b. Students changing to or adding newly approved majors or minors will be expected to move all requirements (foundations, major, and minor) to the newer bulletin.
 - c. Students who withdraw or become inactive must reenroll within two years of the last term attended to continue on the same year bulletin degree requirements. Students who reenroll after the two years become subject to all bulletin degree requirements in place at the time of reenrollment.
 - d. NOTE: Returning students may not reenroll in a degree program, major or minor that has been discontinued. Returning students in such programs must declare a current active program at the time of readmission.
12. Students must file a "Graduation Application" form in the Registrar's Office by the posted deadline for the commencement year and for their expected graduation date (generally, Oct. 15 for December graduation, and Feb. 15 for May or August graduation). Application information may be found online: www.asbury.edu/offices/registrar/graduation

Students with waivers of any Foundations or other requirements must still complete the total 124.0 credits required for graduation with a bachelor's degree.

Education majors meeting the above requirements earn the bachelor's degree, but additional requirements may be required to complete teacher certification. See details at the School of Education.

ACADEMIC RESIDENCY REQUIREMENT FOR A DEGREE

Academic Residency is the minimum number of semester hours/classes that must be completed as a student at Asbury University to be eligible to earn an Asbury University degree.

Students are expected to complete the final semesters of their degree as a student at Asbury University.

To Earn the Associate's Degree

1. Students must complete a minimum of 30 semester hours (not transfer or institutional credit) as a student at Asbury University.
2. Students must complete the final two consecutive full-time semesters (or a minimum equivalent to 24 credit hours) at Asbury University. Part time students will require more semesters at Asbury to meet this equivalent.
3. All students must complete a minimum of 12 of the final 21 credits at Asbury. If the maximum transfer limit (30 credits) has not been reached, pre-approved transfer approval may be granted to bring in no more than 9 credits from all other sources to finish degree requirements. See Academic Policies: "Transfer Credit Requirements & Limitations".

4. If finishing a minor for an emphasis, 50% of required credits/courses must be completed at Asbury.

To Earn the Bachelor's Degree

1. Students must complete a minimum of 49 semester hours (not transfer or institutional credit) as an Asbury University student.
2. Students must complete the final three consecutive full-time semesters (or a minimum equivalent to 36 credit hours) at Asbury University. Part time students will require more semesters at Asbury to meet this equivalent.
3. It is expected that students will be registered at Asbury while at senior status (having 90 or more earned credits). [Exceptions: students completing a Pre-Nursing major or Engineering Math major must meet the residency requirement in the three semesters prior to transferring off campus.]
4. All students must complete a minimum of 12 of the final 21 credits at Asbury. If the maximum transfer limit (30 credits) has not been reached, pre-approved transfer approval may be granted to bring in no more than 9 credits from all other sources to finish degree requirements. See Academic Policies: "Transfer Credit Requirements & Limitations". Exceptions: students completing a Pre-Nursing major or Engineering Math (UK) major may only transfer required major courses from nursing or engineering program.
5. 50% of all required credits/courses of all student's major(s) and minor(s) must be completed at Asbury University.

UNDERGRADUATE ACADEMIC POLICIES

Asbury University undergraduates in all programs are subject to all academic policies unless the policy is specifically labeled as unique to one particular program.

MAJORS AND MINORS

1. All students receiving a bachelor's degree must complete one major.
2. Students are not required to have a minor.
3. The major of the associate's degree is liberal arts, and a minor is optional where available.
4. Majors and minors must be officially declared to be listed on the student's record and official transcript. To declare, change, drop or add a major or a minor, students must contact the Registrar's Office or email: registrar@asbury.edu
5. Majors and minors may not be added after a student has graduated.
6. Undecided students are expected to have declared a major for the bachelor's degree by the beginning of the junior year (60 credits earned).
7. Associate degree should be declared before junior status (60 credits earned).
8. Bachelor degree students may choose to complete a second major. Each added major requires 24 unique, additional credits not part of the student's other major. Freshmen are expected to complete their first semester before adding a second major.
9. Bachelor degree students may choose to complete up to two (2) minors. Each added minor requires 12 unique, additional credits not part of the student's majors or other minors.
10. Fifty percent of the course requirements for each undergraduate major or minor must be completed as a student at Asbury University.

The requirements for graduation with any chosen major or minor are listed in this Bulletin and on the major/minor sheets which are available online: asbury.edu/offices/registrar.

NOTE: *The University reserves the right to change degree requirements, major and minor requirements, and course offerings, as well as to cancel any course not selected by a sufficient number of students (low enrollment) at the time offered.*

Fulfillment of all degree requirements is the student's responsibility.

Majors or Minors declared on Transcript and in Commencement

All majors and minors must be officially declared in the Registrar's Office to be listed on the transcript. For any major to be listed on the student's record at the time of the commencement all must be officially declared in the Registrar's Office by February 1 of the student's commencement year for May or August graduation. For December graduation with commencement the following year all must be declared by October 15. After the deadline and/or after commencement, extra majors and minors may be dropped in order to graduate in a timely manner, but no new majors or minors may be added to cause an extension of the student's academic time and change the graduation date.

CLASSIFICATION OF STUDENTS

A. Undergraduates completing degrees (associate degrees, bachelor degrees)

- FRESHMAN: 0 – 29 credits earned.
- SOPHOMORE: 30 – 59 credits earned.
- JUNIOR: 60 – 89 credits earned.
- SENIOR: 90 or more credits earned.

B. All students taking classes which are not being applied towards a degree at Asbury University are considered Non-Degree seeking for reporting purposes, and include:

- Students taking courses beyond a bachelor's degree after graduation that will fulfill another major or elementary teacher certification – no degree or certification is awarded.
- Student taking a course for personal interest such as auditors or transient students from another college taking courses intended to transfer to home institution.
- Full time students visiting, with proper permission from their home institution, for a semester of study at Asbury University's Wilmore campus, or with a study abroad program.
- Current high school students taking classes through the Asbury Academy prior to high school graduation.

Non-degree students wishing to continue for more than two semesters, or beyond 12 semester hours, must receive regular approval from the Registrar to continue.

First-Time, Full-Time Freshmen designation

Undergraduate students who enroll full-time at Asbury University, and who have not attempted 12 credits or a full-time semester of academic credit at another college or university since graduation from high school, are designated as first-time, full-time freshmen for reporting and financial aid. This is true regardless of years since high school graduation, college credits earned during high school, or any military or non-college training since high school graduation. 'First-time, full-time freshmen' are required to provide verification of high school graduation (high school transcript, diploma, or GED). Students who are designated as first-time freshmen may simultaneously hold a higher actual grade level classification (sophomore, etc.) based on credits awarded from dual enrollment or advanced placement credit.

STUDENT FULL-TIME ENROLLMENT STATUS AND ACADEMIC LOAD

- 12 or more hours per semester is considered full-time for all undergraduates.
- 9 - 11 hours per semester is considered three-quarter time.
- 6 - 8 hours per semester is considered half-time.
- Under 6 hours per semester is less than half-time.
- The normal, expected academic load for degree-seeking Traditional Undergraduates is 15-17 semester hours for a fall or spring semester.
- The normal expected academic load for degree-seeking APS Undergraduates is 12-13 semester hours for a fall or spring semester.

UNDERGRADUATE TRANSFER & OTHER CREDIT SOURCES

Asbury University accepts transfer of college courses from regionally-accredited universities and college level examination credit from programs such as AP, IB, AICE, and CLEP. Asbury University also accepts a limited amount of credit (on a case-by-case evaluation basis) from some non-regionally accredited schools or other non-college sources such as military training or credit for prior learning.

GENERAL POLICIES FOR TRANSFER CREDIT

1. Asbury University transfers credit only from official documentation. Asbury University does not award credit based on any transfer credit, advanced or institutional credit listed as awarded on other college or university transcripts. Credit cannot be transferred from a high school transcript.
2. For college transcripts and test scores to be official for awarding transfer or advance credit they must be sent directly from the institution or testing program to Asbury University. Credit cannot be accepted from faxed, copied, emailed or hand delivered transcripts. Student delivered transcripts or scores may be used for advising; however, they are NOT acceptable as final, official transcripts or scores for the transfer of credit.
3. Transcripts showing courses still in process are not considered final official transcripts.
4. Transfer Limits under the Residency Requirement:
 - a. For the associate's degree, 30 semester credits is the maximum total transfer from all sources combined (regionally-accredited institutions, college examination programs, and institutional credit; this 30 hours may include up to 24 credits of non-accredited/non-academic work from CPL or military credit). Student must complete at least 30 semester hours of course work at AU.
 - b. For the bachelor's degree, 75 semester credit is the maximum total transfer from all sources combined (regionally-accredited institutions, college examination programs, and institutional credit; this 75 hours may include up to 24 credits of non-accredited/non-academic work from CPL or military credit). Student must complete at least 49 semester hours of course work at AU.
 - c. To finish a degree undergraduates may transfer no more than 9 credits from any other sources after they stop attending Asbury; 12 credits of a student's final 21 required credits must be completed as a student at Asbury University.
 - d. Fifty percent of courses/credits requirements for each undergraduate major or minor must be completed as a student at Asbury University.
5. Sources of Credit
 - a. **College and University Transfer Credit** - Asbury University accepts official transfer from all colleges accredited by the six regional U.S. accrediting bodies. Transcripts from schools not accredited by the six regional U.S. accrediting bodies may have only limited acceptance for transfer. All non-regionally accredited institutions will be individually reviewed to evaluate rigor, content, and faculty credentials.
 - b. **Credit awarded from college examination programs (See below: AP, CLEP, IB, AICE)** can only be transferred from original documentation. Asbury University does not grant credit based on advanced placement or institutional credit listed on high school transcripts or on other college or university transcripts. Credit is granted only for exams that have been determined to be equivalent to courses listed in the Asbury University course catalog. Credit from these examinations is considered equivalent to regionally-accredited college courses.
 - c. **Asbury institutional credit** sources include credit awarded for varsity sports, and placement test purchase credit in foreign languages, or horseback riding. These non-classroom credits are included when calculating transfer limits from all outside sources.
 - d. **Credit awarded from non-accredited/non-academic sources** is limited to a combined total of 24 semester credits in electives only within the maximum transfer limits for a degree. All such credit is reviewed on a case-by-case basis. These include military training, credit for prior learning (CPL), and some non-regionally accredited schools which do not meet requirements for course-

to-course transfer. All non-regionally accredited institutions will be individually reviewed to evaluate rigor, content, and faculty credentials.

COLLEGE AND UNIVERSITY TRANSFER CREDIT POLICIES

1. College courses must have posted grades of 'C' or above on the official transcript to transfer to undergraduate programs. [Grades of 'C-', 'D+', 'D', 'D-', 'E' or 'F' do not transfer.] Courses which are graded under as pass-fail (grade of 'P') are not accepted for transfer without official validation that the minimum passing grade is equivalent to 'C' or above. (Exception: Physical Activity courses can be transferred with a passing grade of 'P').
2. Grades (GPA) from college transfer courses are not transferred and are not used when determining a student's cumulative grade point average for academic progress at Asbury University.
3. Credits earned at a college or university using a quarter hour calendar when transferred will be converted to semester hour credits by a factor of 2/3 (x 0.667).
4. Courses taken more than three years prior to enrollment which involve current technology or equipment, or which must satisfy current regulating agency or state requirements may be out of date and are subject to not transfer. These courses will be reviewed case-by-case.
5. After matriculation to Asbury University, bachelor level students may not transfer more than 6 semester hours of independent study course work from another institution.

Transfer of Dual Enrollment College Credit Completed Before High School Graduation

College credit completed prior to high school graduation may be considered for transfer. The student with dual enrollment credit is still considered a first-time freshman when enrolling in first college classes after the high school graduation date.

1. Dual enrollment credit cannot be transferred from the high school transcript, but must be documented on the official college transcript sent directly from the college or university.
2. The student is responsible to request their final official transcript from the college to be sent directly to the Asbury University Admissions Office. Student-delivered transcripts are not accepted as official.
3. Credits earned through Asbury University Asbury Academy while in high school are automatically counted towards later enrollment in an Asbury undergraduate degree program.
4. Credits taken more than two years prior to high school graduation may not be transferred unless the student demonstrates continued educational progress at college level.
5. All general transfer policies and limitations apply to transfer of college credit taken while in high school.

Transfer with a KCTCS Associate of Arts or Associate of Science Degree

Any student accepted into Asbury University who presents an Associate of Arts (A.A.) or Associate of Science (A.S.) degree awarded by one of the Kentucky Community and Technical College System schools [*This agreement does not apply to a KCTCS associate of applied science (A.A.S.) degree.*] will be deemed to have satisfied the Asbury University Foundations requirements with the exception of the Bible/Theology courses, NT 100, OT 100, and TH 250 (9 credits), and the Foreign Language, 201 level, for the degrees that require it. After all eligible courses are transferred, student is allowed to waive remaining Foundations requirements. Any Foundations course which is also required for a major or minor cannot be waived. **Students with waivers of any Foundations requirements must still meet the minimum credits required for graduation in the degree.** Asbury University does not guarantee transfer of all credit hours earned in the KCTCS degree, but evaluates specific courses by regular transfer restrictions. Asbury will not transfer credits for courses which have grades below 'C', or are remedial, or are usually not accepted in transfer. 50% of Asbury major or minor requirements must be completed as a student at Asbury University.

Pre-Approved College Transfer Credit for Current Undergraduates

- Students currently enrolled in an undergraduate program desiring to earn additional credits at another institution to apply toward a degree at Asbury University must receive pre-approval from the Registrar at Asbury prior to enrolling elsewhere.
- The University is not obliged to transfer courses for which prior approval has not been secured.
- To request pre-approval the student must provide the Registrar's Office with the name and city/state of the school, as well as specific course prefix, number and title for the other school's courses to have these reviewed for transfer.

Pre-Approved Transfer Course Policies

1. Students should complete pre-approved transfer courses prior to their final 12 credits or final full time semester when no more than 9 credits can be approved. [See Academic Residency Requirements above].
2. Pre-approved courses registered at another institution do not count towards the student's full-time status at Asbury.
3. The maximum pre-approved transfer credits that can be taken elsewhere during a fall or spring semester is usually one class, 3-4 credits, for traditional undergraduates; two classes, 6 credits, for APS undergraduates. Traditional undergraduates may take up to 9 credits during summer term.
4. Courses must be taken through a regionally-accredited institution.
5. Pre-approved transfer courses must meet all college transfer policies to transfer to Asbury.
6. Foundations courses and needed elective credits are the best candidates for pre-approved transfer credit. Departmental approval may be required to take major/minor courses elsewhere.
7. Students are not permitted to take an overload of courses (Asbury + other school) over 19 credit hours for traditional undergraduates for a fall or spring semester, and not over 21 credits for APS undergraduates.
8. The student must be eligible to register and continue at Asbury for a letter of good standing to be issued. A minimum Asbury GPA of 2.00 is expected.
9. The student must not have reached the transfer credit limit for their program and degree (prior to or during enrollment at Asbury) from all combined sources (regionally-accredited institutions, College Examination Programs, CPL credit, military credit, non- regionally accredited schools, and institutional credit).
10. The student is responsible to request a final transcript be sent from the other school immediately upon completion of the course/s. An official transcript must be mailed directly to the Asbury University Registrar's Office. Student delivered transcripts are not accepted as official.
11. Seniors cannot graduate until official transcripts for pre-approved transfer courses have been received and processed to meet degree requirements.

CREDIT FROM COLLEGE EXAMINATION PROGRAMS

Incoming undergraduate students may be granted academic credit for specific Asbury University courses on the basis of tests administered by the following College Examination Programs: College Board Advanced Placement Program (**AP**), College Level Examination Program (**CLEP**), International Baccalaureate (**IB**), and the Cambridge Advanced International Certificate of Education (**AICE**). Credit from AP, CLEP, IB, and AICE is included with regionally-accredited college transfer as part of the maximum 75 hours limit for credit allowed from all outside sources.

1. As part of the admission process, student should arrange to have original documents for AP, CLEP, IB, and/or AICE scores and grade reports sent directly to Asbury University.
2. Asbury University grants credit for AP, CLEP, IB, and AICE only on the basis of original documentation from the examination program. Asbury University does not grant examination credit for institutional credit listed on another college or university, or on high school transcripts.

3. Student score reports directly from the student are not considered official.
4. Asbury University grants equivalent credit in AP, CLEP, IB, and AICE only for current courses listed in the Asbury University course catalog. No elective credit will be awarded.

Advanced Placement Tests (AP): Asbury University grants credit for the following College Board Advanced Placement examinations:

AP Examination	Minimum Score	Asbury Course(s)	Credit Granted
Studio Art: 2D	3	ART 111	3
Studio Art: 3D	3	ART 112	3
Studio Art: Drawing	3	ART 123	3
Art History	3	ART 251	3
Biology	3	BIO 100/101	4
Biology	4	BIO 201, 203	4
Biology	5	BIO 201/203, 202/204	8
Calculus AB	4	MAT 181	4
Calculus BC	3	MAT 181	4
Chemistry	3	CHE 111/113	4
Chemistry	4	CHE 121/123	4
Chemistry	5	CHE 121/123, 122/124	8
Chinese Lang/Culture	3	CHN 102, 201	6
Chinese Lang/Culture	4	CHN 102, 201, 151	9
Computer Science	3	CSC 121	4
Comparative Gov/Pol	3	PS 301	3
Microeconomics	3	ECN 272	3
Macroeconomics	3	ECN 273	3
English (Lang/Comp)*	4	ENG 110	3
English (Lang/Comp)*	5	ENG 151	3
English (Lit/Comp)*	4	ENG 110	3
English (Lit/Comp)*	5	ENG 151, 205	6
Environmental Science	3	BIO 217, 219	4
European History	3	HIS 102	3
European History	4	HIS 101, 102	6
French Lang/Culture	3	FRN 102, 201	6
French Lang/Culture	4	FRN 102, 201, 291	9
Human Geography	3	GEO 211	3
Latin	3	LAT 102, 201	6
Latin	4	LAT 102, 201, 202	9
Music Theory	4	MTH 111, 121	3.5
Physics 1	3	PHY 201	4
Physics 2	3	PHY 202	4
Physics C: Mech	3	PHY 211	5
Physics C: E & M	3	PHY 212	5
Psychology	3	PSY 101	3
Spanish Lang/Culture	3	SPN 102, 201	6
Spanish Lang/Culture	4	SPN 102, 201, 291	9
Statistics	3	MAT 232	3
U. S. Government/Politics	3	PS 101	3
U. S. History	3	HIS 201	3
U. S. History	4	HIS 201, 202	6
World History	3	HIS 350	3
*Qualifying scores in Both English Lang/Comp & English Lit/Comp earns 3.0 extra ENG elective credits			

College Level Examination Program (CLEP): Asbury University does not recognize the General College Level Examination Program but does recognize a number of the CLEP Subject Examinations as in the chart below.

CLEP TEST	Minimum Score	Asbury Course(s)	Credit granted
American Government	50	PS 101	3
American Literature	50	ENG 261	3
Analyzing and Interpreting Literature	50	ENG 230	3
Biology	55	BIO 100, 101	4
Calculus	50	MAT 181	4
College Algebra	50	MAT 111	3
College Composition (not Modular)	50	ENG 110	3
English Literature	50	ENG 231	3
French Language	50	FRN 201	3
French Language	66	FRN 201, 291	6
History U.S. I: Early Colonization to 1877	50	HIS 201	3
History U.S. II: 1865 to the Present	50	HIS 202	3
Human Growth and Development	50	ED 230	2
Introductory Psychology	50	PSY 101	3
Introductory Sociology	50	SOC 100	3
Precalculus	50	MAT 112	3
Principles of Macroeconomics	50	ECN 273	3
Principles of Microeconomics	50	ECN 272	3
Spanish Language	50	SPN 201	3
Spanish Language	66	SPN 201, 291	6
Western Civ I: Ancient Near East to 1648	50	HIS 101	3
Western Civ II: 1648 to the Present	50	HIS 102	3

Future CLEP Tests NOTE: Any student, who plans to take CLEP tests for additional credit after matriculating into Asbury University, should complete CLEP exams so that Asbury University receives the scores before the student reaches senior status (90.0 credits) to improve their graduation and commencement eligibility.

International Baccalaureate (IB): Asbury University recognizes the International Baccalaureate program and may grant credit on a course-by-course basis to students with appropriate scores of 5, 6, or 7 on these examinations as indicated in the chart below. Credit may vary based on level (SL and HL) of course. Students with IB foreign language must also take the Asbury University language placement exam to determine final credit awarded.

IB course	Level	Minimum score	Asbury course(s)	Credit Granted
Biology	SL	5	BIO 100, 101	4
Biology	HL	5	BIO 201, 203	4
Chemistry	SL	5	CHE 111, 113	4
Chemistry	HL	5	CHE 121, 123	4
Chinese	SL/HL	5	Take Language Placement Test	3 - 9
Economics	SL/HL	5	ECN 100	3
English A1	HL only	5	ENG 110	3
English A1	HL only	7	ENG 110, ENG 230	6

IB course	Level	Minimum score	Asbury course(s)	Credit Granted
Environmental Syst. & Soc.	SL/HL	5	BIO 217/219	4
French	SL/HL	5	Take Language Placement Test	3 - 9
History	SL	5	HIS 101	3
History	HL	5	HIS 101, 102	6
History of Americas	SL	5	HIS 201	3
History of Americas	HL	5	HIS 201, 202	6
Latin	SL/HL	5	Take Language Placement Test	3 - 9
Math Studies	SL/HL	5	MAT 120	3
Mathematics	SL	5	MAT 120	3
Mathematics	HL	5	MAT 181	4
Further Mathematics	SL/HL	5	MAT 181	4
Music	SL/HL	5	MUS 100	3
Psychology	SL/HL	5	PSY 101	3
Physics	SL	5	PHY 201	4
Physics	HL	5	PHY 201/202	8
Spanish	SL/HL	5	Take Language Placement Test	3 - 9
Visual Arts	SL	5	ART 111	3
Visual Arts	HL	5	Art Dept. Review	3-6

(AICE) Cambridge Advanced International Certificate Of Education: Asbury University recognizes the Cambridge AICE program and may grant credit on a course-by-course basis to students with appropriate scores of A-E on these examinations. Credit is awarded for A and AS levels. Students with AICE foreign language must also take the Asbury University language placement exam to determine final credit awarded.

INSTITUTIONAL PLACEMENT CREDIT

Foreign Language Credit -Traditional Undergraduates Only

A degree seeking traditional undergraduate who takes the institutionally administered language placement exam and places out of specific Foundations language courses may “purchase” the credit value of those courses at Asbury University. Eligible languages are French, Spanish, Chinese, Latin, Greek, and Hebrew. Courses which may be “purchased” are: 101, 102, 201 and the fourth semester course (202 or 291) as listed for the language. (Total of 3.0 to 12.0 credits)

Requirements and procedures:

1. Take the proficiency examination given by the Department of Ancient & Modern Languages and receive a score qualifying for advanced placement.
2. Take a higher level course in the same language at Asbury University as indicated by placement test.
3. Earn at least a ‘C-’ in that first Asbury University language course. If this is not achieved, the student may follow the repeat course policy.
4. Contact the Ancient & Modern Languages Department Office for the official application form to purchase language credits. Submit completed application for language credit to the Registrar’s Office.
5. A processing fee of \$20.00 per credit received for any eligible language courses will be posted to the student’s account when the application is processed by the Registrar’s Office.
6. This credit purchase option is only available for languages offered at Asbury University.

Horseback Riding Credit - Traditional Undergraduates Only

Degree-seeking Equine Studies majors or minors may place out of horseback riding and can “purchase” academic credit for EQM 130, Horseback Riding I, and/or EQM 131, Horseback Riding II, (Total 2.0 credits) by meeting the following requirements:

1. Take the necessary departmental proficiency examination and receive a score qualifying for institutional placement.
2. Complete EQM 251 (Horse Training) with a grade of ‘C-’ or above.
3. Receive final approval and documentation form from the chair of the Science & Health Department.
4. Submit the form for Horseback Riding Credit Purchase to the Registrar's Office.
5. A \$20.00 per credit processing fee will be posted to the student's account when the application is processed by the Registrar's Office.
6. These credits apply only to the Equine Studies major/minor. Purchased horseback riding credit DOES NOT satisfy the Foundations physical education (PE) activity requirement.

CREDIT FROM NON-ACCREDITED OR NON-ACADEMIC SOURCES

Credit awarded from non-accredited/non-academic sources is limited to a combined total of 24 semester credits in electives only within the maximum transfer limits for a degree. All such credit is reviewed on a case-by-case basis. These include military training, credit for prior learning (CPL), and some non-regionally accredited schools which do not meet requirements for course-to-course transfer. All non-regionally accredited institutions will be individually reviewed to evaluate rigor, content, and faculty credentials

Credit From Military Training For Undergraduates

Undergraduate level students may receive elective credits from military training through the American Council on Education (ACE) transcript. Student must request an official copy of their (ACE) military transcript be sent directly to Asbury University. Military credit is included in the non-academic credit sources which are limited to a combined 24 credits within the maximum transfer limits for a degree. In the traditional undergraduate program, military service can satisfy required PED 100 and PE 111. Any more specific courses being credited from the military transcript would require a case-by-case examination.

Credit For Prior Learning - Adult Professional Studies Undergraduates Only

Students entering the APS degree completion program may earn credit towards graduation through Credit for Prior Learning (CPL). Asbury University will consider submitted CPL documentation, but is not obligated to accept credit for prior learning. Credit for Prior Learning (CPL) is included in the non-academic credit sources which are limited to a combined 24 credits within the maximum transfer limits for a degree. CPL may be based on a variety of different sources including, but not limited to, military training (separate from the ACE military transcript evaluation), workshops, seminars, self-study, non-credit classes, training programs, courses taken through non-accredited institutions, and work experience completed prior to attending Asbury University.

1. APS students wishing to apply for CPL credit will be expected to meet with an academic advisor during their first semester of attendance to review the [CPL](#) procedures and expectations before beginning an application for CPL credit.
2. The student will coordinate the Credit by Prior Learning process with the Adult Professional Studies Program Director.
3. The University evaluates appropriate units for the student's actual learning (not just the experience) from the submitted sources. Asbury University will reference the criteria recommended by the American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL) when evaluating student submissions for credit.

4. All documentation must be submitted and the review completed before the student's final year at Asbury, preferably before the student reaches senior status (90.0 credits earned).
5. The assembled documentation is reviewed by the Dean of Graduate & Professional Studies. The Dean may require further review by additional faculty members or area experts based on the type of prior learning requested.
6. If CPL credit is approved the Dean of GPS shall submit a CPL credit form with recommendation letter to the Registrar for processing.
7. The University assesses a Portfolio Evaluation Fee based on requested credits at the following rates:
 - 1-9 credits \$30.00 per credit
 - 10-19 credits \$300.00 flat fee
 - 20-24 credits \$600.00 flat fee
 Students are assessed the appropriate CPL fee based upon the amount of requested credit, regardless of whether credit is granted.

CLASS REGISTRATION PROCEDURES

It is the student's responsibility to verify the accuracy of their class schedule on the student portal (portal.asbury.edu) prior to the Drop/Add deadline for the term, and to make any necessary schedule adjustments before this deadline.

- Students will be expected to attend the classes on their schedule as of the close of Drop/Add (and only those classes), and will be billed and graded accordingly.
- Students will NOT receive a grade or credit for courses in which they are not properly registered.
- Courses may not be registered or added to the schedule after the fact.

NOTE: Asbury University reserves the right to change course offerings, and to cancel any course not elected by a sufficient number of students at the time offered.

REGISTRATION CHANGES DURING THE OFFICIAL DROP/ADD PERIOD

1. The Drop/Add period is specific to each program. The official Drop/Add periods and the dates of the Last Day to Drop or Add a class for each program are listed in the academic calendars (Traditional Undergrad, APS, and Graduate) found at the front of this Bulletin.
2. Classes must be registered before end of the official Drop/Add period published for the program.
3. Classes starting on a date after the official drop/add period closes may only be withdrawn or exchanged.
4. A student can unregister a class during the official Drop/Add period via online registration on the student portal, and will have the course cancelled and will not be charged for that particular course.
5. *If the student wishes to completely withdraw from all courses at the institution any time after the first day of classes please see 'Withdrawal from the University' to completely withdraw.*
6. No class can be unregistered after the Drop/Add deadline. After the Official Drop/Add period the class can be withdrawn with a grade of 'W' up to the deadline for withdrawing a class. Withdrawing from a class must be officially completed through the Registrar's Office. See Academic Policies 'Withdrawal From A Class after the Drop/Add period' below for official process.
7. Students in the APS program which has classes scheduled to start after the drop/add period ends may be allowed to exchange later classes (for the same credit amount), or add a later class, **BEFORE THE CLASS START DATE**, at the discretion of the Registrar.
8. Students in the APS program who wish to drop a modular course that meets early in the term but retain a modular course that meets later in the term, even dropping during the drop/add period, must contact financial aid to ensure continuation of aid.

9. **NOTE:** Changing enrollment status from full-time to three-quarter time, half-time, or less when unregistering or withdrawing a course will impact financial aid eligibility. It is the student's responsibility to contact financial aid to see if any change in registration will affect aid.

Registered Credit Hours Restrictions

- All undergraduate Students with a GPA below 2.75 and all first semester students may not register for more than 17 hours in a fall or spring semester.
- Traditional undergraduates are not permitted to take more than 19 hours in a fall or spring semester.
- Traditional undergraduate students are not permitted to take more than one (1) PE activity course in any one semester. Varsity athletics (PE 108) is not registered credit towards full time status, but is added as institutional credit at end of term with verification of team participation from the coach provided student has not reached the PE 4.0 credit maximum for the degree.
- Traditional undergraduate summer registration is limited to 9 hours. If online classes are included see "Online Registration Limits" for traditional undergraduates below.
- APS undergraduate students are not permitted to take more than 21 hours in their longer fall or spring semester.

Online Course Registration Limits During Regular Fall Or Spring For Traditional Undergraduates Only [TUG]

- A. To register for online classes full-time traditional undergraduate students are required to take 12 hours of on-campus courses in a fall or spring semester. If students choose to take additional hours in online courses, the meeting dates for each online course may not overlap.
- B. In the summer, students may take a maximum of two online courses that meet simultaneously (cumulative GPA of 2.75 required to take two classes simultaneously).

WITHDRAWING FROM A CLASS AFTER THE DROP/ADD PERIOD

The Drop/Add periods / last dates to drop a class are listed in the program calendars.

1. A student must contact the Registrar's Office to withdraw from any class.

- a. Email registrar@asbury.edu
 - b. The instructor cannot withdraw the student. Notifying the instructor or advisor does not constitute an official withdrawal from a class.
 - c. A student who stops attending a class without giving official withdrawal notice to the Registrar's Office will remain registered and receive a grade of 'F' at the end of the course.
2. Students must withdraw before the Last day to withdraw without an 'F' set for their program and class session. The official **Last Date to Withdraw from the class sessions** for each program is listed in the academic calendars (Traditional Undergrad, APS, or Graduate) found at the front of this Bulletin. For classes with start and end dates that do not follow the official class sessions or modules listed in the calendar, the last date to withdraw without a grade of F is before two-thirds of the class sessions have elapsed. After the last date to withdraw or after two-thirds of the class sessions have passed, the student must receive the earned grade for the class.
 3. Once a class ends or a grade is recorded the class may not be withdrawn.
 4. **Any full-time student or any international student wishing to withdraw a class that leaves them completing less than full-time hours must be cleared by the Registrar prior to withdrawal. Students completing below full-time hours may have their financial aid reduced, and should, therefore, check with financial aid before making the decision to withdraw the course.**
 5. A grade of 'W' is recorded on the transcript for any withdrawn course. The course will not factor into the calculation of the GPA, but will factor into satisfactory progress for financial aid.
 6. Students receive no refund of tuition and fees for an individual course which is withdrawn after the official Drop/Add date unless completely withdrawing from all courses at the institution.

7. Students may not unregister/cancel enrollment in a class after the Drop/Add period for the class has passed. The class and hours remain on the schedule as part of their original registered hours for billing and financial aid.
 - a. Classes that have started can only be withdrawn after the drop/add period has ended.
 - b. Modular classes which have not yet started, but which will start after the official drop/add period, can be withdrawn, but may be exchanged for another class that has not yet started.
8. Students in programs with modular classes who wish to withdraw from the beginning or middle modular courses, but continue with a class later in a semester should contact financial aid to insure continuation of aid in classes that follow the withdrawn class.

WITHDRAWAL FROM THE UNIVERSITY

1. A student may completely withdraw from the University any time before the end of their final class period of the semester.
2. **To completely withdraw from the University a student must complete the appropriate form with the Office of the Registrar.**
3. A student who officially withdraws from the University after the end of the Drop/Add period is assigned the grade of 'W' in all scheduled courses in the current term that are in process or are still scheduled to start. The student will keep any final grades that were posted for classes that finished prior to the withdrawal date.
4. Courses registered for the next or future terms will be unregistered. Withdrawing may affect future financial aid.
5. Tuition reduction in charges percentages for a student who withdraws from the University are described in the FEES AND EXPENSES > STUDENT ACCOUNTS section of the Bulletin. See also FINANCIAL AID REFUNDS.
6. Students who withdraw from the University are no longer Asbury University students and therefore a letter of good standing cannot be issued to another institution.
7. All students who withdraw from the University in a fall or spring semester **must re-apply and be readmitted to register for any subsequent semester - even the next immediate semester.**
8. Students who withdraw or become inactive must reenroll within two years of the last term attended to continue on the same year bulletin degree requirements. Students who reenroll after the two years become subject to all bulletin degree requirements in place at the time of reenrollment.
NOTE: Returning students may not reenroll in a degree program, major or minor that has been discontinued. Returning students in such programs must declare a current active program at the time of readmission. See "*Associate Degree Requirements*" and "*Bachelor Degree Requirements*".

ADMINISTRATIVE WITHDRAWAL

A student can be involuntarily withdrawn for academic reasons, including failure to act like a student, financial or administrative reasons, and for violation of regulations (disciplinary reasons).

NON-RETURNING STUDENTS

Students who know they do not plan to return for the next regular semester (Fall or Spring) are asked to inform the Office of the Registrar of this fact. The Registrar's Office will inform the other campus offices of the student's decision not to return.

OTHER REGISTRATION PROCEDURES

REGISTERING TO REPEAT A COURSE

Registering to repeat a course requires assistance from the Registrar's Office. See 'Repeat Grading'.

REGISTERING FOR CONTRACT COURSES

Contract courses are defined as all non-classroom instruction for which credit is given including, but not limited to: Independent Studies, Directed Studies, Practicum, and Internships. Any course where the course description indicates 'Contract Course' will follow these procedures.

GENERAL CONTRACT COURSE PROCEDURES

1. All contract courses are subject to the same policies as regular classroom courses with reference to Drop/Add dates, term dates, course start and end dates, tuition charges, and grading deadlines. Once set, contract course dates may not be altered.
2. All contract courses require an appropriately approved contract created between student and instructor. The Non-classroom Course Contract form is available in the Registrar's Office.
3. The Contract form requires the signatures of the student, the instructor of record, the advisor(s), the department chair, and the dean of the appropriate college/school prior to submission to the Registrar's Office. It is the student's responsibility to secure these signatures.
4. To register for a contract course, the student must submit a fully approved contract form to the Registrar's Office by the Drop/Add deadline for the term.

Independent Studies And Directed Studies

1. **Independent Study** is individualized study on a topic of interest beyond the content of regular course offerings. Requires a minimum of 1 – 3 meetings with instructor during the semester. [Registered with course numbers ___ 391/491]
2. There are two forms of **Directed Study**:
 - a. **Directed Study** - a faculty-directed study on a topic of interest beyond the content of regular course offerings. Requires a minimum of 50 minutes per week with instructor during the semester. [Registered with course numbers ___ 392/492]
 - b. **Directed Course** - a faculty-directed individualized offering of a regular course not available in a semester, using the course's regular syllabus. Requires a minimum of 50 minutes per week with instructor during the semester. [Registered with the Asbury University Catalog course number, and '*drs' in course title.] The following factors will govern the approval decisions which will be made by the Department Chair and Dean: validity of need (i.e. required for graduation), inability to substitute an appropriate available course, availability of a teacher, and the student's ability and willingness to meet the demands of directed study.

Independent/Directed Study Requirements and Limitations:

- All students seeking to take independent/directed study must have a minimum 60 earned credit hours and a cumulative 2.75 grade point average.
- A student may not take more than 3 semester hours of independent/directed study outside the major or minor in any one semester.
- All 300 level independent/directed studies presume at least 12 semester hours of classroom instruction completed in the same prefix as a pre-requisite.
- All 400 level independent/directed studies presume at least 18 semester hours of classroom instruction completed in the same prefix as a pre-requisite.
- No more than 9 hours in independent/directed studies may be used for electives to satisfy the 124 degree total, and no more than 6 hours of these may be in any one prefix.
- Each department may set additional pre-requisites, may limit the number of credit hours that can meet requirements, and may set additional requirements for use of independent or directed study in their department.

Internships/Practicums

Internships and many practicums are set up on an individual basis, and therefore, require a Non-classroom Course Contract form to register for credit. These courses involve time spent in practical experiences, and are required in several major or minor programs. [Internships typically use course number ___ 435]

- Internship/practicum courses are subject to the same policies as regular classroom courses with reference to Drop/Add dates, tuition charges, and grading deadlines.
- Students should work with their advisor and department chair to establish an internship's requirements in work hours, the work location, and required documentation for grading.
- Students are required to register for an internship/practicum during the academic term within which the internship activity will end and the grades will be expected.

REQUESTING TO AUDIT A COURSE

A full-time degree-seeking student may request to audit one class free of the audit charge within their regular full-time semester, but will be responsible for applicable course fees. The cost to audit a course for less than full-time degree students and non-degree students is \$40 per credit hour, plus any applicable course fees.

1. Prior to auditing any course a student must have applied and been admitted through one of the Program Admission Offices.
2. Requests to audit a class must be made to the Registrar's Office before the end of the program's Drop/Add period. Students cannot request to change a class registration from credit to audit (or from audit to credit) after the Drop/Add period ends.
3. Auditors may not be approved for all courses. The Registrar's Office will seek instructor approval to add an auditor after regular enrollment is completed. Priority seating is given to for-credit students.
4. No more than one course may be audited by degree students per semester. Non-degree students may audit more than one class.
5. LIMITATIONS:
 - a. Only lecture type, on-campus courses may be audited.
 - b. Online courses may not be audited.
 - c. "Activity" courses may not be audited. Activity courses are classes which require use of equipment, or materials, or which require actual full participation such as, but not limited to, all laboratories, computer programming, physical education, internships, adventure recreation, and any studio art.
6. Neither class discussion nor taking of examinations is expected or permitted for auditors except by special arrangement with the instructor.
7. If an auditor submits daily assignments, the instructor is not obligated to read or correct them.
8. No credit hours or quality points shall be awarded for courses audited. Courses completed as audit may not be converted to credit at a later time.
9. All audited classes receive the satisfactory audit grade of "S". If an auditor fails to attend enough class sessions to receive the "S" grade, the class will be removed from the student's schedule.

MAKING COURSE EXCHANGES

Students in the programs that have modular classes starting later in the term may use the option to exchange future courses which have not yet begun.

1. The exchange must occur prior to the start date of both courses involved.
2. Both courses involved in the exchange must be worth the same number of credits.
3. Students must contact the Registrar's Office to make this adjustment to their official registration.
4. Students should not attend courses for which they are not officially registered.

REGISTERING FOR GRADUATE LEVEL COURSES AS AN UNDERGRADUATE

Qualified undergraduate seniors who demonstrate outstanding scholastic ability may be permitted to enroll for a graduate course (500-level) simultaneously with undergraduate courses. Specific graduate programs may have stricter regulations. The following stipulations apply:

1. Student must be classified as a senior (90.0 credit hours) when taking a 500-level course.
2. Student must have a 3.00 cumulative GPA.

3. Student must have satisfied all prerequisites for the graduate course. [Completion of pre-requisites for enrollment in graduate courses will be monitored by the Graduate School admissions advisor.]
4. No more than one graduate course may be taken at a time.
5. Student may take up to 9 credits at the 500-level during the undergraduate senior year prior to completing the bachelor's degree. Note: Specific graduate programs may have stricter limitations on number of pre-graduation credits allowed.
6. A 500-level graduate course may not count in the major in both the bachelor's degree and in the master's degree. A 500-level course that is to be reserved for the master's program may not be used for undergraduate elective credit to reach the 124.0 credit requirement.
7. The 500-level course must earn a grade of 'B' or better in the undergraduate registration to be eligible to transfer to the graduate program.
8. The GPA of graduate courses taken at the undergraduate level does not transfer to or add to the graduate program GPA.

REGISTERING FOR AFFILIATE COURSES & OTHER OFF CAMPUS PROGRAMS

For Traditional Undergraduates Only

An affiliate course is a class offered at another school with which Asbury University has a cooperative agreement. Asbury students gain visiting-student admission to the cooperative institution to register for designated classes, and the classes are also registered at Asbury University for purposes of financial aid and tuition. Affiliate courses are predetermined to meet Asbury University program requirements.

1. Students must first be approved by Asbury University before registering for an affiliate course. Students should consult with their advisor for information on the procedure. Approval is granted by the academic department or office over the program.
2. Process for registration varies by program. The student may be required to complete an application at the cooperative school for admission as a visiting student.

Current programs with cooperative classes:

EMA courses for Engineering Mathematics major – See Mathematics Department

AMS or AFS courses – See ROTC

- For the course to be added to the Asbury registration, and included in the credits and tuition for the semester, verification of enrollment in the cooperative class at the other school must be provided to the Registrar's Office either by the student or the overseeing department. Students may be asked to provide a copy of their class schedule and tuition bill from the cooperative school showing the classes for which they have registered.
- In most cases, student will pay the tuition to Asbury at the usual rate for the credits enrolled. Through the cooperation agreement, Asbury University arranges to transfer payment of tuition for the class at the other institution. If tuition at the cooperative institution is higher than Asbury tuition, student will be charged that amount. Student is responsible to pay any required course fees at the cooperative institution associated with the course.
- Unless otherwise arranged as part of the cooperative program, the student is required to request an official transcript from the cooperative institution to be sent directly to Asbury University Registrar for the course grade to be entered on the record at Asbury. Any applicable fees associated with transcript requests are the responsibility of the student. If transcripts are not requested and received by 60 days after the close of the term, all cooperative course grades left 'in-process' may revert to withdrawn, 'W'.

Off-Campus Program Registration And Study Abroad Courses

For Traditional Undergraduates Only

Asbury University offers traditional undergraduate students the opportunity to participate in a variety of off-campus, semester long programs both within the United States and abroad. Students register for

credit at Asbury, but study off campus through specific programs. See the Global Engagement Office > Off Campus Study in the bulletin under Special Undergraduate Programs for procedures and requirements to register for off campus study programs: www.asbury.edu/offices/global-engagement-office/study-abroad-off-campus-program

PASS/FAIL GRADING OPTION

Traditional Undergraduate Class Registration Only

Eligible Students

- Students who are not completing a degree and will not transfer the course to a degree-seeking program may request to take a graded class for a pass/fail grade. Not open to Asbury Academy.
- A senior (90+ credits earned) in a traditional undergraduate degree-seeking program who has a cumulative grade point average of at least 3.25 may take up to 4 credit hours per semester of general elective credit on a pass/fail basis. For seniors, courses for pass/fail option may not be in the department of the student's major or minor and may not be used to meet any Foundations, major, or minor requirement.

Registration and Grading

1. The decision to take a course pass/fail must be made by the end of the Drop/Add period and may not be subsequently changed. Pass/Fail Grading Option registration must be requested through the Registrar's Office.
2. The pass/fail student will be identified to the faculty member. The student must meet the same requirements as other students enrolled in the course. This is not an audit.
3. A grade of 'C' or higher is required to pass with a grade of 'P'. Failing to receive a grade of 'C' or higher will result in earning the lower grade of 'C-', 'D', or 'F'.
4. A grade of 'P' does not affect the GPA. A grade of 'C-', 'D' or 'F' does affect the GPA.

SENIOR CITIZEN WAIVER

Traditional Undergraduate Class Registration Only

- Students enrolled in the traditional undergraduate program who are at least 62 years of age and who are U.S. citizens may receive a waiver of tuition for a maximum of 4.0 credits of on campus courses per academic semester (including summer). This does not apply to APS or Graduate registrations.
- The following stipulations apply: (1) the waiver includes only tuition and does not apply to other fees; (2) if the person desires to audit the class all the rules and restrictions for audited courses apply, but the \$40 per credit hour audit cost is waived. (3) If the person desires credit for the class, all pre-requisites and requirements must be met; (4) credits earned may apply toward a degree program; (5) housing must be secured off campus.
- Senior citizens auditing classes are not required to submit final official transcripts for admission as an auditor. Those taking courses for credit are required to submit all final official transcripts as part of the admission process.

CLASS ATTENDANCE

In order to assure maximum benefit from class instruction, it is important for students to attend class and complete readings and assignments. Instructors will explain to students at the beginning of each course their attendance expectations and grading policies with respect to absences from class sessions. Students are personally responsible for class attendance, including punctuality, participation, collegiality, etc. Instructors will report excessive absences to the Registrar's Office to allow the university time to determine if the school can render any assistance that can aid in the student's academic success.

OFFICIAL EXCUSED ABSENCES

- Excused absences may be granted in the case of: (a) hospitalization or serious illness (as determined by a physician), (b) Asbury University approved group event or travel, (c) death or serious illness of family member, or (d) other unusual circumstance.
- A student may request an excused absence within 3 weeks of the absence and prior to the last class date in order for the Registrar to issue an excused absence (with permission to make up work) to be presented to the instructor. Documentation may be required.
- Decisions regarding absences resulting from such circumstances as travel difficulties, bad weather, issues with technology, conflicting schedules, oversleeping, minor sickness, doctor or dentist appointments, job interviews, discretionary trips (such as weddings), and family responsibilities will be left to the discretion of the instructor.
- Students may not be penalized for any absence approved by the Registrar's Office, but it is the responsibility of the student to notify the professor(s) of the absence in a timely manner, to arrange make-up work, and submit missed assignments and/or exams.

CHAPEL REQUIREMENTS

For Traditional Undergraduates Only

In the Traditional Undergraduate program, Asbury University operates on a policy of required chapel attendance for all degree seeking students (associate and bachelor). Attendance records are kept from the first chapel with punctual and regular attendance expected. Students are expected to keep track of their own chapel attendance and to be familiar with the attendance policy.

CHAPEL ATTENDANCE POLICY

1. Chapel meets Monday, Wednesday, and Friday at 10:00 a.m. in Hughes Auditorium. Students are counted present only when sitting in their assigned seats by 10 AM for the duration of chapel. If a student is present, but incorrectly marked absent, an appeal may be submitted for consideration within 7 days following receipt of absence notification. The appeal is submitted to the Chapel Attendance Coordinator in Student Development in Fletcher Early.
2. Permission to sit out of an assigned seat – for any reason – is reserved for students in good standing and will only be granted at the discretion of authorized Chapel Attendance staff. Permission must be secured from the Chapel Attendance Coordinator in Fletcher Early, PRIOR to that chapel. Students should not approach chapel checkers or the Chaplain at the beginning of chapel for permission to sit elsewhere. A special area is designated for students with family guests or other visitors.
3. **Eight unexcused chapel absences per semester** are permitted for full-time students. (Full-time status is based on student's registered hours at the end of Drop/Add. Any later course withdrawal or change in registered hours may not change the chapel attendance requirement for the remainder of the semester.) Students are advised to **save their allowable unexcused absences** for such unexpected or unforeseen situations as travel difficulties, bad weather, conflicting schedules, oversleeping, minor sickness, doctor or dentist appointments, job interviews & graduate school interviews, discretionary obligations (such as weddings), and family responsibilities. (These are all examples of unexcused absences, while item #4 describes cases which may be excused.)
4. In the case of: (a) hospitalization or serious illness (as determined by a physician), (b) institutionally approved group event or travel, (c) death or serious illness of family member, (d) university-related obligation, or (e) other unusual circumstances, a student may petition Chapel Attendance to have such absences excused.

5. Disruptive behavior such as tardiness, studying in chapel, sleeping, excessive use of an electronic device, etc. – will merit a mark against your attendance – from 1/3 to a full absence. This includes breaking the standards for appropriate dress in chapel – no baseball caps, shorts, pajamas, or other inappropriate dress.

SPECIAL CONSIDERATIONS

1. Part-time students will have a reduced requirement based on their number of academic hours. (This will be based on the registered academic hours at the close of Drop/Add. Any later course withdrawal or change in registered hours may not change the chapel attendance requirement for the remainder of the semester.)
2. Students who are parents of young children living at home may be granted a reduction of their chapel attendance requirement, which could change a full-time student from 8 unexcused absences to 15 absences. Forms for this purpose are available at www.asbury.edu/chapel and must be submitted prior to the start of the semester to ChapelAttendance@asbury.edu .
3. Students with unusual circumstances (e.g., student teaching, internships, work, etc.) may submit a Request for Special Consideration. Forms for this purpose are available at www.asbury.edu/chapel and must be submitted prior to the start of the semester to ChapelAttendance@asbury.edu .

CHAPEL GRADUATION REQUIREMENTS

1. All students who are required to attend chapel will be registered for CH 021 for zero credit hours. Students will receive a 'P' (passing grade) by meeting the chapel attendance requirements satisfactorily or an 'N' (not passing grade) if they do not attend the appropriate number of chapels and/or fail to comply with Chapel policy. This will appear on a student's transcript as a part of their permanent record.
2. Any student who earns an 'N' will (at a minimum) be placed on **Chapel Probation** for the following semester, which will exclude the student from participating in sports, student leadership, etc., as well as possibly affecting eligibility for certain scholarships. Any student who earns a grade of 'N' for two semesters may be suspended from the University for one semester.
3. A student who flagrantly violates the chapel attendance policy with more than 14 unexcused absences may be suspended from the University for one semester without a period of probation. ("Flagrantly" is defined here not only in terms of total unexcused absences, but also in failure to address the problem.)
4. A student who is placed on Chapel Suspension may appeal to be allowed to register and return. See APPEALS section below under Probation, Suspension and Appeals for procedure for suspension appeals.
5. **In order to graduate**, seniors must have a passing grade in their final chapel registration (i.e. cannot have a grade of 'N' as their final grade in chapel). Any senior who do not meet this requirement will be notified by the Registrar that they are ineligible to graduate. Additional remediation (such as papers or reviews) may be granted to the student by the Campus Chaplain in order to meet the chapel attendance requirement prior to graduating. The Registrar must receive a passing chapel grade from the Chaplain in order for the student to graduate.

GRADES

EXAMINATIONS – FINALS

All assignments are to be due by and all examinations must be given by the posted last date of the class. Posted class end dates may not be extended. No final examination or academic activity can be scheduled after the class end date.

On campus traditional undergraduate classes will have a final examination day and time scheduled during the last week of the posted class dates. No examinations (including final exams) or tests should be given the week prior to the final examination week. Students must take final examinations within the official final examination period as designated. To apply for a change of examination time within the final examination week, students should contact their instructors and the chair of the department over the course in question.

Online undergraduate classes (TUG and APS) typically schedule the final examination in the last few days of the class, prior to the course end date.

GRADE SCALE

The grades which are assigned to student performance in a particular course are listed below with their respective quality point values. Scholastic standing is defined as the ratio of total quality points to the total semester hour credits attempted, excluding transfer hours and non-graded credit hours (credit in a credit/no-credit course). For each hour of graded credit, quality points are assigned as follows:

Grade	Description	Quality Points
A	Excellent	4.00
A-		3.70
B+		3.30
B		3.00
B-		2.70
C+	Average	2.30
C		2.00
C-		1.70
D		1.00
F		0.00
FN	Unearned F	0.00

['FN' – The grade of 'FN' is awarded to a student who ceased attendance/participation and consequently failed to complete the course objectives.

'F' – The grade of 'F' is awarded for a student who completed the class but failed in accordance with syllabus standards, whether due to academic performance or irregular attendance/participation.]

The following grades are not counted in the calculation of the grade point average.

I	Incomplete
W	Withdrew
P	Passing credit/no credit course
N	Not passing credit/no credit course
L	Load credit for ongoing master's thesis/research
S	Satisfactory audit grade

GRADING TIMEFRAME

Grades are issued no later than one week after the last day of a class. All assignments are to be due by and all examinations must be given by the posted last date of the class. Posted class end dates may not be extended. No final examination or academic activity can be scheduled after the class end date.

Any perceived grade discrepancies should be reported to the course instructor. Grade changes must be reported by the instructor to the Registrar's Office in writing within 30 days of the posting of the grade.

CHANGE OF A GRADE

Final course grades may be changed only in the case of miscalculation of points. Re-evaluation of a student's work or late submission of work by a student is not normal grounds for changing a final course grade. Within 30 days of posting a final grade an instructor may change a final course grade by filing the appropriate form with the Registrar. This change must be submitted by the instructor and approved by the responsible department chair. After 30 days of posting a final grade an instructor desiring to change the grade must seek approval of the responsible dean over their department and file such a request with the Academic Dean. Decisions of the Academic Dean will be considered final. After the 30 day change of grade period, and after graduation has been posted, all grades of the student are final.

INCOMPLETE GRADE

1. A temporary grade of incomplete ('I') may be granted by the Dean of the appropriate college/school where the course resides. An incomplete may be granted, at the instructor's recommendation, due to extenuating circumstances that interrupt the semester, such as medical crisis or equipment breakdown. Quality of work or failure to meet deadlines is not a criterion for an incomplete and will not be granted on such basis. A student seeking an incomplete in more than one course may only be granted by the Academic Dean. The end date of a course may not be extended outside of an approved incomplete.
2. Faculty or students anticipating the need for an incomplete should contact the appropriate Dean of the college prior to the completion of the course. Once approved by the appropriate Dean, the faculty member submits the incomplete request to the Registrar.
3. An incomplete cannot be initiated by the student after the course's end date. Once an incomplete is granted the student is informed of the incomplete. It is then the student's responsibility to contact the instructor and make satisfactory arrangements to complete the outstanding work. A student who receives an 'I' grade must complete the work within 60 days of the course's end date. Once an incomplete is granted, a student may not request to withdraw from the incomplete. A final grade of 'F' will be recorded for students who do not complete the outstanding work by the deadline.

REPEAT COURSE GRADING POLICY

1. Registering to repeat a course requires assistance from the Registrar's Office.
2. Students in all undergraduate programs may repeat twice any course in which a grade of 'C-', 'D' or 'F' was received at Asbury University.
3. The course must be repeated at Asbury University with a course deemed equivalent by the Registrar's Office.
4. The higher earned grade in any repeated course will count in the computation of the cumulative grade point average.
5. Credit hours in repeated courses will count only once academically. Financial Aid will count the both course attempts in total attempted credits for financial aid calculations.
6. Repeated courses will be indicated as such on the permanent record.
7. A Graduate level course taken as an undergraduate student counts for grade and GPA only on the undergraduate transcript. Therefore courses taken in the Graduate program, including repeats of graduate courses taken as an undergraduate, will not affect the undergraduate GPA.
8. Repeat of a course taken at Asbury University prior to computer records (Fall 1991) will not affect the cumulative Grade Point Average. Credit for the repeated course will count only once academically. Student may need to take more than the required 124 credits.

HONORS AND COMMENCEMENT ELIGIBILITY

UNDERGRADUATE TERM HONORS IN SCHOLARSHIP

Dean's List: "Dean's List" is noted on the semester grade record and the transcript of all students who have passed a minimum of 12 graded (not pass/fail) semester hours with a grade point average of 3.50 or higher. A student with fewer than 12 hours of graded work is ineligible for this notation.

UNDERGRADUATE GRADUATION HONORS

Students completing a Bachelor's degree graduate with:

- Cum Laude (honors) with cumulative GPA of 3.5 to 3.79;
- Magna Cum laude (high honors) with cumulative GPA of 3.8 to 3.96;
- Summa Cum Laude (highest honors) with cumulative GPA of 3.97.

To be eligible for graduation honors a student must have earned a minimum 62 semester hours of graded (not pass/fail) course work at Asbury University. Transfer credit and credit/no credit hours are not counted in calculating GPA. Students who have completed less than 62 graded hours at Asbury, but who meet the GPA standing for honors listed above, will graduate with "honorable mention".

The final actual honors earned upon degree completion will be posted on the graduate's transcript. However, when the May commencement list is formed in February, spring classes are still in progress. Calculation of honors for commencement participants is based on the posted cumulative GPA totals on a student's academic record as of the last completed course at the posted graduation application deadline (February 15). Courses in-progress do not factor into the cumulative GPA and are therefore not included in the honors calculation for the commencement ceremony. However, in-progress course hours (current spring semester) are counted when determining the total graded hours at Asbury toward the minimum 62 hours required for the commencement ceremony honors.

COMMENCEMENT PROCEDURE AND ELIGIBILITY

Graduation Application

All students who are in the final year of completing a degree must complete the graduation application by the stated deadline. Graduation Application information may be found online:

www.asbury.edu/offices/registrar/graduation

For each degree, all candidates must be listed in an annual commencement program to be officially recognized for the conferring of the degree.

Application Deadlines

- To graduate in December and be listed in commencement the following May (required - regardless of commencement attendance), the graduation application deadline is October 15.
- To graduate in May or August and be listed in May Commencement of the same year (required - regardless of commencement attendance), the graduation application deadline is February 15.
- In the Traditional Undergraduate program - to be listed in commencement in spring prior to attending in fall as a student teacher to graduate in December (required - regardless of commencement attendance), the graduation application deadline is February 15 prior to the fall. Only approved traditional undergraduate student teachers may walk in commencement prior to finishing in a fall semester (see eligibility requirements for this option).

Final decisions regarding commencement eligibility for the annual May Commencement are made each year on February 15. Eligibility is based on remaining graduation requirements, commencement eligibility criteria, and the information provided by the student on the graduation application.

Eligibility Requirements for Degree Candidates to Be Listed in Commencement

[Please refer to the Undergraduate Degree Requirements sections for the graduation requirements.]

To participate in the annual May Commencement a student must meet the following criterion:

1. Have a cumulative GPA of at least 2.00.
2. Complete the graduation application for the current commencement year by the posted deadline listed above. Application information may be found online:
www.asbury.edu/offices/registrar/graduation
3. Will have completed, or have approved course plans to complete, all requirements for a degree by one of the following:
 - A. Have already completed ALL degree requirements and graduated end of the previous December.
 - B. Are enrolled in the current spring semester for ALL remaining requirements which will be completed by the May commencement.
 - C. Will have no more than 9 required semester hours remaining to complete after the May Commencement date by one of the following.
 - 1) The 9 hours may be registered at Asbury University to be completed in the regular summer term after the May Commencement. (Traditional Undergraduates)
 - 2) The 9 hours may be registered at Asbury University to be completed in the remainder of the current spring semester after the May Commencement. (APS)
 - 3) The 9 hours may be courses approved by the Registrar to be completed during the summer at another institution after the May Commencement.
 - 4) A combination of any of these methods may not exceed 9 semester hours to be completed after the May Commencement.
 - 5) If any of these remaining 9 semester hours are not available in the summer requiring the student to return in the fall, the student's commencement eligibility will be delayed until the next May.
 - 6) NOTE: To include any credit source towards lowering the remaining requirements to the 9 maximum for commencement eligibility, all documentation, final transcripts, and test scores must be received by the Registrar's Office before February 15 of the commencement year to be counted in commencement eligibility.
 - D. Traditional Undergraduate Education major early commencement option – scheduled to student teach in the following fall semester and
 - 1) Registered for all requirements to be completed by the May Commencement date with only the student teaching requirement remaining to complete after the May commencement.
 - 2) Have no more than 7 semester hours to be completed after the May Commencement date. Student must be registered for these remaining hours at Asbury University as part of the regular summer term. NOTE: Taking courses at other institutions after the May Commencement, but before fall student teaching, may prevent the early commencement option.

Ordering Commencement Ceremony Regalia

Ordering commencement regalia is part of the graduation application process.

Undergraduate commencement cap & gown are ordered at no extra charge, for the purchase is covered by student activity fees.

REQUESTING AN OFFICIAL TRANSCRIPT

1. Transcripts of a student's academic record are issued by the Office of the Registrar.
2. Currently enrolled students may request official transcripts free of charge through the Office of the Registrar.
3. Students no longer enrolled at Asbury University may request official transcripts online through the National Student Clearinghouse, www.getmytranscript.com. (a fee is required). Go to www.asbury.edu/offices/registrar/transcripts for more transcript request information.
4. A request for a transcript must bear the actual signature of the individual whose permanent record is involved. If the name is only typed or printed, the request will not be honored. Telephone requests will not be accepted. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).
5. Unofficial transcripts may be accessed by currently enrolled students (free of charge) on the student portal.

NOTE: Diplomas and official transcripts will be released only after all financial obligations to the university are paid.

ACADEMIC STANDARDS, PROBATION & SUSPENSION

ACADEMIC RESTRICTIONS FOR PARTICIPATION IN UNIVERSITY ACTIVITIES

A student in Academic Probation or Chapel Probation or returning first semester after Suspension may not:

- a) Participate in inter-collegiate competition (athletic or other)
- b) Participate in public programs (on or off campus) given by any Asbury University department, organization, or class (unless such participation is a clear academic course requirement)

Also, in order to hold a student body office, a student must have a minimum cumulative grade point average of 2.50. For a class office, the GPA requirement is 2.25.

ACADEMIC STANDARDS FOR ALL UNDERGRADUATES [TUG, ACAD, APS]

The Registrar's Office has the responsibility to monitor academic progress for all students enrolled in the University.

The **Undergraduate Academic Progress Scale** is as follows:

Hours Attempted	Cumulative GPA
1 – 24	1.70
25 – 37	1.80
38 – 59	1.90
60 or more	2.00

[NOTE: Financial Aid eligibility will include withdrawn hours. See 'Academic Progress and Financial Aid'.]

1. An undergraduate academic progress scale outlines the expected grade point average for a student to remain in good academic standing based on the total number of credits attempted. Students who fail to meet the scale are subject to academic probation and/or academic suspension. (Traditional residential undergraduate students are also expected to be in accord with the chapel attendance requirement or be subject to chapel probation or suspension.)
2. Some specific major programs within the University require a higher minimum grade point average to be admitted or to remain enrolled in those programs. Each academic department having a higher

- GPA requirement is responsible to monitor the progress of students enrolled in the program and to notify students of any problems related to the requirement, including the possibility that the student may be dropped from the program.
3. At the end of each semester (including summer), the academic progress of all students is reviewed. Incomplete grades will be taken into consideration, but calculations for probation begin as soon as final grades are entered during the semester. Decisions are not made until the official end of the semester. *[Note: the Ministry Management-Nonprofit Management program has a specific, yearly timing for probation review which is outlined in the Special APS Programs section of this Bulletin.]*
 4. A student who does not meet the minimal standards of the academic progress scale at the end of the review semester will be placed on academic probation for the next semester, and may be required to attend an academic support class (UNV205/305). The student is expected to remedy the probation in their subsequent semester.
 5. Undergraduate students in Non-Degree-Seeking programs (High School Academy, Auditor, the Non-Degree Seeking major) with less than 9 attempted hours in a semester are exempt from probation policy (withdrawn hours are not counted)
 6. The academic progress toward the completion of a degree requires the meeting of minimal standards both in semester hours completed (withdrawn hours are not counted), in term grade point average, and in cumulative grade point average.
 7. A student who earns a grade point average of less than 1.0 (D average) in a single semester at Asbury University is subject to academic probation, and may be subject to suspension at the end of that semester without a period of academic probation.
 8. During the fall or spring semester any student who does not pass at least 67% of hours attempted in a semester (withdrawn hours excluded from calculation) will be placed on academic probation without respect to cumulative grade point average. A student in this category who does not pass 67% of semester hours attempted during the probationary semester may be subject to academic suspension. This policy does not apply to summer term registration. ***[NOTE: Financial Aid eligibility does take into account withdrawn hours. See 'Academic Progress and Financial Aid']***
 9. The student is expected to remedy the probation in their subsequent semester. The probationary academic standing may be cleared only with grade points earned at Asbury University. Transfer credits are not used in calculating GPA.
 10. Any students who does not meet the standards of the academic progress scale at the end of the probationary semester will be subject to academic suspension for a period of one semester (not counting summer).
 11. The academically suspended student is ineligible for re-admission to Asbury University until one semester has elapsed (not including summer). A student who has been dismissed for academic reasons may apply for readmission for any semester following the suspended semester.
 12. A student who has been readmitted following a period of academic suspension, will remain eligible for continuing as long as his/her GPA for each semester is 2.30 or better while carrying a minimum of 12 semester hours, even though his/her cumulative standing may be below the academic progress scale. Students re-admitted in this category may not enroll for more than 14 semester hours until they achieve satisfactory standing, and may be required to attend an academic support class (UNV205/305).

[NOTE: Financial Aid requirements vary from Academic requirements. Students may be cleared academically to register, but not be eligible for financial aid.]

APPEALS

This section of the Bulletin exists to enable students to resolve academic concerns.

For non-academic complaints, contact the Office of Student Development. Procedures for the complaint resolution are available in the Office of Student Development, online at asbury.edu/complaint-policy, or via email to DeanofStudents@asbury.edu.

PROCEDURE

1. The contact procedure for appeals should begin with the faculty or office where the issue originated. Use the following contact procedure for specific issues.
 - **Suspension (Academic or Chapel)** A student who is placed on Academic or Chapel Suspension may appeal in writing to the Academic Dean to be permitted to continue enrollment for the next semester. If permission to enroll is granted, the student's status will be become "academic probation" and/or "chapel probation". Continue with step 2 below.
 - **Academic Course** (class assignments, materials, procedures, or grades) First contact the faculty member instructing the class and then, if no resolution is achieved, contact the chair of the department within which the faculty member teaches. If still unresolved, refer the issue to the Dean of the College where the department is housed. If still unresolved, refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
 - **Foundations Requirements** First contact the Registrar. The Registrar may review the matter with the department chair supervising courses in that area, or the Liberal Arts Council. If still unresolved, refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
 - **Major or Minor Requirements** First meet with the academic advisor or with the department chair who supervises that major or minor. If still unresolved, refer the issue to the dean of the college or school where the department is housed. If still unresolved, refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
 - **Cross-Cultural Engagement (CCE)** First submit a CCE Appeal Form to the Global Engagement Office to be reviewed by the CCE Committee. If still unresolved, refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
 - **Chapel Record** First appeal to the Chapel Attendance Office and then, if no resolution is achieved, contact the Campus Chaplain. If still unresolved refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
 - **Other** academic policies, procedures and requirements not listed above - First contact the Registrar. If not resolved refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
2. Letters of appeal should be addressed to appeal@asbury.edu Clearly state issue of concern and desired change or outcome.
3. Letters should be filed within thirty days of the conference with the faculty member or office where the issue originated.
4. The Academic Dean will review the written appeal and if unable to resolve the matter, will refer the matter to members of the Academic Policies & Curriculum Committee. The student will receive a decision in writing. The decision of the Academic Policies & Curriculum Committee will be considered final.

UNDERGRADUATE MAJORS

COLLEGE OF ARTS AND SCIENCES

ANCIENT & MODERN LANGUAGES DEPARTMENT

Traditional Undergraduate Majors

Ancient Languages
French
French Grades P-12
Latin Grades P-12
Spanish
Spanish Grades P-12

ART DEPARTMENT

Traditional Undergraduate Majors

Art
Art Grades P-12
Pre-Art Therapy

CHRISTIAN STUDIES & PHILOSOPHY DEPARTMENT

Traditional Undergraduate Majors

Bible-Theology
Christian Ministries
Intercultural Studies
Philosophy
Youth Ministry

APS Undergraduate Majors

Leadership & Management

ENGLISH DEPARTMENT

Traditional Undergraduate Majors

Creative Writing
English
English Grades 8-12

MATHEMATICS DEPARTMENT

Traditional Undergraduate Majors

Actuarial Mathematics
Computational Mathematics
Engineering Mathematics
Mathematics
Mathematics Grades 8-12

MUSIC DEPARTMENT

Traditional Undergraduate Majors

Music
Music Grades P-12

PSYCHOLOGY DEPARTMENT

Traditional Undergraduate Majors

Psychology

SCIENCE & HEALTH DEPARTMENT

Traditional Undergraduate Majors

Biochemistry

Biological Science Grades 8-12

Biology

Chemistry

Chemistry Grades 8-12

Equine Studies

Exercise Science – Human Performance

Health and Physical Education Grades P-12

Pre-Nursing

Pre-Physical/Occupational Therapy

Recreation

SOCIAL SCIENCE & HISTORY DEPARTMENT

Traditional Undergraduate Majors

History

Political Science

Social Studies Grades 8-12

Sociology

SOCIAL WORK DEPARTMENT

Traditional Undergraduate Majors

Social Work

HOWARD DAYTON SCHOOL OF BUSINESS

BUSINESS DEPARTMENT

Traditional Undergraduate Majors

Accounting

Business Administration

Marketing

Sport Management

APS Undergraduate Majors

Organizational Management

SCHOOL OF COMMUNICATION ARTS

COMMUNICATION, WORSHIP & THEATRE ARTS DEPARTMENT

Traditional Undergraduate Majors

Communication

Theatre & Cinema Performance

Worship Arts

MEDIA, JOURNALISM & DIGITAL STORYTELLING DEPARTMENT

Traditional Undergraduate Majors

Journalism

Media Communication

APS Undergraduate Majors

Instructional Design

SCHOOL OF EDUCATION

EDUCATION DEPARTMENT

Traditional Undergraduate Majors

Elementary School Grades P-5

Middle School Grades 5-9

Learning & Behavior Disorders P-12 Dual Certification

Education majors with other departments above

P-12 Education (French, Spanish, Latin, Art, Music, and Health/PE)

Secondary Education 8-12 (Biology, Chemistry, English, Math, and Social Studies)

APS Undergraduate Majors

Elementary School Grades P-5

TRADITIONAL UNDERGRADUATE REQUIREMENTS

COURSES FOR THE FOUNDATIONS (39-52 credits)

Engaging Liberal Arts is required only of the following:

A. All new students who are first time, full-time in college since high school graduation even those having dual enrollment college credits exceeding 30.0.

B. All new transfer students with less than 30.0 college credits.

__ 1 LA 100 Engaging Liberal Arts

All students also complete 3 Credits in LIBERAL ARTS ENRICHMENT:

Choose any **ONE** 3 credit course from those listed below, not being used for foundations or prerequisites, and **not in major** (non-language majors may also use a foreign language course 202 or above).

__ 3 _____

SLO 1: Integrating Christian Faith & Cult. (12 credits)

Complete Biblical Studies

__ 3 NT 100 Und New Testament

__ 3 OT 100 Und Old Testament

Complete one philosophy:

__ 3 PHL 200 Intro to Philosophy

PHL 231 Ethics

Complete theology:

__ 3 TH 250 Foundations of Christian Thought

Plus every semester:

__ 0 CH 021 Chapel Attendance (Automatically added to schedule each semester)

SLO 2: Discovering Human Thought & Creative Expression (12 credits)

Complete one fine arts:

ART 100 Understanding Art

ART 251 or 252 Art History

__ 3 FA 100 Music & Art Appreciation

MHL 251, 252, or 353 Music History

MUS 100 Understanding Music

*Complete one composition:

__ 3 ENG 110 Expos & Research

ENG 151 Adv Expos & Research

Complete literature:

__ 3 ENG 205 Literature & Culture

Complete one communication:

__ 3 COM 130 Cult. Influence of Media

*COM 150 Public Speaking

*Required course for all Education majors.

SLO 3: Engaging Society & Global Responsibility (6-15 credits)

Complete one history:

HIS 101 Western Civ I

__ 3 HIS 102 Western Civ II

HIS 201 U.S. History to 1876

HIS 202 U.S. History Since 1876

Complete one social science:

ECN 100 Principles of Economics

PS 101 American Politics & Gov

__ 3 PSY 101 Psychology for Everyday Life

SOC 100 Intro Sociology

SOC 112 Intro Anthropology

***Complete Foreign Language:

Satisfy the 201 level in one language (0-9)

CHN, FRN, GRK, HEB, LAT, OR SPN

__ 3 _____ 201 _____ (required level)

[Not required of the non-foreign language education majors]

Fulfill Cross-Cultural Engagement:

__ 0 CCE 073 Cross-Cultural Engagement [Not required for Associate's degree^]

^Students who obtain their associate degree from Asbury University and continue towards a B.A. or B.S. degree in the traditional undergraduate program at Asbury are then required to satisfy the Cross-Cultural Engagement requirement for the bachelor's degree. (See Global Engagement Office section of the Bulletin, or www.asbury.edu/offices/global-engagement-office/cross-cultural-engagement for more information)

SLO 4: Achieving Quantitative & Critical Literacy (0-4 credits)

**Complete quantitative requirement:

__ 3-4 MAT 120 Concepts Math & Tech

MAT 131 or above [College Algebra & Pre-calculus do not satisfy the requirement.]

CSC 121 or above (4)

OR

__ 0 Satisfied by Math test score of ACT 26 or pre-2016 SAT 600 or 2016 SAT 620.

SLO 5: Searching the Natural World and the Environment (6 credits)

Complete one science with lab:

__ 4 BIO, CHE, ESC, or PHY Lab Science

^Complete Health and Physical Activity

__ 1 PED 100 Theory of Wellness

__ 1 PE _____ Physical Activity

Limit of 4.0 credits of PE may count towards degree total.

Possible Pre-Requisite Courses (see Foundations Proficiencies, Placement below)

If English test score is ACT 21/pre-2016 SAT 500 or lower, or 2016 SAT reading 27 or lower take:

__ 3 ENG 100 Intro to Comp*

If Math test score is ACT 21/pre-2016 SAT 500 or lower, or 2016 SAT 530 or lower take:

__ 3 MAT 100 Intro to Problem Solving**

Language placement below 201*** may need to take:

__ 3 _____ 101 _____

__ 3 _____ 102 _____

FOUNDATIONS PROFICIENCIES, PLACEMENT AND OTHER REQUIREMENTS

*** English Composition Proficiency and Requirement**

1. All undergraduates must satisfy Foundations Writing requirement of ENG 110 or 151.
2. Prior to being admitted to these classes, students must demonstrate the basic proficiency of ENG 100 or equivalent. (such as earned grade C or above in first semester Writing I at a regionally accredited university)
3. ACT/SAT test scores are used to determine ENG 100 proficiency.
4. Students must take ENG 100 with English Test Score of ACT 21 or lower, pre-2016 SAT 500 or lower, or 2016 SAT reading 27 or lower.
5. Students placed in ENG 100 must complete ENG 100 before enrolling in ENG 110.
6. Students assigned to ENG 100 will be enrolled concurrently in ENG 100L for the Writing Center.
7. Students meeting proficiency by ACT/SAT English test scores are placed directly in ENG 110 or ENG 151.
 - a. ENG 110 placement for students with English Test Score of ACT 22-26, or pre-2016 SAT 510-650, or 2016 SAT reading 28-34.
 - b. ENG 151 placement for students with English Test Score of ACT 27 or above, or pre-2016 SAT 660 or above, or 2016 SAT reading 35 or above.

**** Mathematics Proficiency and Requirement**

1. All students are required to satisfy Foundations requirements in Mathematics/Computer Science (MAT 120 or above, or CSC 121 or above).
2. Prior to being admitted to these classes, students must demonstrate the basic proficiency of MAT 100 or equivalent. (such as earned grade C or above in College Algebra at a regionally accredited university)
3. ACT/SAT test scores are used to determine MAT 100 proficiency.
4. Students must take MAT 100 with Math Test Score of ACT 21 or lower, pre-2016 SAT 500 or lower, or 2016 SAT 530 or lower.
5. Students may place out of Foundations Math. Foundations Math is satisfied by Math Test Score of ACT 26 or above, or pre-2016 SAT 600 or above, or 2016 SAT 620 or above.
6. Students who place out of math by test scores are still required to meet specific math requirements of chosen major or minor.

***** Foreign Language Proficiency and Requirement**

[Note: Students are advised to take a foreign language in high school. New students are expected to take the college administered language placement test during Welcome Week. Students completing two years of a high school foreign language with a grade of 'C' generally place into 102. Students completing three years of a high school foreign language with a grade of 'C' generally place into 201.]

1. All students pursuing the A.A. or B.A. degree must demonstrate proficiency in a foreign language to the 201 level.
2. A student meets the foreign language requirement in one of the following ways:
 - a. By completing a 101, 102, 201 sequence of language study at Asbury University.
 - b. By transferring a 201 level foreign language course from a regionally accredited university.
 - c. By Examination Program scores such as AP or CLEP scores equivalent to the 201 level. Scores from IB (5, 6, or 7) and AICE (A-E) may be considered for the requirement only with verification by student taking Asbury language placement test. Credit from examination programs applies only to the foreign languages offered at Asbury University.
 - d. Taking the Department placement test and achieving a placement at the fourth-semester level (202 or above). Placement tests: All students who have had the equivalent of at least one year of a foreign language on the high school level, and who wish to continue with that same language, are required to take a placement examination. Those who achieve placement to the 102 or 201 level are expected to continue their study at the level assigned until the requirement is met. By-passing any course in the sequence will not be permitted without special petition.
3. Under certain special circumstances, the foreign language requirement for the B.A. degree may be waived:
 - a. Students with an unusual background in a foreign language may petition for a language requirement waiver, especially if such competency is in a language other than those taught at Asbury. Approval for the waiver will depend upon evaluation or examination by the Ancient & Modern Languages Department.
 - b. International students whose native language is not English will satisfy the foreign language requirement by successfully completing the Foundations requirements in English and Communication.

^ Physical Education Activity Course Policies

PED 100 and 1.0 credit of physical activity (PE or KHP) are required for graduation in all traditional undergraduate degrees.

1. The PE activity course should be completed by the end of the sophomore year.
2. No more than one (1) semester hour of PE credit may be taken in any one semester.
3. PED 100 is a pre-requisite for all PE activity courses except for PE 108 Varsity Sports
4. Letter grades received in the physical education activity classes will be included in determining GPA.
5. No more than 4.0 credits of physical education activity courses (PE prefix or KHP) may apply toward graduation.
6. Varsity athletics (PE 108) is not registered credit towards full time status, but is added as institutional credit at end of term with verification of team participation from the coach. No more than two credits may be earned from varsity athletics and no more than 4 total credits from all PE sources.

COLLEGE OF ARTS & SCIENCES

Dr. Stephen Clements, Dean

Dr. Daniel Strait, Associate Dean

The departments within the College of Arts & Sciences span the humanities, social studies, and sciences – from the study of the origins of the universe to the latest scientific and technological discoveries to encompassing the history, literature, language, politics and creative expressions of the world’s cultures. Faculty in the College of Arts and Sciences believe that a broad exposure to our cultural heritage, shaped by a Wesleyan understanding of human nature and grace, provides the strongest foundation possible for successful experiences in the professions, society, the family, and the church. All of our courses from biology to English to physical education are taught within a structure that promotes the integration of faith and learning.

See the following departments for major and minor programs and requirements.

Ancient & Modern Languages Department

Art Department

Christian Studies & Philosophy Department

English Department

Mathematics Department

Music Department

Psychology Department

Science & Health Department

Social Science & History Department

Social Work Department

THE ASSOCIATE OF ARTS DEGREE REQUIREMENTS (60)

FOUNDATIONAL REQUIREMENTS (39-52)

Introduction - required for new first time, full time college students and new freshmen transfers.

__ 1 LA 100 Engaging Liberal Arts

Complete 3 Credits in Liberal Arts Enrichment:

Choose any **ONE** extra 3 credit course from those listed below, not otherwise required, and not in major (may also use a Foreign Language course 291 or above).

__ 3 ___ ___ _____

Complete Biblical Studies

__ 3 NT 100 Und New Testament

__ 3 OT 100 Und Old Testament

Complete one philosophy:

__ 3 PHL 200 Intro Philosophy

 PHL 231 Ethics

Complete theology:

__ 3 TH 250 Fndatns of Christian Thought

Plus every semester:

__ 0 CH 021 Chapel Attendance (Automatically added to schedule each semester)

Complete one fine arts:

 ART 100 Understanding Art

 ART 251 or 252 Art History

__ 3 FA 100 Music & Art Appreciation

 MHL 251, 252, or 353 Music History

 MUS 100 Understanding Music

Complete one composition:

__ 3 ENG 110 Expos & Research

 ENG 151 Advanced Expos & Research

Complete literature:

__ 3 ENG 205 Literature & Culture

Complete one communication:

__ 3 COM 130 Cultural Infl. Mass Media

 COM 150 Public Speaking

Complete one history:

 HIS 101 Western Civ I

__ 3 HIS 102 Western Civ II

 HIS 201 U.S. History to 1876

 HIS 202 U.S. History Since 1876

Complete one social science:

 ECN 100 Current Econ Issues

 PS 101 Amer Politics & Gov

__ 3 PSY 101 Psych for Everyday Life

 SOC 100 Intro Sociology

 SOC 112 Intro Anthropology

Complete Foreign Language:

Satisfy the 201 level in one language (0-3)

CHN, FRN, GRK, HEB, LAT, OR SPN

__ 3 ___ 201 _____

Complete quantitative requirement:

__ 3-4 MAT 120 Concepts Math & Tech
MAT 131 or above [College Algebra & Pre-calculus do not satisfy this requirement.]
CSC 113 or above (4)

OR

__ 0 Satisfied by math score: ACT 26, or pre-2016 SAT600, or 2016 SAT Math 620.

Complete one science with lab (4 credits total):

__ 3-4 BIO/CHE/ESC/PHY _____ (lecture)
__ 0-1 BIO/CHE/ESC/PHY _____ (lab)

Complete Health and Physical Activity

__ 1 PED 100 Theory of Wellness
__ 1 PE _____ Physical Activity

Limit of 4.0 credits of PE may count towards degree total.

POSSIBLE *PREREQUISITE COURSES:

*Prerequisite courses cannot be used for LAE requirement.

If ACT/SAT/new SAT English score is 21/500/27 or lower take:

__ 3 ENG 100 Intro to Comp

If ACT/SAT/new SAT Math score is of 21/500/530 or lower take:

__ 3 MAT 100 Intro to Problem Solving

Language Prerequisites may be required depending on placement test results.

CHN, FRN, GRK, HEB, LAT, OR SPN

__ 3 _____ 101 _____

__ 3 _____ 102 _____

See Courses for the Foundations in the previous section for more information on meeting the requirements.

FOUNDATIONS requirements of (39-52)

Plus Elective Hours Needed For The 60 Hour Degree Requirement (21-32)

OPTIONAL EMPHASIS (21-32)

Student may choose to complete a minor, but minor is not required. 50% of a minor emphasis must be completed at Asbury University. Please refer to the minor sheets for specific classes.

50% of the degree requirements (30 credits) must be completed at Asbury University.

NOTE: Students who previously earned their associate's degree from Asbury University must reapply and be readmitted for the B.A. or B.S. degree[^].

[^]Students who obtain their associate degree from Asbury University and continue towards a B.A. or B.S. degree in the traditional undergraduate program at Asbury are then required to satisfy the Cross-Cultural Engagement requirement for the bachelor's degree.

ANCIENT & MODERN LANGUAGES DEPARTMENT

Dr. Shelby Thacker, Chair

All humans possess the gift of language, and true comprehension of this fundamental aspect of ourselves is not easily achieved by the monolingual. Greatly enhanced understanding of ourselves - our thought processes, our linguistic abilities, our culture - and of those who are unlike us comes through the study of another language. We are richer, more capable persons if we develop the ability to understand and communicate with those in another linguistic and cultural setting. We are better prepared to understand the world and to respond to life's changing opportunities if we break free from some of the limitations that ethnocentricity and monolingualism tend to impose on any people. The Scriptures, classical texts, and modern works of literature and thought are better understood in the original language and with knowledge of the cultures that produced them. Living cultures and individuals are better understood and closer relations are established if the language barrier is down.

Modern transportation and communication technologies are bringing the world to us and taking us to the world. International business, scholarship, travel, government work, missionary activity, Christian and other organizations, all bring us into contact with speakers of other languages. Today's instant communication bring to us the documents of the world - past and present - and offer us the possibility of real-time contact with individuals we would never have encountered in the past.

In light of these facts, Asbury University maintains its commitment to foreign language study as a vital part of a liberal arts education. The Ancient & Modern Language Department offers six languages which may be used to fulfill the core foreign language requirement: Chinese, French, Greek, Hebrew, Latin and Spanish. We offer majors in Ancient Languages, French, and Spanish. There are teaching majors in French, Latin, and Spanish, and students may minor in Biblical Languages, Classical Languages, French, Greek, Latin, and Spanish. These programs offer opportunities for students to acquire practical language skills, scholarly tools, and understanding of the literatures, cultures, and linguistic distinctives of the languages studied.

- For Foundations Language requirements see Traditional Undergraduate Degree Programs > Courses for the Foundations.
- For purchasing language credits after placement tests see Undergraduate Transfer and Other Credit Sources > Institutional Credit.

MAJORS AND MINORS See the UNIVERSITY COURSE CATALOG for course descriptions.

ANCIENT LANGUAGES (ANC) Major Requirements (37-43)

REQUIRED CONCENTRATION (choose one):

ANCB - Biblical Languages (40)

Choose one Classics course:

___ 3	CLA	211	Classical Mythology
___ 3	CLA	212	Classical Culture & Civ
___ 3	CLA	223	Survey of Classical Lit

And Take:

___ 1	CLA	475	Senior Seminar
___ 3	GRK	101	Elementary Greek I
___ 3	GRK	102	Elementary Greek II
___ 3	GRK	201	Intermediate Greek I
___ 3	GRK	202	Intermediate Greek II

__ 3	GRK	301	Readings in Greek Lit. I
__ 3	GRK	302	Readings in Greek Lit. II
__ 3	HEB	101	Elementary Hebrew I
__ 3	HEB	102	Elementary Hebrew II
__ 3	HEB	201	Intermediate Hebrew
__ 3	HEB	301	Advanced Hebrew Reading

Choose two Biblical History courses:

__ 3	HIS	320	Ancient History
__ 3	NT	210	Growth NT Church
__ 3	OT	210	History of Israel

ANCC - Classical Languages (43)

__ 3	CLA	211	Classical Mythology
__ 3	CLA	212	Classical Culture & Civ
__ 3	CLA	223	Survey of Classical Lit
__ 1	CLA	475	Senior Seminar
__ 3	GRK	101	Elementary Greek I
__ 3	GRK	102	Elementary Greek II
__ 3	GRK	201	Intermediate Greek I
__ 3	GRK	202	Intermediate Greek II
__ 3	LAT	101	Elementary Latin I
__ 3	LAT	102	Elementary Latin II
__ 3	LAT	201	Intermediate Latin I
__ 3	LAT	202	Intermediate Latin II

Take two courses in same language:

__ 3	GRK	301	Readings in Greek Lit. I
__ 3	GRK	302	Readings in Greek Lit. II

Or

__ 3	LAT	301	Readings in Latin Lit. I
__ 3	LAT	302	Readings in Latin Lit. II

Choose one Classical History course:

__ 3	ENG	370	Medieval Literature
__ 3	HIS	320	Ancient History
__ 3	PHL	211	Ancient/Medieval Philosophy

ANCL - Latin (37)

__ 3	CLA	211	Classical Mythology
__ 3	CLA	212	Classical Culture & Civ
__ 3	CLA	223	Survey of Classical Lit
__ 1	CLA	475	Senior Seminar
__ 3	LAT	101	Elementary Latin I
__ 3	LAT	102	Elementary Latin II
__ 3	LAT	201	Intermediate Latin I
__ 3	LAT	202	Intermediate Latin II
__ 3	LAT	301	Readings in Latin Lit. I
__ 3	LAT	302	Readings in Latin Lit. II
__ 3	LAT	401	Readings in Latin Lit. III
__ 3	LAT	402	Readings in Latin Lit. IV

Choose one Classical History course:

__ 3	ENG	370	Medieval Literature
__ 3	HIS	320	Ancient History
__ 3	PHL	211	Anc. & Medieval Philosophy

MAJOR plus FOUNDATIONS requirement of (43) (3 hours Foreign Language satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (38-44, depending on Concentration)

FRENCH (FRN) Major Requirements (37)

__ 3	FRN	101	Elementary French I
__ 3	FRN	102	Elementary French II
__ 3	FRN	201	Intermediate French
__ 3	FRN	291	Adv Intermediate French
__ 3	FRN	301	French Comp/Conv
__ 3	FRN	302	Adv French Grammar/Comp
__ 3	FRN	311	Survey French Lit I
__ 3	FRN	312	Survey French Lit II
__ 3	FRN	323	Intro French Civilization
__ 3	FRN	403	French Linguistics
__ 3	FRN	430	Adv French Lit Topics
__ 1	FRN	475	Senior Seminar

Choose 3 hours FRN elective:

__ 3 FRN _____

MAJOR plus FOUNDATIONS requirement of (43) (3 hours Foreign Language satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (44)

FRENCH GRADES P-12 (FRNE) Major Requirements (73)

__ 3	FRN	101	Elementary French I
__ 3	FRN	102	Elementary French II
__ 3	FRN	201	Intermediate French
__ 3	FRN	291	Adv Intermediate French
__ 3	FRN	301	French Comp/Conv
__ 3	FRN	302	Adv French Grammar/Comp
__ 3	FRN	311	Survey French Lit I
__ 3	FRN	312	Survey French Lit II
__ 3	FRN	323	Intro French Civilizations
__ 3	FRN	403	French Linguistics
__ 3	FRN	410	French Teaching Methods

Choose 3 hours FRN elective:

__ 3 FRN _____

Complete Education requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform Assess
__ 2	ED	410	Classroom Manage
__ 3	ED	420	Secondary/P-12 Methods
__ 2	ED	428	Interventions/Differentiation
__ 6	ED	498	Student Teaching
__ 6	ED	499	Student Teaching

MAJOR plus FOUNDATIONS requirement of (43) (3 hours Foreign Language satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (8)

LATIN GRADES P-12 (LATE) Major Requirements (77)

__ 3	CLA	211	Classical Mythology
__ 3	CLA	212	Classical Culture & Civ
__ 3	CLA	223	Survey of Classical Literature

__ 3	LAT	101	Elementary Latin I
__ 3	LAT	102	Elementary Latin II
__ 3	LAT	201	Intermediate Latin I
__ 3	LAT	202	Intermediate Latin II
__ 3	LAT	301	Readings in Latin Lit. I
__ 3	LAT	302	Readings in Latin Lit. II
__ 3	LAT	401	Readings in Latin Lit. III
__ 3	LAT	402	Readings in Latin Lit. IV
__ 3	LAT	410	Latin Teaching Methods
__ 1	CLA	475	Senior Seminar

Choose one Classical History course:

__ 3	ENG	370	Medieval Literature
__ 3	HIS	320	Ancient History
__ 3	PHL	211	Ancient/Medieval Philosophy

Complete Education requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform Assess
__ 2	ED	410	Classroom Management
__ 3	ED	420	Secondary/P-12 Methods
__ 2	ED	428	Interventions/Differentiation
__ 6	ED	498	Student Teaching
__ 6	ED	499	Student Teaching

MAJOR plus FOUNDATIONS requirement of (43) (3 hours Foreign Language satisfied by required major courses.

Plus electives needed for the 124 hour degree requirement (4)

SPANISH (SPN) Major Requirements (37)

__ 3	SPN	101	Elementary Spanish I
__ 3	SPN	102	Elementary Spanish II
__ 3	SPN	201	Intermediate Spanish
__ 3	SPN	291	Adv Intermediate Spanish
__ 3	SPN	301	Spanish Comp/Conv
__ 3	SPN	302	Adv Spanish Gram/Comp
__ 3	SPN	322	Culture/Civ Span America
__ 3	SPN	323	Culture/Civ Spain
__ 3	SPN	403	Spanish Linguistics
__ 3	SPN	430	Masterpieces/Spanish Lit
__ 1	SPN	475	Senior Seminar

Choose one Spanish Lit:

__ 3	SPN	331	Spanish Lit I
__ 3	SPN	332	Spanish Lit II

Choose one Spanish American Lit:

__ 3	SPN	341	Spanish American Lit I
__ 3	SPN	342	Spanish American Lit II

MAJOR plus FOUNDATIONS requirement of (43) (3 hours foreign language satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (44)

SPANISH GRADES P-12 (SPNE) Major Requirements (76)

__ 3	SPN	101	Elementary Spanish I
__ 3	SPN	102	Elementary Spanish II
__ 3	SPN	201	Intermediate Spanish
__ 3	SPN	291	Adv Intermediate Spanish
__ 3	SPN	301	Spanish Comp/Conv
__ 3	SPN	302	Adv Spanish Gram/Comp
__ 3	SPN	322	Culture/Civ Spanish America
__ 3	SPN	323	Culture/Civ Spain
__ 3	SPN	403	Spanish Linguistics
__ 3	SPN	410	Spanish Teaching Methods
__ 3	SPN	430	Masterpieces/Spanish Lit

Choose one Spanish Lit:

__ 3	SPN	331	Spanish Lit I
	SPN	332	Spanish Lit II

Choose one Spanish American Lit:

__ 3	SPN	341	Spanish American Lit I
	SPN	342	Spanish American Lit II

Complete Education requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Develop
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform Assess
__ 2	ED	410	Classroom Management
__ 3	ED	420	Secondary/P-12 Methods
__ 2	ED	428	Interventions/Differentiation
__ 6	ED	498	Student Teaching
__ 6	ED	499	Student Teaching

MAJOR plus FOUNDATIONS requirement of (43) (3 hours foreign language satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (5)

BIBLICAL LANGUAGES MINOR (BIBL) Requirements (24)

Choose one Classics course:

	CLA	211	Classical Mythology
__ 3	CLA	212	Classical Culture & Civ
	CLA	223	Survey of Classical Lit

Take:

__ 3	GRK	101	Elementary Greek I
__ 3	GRK	102	Elementary Greek II
__ 3	HEB	101	Elementary Hebrew I
__ 3	HEB	102	Elementary Hebrew II

Take two additional courses in same language:

__ 3	GRK	201	Intermediate Greek I
__ 3	GRK	202	Intermediate Greek II

Or

__ 3	HEB	201	Intermediate Hebrew
__ 3	HEB	301	Advanced Hebrew Reading

Choose one History course:

__ 3	HIS	320	Ancient History
__ 3	NT	210	Growth of NT Church
	OT	210	History of Israel

CLASSICAL LANGUAGES MINOR (CLAL) Requirements (24)

Choose two Classics courses:

__ 3	CLA	211	Classical Mythology
__ 3	CLA	212	Classical Culture & Civ
	CLA	223	Survey of Classical Lit

Take:

__ 3	GRK	101	Elementary Greek I
__ 3	GRK	102	Elementary Greek II
__ 3	LAT	101	Elementary Latin I
__ 3	LAT	102	Elementary Latin II

Choose two additional courses in same language:

__ 3	GRK	201	Intermediate Greek I
__ 3	GRK	202	Intermediate Greek II

Or

__ 3	LAT	201	Intermediate Latin I
__ 3	LAT	202	Intermediate Latin II

FRENCH MINOR (FRN) Requirements (24)

__ 3	FRN	101	Elementary French I
__ 3	FRN	102	Elementary French II
__ 3	FRN	201	Intermediate French
__ 3	FRN	291	Adv Intermediate French
__ 3	FRN	301	French Comp/Conv

Choose one French Literature course:

	FRN	311	Survey French Lit I
__ 3	FRN	312	Survey French Lit II
	FRN	430	Adv French Lit Topics

Choose 6 more hours FRN above 301:

__ 3	FRN	___	_____
__ 3	FRN	___	_____

GREEK MINOR (GRK) Requirements (24)

__ 3	GRK	101	Elementary Greek I
__ 3	GRK	102	Elementary Greek II
__ 3	GRK	201	Intermediate Greek I
__ 3	GRK	202	Intermediate Greek II
__ 3	GRK	301	Readings in Greek Lit I
__ 3	GRK	302	Readings in Greek Lit II

Complete one set (6)

1) Take both Greek courses

__ 3	GRK	401	Read Greek Lit III
__ 3	GRK	402	Read Greek Lit IV

Or

2) Choose two Classics courses:

__ 3	CLA	211	Classical Mythology
__ 3	CLA	212	Classical Culture & Civ
	CLA	223	Survey of Classical Lit

LATIN MINOR (LAT) Requirements (24)

__ 3	LAT	101	Elementary Latin I
__ 3	LAT	102	Elementary Latin II
__ 3	LAT	201	Intermediate Latin I
__ 3	LAT	202	Intermediate Latin II
__ 3	LAT	301	Readings in Latin Lit I
__ 3	LAT	302	Readings in Latin Lit II

Complete one set (6)

3) Take both Latin courses

__ 3	LAT	401	Read Latin Lit III
__ 3	LAT	402	Read Latin Lit IV

Or

4) Choose two Classics courses:

__ 3	CLA	211	Classical Mythology
__ 3	CLA	212	Classical Culture & Civ
	CLA	223	Survey of Classical Lit

SPANISH MINOR (SPN) Requirements (24)

__ 3	SPN	101	Elementary Spanish I
__ 3	SPN	102	Elementary Spanish II
__ 3	SPN	201	Intermediate Spanish
__ 3	SPN	291	Adv Intermediate Spanish
__ 3	SPN	301	Spanish Comp/Conv

Choose one Literature course:

	SPN	302	Adv Spanish Grammar/Comp
	SPN	303	Intro to Literature
__ 3	SPN	331	Spanish Lit I
	SPN	332	Spanish Lit II
	SPN	341	Spanish American Lit I
	SPN	342	Spanish American Lit II

Choose 6 more hours SPN 302 or higher:

__ 3	SPN	___	_____
__ 3	SPN	___	_____

ART DEPARTMENT

Mr. Keith A. Barker, Chair

The department offers a wide variety of courses to enrich the student's understanding and appreciation of art and design, and to develop creativity and foster intellectual thinking. Majors in Art and Art Education are offered for students who want to consider a career in any number of visual art and art-related fields, through the study and practice of Art. A major in Pre-Art Therapy prepares students seeking certification in Art Therapy through an accredited graduate program elsewhere. Minors are offered in Art, Art History, Graphic Design, and Photography & Digital Imaging.

Asbury University offers areas of concentration for majors in painting, sculpture, ceramics, graphic design, photography and digital imaging, drawing, and art history.

Students who are considering Art, Art Education or Pre-Art Therapy as a major should begin the freshman year with ART 111, 112, 123 and take the following courses in sequence: ART 231, 292, 300, and 396. ART 251, 252 Survey courses should be taken during the sophomore or junior year. Art minor students should also follow the number sequence.

During the sophomore year, all art majors take ART292 Working in the Visual Arts in which they are paired with a Senior to help mount an exhibition. During this course, students must also create a career plan, and submit a portfolio for review by the art faculty for evaluation of progress, and guidance. ART396 Contemporary Art Seminar is typically taken spring semester of the Junior year, and involves experiencing art first-hand in major New York galleries and museums. Spring review is repeated in the junior year to plan the capstone Senior Exhibit or Presentation location and dates in the subsequent year. Upper-level students hone their vision through ART489, choosing a Concentration Focus in the medium reflected in their concentration. The Senior Seminar (475) must be taken in the Fall of the Senior Year. All studio art students must exhibit work during the senior year through ART 476/477 Senior Exhibit/Presentation. All art history seniors must deliver a scholarly presentation.

MAJORS AND MINORS See the University Course Catalog for course descriptions.

ART MAJOR (ART) Major Requirements (57) (45 Core + 12 Concentration)

__ 3	ART	111	Intro 2D Form/Design
__ 3	ART	112	Intro 3D Form/Design
__ 3	ART	123	Intro to Drawing
__ 3	ART	231	Intermediate Design
__ 3	ART	251	Art History Survey I
__ 3	ART	252	Art History Survey II
__ 3	ART	292	Working in the Visual Arts
__ 3	ART	300	Art Theory & Criticism
__ 2	ART	396	Contemporary Art Seminar
__ 3	ART	456	Adv Topics in Art History
__ 1	ART	475	Senior Seminar
__ 3	ART	476	Senior Exhibit/Presentation Focus
__ 3	ART	477	Senior Exhibit/Presentation

Choose 9 hours Art Studio courses not in Concentration:

ART	212	Stained Glass
ART	222	Ceramics I
ART	233	Figure Drawing

__ 3	ART	242	Watercolor
	ART	266	Intro to Photography
	ART	322	Ceramics II
	ART	340	Trad Black & White Photo
__ 3	ART	354	Graphic Design I
	ART	372	Sculpture
	ART	381	Painting
__ 3	ART	390	Printmaking
	ART	393	Seminar
	ART	403	Studies in Painting/Drawing
	ART	406	Digital Darkroom & Imaging
	ART	452	Graphic Design II
	ART	456	Adv Topics in Art History

REQUIRED CONCENTRATION (choose one):

ARTC - Ceramics (12)

__ 3	ART	322	Ceramics II
__ 3	ART	489	Ceramics Focus
Choose two courses:			
__ 3	ART	___	Studio Course (advisor approval)
__ 3	ART	435	Internship
	ART	489	Ceramics Focus

ARTD - Drawing (12)

__ 3	ART	233	Figure Drawing
__ 3	ART	403	Studies in Painting/Drawing
__ 3	ART	489	Drawing Focus
__ 3	ART	489	Drawing Focus

ARTG - Graphic Design (12)

__ 3	ART	452	Graphic Design II
__ 3	ART	489	Graphic Design Focus
__ 3	MC	225	Interactive Media I
Choose one course:			
	ART	390	Printmaking
__ 3	ART	406	Digital Darkroom & Imaging
	ART	435	Internship
	ART	489	Graphic Design Focus

ARTP - Painting (12)

__ 3	ART	233	Figure Drawing
__ 3	ART	403	Studies in Painting/Drawing
__ 3	ART	489	Painting Focus
__ 3	ART	489	Painting Focus

ARTI - Photo & Digital Imaging (12)

__ 3	ART	340	Trad Black & White Photo
__ 3	ART	406	Digital Darkroom & Imaging
__ 3	ART	489	Photography Focus
Choose one course:			
	ART	390	Printmaking
__ 3	ART	435	Internship

ARTS - Sculpture (12)

__ 3	ART	489	Sculpture Focus
__ 3	ART	489	Sculpture Focus
Choose two courses:			
	ART	___	Studio Course (advisor approval)
__ 3	ART	___	Studio Course (advisor approval)
__ 3	ART	489	Sculpture Focus

ARTHS - Art History (12)

__ 3	ART	456	Adv Topics in Art History
__ 3	ART	489	Art History Focus
__ 3	ART	489	Art History Focus

Choose one course:

__ 3	ART	___	Studio Course (advisor approval)
	ART	435	Internship

MAJOR plus FOUNDATIONS requirement of (43) (3 hours fine arts satisfied by required major courses.)Plus electives needed for the 124 hour degree requirement (24)**ART GRADES P-12 (ARTE) Major Requirements (85) (76 Core + 9 Concentration)**

__ 3	ART	111	Intro 2D Form/Design
__ 3	ART	112	Intro 3D Form/Design
__ 3	ART	123	Intro to Drawing
__ 3	ART	231	Intermediate Design
__ 3	ART	292	Working in the Visual Arts
__ 3	ART	300	Art Theory & Criticism
__ 2	ART	396	Contemporary Art Seminar
__ 1	ART	475	Senior Seminar
__ 3	ART	476	Senior Exhibit Focus
__ 3	ART	477	Senior Exhibit/Presentation

Choose two Art History courses:

__ 3	ART	251	Art History Survey I
__ 3	ART	252	Art History Survey II
	ART	456	Adv Topics in Art History

Choose two Art Studio courses not used in Concentration:

	ART	212	Stained Glass
	ART	222	Ceramics
	ART	233	Figure Drawing
	ART	242	Watercolor
	ART	266	Intro to Photography
__ 3	ART	322	Ceramics II
	ART	340	Trad Black & White Photo
	ART	354	Graphic Design I
	ART	372	Sculpture
	ART	381	Painting
__ 3	ART	390	Printmaking
	ART	393	Seminar
	ART	403	Studies in Painting/Drawing
	ART	406	Digital Darkroom & Imaging
	ART	452	Graphic Design II
	ART	456	Adv Topics in Art History

Complete Education requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Performing Assess
__ 2	ED	410	Classroom Management
__ 3	ED	421	Art Methods
__ 2	ED	428	Intervent/Differentiation

__ 6	ED	498	Student Teaching
__ 6	ED	499	Student Teaching

REQUIRED CONCENTRATION (choose one):

ARTEC - Ceramics (9)

__ 3	ART	322	Ceramics II
__ 3	ART	489	Ceramics Focus

Choose one course:

__ 3	ART	___	Studio course (per advisor)
__ 3	ART	435	Internship
__ 3	ART	489	Ceramics Focus

ARTED - Drawing (9)

__ 3	ART	233	Figure Drawing
__ 3	ART	403	Studies in Painting/Drawing
__ 3	ART	489	Drawing Focus

ARTEG - Graphic Design (9)

__ 3	ART	452	Graphic Design II
__ 3	ART	489	Graphic Design Focus

Choose one course:

__ 3	ART	390	Printmaking
__ 3	ART	406	Digital Darkroom & Imaging
__ 3	ART	435	Internship

ARTEP - Painting (9)

__ 3	ART	233	Figure Drawing
__ 3	ART	403	Studies in Painting/Drawing
__ 3	ART	489	Painting Focus

ARTEI - Photo & Digital Imaging (9)

__ 3	ART	340	Trad Black & White Photo
__ 3	ART	406	Digital Darkroom & Imaging
__ 3	ART	489	Photography Focus

ARTES - Sculpture (9)

__ 3	ART	489	Sculpture Focus
__ 3	ART	489	Sculpture Focus

Choose one course:

__ 3	ART	489	Sculpture Focus
__ 3	ART	___	Studio course (per advisor)

MAJOR plus FOUNDATIONS requirement of (40) (3 hours fine arts satisfied by required major courses; foreign language not required for ARTE majors.) Plus electives if needed for the 124 hour degree requirement

PRE-ART THERAPY MAJOR (ARTT) Major Requirements (72) (63 Core + 9 Concentration)

__ 3	ART	111	Intro 2D Form/Design
__ 3	ART	112	Intro 3D Form/Design
__ 3	ART	123	Intro to Drawing
__ 3	ART	231	Intermediate Design
__ 3	ART	292	Working in the Visual Arts
__ 3	ART	300	Art Theory & Criticism
__ 2	ART	396	Contemporary Art Seminar
__ 1	ART	475	Senior Seminar
__ 3	ART	476	Senior Exhibit Focus
__ 3	ART	477	Senior Exhibit/Presentation

Choose two Art History courses:

__ 3	ART	251	Art History Survey I
__ 3	ART	252	Art History Survey II
__ 3	ART	456	Adv Topics in Art History

Choose two Art Studio courses not used in Concentration:

	ART	212	Stained Glass
	ART	222	Ceramics I
	ART	233	Figure Drawing
	ART	242	Watercolor
	ART	266	Intro to Photography
__ 3	ART	322	Ceramics II
	ART	340	Trad Black & White Photo
	ART	354	Graphic Design I
	ART	372	Sculpture
__ 3	ART	381	Painting
	ART	390	Printmaking
	ART	393	Seminar
	ART	403	Studies in Painting/Drawing
	ART	406	Digital Darkroom & Imaging
	ART	452	Graphic Design II
	ART	456	Adv Topics in Art History
Complete courses in Psychology (24)			
__ 3	PSY	201	Developmental Psychology
__ 3	PSY	220	Stress Management
__ 3	PSY	351	Counseling I
__ 3	PSY	352	Counseling II
__ 3	PSY	360	Abnormal Psychology
__ 3	PSY	452	Psychology of Personality
__ 3	PSY	454	Expressive Therapies
__ 3	PSY	462	Psychological Assessment

REQUIRED CONCENTRATION (choose one):

ARTTC - Ceramics (9)

__ 3	ART	322	Ceramics II
__ 3	ART	489	Ceramics Focus

Choose one course:

	ART	___	Studio Course (advisor approval)
__ 3	ART	435	Internship
	ART	489	Ceramics Focus

ARTTD - Drawing (9)

__ 3	ART	233	Figure Drawing
__ 3	ART	403	Studies in Painting/Drawing
__ 3	ART	489	Drawing Focus

ARTTG - Graphic Design (9)

__ 3	ART	452	Graphic Design II
__ 3	ART	489	Graphic Design Focus

Choose one course:

	ART	390	Printmaking
__ 3	ART	406	Digital Darkroom & Imaging
	ART	435	Internship

ARTTP - Painting (9)

__ 3	ART	233	Figure Drawing
__ 3	ART	403	Studies in Painting/Drawing
__ 3	ART	489	Painting Focus

ARTTI - Photo & Digital Imaging (9)

__ 3	ART	340	Trad Black & White Photo
__ 3	ART	406	Digital Darkroom & Imaging
__ 3	ART	489	Photography Focus

ARTTS - Sculpture (9)

__ 3	ART	489	Sculpture Focus
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__ 3	ART	489	Sculpture Focus
Choose one course:			
__ 3	ART	___	Studio Course (advisor approval)
	ART	489	Sculpture Focus

MAJOR plus FOUNDATIONS requirement of (43) (3 hours Fine Arts satisfied by required major courses.)
Plus electives needed for the 124 hour degree requirement (9)

Art Department minors may not be completed by ART, ARTE or ARTT majors.

ART MINOR (ART) Requirements (26)

__ 3	ART	111	Intro to 2D Form/Design
__ 3	ART	112	Intro to 3D Form/Design
__ 3	ART	123	Intro to Drawing
__ 3	ART	___	200-300 level course
__ 3	ART	___	200-300 level course
__ 3	ART	389	Art Medium Focus
__ 2	ART	396	Contemporary Art Seminar

Choose two Art History courses:

__ 3	ART	251	Art History Survey I
__ 3	ART	252	Art History Survey II
	ART	456	Adv Topics in Art History

ART HISTORY MINOR (ARTH) Requirements (26)

__ 3	ART	111	Intro to 2D Form/Design
__ 3	ART	112	Intro to 3D Form/Design
__ 3	ART	251	Art History Survey I
__ 3	ART	252	Art History Survey II
__ 3	ART	300	Art Theory & Criticism
__ 3	ART	389	Art History Focus
__ 3	ART	___	Art History or advisor approved course
__ 2	ART	396	Contemporary Art Seminar
__ 3	ART	456	Adv Topics in Art History

GRAPHIC DESIGN MINOR (GRD) Requirements (26)

__ 3	ART	111	Intro to 2D Form/Design
__ 3	ART	354	Graphic Design I
__ 3	ART	390	Printmaking
__ 2	ART	396	Contemporary Art Seminar
__ 3	ART	452	Graphic Design II
__ 3	MC	225	Interactive Media I

Choose one Art course:

	ART	406	Digital Darkroom & Imaging
__ 3	ART	435	Internship
	ART	489	Graphic Design Focus

Choose two Art History courses:

__ 3	ART	251	Art History Survey I
__ 3	ART	252	Art History Survey II
	ART	456	Adv Topics in Art History

PHOTOGRAPHY & DIGITAL IMAGING MINOR (PHO) Requirements (26)

__ 3	ART	111	Intro to 2D Form/Design
__ 3	ART	266	Intro to Photography
__ 3	ART	340	Trad Black & White Photo

- __ 3 ART ____ 200-300 level Art Studio course
- __ 3 ART 389 Photography Focus
- __ 2 ART 396 Contemporary Art Seminar
- __ 3 ART 406 Digital Darkroom & Imaging

Choose two Art History courses:

- __ 3 ART 251 Art History Survey I
- __ 3 ART 252 Art History Survey II
- ART 456 Adv Topics in Art History

CHRISTIAN STUDIES & PHILOSOPHY DEPARTMENT

Dr. Christopher Bounds, Chair

Fulfilling the Great Commission requires active intellectual life, strong leadership, and the ability to engage the world's cultures in a time of ever-increasing diversity and change. With this calling in mind, our Department seeks to deepen students' understanding of the Christian faith and shape their worldview in ways that are rooted in Scripture, theology, and philosophy. Recognizing the deep connection between faith and practice, faculty use classroom and experiential learning contexts to prepare students for effective ministry in a wide range of callings. As part of a full-orbed liberal arts education, the majors supported by the Department are thus designed to prepare students for service in the church, the academy, society, and throughout the world.

BIBLE AND THEOLOGY PROGRAM

The Bible and Theology Program offers an in-depth exploration of biblical content and theology. The major prepares men and women for vocational ministry and theological scholarship.

- A. The **Pre-seminary concentration** equips students for seminary and graduate level education. Men and women in this program have opportunity to develop the writing and research skills necessary to succeed in graduate school and ultimately to serve in pastoral and other leadership roles in church and society.
- B. The **Pre-ministry concentration** seeks to prepare men and women for ministry immediately following college. These students take courses, among others, in preaching, pastoral theology, biblical interpretation, and Christian Ministries in order to be as equipped as possible to enter some types of ministry without further seminary education.

Each of these tracks emphasizes biblical content and background, theological understanding, and exegetical skills. Both facilitate interpreting the Bible in its historical, cultural context and the ability to apply biblical principles to ministry in everyday life. In addition to studying individual books of the Old and New Testaments, students explore the rich historical and theological legacy of the Church and its implications for today.

As part of our goals for our students, the department provides opportunities for study abroad and cross-cultural experiences. In recent years our faculty members have sponsored study-tours to Greece, Turkey, and Israel. Some of our students have spent a semester in Israel earning course credit in biblical history and archaeology.

CHRISTIAN MINISTRIES PROGRAM

The Christian Ministries Program offers opportunity to increase understanding and thoughtful participation in the work of the church, with particular focus on the educational, discipleship, and missional components of that work. Majors demonstrate special concern for exploring ways to meet spiritual needs, from a Biblical perspective, as they exist individually and socially in various cultures.

A core of courses anchors students in Biblical/theological studies, including basic understandings of the Church and its mission in the world, in foundational practices of Bible study and other spiritual disciplines, and in experiences leading to effective ministry. Each program requires students to participate in a ministry internship. Students may major in Christian Ministries, Missions, or Youth Ministry; minors are also available in each of these areas. The department's Resource Center makes a wide variety of materials available for student study, as well as for applied ministry.

The **Christian Ministries Major** prepares students for leadership in the disciple-making and teaching ministry of the church and parachurch. Preparation is supported through study of human developmental patterns and ministry approaches throughout the life cycle. A concern for organizational leadership and

curricular resources contributing to spiritual formation is reflected in course offerings. Experiential learning occurs throughout the program.

The **Intercultural Studies Major** (formerly Missions) prepares students for cross-cultural ministry in an international setting or among ethnic groups in the United States. This program seeks to equip students with knowledge and understanding of the issues of intercultural interaction in general and cross-cultural communication of the Christian gospel in particular. Using a multidisciplinary approach, students learn to analyze intercultural problems, work within the arena of cultural diversity, and form the conceptual framework and practical skills needed for effective cross-cultural communication and ministry. Students complete a core of classes, then select one of three areas of concentration to complete the major: **Cross-cultural Ministry** prepares students to work within church and para-church settings; **Social Justice** equips students to engage in ministry among the poor, the oppressed, and the abused; **Business as Mission** provides a new mission tool for reaching the unreached world through an integration of spiritual and social concerns with the purpose of addressing needs of the least resourced peoples of the world.

The **Youth Ministry Major** prepares students for leadership roles in ministry with adolescents in church and parachurch. Rooted in theological reflection and the study and understanding of the unique developmental journey of youth, this major equips students for evaluating various models of ministry with adolescents and developing their own consistent approach. A focus on teaching and mentoring youth is supported by study and practice in evangelism, discipleship, counseling, recreation, and assessment of cultural systems and influences that affect youth, with a goal of guiding youth to Christian maturity and participation in the Church's ministry.

PHILOSOPHY PROGRAM

The purpose of the Philosophy Program is to acquaint the student with the field of philosophy, including its relevance to the formation of a Christian worldview. In this process, philosophy becomes an important element in preparation for both meaningful vocation and general intellectual life.

The curriculum in philosophy acquaints the student with the history of philosophy, the world's great philosophers, basic schools of thought, key areas of philosophy, and the classic questions in the field. In addition to the information conveyed in the curriculum, philosophy at Asbury seeks to develop key cognitive skills in the student: clear thinking, analysis, logical argumentation, critique. Beyond the level of skill acquisition, the curriculum is also designed to nurture the higher intellectual functions of understanding and valuing, which have traditionally been associated with wisdom.

Philosophy serves as an attractive major or minor as well as an enriching elective for any other field of study. As an undergraduate major, philosophy serves as a basis for graduate work in philosophical, theological, or divinity programs. A student can also major in philosophy in order to do graduate work in other fields, provided that he or she has done the necessary preparation in that other field. Philosophy is a beneficial second major as well, since it equips the student with cognitive skills and expands his or her understanding. As a minor, philosophy fits well with any major, since it is flexible and provides additional insight into one's first major and into intellectual issues more broadly. Simply taking some philosophy courses as electives helps the student in pursuing intellectual interests outside his or her major field.

Some career options open to philosophy majors are law, medicine, business, politics, government service, journalism, and writing. Historically, only philosophy majors score 5% or more above the mean on these important exams: LSAT, GMAT, GRE Verbal, and GRE Quantitative. Philosophy majors as a group have a higher mean score on the GRE Verbal than students in any other major. Surveys of medical schools indicate that philosophy is the preferred major for applicants who are otherwise qualified in chemistry and biology.

Philosophy is essential to being a truly educated person -- that is, to being a person who understands our cultural heritage, sees life holistically, discerns and critiques the assumptions of competing world

views, and acts upon principle. This kind of education lays a ground work for success in any career because it enhances one's ability to deal with a wide variety of ideas and perspectives represented among different people, to solve complex problems, and to articulate a vision.

MAJORS AND MINORS See the University Course Catalog for course descriptions.

OT 100, NT 100, and TH 250 are Foundations requirements for all students and do not apply to the majors and minors listed below.

BIBLE-THEOLOGY (BTH) Major Requirements (43-49) (34 Core + 9-15 Concentration)

__ 1 BTH 475 Senior Seminar

Choose one philosophy:

__ 3 PHL 231 Ethics
 PHL 361 Philosophy of Religion

Choose 6 hours BTH (not BTH 435, 475):

__ 3 BTH _____
 __ 3 BTH _____

Choose 9 hours NT(not NT 100):

__ 3 NT _____
 __ 3 NT _____
 __ 3 NT _____

Choose 9 hours OT (not OT 100):

__ 3 OT _____
 __ 3 OT _____
 __ 3 OT _____

Choose 6 hours TH (not TH 250 and not in Concentration):

__ 3 TH _____
 __ 3 TH _____

REQUIRED CONCENTRATION (choose one):

BTHS - Pre-Seminary (9)

Choose one Ministry course:

CM 201 Dynamic Spiritual Growth
 CM 380 Org Strategies/Ministry
 __ 3 CM 331 Principles of Preaching
 ICS 201 Christianity & World Religions
 ICS 311 Strategies Intercultural Comm

Choose one HIS/PHL course:

HIS 313 History of Religion in U.S.
 HIS 320 Ancient History
 HIS 321 History of Christianity
 __ 3 PHL 211 Ancient/Medieval Philosophy
 PHL 231 Ethics
 PHL 361 Philosophy of Religion

Take:

__ 3 TH 400 Historical Theology

BTHM - Pre-Ministry (15)

__ 3 BTH 435 Internship
 __ 3 CM 331 Principles of Preaching
 __ 3 TH 340 Pastoral Theology

Choose one Ministry course:

CM 201 Dynamic Spiritual Growth
 CM 211 Instructional Bible Study
 __ 3 CM 213 Intro to Worship
 CM 380 Organ Strategies/Ministry
 CM 411 Leadership in Ministry

Choose one Intercultural Studies course:

- __ 3 ICS 201 Christianity & World Religions
ICS 311 Strategies Intercultural Comm

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (29-35, depending on concentration)

CHRISTIAN MINISTRIES (CM) Major Requirements (51)

- __ 3 CM 100 Ministry & Mission
__ 3 CM 201 Dynamics of Spiritual Growth
__ 3 CM 211 Instructional Bible Study
__ 1 CM 235 CM Practicum
__ 3 CM 380 Org Strategies/Ministry
__ 3 CM 435 Internship
__ 3 CM 475 Senior Seminar
__ 3 EM 220 Teaching in the Church
__ 3 EM 280 Foundations Educ Ministry
__ 3 ICS 201 Christianity & World Religions

Choose three Ministry Education courses:

- __ 3 EM 340 Children's Ministry
__ 3 EM 350 Youth Ministry
__ 3 EM 360 Adult Ministry
SW 351 Family Life Education

Choose 5 hours of CM or EM:

- __ 3 CM / EM _____
__ 2 CM / EM _____

Choose 6 hours of NT or OT:

- __ 3 NT / OT _____ (not 100)
__ 3 NT / OT _____ (not 100)

Choose 3 hours of BTH or TH: (not BTH 475; not TH 250)

- __ 3 BTH / TH _____

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (27)

INTERCULTURAL STUDIES (ICS) Major Requirements (45-51) (21 Core + 24-30 Concentration)

- __ 3 CM 100 Ministry & Mission
__ 3 CM 201 Dynamics of Spiritual Growth
__ 3 CM 211 Instructional Bible Study
__ 3 CM 475 Senior Seminar
__ 3 ICS 210 Cross-Cultural Life & Work
__ 3 ICS 311 Strat Intercultural Comm
__ 3 ICS 435 Internship

REQUIRED CONCENTRATION (choose one):

MISC - Cross-Cultural Ministry (24)

- __ 3 ICS 201 Christianity & World Religions
__ 3 ICS 312 Mission Theology & Strategy

Choose two Ministry courses:

- ENG 200 Intro to TESL
ICS 322 Contextualization: Christianity/Culture
__ 3 ICS 323 Ministry in 2/3 World
ICS 330 Church in Context
__ 3 ICS 339 Business As Mission
ICS 340 Urban Ministry
SOC 112 Intro Anthropology

Choose 12 hours of NT/OT (not 100):

__ 3 NT / OT _____
__ 3 NT / OT _____
__ 3 NT / OT _____
__ 3 NT / OT _____

MISB - Business As Mission (30)

__ 3 ACC 201 Financial Accounting
__ 3 BTH 300 Bible, Culture, & Justice
__ 3 BU 211 Principles of Management
__ 3 BU 312 Small Business Management
__ 3 ECN 272 Intro to Microeconomics
__ 3 ICS 201 Christianity & World Religions
__ 3 ICS 339 Business as Mission
__ 3 MKT 241 Principles of Marketing

Choose one Economics course:

__ 3 ECN 393 Sem: International Bus Dev
__ 3 ECN 471 International Economics

Choose 3 hours BTH/NT/OT (not 100; not BTH 475):

__ 3 BTH / NT / OT _____

MISS - Social Justice (30)

__ 3 BTH 300 Bible, Culture, & Justice
__ 3 ICS 312 Mission Theology & Strategy
__ 3 SOC 100 Intro to Sociology
__ 3 SOC 260 Social Justice/Community Dev
__ 3 SW 100 Intro to Social Work
__ 3 SW 251 Human Behavior Soc Env I
__ 3 SW 252 Human Behavior Soc Env II

Choose one Cultural course:

__ 3 ICS 340 Urban Ministry
__ 3 SOC 201 Social Problems
SOC 322 Rural Studies
SOC 323 Urban Studies

Choose one Social Issues course:

__ 3 PS 302 International Relations
__ 3 SOC 353 International Social Issues
SW 402 Social Welfare Policies

Choose 3 hours BTH/NT/OT (not 100; not BTH 475):

__ 3 BTH / NT / OT _____

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (27-33, depending on Concentration)

PHILOSOPHY (PHL) Major Requirements (30)

Choose 3 PHL core courses:

__ 3 PHL 211 Ancient & Medieval Phil
__ 3 PHL 212 Modern Philosophy
__ 3 PHL 221 Logic
PHL 231 Ethics*

Choose 9 hours of PHL (300 or above):

__ 3 PHL _____
__ 3 PHL _____
__ 3 PHL _____

Choose 12 hours additional PHL courses (not PHL 200):

__ 3 PHL _____

___ 3 PHL ___ _____
 ___ 3 PHL ___ _____
 ___ 3 PHL ___ _____

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (48)*

*If PHL231 is used, it satisfies FND Philosophy requirement, add 3 hours electives for a total of 51.

YOUTH MINISTRY (YM) Major Requirements (51)

___ 3 CM 100 Ministry & Mission
 ___ 3 CM 201 Dynamics of Spiritual Growth
 ___ 3 CM 211 Instructional Bible Study
 ___ 3 CM 380 Org Strategies/Ministry
 ___ 3 CM 475 Senior Seminar
 ___ 3 EM 220 Teaching in the Church
 ___ 3 EM 280 Foundations Educ Ministry
 ___ 3 EM 360 Adult Ministry
 ___ 3 ICS 201 Christianity & World Religions
 ___ 1 YM 235 YM Practicum
 ___ 3 YM 350 Youth Ministry
 ___ 3 YM 435 Internship

Choose one:

___ 2 YM 360 Youth & Culture
 YM 370 Pastoral Care of Youth

Choose 6 hours of CM/EM/YM courses:

___ 3 CM / EM / YM ___ _____
 ___ 3 CM / EM / YM ___ _____

Choose 6 hours of NT/OT (not 100):

___ 3 NT/OT ___ _____
 ___ 3 NT/OT ___ _____

Choose 3 hours of BTH/TH (not BTH 475; not TH 250):

___ 3 BTH / TH ___ _____

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (27)

BIBLE-THEOLOGY MINOR (BTH) Requirements (18)

___ 3 BTH ___ _____
 ___ 3 NT ___ _____
 ___ 3 OT ___ _____
 ___ 3 TH ___ _____

Choose 6 hours of BTH, NT, OT, or TH courses:

___ 3 ___ ___ _____
 ___ 3 ___ ___ _____

CHRISTIAN MINISTRIES MINOR (CM) Requirements (18)

[May not be completed by YM majors.]

___ 3 CM 100 Ministry & Mission
 ___ 3 CM 201 Dynamics Spiritual Growth
 ___ 3 CM 380 Org Strategies/Ministry

Choose one:

___ 3 EM 340 Children's Ministry
 ___ 3 EM 350 Youth Ministry
 EM 360 Adult Ministry

Choose 6 hours CM/EM courses:

__ 3 CM / EM ___ _____
__ 3 CM / EM ___ _____

INTERCULTURAL STUDIES MINOR (ICS) Requirements (18)

__ 3 CM 100 Ministry & Mission

Choose 15 hours ICS courses:

__ 3 ICS ___ _____
__ 3 ICS ___ _____
__ 3 ICS ___ _____
__ 3 ICS ___ _____
__ 3 ICS ___ _____

PHILOSOPHY MINOR (PHL) Requirements (18)

Choose 18 hours of PHL 211 or higher:

__ 3 PHL ___ _____
__ 3 PHL ___ _____
__ 3 PHL ___ _____
__ 3 PHL ___ _____
__ 3 PHL ___ _____
__ 3 PHL ___ _____

YOUTH MINISTRY MINOR (YM) Requirements (20)

[May not be completed by CM majors.]

__ 3 CM 100 Ministry & Mission
__ 3 CM 211 Instructional Bible Study
__ 3 CM 380 Org Strategies/Ministry
__ 3 YM 350 Youth Ministry

Choose one:

__ 2 YM 360 Youth & Culture
YM 370 Pastoral Care of Youth

Choose 6 more hours CM, EM, or YM courses:

__ 3 CM / EM / YM ___ _____
__ 3 CM / EM / YM ___ _____

ENGLISH DEPARTMENT

Dr. Charles Gobin, Chair

The Department of English has a central role in Asbury University's objective of the integration of faith and learning. Fundamental to the growth of any student is the ability to communicate effectively in oral and written forms.

Additionally, instructors endeavor to encourage student appreciation for literature as an aesthetic discipline affirming humanity's quest for increased knowledge of itself and its world. Literature is a witness to the full gamut of human needs, joys, longings, and conflicts and thus serves as a witness to the spiritual dimension within mankind. Concurrently, the Department seeks to assist students in developing a Christian worldview through an integration of historical and Biblical perspectives that, in turn, foster a more cogent articulation of a Christian value system to the modern world.

C. S. LEWIS UNDERGRADUATE STUDY PROGRAM

The C. S. Lewis Study Undergraduate Study Center at Asbury University offers three courses devoted to the thought and writings of Lewis as well as other lectures and events open to the entire student body. The classes are PHL 293 Philosophy of C. S. Lewis, ENG 423 C. S. Lewis and the Oxford Circle, and ENG 391 Independent Study (which may focus on additional writings of Lewis). The program offers C. S. Lewis Scholarships on a competitive basis to incoming freshmen. (Dr. Devin Brown, Director)

- For English Composition Foundations requirements see Traditional Undergraduate Degree Programs > Courses for the Foundations.

MAJORS AND MINORS [See the University Course Catalog for course descriptions.](#)

CREATIVE WRITING (WRI) Major Requirements (39)

__3	ENG	230	Intro to Literature
__3	ENG	241	Intro Creative Writing/Fiction
__3	ENG	242	Intro Creative Writing/Poetry
__1	ENG	403	Creative Writing Practicum
__2	ENG	450	Adv Studies in Creative Writing
__3	JRN	390	Creative Writing Non-Fiction

Choose three British & American Lit courses:

__3	ENG	231	British Lit I
__3	ENG	232	British Lit II
__3	ENG	261	American Lit I
	ENG	262	American Lit II

Choose one:

__3	ENG	300	Writing for the Professions
	JRN	303	Feature Stories & Reviews

Choose one Period Literature course:

	ENG	311	English Novel
	ENG	322	Victorian Period
__3	ENG	340	Modern Poetry
	ENG	342	American Novel
	ENG	345	Modern Novel
	ENG	348	Contemporary Literature

Choose one Creative Writing course:

__3	ENG	371	Inter Creative Writing/Fiction
	ENG	372	Inter Creative Writing/Poetry

Choose one:

__3	ENG	353	Writing for Children/Young Adults
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Choose 3 hours of ENG 300 or higher not already used:

 3 ENG _____

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (39)

ENGLISH (ENG) Major Requirements (39)

This major cannot be completed by students working toward a Creative Writing major. Exceptions are permitted with an advising plan submitted to the Registrar's Office.

 3 ENG 230 Intro to Literature

 3 ENG 231 British Lit I

 3 ENG 232 British Lit II

 3 ENG 261 American Lit I

 3 ENG 262 American Lit II

 3 ENG 410 Shakespeare

 3 ENG 431 Literary Criticism

 3 ENG 475 Senior Seminar

Choose one Medieval or Renaissance course:

ENG 370 Medieval Lit

 3 ENG 375 Renaissance Lit

ENG 378 Milton/17th Century Lit

Choose one Eighteenth- or Nineteenth-Century course:

ENG 311 English Novel

ENG 322 Victorian Period

 3 ENG 342 American Novel

ENG 382 18th Century English Lit

Choose one Modern or Contemporary course:

ENG 340 Modern Poetry

 3 ENG 345 Modern Novel

ENG 348 Contemporary Lit

Choose 6 hours from ENG electives. (200 or higher, excluding ENG205)

May also use ENG period courses not chosen above.

ENG 200 Intro to Teaching ESL

ENG 240 Gram/Comp for Elem Teachers

ENG 241 Intro to Creative Writing-- Fiction

ENG 242 Intro to Creative Writing--Poetry

ENG 250 Writing for Teachers

ENG 300 Writing for the Professions

 3 ENG 315 Film as Lit

ENG 331 Linguistics and Advanced Grammar

ENG 335 Sound Systems of Language

ENG 336 Grammatical Structure of Language

ENG 353 Creative Writing for Young People

ENG 360 Children's Lit (P-5)

ENG 361 Adolescent Lit

 3 ENG 362 American Multi-Ethnic Lit

ENG 371 Intermed Creative Writing—Fiction

ENG 372 Intermed Creative Writing—Poetry

ENG 391 Independent Study

ENG 393 Seminar

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (39)

ENGLISH GRADES 8-12 (ENGE) Major Requirements (79)

__ 3	ENG	230	Intro to Literature
__ 3	ENG	231	British Lit I
__ 3	ENG	232	British Lit II
__ 3	ENG	250	Writing for Teachers
__ 3	ENG	261	American Lit I
__ 3	ENG	262	American Lit II
__ 3	ENG	331	Linguistics/Advanced Grammar
__ 3	ENG	361	Adolescent Literature
__ 3	ENG	410	Shakespeare
__ 3	ENG	431	Literary Criticism

Choose 9 hours from ENG electives:

	ENG	311	English Novel
	ENG	322	Victorian Period
	ENG	340	Modern Poetry
__ 3	ENG	342	American Novel
	ENG	345	Modern Novel
	ENG	348	Contemporary Literature
__ 3	ENG	362	American Multi-Ethnic Lit
	ENG	370	Medieval Literature
	ENG	375	Renaissance Literature
__ 3	ENG	378	Milton & The 17th Century
	ENG	382	18th Century English Lit
	ENG	393	Seminar (may be selected only once)
	ENG	423	C.S. Lewis & Oxford Circle

Choose one Communication course:

	COM	331	Group Comm & Leadership
	ENG	200	Intro to ESL
	ENG	241	Intro Creative Writing/Fiction
	ENG	242	Intro Creative Writing/Poetry
__ 3	ENG	300	Writing for the Professions
	JRN	210	Foundations of Journalism
	JRN	333	Advanced Newsgathering
	THA	151	Acting I
	THA	382	Theatre History

Complete Education requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth & Develop
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Write Across Curric
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learn/Performance Assess
__ 2	ED	410	Classroom Management
__ 3	ED	420	Secondary/P-12 Methods
__ 2	ED	428	Interventions/Differentiation
__ 12	ED	499	Student Teaching

MAJOR plus FOUNDATIONS requirement of (43) (Foreign Language not required for ENGE majors.)

Plus electives needed for the 124 hour degree requirement (2)

CREATIVE WRITING MINOR (WRI) Requirements (21)

[May not be completed by ENG or ENGE majors, or LIT minors.]

__ 3	ENG	230	Intro to Literature
__ 3	ENG	241	Intro to Creative Writing/Fiction
__ 3	ENG	242	Intro to Creative Writing/Poetry
__ 3	ENG	300	Writing for Professions
__ 3	JRN	390	Creative Non-fiction

Choose two British/American Literature courses:

__ 3	ENG	231	British Literature I
__ 3	ENG	232	British Literature II
__ 3	ENG	261	American Literature I
__ 3	ENG	262	American Literature II

ENGLISH AS A SECOND LANGUAGE MINOR (ESL) Requirements (18)

__ 3	ED	418	TESL Methods/Culture
__ 3	ENG	200	Intro to TESL
__ 3	ENG	331	Linguistics/Advanced Grammar
__ 3	ENG	335	Sound Systems of Language
__ 3	ENG	336	Grammatical Structure of Language
__ 3	ENG	402	ESL Practicum

LITERATURE MINOR (LIT) Requirements (21)

[May not be completed by ENG or ENGE majors.]

__ 3	ENG	230	Intro to Literature
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Choose two British/American Lit courses:

__ 3	ENG	231	British Lit I
__ 3	ENG	232	British Lit II
__ 3	ENG	261	American Lit I
__ 3	ENG	262	American Lit II

Choose 12 hours of ENG 200 or higher (not ENG 205):

__ 3	ENG	_____	_____
__ 3	ENG	_____	_____
__ 3	ENG	_____	_____
__ 3	ENG	_____	_____

MATHEMATICS DEPARTMENT

Dr. Cheryl Crowe, Chair

The Department of Mathematics at Asbury University has a strong commitment to a program of quality. The curriculum offers the student breadth in mathematics and its applications. Five majors and one minor are available.

1. The **COMPUTATIONAL MATHEMATICS MAJOR** prepares the student to enter a career in industry, government, or business immediately upon graduation or to enter graduate school in computational science, or related areas of applied mathematics such as statistics, management science, operations research, actuarial science or computational biology. This major couples a strong emphasis on applied mathematics with the computational and programming skills necessary to solve practical problems. These skills are in high demand in the private sector and in government employment. The Computational Mathematics major is designed to allow the student flexibility in choosing a minor area of study as an application of the computational and mathematical skills learned in Department courses. Suggested minors range from the sciences (physics, chemistry, computer science or biology) to business management to art/media communication.

2. The **MATHEMATICS MAJOR** prepares the student for graduate study in mathematics, mathematical physics, or a related area that relies heavily upon theoretical mathematics. Eventual employment opportunities for persons with this background include teaching and research at the college or university level or being a member of a research team in government or industry. The Department has a rich history of graduates who have been successful in graduate school and subsequent academic and research careers.

3. The program content of the **MATHEMATICS GRADES 8-12 MAJOR** follows the recommendations of the National Council of Teachers of Mathematics and the Mathematical Association of America and meets teacher certification requirements in most states. Teachers of mathematics in both public and private middle and high schools are very much in high demand.

4. In recent years, the need for additional analytical and technical skills in financial and risk analysis has grown significantly. The technical nature of modern financial and economic analysis requires a student with a strong mathematical and computational background in addition to strong skills in business and economics. The **ACTUARIAL MATHEMATICS MAJOR** is designed to provide the student with these skills. The marketplace is also demanding this new combination of skills. Alumni and friends of Asbury University have advised that the need for technically savvy analysts is large and growing. Professional opportunities for actuaries are always near the top of employment projections. The continued spread of free-market economies, furthermore, increases the potential for these graduates to have international impact in an environment that seeks those who have a worldview shaped by the classical liberal arts and complemented by cutting-edge financial analysis.

5. **ENGINEERING MATHEMATICS MAJOR** Asbury University offers a dual-degree program in Engineering in cooperation with the University of Kentucky which is located in nearby Lexington. Students in this program take courses at Asbury for three years and then transfer to the University of Kentucky for an additional two to three years to complete the requirements for one of seven engineering degrees (agricultural, chemical, civil, electrical, mechanical, mining, or materials science). The student receives a Bachelor of Arts degree in Engineering Mathematics (a major offered only to students in this program) from Asbury University upon satisfactory completion of the first year of studies at University of Kentucky. (Official UK transcript of first year in engineering credits must be sent to Asbury University in

order to receive the Engineering Mathematics degree.) Upon completing the remaining requirements in engineering, the student receives a Bachelor of Science degree in engineering from UK. A minimum GPA of 2.5 must be maintained to participate in this program. Some engineering programs may have a higher GPA requirement. Please consult the department chair for more information.

[Permission may be granted to take a limited number of UK courses while enrolled at Asbury. See also "Registering for Affiliate Courses & Other Off-Campus Programs."]

- For the Mathematics Foundations requirements see Traditional Undergraduate Degree Programs > Courses for the Foundations.

MAJORS AND MINORS See the UNIVERSITY COURSE CATALOG for course descriptions.

ACTUARIAL MATHEMATICS (MACT) MAJOR REQUIREMENTS (50)

__ 3	BU	211	Principles of Management
__ 4	CSC	121	Data Science I + lab
__ 4	CSC	122	Data Science II + lab
__ 3	ECN	272	Intro Microeconomics
__ 3	ECN	273	Intro Macroeconomics
__ 3	ECN	372	Intl Financial Markets
__ 3	ECN	472	Applied Econometrics
__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab
__ 3	MAT	252	Diff Equations & Modeling
__ 3	MAT	271	Linear Algebra
__ 3	MAT	281	Probability
__ 3	MAT	351	Applied Math I
__ 1	MAT	474	Senior Seminar

Choose two Business courses:

	ACC	361	Management Info Systems
	BU	321	Business Law I
__ 3	BU	331	Human Resource Mgmt
__ 3	BU	451	Principles of Finance
	BU	452	Principles of Investment
	MAT	352	Applied Math II

MAJOR plus FOUNDATIONS requirement of (43) (3 hours Math satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (31)

COMPUTATIONAL MATHEMATICS (CMP) MAJOR REQUIREMENTS (51)

__ 4	CSC	121	Data Science I + lab
__ 4	CSC	122	Data Science II + lab
__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab
__ 3	MAT	241	Logic & Sets
__ 3	MAT	252	Diff Equations/Modeling
__ 3	MAT	271	Linear Algebra
__ 3	MAT	281	Probability
__ 3	MAT	351	Applied Mathematics I
__ 3	MAT	352	Applied Mathematics II
__ 3	MAT	442	Numerical Analysis
__ 1	MAT	475	Senior Seminar
__ 3	MAT	482	Complex Analysis
__ 5	PHY	211	General Physics I + lab + recitation

__ 5 PHY 212 General Physics II + lab + recitation
MAJOR plus FOUNDATIONS requirement of (39) (3 hours Math, 4 hours Science satisfied by required major courses.) Plus electives needed for the 124 hour degree requirement (34)

ENGINEERING MATHEMATICS (EMAT) MAJOR REQUIREMENTS (78)

[Joint Engineering program with University of Kentucky]

(A cumulative Asbury GPA of 2.50 or higher is required for transfer to UK. Verify the required GPA for the specific engineering program.)

__ 3	CHE	121	Gen College Chemistry I
__ 1	CHE	123	Gen College Chemistry Lab I
__ 3	CHE	122	Gen College Chemistry II
__ 1	CHE	124	Gen College Chemistry Lab II
__ 4	CSC	121	Data Science I + lab
__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab
__ 3	MAT	252	Diff Equations/Modeling
__ 3	MAT	271	Linear Algebra
__ 3	MAT	351	Applied Math I
__ 3	MAT	352	Applied Math II
__ 5	PHY	211	General Physics I + lab + recitation
__ 5	PHY	212	General Physics II + lab + recitation
__ 3	PSY	101	Psych & Everyday Life
__ 3	SOC	100	Intro Sociology

Choose one Culture course:

	HIS	352	History of Latin America
__ 3	ICS	330	Church in Context
	SPN	322	Culture/Civ Span America

__ 27 Plus 27 hours in chosen engineering major at
University of Kentucky during 4th year
(18 hours must be at 200 level or above)

MAJOR plus FOUNDATIONS requirement of (36) (3 hours Social Science, 3 hours Math, and 4 hours Science satisfied by required major courses.) Plus electives needed for the 124 hour degree requirement (10)

MATHEMATICS (MAT) MAJOR REQUIREMENTS (51)

__ 4	CSC	121	Data Science I + lab
__ 4	CSC	122	Data Science II + lab
__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab
__ 3	MAT	241	Logic & Sets
__ 3	MAT	252	Diff Equations/Modeling
__ 3	MAT	271	Linear Algebra
__ 3	MAT	351	Applied Math I
__ 3	MAT	352	Applied Math II
__ 3	MAT	471	Abstract Algebra
__ 1	MAT	475	Senior Seminar
__ 3	MAT	481	Real Analysis
__ 3	MAT	482	Complex Analysis
__ 5	PHY	211	General Physics I + lab + recitation
__ 5	PHY	212	General Physics II + lab + recitation

MAJOR plus FOUNDATIONS requirement of (39) (3 hours Math and 4 hours Science satisfied by required major courses.) Plus electives needed for the 124 hour degree requirement (34)

MATHEMATICS GRADES 8-12 (MATE) MAJOR REQUIREMENTS (73)

__ 4	CSC	121	Data Science I + lab
__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab
__ 3	MAT	241	Logic & Sets
__ 3	MAT	271	Linear Algebra
__ 4	MAT	361	Probability & Statistics
__ 4	MAT	362	Modern Geometry
__ 4	MAT	371	Algebraic Structures
__ 3	MAT	462	Topics in Sec Math

Choose one:

__ 3	MAT	252	Diff Equations/Modeling
	MAT	461	Topics in Mid Math

Complete Education requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform Assess
__ 2	ED	410	Classroom Management
__ 3	ED	420	Secondary/P-12 Methods
__ 2	ED	428	Interventions/Differentiation
__ 12	ED	499	Student Teaching

MAJOR plus FOUNDATIONS requirement of (40) (3 hours Math satisfied by required major course; Foreign Language not required for MATE majors.) Plus electives needed for the 124 hour degree requirement (11)

MATHEMATICS MINOR (MAT) Requirements (20)

__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab
__ 3	MAT	252	Diff Equations/Modeling
__ 3	MAT	271	Linear Algebra

Choose two Math courses (6 credits minimum):

__ 3-4	CSC	121	Data Science I + Lab
__ 3-4	MAT	___	(200 or higher)
	MAT	___	(200 or higher)

MUSIC DEPARTMENT

Dr. Mark Schell, Chair

Asbury University is an accredited institutional member of The National Association of Schools of Music and offers two majors in the area of music.

1. The Bachelor of Science in Education, Integrated Music P-12 prepares students for positions as teachers of vocal, general, and/or instrumental music in the public and private schools.
2. Within the Bachelor of Arts in Music, five emphases are offered: Church Music Leadership, Composition/Arranging, Performance, Music History, and Pre-Music Therapy. Students may choose one of these, may minor in some subject outside music, or may use general electives to complete the degree requirements without an area of concentration.

The faculty of the Music Department is committed to helping students gain a high level of performance proficiency, a firm theoretical and historical foundation, a solid preparation for a music career and a fusion of Christian faith and practice with the students' musical pursuits.

Students accepted into the Music Department as a major or minor fulfill requirements listed both here and in the "Music Department Student Handbook", which functions as a comprehensive addendum to this Bulletin.

ENTRANCE AND AUDITION PROCEDURES

All students who wish to major or minor in music must have the approval of the music faculty, based on an entering performance audition. A student who successfully passes the entrance audition will be admitted to the music program through the sophomore level, at which time a second audition will determine eligibility for upperclassman standing. A student may also enter the program with a probationary standing. A student is removed from musical probation on the recommendation of his/her Area Coordinator and the Chairman of the Music Department after receiving a minimum of a B average in the semester jury examination combined with a minimum of a B average in the semester grade given by the private lesson instructor. A student may remain in the music degree program on musical probation for no more than two semesters.

Audition Requirements

Auditions on campus are generally held during prospective student visit weekends. Applicants may also submit a video audition (DVD or online). Audition requests may be submitted online at this website: <http://www.asbury.edu/academics/departments/music/auditions-scholarships> . Students who desire consideration for Music Performance Scholarships (which are available to future music majors, music minors, and other musically gifted students as well) must complete a successful musical performance audition, and must complete the application for a Music Performance Scholarship found on this web page: <http://www.asbury.edu/academics/departments/music/auditions-scholarships> .

The audition process for each specific vocal/instrumental type is described below.

A. Instrumental Auditions

i. Wind and Stringed Instruments:

Students should be prepared to perform major and minor scales through four sharps and four flats, a chromatic scale covering the entire range of the instrument, and selected solos representing at least two styles of music (e.g.: Baroque, Classic, Romantic, Twentieth Century, or technical and lyrical styles). Students will also perform a simple sight-reading exercise.

ii. Percussion Instruments:

Percussion students should be prepared to perform major scales through three flats and three sharps on bells, marimba or xylophone. Students with snare and/or timpani experience should also be prepared to demonstrate rudiments and/or timpani tuning and basic technique. Percussionists will also play two solos or solo movements demonstrating contrasting musical styles.

B. Organ Auditions

Students who wish to be admitted to the study of organ may or may not have had previous training on the instrument. For those who have had private organ studies, two contrasting pieces of repertoire from the following collections are suggested: Eight Little Preludes and Fugues by J.S. Bach (Krebs); Ten Trios by Josef Rheinberger, and Eleven Chorale Preludes by Johannes Brahms. Those who have little or no organ study should demonstrate proficiency on the piano in at least two stylistic periods (e.g.: Baroque, Classic, Romantic, Twentieth Century) with levels of difficulty equal to the following: a two-part invention by J.S. Bach; any standard sonata by Mozart, Haydn, or Beethoven; a waltz by Chopin; a piano composition by a modern composer such as Bartok or Kabalevsky.

C. Piano Auditions

Students should be prepared to sight-read a short piece, play several major scales (hands together, four octaves), and perform two pieces representing literature from two stylistic periods. The literature should either equal or exceed the level of challenge of works listed here: 1) Baroque--J. S. Bach, Two-Part Invention, No. 13, in A Minor; 2) Classic--Beethoven, Sonata in C Minor, Op. 13, movement III; 3) Romantic--Brahms, Rhapsody in G Minor, Op. 79, No. 2; 4) Twentieth-Century--Debussy, Arabesque No. 1 in E Major. Other appropriate literature might be found in anthologies, such as the following: 1) Agay, Denes, ed. Early Advanced Classics to Moderns, Volume 47, New York: Consolidated Music Publishers, 1969; 2) Bigler, Carole; and Lloyd-Watts, Valery, ed. Recital Winners, Volume Two, Van Nuys, CA: Alfred, 1993; 3) Olson, Lynn Freeman, Applause, Book Two, Van Nuys, CA: Alfred, 1986.

D. Vocal Auditions

Prospective students performing a vocal audition sing two selections – one in English and a second item in a foreign language. For scholarship consideration, the two songs should present contrasting styles of classical-tradition art songs from the Baroque, Classic, Romantic, and/or Twentieth-Century periods of music history. An accompanist will be provided for on-campus vocal auditions, though a student may bring his or her own accompanist if desired. (Recorded accompaniments are not acceptable.) Following the prepared solos, vocalists should also be prepared for two short sight-singing demonstrations.

Students who wish to submit a video audition will be asked to provide contact information for an accompanist or other music mentor who would be willing to administer the sight-singing portion of the video audition after the solo songs have been recorded.

GENERAL MUSIC INFORMATION

Non-Music Majors: Students not majoring in music are encouraged to enroll in music courses and to participate in the choral and instrumental ensembles. They may also take private lessons and other music courses with the department.

Ensembles

Primary ensembles at Asbury are those that exist in support of the degree requirements for music majors and minors. The Asbury University Orchestra is the primary performing ensemble for students whose instrumental area of study is an orchestral stringed instrument. The Concert Band is the primary performing ensemble for students whose instrument is a wind or percussion instrument. The Chorale is the primary performing ensemble for students whose major instrument is voice. Primary Ensembles are not specified for majors and minors who study other instruments; however, those students must meet ensemble credit requirements. Such additional ensembles as Handbell Choir, Jazz Ensemble, Men's Glee Club, and Women's Choir also meet ensemble requirements for music majors, minors, and students who receive Music Performance Scholarships. Students must not only register for an ensemble

but also meet that ensemble's membership requirements in order to participate. All ensembles, however, are open for participation by all students whether or not they are pursuing a major or minor in music.

Music majors, for whom a primary ensemble is required, must participate in that primary ensemble for the first 75% of the total ensemble semesters required for the degree. For example, majors who are required to receive 8 semesters of credit for an ensemble (MUS) must register for at least 6 semesters in Concert Band, Chorale or Orchestra, as defined above. Majors who are required to receive 7 semesters of credit for an ensemble (MUSE) must register for at least 6 semesters in Concert Band, Chorale or Orchestra, as defined above. Music minors, who are required to receive 4 semesters of credit for an ensemble, register for at least 3 semesters in Concert Band, Chorale or Orchestra, as defined above.

In some circumstances, a major or minor may be permitted to have an auxiliary ensemble count toward a primary ensemble requirement. All exceptions, however, must be recommended by the advisor to the Area Coordinator, and then presented to the music faculty for approval.

Depending upon such factors as student interest, faculty loads, budget, etc., the Music Department also offers a wide variety of other ensembles to enrich the musical life of the University and to offer additional performing experiences for students of all majors. The various instrumental chamber ensembles are offered for credit under the title of "Collegium Musicum" and may include such diverse offerings as Brass Ensemble, Flute Choir, Guitar Ensemble, Handbell Duets/Trios/Quartets, Percussion Ensemble, String Ensemble, Trumpet Choir, Woodwind Ensemble, etc.

Further information about Asbury University Music Ensembles may be found on our website: <http://www.asbury.edu/academics/departments/music/music-ensembles>.

RECITALS

Recital Requirement: All music majors must present a recital of high caliber in accordance with music department standards. These standards are found in the "Recital Requirements & Guidelines" document on the Music Department's website (www.asbury.edu/academics/departments/music/music-home/current-student-forms).

Recital Attendance: All music majors and minors are required to attend a minimum number of recitals. Students with majors in the Music degree program must pass eight semesters of recital attendance. Students in the Education, Integrated Music P-12 degree program must pass seven semesters, because the student teaching semester is exempt. Those in the Music Minor program must pass four semesters of recital attendance. Transfer music majors will be required to enroll in RCT 041 every semester.

Language Requirement: French and German are the languages of music; therefore these are the recommended languages for the Music majors. Music Education majors are exempt from the language requirement.

PIANO REQUIREMENTS FOR ALL MUSIC MAJORS

1. Non-keyboard music majors must enroll in Functional Piano (151, 152, & 251) concurrently with the freshman and sophomore music theory courses; this enrollment in Functional Piano must continue without interruption until all required courses have been passed.
2. Keyboard music majors are required to take: PNO 161, 162, 261, 262. (Church music keyboard majors take PNO 130 instead of PNO 261, 262).

3. No student will be permitted either to register for student teaching or to request a senior recital hearing until he/she passes all Functional Piano requirements.

PRIVATE LESSONS

Private music lessons are available on piano, organ, voice, handbells, all orchestral and band instruments, and guitar. A private lesson fee per credit is charged in addition to tuition credit. Students should register for private lessons using INS 999, ORG 999, PNO 999, or the appropriate VOC number.

Vocal Lessons

Vocal faculty in the Asbury University Music Department approach the training of the singing voice primarily through repertoire and methodology associated with classical vocal study. Though students may bring in items of vocal literature for consideration by their voice teacher, the standard content, repertoire and methodology for voice lessons is determined by the teacher within the guidelines described for the various vocal lesson tracks. In the first semester of vocal study, at the discretion of the teacher, students may be given an optional assignment in place of the performance requirement, allowing a longer period to develop vocal technique in preparation for singing before an audience. Students with Opera or Musical Theatre roles may, if approved by and channeled through the private instructor, make prior request for evaluations during these performances, enabling them to fulfill part or all of the performance requirements for the semester. All voice lesson courses may be repeated. Students without prior training first take VOC 100 or VOC 104 as a pre-requisite to voice lessons.

Juries and Public Performance Requirement: Music majors and minors participate in a jury exam for private instrument or vocal study at the end of each semester of required private lessons. The evaluation of the non-music major receiving private instruction can be an examination, a jury, or a studio or student recital performance. In addition, music majors and minors have an annual public performance requirement. Departmental recital performances in the last four weeks of the semester, or any public recital for which credit is taken, may substitute for either the entire jury examination or for part of the jury.

MAJORS AND MINORS See the University Course Catalog for course descriptions.

MUSIC (MUS) MAJOR REQUIREMENTS (44-47) (33 Core + 11-13 Major Instrument Requirement)

__ 2	CON	311	Conducting I
__ 2	CON	312	Conducting II
__ 1.5	FA	101	Art & Culture
__ 3	MHL	251	History & Lit of Music I
__ 3	MHL	252	History & Lit of Music II
__ 2	MHL	35__	(Choose one 351-356)
__ 2	MTH	111	Written Theory I
__ 2	MTH	112	Written Theory II
__ 1.5	MTH	121	Sight/Aural Train I
__ 1.5	MTH	122	Sight/Aural Train II
__ 4	MTH	231	Adv Musicianship I
__ 0	MTH	231L	Adv Musicianship I Lab
__ 4	MTH	232	Adv Musicianship II
__ 0	MTH	232L	Adv Musicianship II Lab
__ 2	MTH	311	Form & Analysis
__ 1	MTH	331	Orchestration [Composition/Arranging emphasis take: MTH 332 (2)]
__ 1	MUS	150	Music Technology
__ 0.5-1	RCT	480-483	Senior Recital [Performance emphasis take RCT 484 or RCT 485 (2)]

Ensemble required every semester:

__ 0-1 (x8) ENS _____ Fall / Spring 20__

Recital Attendance required every semester:

__ 0 (x8) RCT 041 _____ Fall / Spring 20__

MAJOR INSTRUMENT REQUIREMENT (choose one):

MUSI - INSTRUMENTAL (11) (3 PNO courses + 8 INS lessons)

__ 1 PNO 151 Begin Functional Piano

__ 1 PNO 152 Elementary Functional Piano

__ 1 PNO 251 Intermediate Functional Piano

MUSO - ORGAN (11) (3-4 PNO courses + 8 ORG lessons)

__ 1 PNO 161 Adv Functional Piano I

__ 1 PNO 162 Adv Functional Piano II

Complete 1 hour from Accompanying courses:

__ 0.5 PNO 261 Piano Accompanying I

__ 0.5 PNO 262 Piano Accompanying II

Church Music Leadership emphasis will take instead:

PNO 130 Piano Service Playing (1)

MUSP - PIANO (13) (5-6 PNO courses + 8 PNO lessons)

__ 1 PNO 161 Adv Functional Piano I

__ 1 PNO 162 Adv Functional Piano II

__ 1 PNO 361 Piano Pedagogy I

__ 1 PNO 362 Piano Pedagogy II

Complete 1 hour from Accompanying courses:

__ 0.5 PNO 261 Piano Accompanying I

__ 0.5 PNO 262 Piano Accompanying II

Church Music Leadership emphasis will take instead:

PNO 130 Piano Service Playing (1)

MUSV - VOICE (13) (5 PNO/VOC courses + 8 VOC lessons)

__ 1 PNO 151 Begin Functional Piano

__ 1 PNO 152 Elementary Functional Piano

__ 1 PNO 251 Intermediate Functional Piano

__ 1 VOC 105 Diction for Singers I

__ 1 VOC 106 Diction for Singers II

Complete 8 Major instrument lessons:

Private **Lessons** required every semester*:

__ 1 INS / ORG / PNO / VOC† 200 level Fall / Spring 20__

__ 1 INS / ORG / PNO / VOC 200 level Fall / Spring 20__

__ 1 INS / ORG / PNO / VOC 200 level Fall / Spring 20__

__ 1 INS / ORG / PNO / VOC 200 level Fall / Spring 20__

__ 1 INS / ORG / PNO / VOC 400 level Fall / Spring 20__

__ 1 INS / ORG / PNO / VOC 400 level Fall / Spring 20__

__ 1 INS / ORG / PNO / VOC 400 level Fall / Spring 20__

__ 1 INS / ORG / PNO / VOC 400 level Fall / Spring 20__

* Students with Music History or Composition/Arranging Emphasis require only 2 semesters of 400 level lessons.

† Voice students may substitute VOC 100 for the first semester of private lessons, depending upon audition results.

MAJOR plus FOUNDATIONS requirement of (43) (3 hours Fine Arts satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (35-37, depending on Concentration above)

IN ADDITION, ONE OF THE FOLLOWING OPTIONAL EMPHASES MAY BE COMPLETED TOWARDS ELECTIVE HOURS:

A. Church Music Leadership (12-13)

__ 2	CHM	210	Music in Worship
__ 2	CHM	312	Church Music Administration
__ 2	CHM	472	Songs of the Church
__ 3	CHM	435	Internship
__ 3	MED	303	Train Children's Voices

plus take:

__ 1	PNO	130	Piano Service Playing (KEYBOARD majors only)
__ 0	VOC	200	Proficiency* (met by 4 hours of VOC lessons or examination)

* If the Vocal Proficiency requirements are not completed by the end of the sophomore year, students must enroll in voice lessons beginning with the first term of the junior year.

B. Composition/Arranging (12)

__ 2	MTH	293	Intro to Comp & Arranging
__ 2	MTH	332	Adv Orchestration
__ 2	MTH	393	Composition Seminar
__ 2	MTH	393	Composition Seminar
__ 2	MTH	393	Composition Seminar
__ 2	MTH	393	Composition Seminar

C. Music History (12)

Choose 3 courses:

__ 2	MHL	351	Chamber Music
__ 2	MHL	352	Symphonic Literature
__ 2	MHL	353	Choral Masterworks
__ 2	MHL	354	Music since 1900
__ 2	MHL	355	World Music Survey
__ 2	MHL	356	Opera & Musical Theatre

plus take:

__ 3	MHL	391	Independent Study
__ 3	MHL	475	Senior Seminar

D. Performance (12-15) (based on major instrument)a) **FOR NON VOCAL MAJORS – (INS, ORG, or PNO)**

8 extra lesson credits: Take Private Music Lessons courses at 2.0 credits each

__ 4 extra lesson credits in 211 for four semesters

__ 4 extra lesson credits in 411 for four semesters

plus take:

__ 1	__	461	Pedagogy and Lit (INS, ORG)
__ 1	__	462	Pedagogy and Lit (INS, ORG)
__ 1	RCT	380	Junior Recital
__ 2	RCT	484	Senior Performance Recital

PNO majors also take:

__ 1	PNO	371	Piano Literature (with PNO 362)
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b) **FOR VOCAL MAJORS – (VOC)**

6-8 extra lesson credits: Take Private Music Lessons courses at 2.0 credits each

__ 2- 4 extra lesson credits in 212 for minimum two semesters

__ 4 extra lesson credits in 422 for four semesters

plus take:

__ 1	RCT	380	Junior Recital
__ 2	RCT	485	Senior Vocal Performance Recital
__ 1-2	VOC	300	Opera Workshop
__ 1	VOC	461	Vocal Pedagogy I
__ 1	VOC	462	Vocal Pedagogy II

E. Pre-Music Therapy (18)

__ 0	VOC	200	Proficiency* (met by 4 hours of voice lessons grade B or higher)
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Satisfy one:

__1	INS	100	Class Guitar
	INS	201/211	Private Lessons/Majors (or demonstrated proficiency on guitar)
Also take:			
__3	MED	302	Intro to Elementary Music Teaching
__2	MED	243	Percussion Methods (or demonstrated proficiency on percussion)
__2	MTP	200	Introduction to Music Therapy
__1	MTP	201	Music Therapy Practicum
__3	PSY	201	Developmental Psychology
__3	PSY	351	Counseling and Psychotherapy I
__3	PSY	360	Abnormal Psychology
Also Recommended:			
__3	PSY	315	Statistics for Behavioral Science

INTEGRATED MUSIC GRADES P-12 (MUSE) MAJOR REQUIREMENTS (88.5-94.5)

(65.5 Core + 10-11 Major Instrument Requirement + 13-18 Education Track)

__2	CON	311	Conducting I
__2	CON	312	Conducting II
__3	MHL	251	Hist & Lit of Music I
__3	MHL	252	Hist & Lit of Music II
__2	MHL	35__	(Choose one 351-356) *MHL 355 recommended
__2	MTH	111	Written Theory I
__2	MTH	112	Written Theory II
__1.5	MTH	121	Sight/Aural Train I
__1.5	MTH	122	Sight/Aural Train II
__4	MTH	231	Adv Musicianship I
__0	MTH	231L	Adv Musicianship I Lab
__4	MTH	232	Adv Musicianship II
__0	MTH	232L	Adv Musicianship II Lab
__2	MTH	311	Form & Analysis
__1	MTH	331	Orchestration
__1	MUS	150	Music Technology
__0.5-1	RCT	483	Senior Recital

Ensemble required every semester except student teaching:

__0-1 (x7) ENS _____ Fall / Spring 20__

Recital Attendance every semester except student teaching:

__0 (x7) RCT 041 Recital Attendance

MAJOR INSTRUMENT REQUIREMENT (choose one):

One Instrument Requirement AND one Education Track.

MUSEI - INSTRUMENTAL (10) (3 PNO courses + 7 INS lessons)

__1	PNO	151	Beg Functional Piano
__1	PNO	152	Elem Functional Piano
__1	PNO	251	Inter Functional Piano

MUSEO - ORGAN (11) (5 PNO courses + 7 ORG lessons)

__1	PNO	161	Adv Functional Piano I
__1	PNO	162	Adv Functional Piano II
__0.5	PNO	261	Piano Accompanying I
__0.5	PNO	262	Piano Accompanying II
__1	PNO	361	Piano Pedagogy I

MUSEP - PIANO (11) (5 PNO courses + 7 PNO lessons)

__1	PNO	161	Adv Functional Piano I
__1	PNO	162	Adv Functional Piano II
__0.5	PNO	261	Piano Accompanying I
__0.5	PNO	262	Piano Accompanying II
__1	PNO	361	Piano Pedagogy I

MUSEV - VOICE (12)	<i>(5 PNO/VOC courses + 7 VOC lessons)</i>		
__ 1	PNO	151	Beg Functional Piano
__ 1	PNO	152	Elem Functional Piano
__ 1	PNO	251	Inter Functional Piano
__ 1	VOC	106	Diction for Singers II
__ 1	VOC	461	Vocal Pedagogy I

For Each - Complete 7 Major instruments lessons:

Private **Lessons** required every semester except student teaching*:

__ 1	INS / ORG / PNO / VOC†	200 level	Fall / Spring	20	__
__ 1	INS / ORG / PNO / VOC	200 level	Fall / Spring	20	__
__ 1	INS / ORG / PNO / VOC	200 level	Fall / Spring	20	__
__ 1	INS / ORG / PNO / VOC	200 level	Fall / Spring	20	__
__ 1	INS / ORG / PNO / VOC	400 level	Fall / Spring	20	__
__ 1	INS / ORG / PNO / VOC	400 level	Fall / Spring	20	__
__ 1	INS / ORG / PNO / VOC	400 level	Fall / Spring	20	__

† Voice students may substitute VOC 100 for the first semester of private lessons, depending upon audition results.

COMPLETE EDUCATION REQUIREMENTS

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Technology for Educ
__ 2	ED	230	Human Growth/Development
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform Assess
__ 2	ED	410	Classroom Management
__ 2	ED	428	Interventions/Differentiation
__ 6	ED	498	Student Teaching
__ 6	ED	499	Student Teaching

CHOOSE ONE OF THE FOLLOWING EDUCATION TRACKS:

[Note * If the Vocal Proficiency is required and is not completed by the end of the sophomore year, students must enroll in voice lessons beginning with the first term of the junior year.]

MUSEIE - Instrumental (15)

__ 2	MED	241	Brass Methods
__ 2	MED	242	String Methods
__ 2	MED	243	Percussion Methods
__ 2	MED	244	Woodwind Methods
__ 2	MED	363	Secondary Instr Methods
__ 2	MED	364	Marching Band Methods
__ 2	MED	365	Elem/Mid Instr Methods

Choose one additional Music Education course:

__	MED	302	Intro to Elem Music Teach (3)
__ 1-3	MED	303	Training Children's Voices (3)
__	MED	304	Choral Music Pedagogy (2)
__	MED	305	Secondary General Music (1)

MUSEVE - Vocal/Choral (13)

__ 3	MED	302	Intro to Elem Music Teach.
__ 3	MED	303	Training Children's Voices
__ 2	MED	304	Choral Music Pedagogy
__ 1	MED	305	Secondary General Music
__ 1	VOC	105	Diction for Singers I
__ 0	VOC	200	Vocal Proficiency*

Choose one additional Music Education course:

	MED	241	Brass Methods
	MED	242	String Methods
	MED	243	Percussion Methods
__ 2	MED	244	Woodwind Methods
	MED	363	H.S. Instrumental Methods
	MED	364	Marching Band Methods
	MED	365	Elem/M.S. Instr. Methods

Choose one Pedagogy course, depending on instrument:

If Principal Instrument is ORG or PNO:

__ 1	PNO	362	Piano Pedagogy II OR
	VOC	461	Vocal Pedagogy I

If Principal Instrument is VOC:

__ 1	PNO	361	Piano Pedagogy I OR
	VOC	462	Vocal Pedagogy II

MUSEGE - General Music (14-15)

__ 3	MED	302	Intro to Elem Music Teaching
__ 1	MED	305	Secondary General Music
__ 0	VOC	200	Vocal Proficiency*

If Principal Instrument is VOC:

__ 1	VOC	105	Diction for Singers I
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Choose 10 hours from:

	INS	100	Class Guitar (1)
__ 2	MED	241	Brass Methods (2)
	MED	242	String Methods (2)
__ 2	MED	243	Percussion Methods (2)
	MED	244	Woodwind Methods (2)
__ 2	MED	303	Training Children's Voices (3)
	MED	304	Choral Music Pedagogy (2)
__ 2	MED	363	Secondary Instr Methods (2)
	MED	365	Elem/Mid Instr Methods (2)
__ 1	PNO	361	Piano Pedagogy I (1)
	PNO	362	Piano Pedagogy II (1)
__ 1	VOC	461	Vocal Pedagogy I (1)
	VOC	462	Vocal Pedagogy II (1)

MUSECE - Combined Instrumental/Vocal (18)

__ 3	MED	302	Intro to Elem Music Teach
__ 2	MED	365	Elem/Mid Instr Methods
__ 0	VOC	200	Vocal Proficiency*

Choose 13 hours from:

	INS	100	Class Guitar (1)
	MED	241	Brass Methods (2)
	MED	242	String Methods (2)
__ 2	MED	243	Percussion Methods (2) (list continues)
__ 2	MED	244	Woodwind Methods (2)
__ 2	MED	303	Training Children's Voices (3)
__ 2	MED	304	Choral Music Pedagogy (2)
__ 2	MED	305	Secondary General Music (1)
__ 2	MED	363	Secondary Instr Methods (2)
__ 1	MED	364	Marching Band Methods (2)
	VOC	105	Diction for Singers I (1)
	VOC	461	Vocal Pedagogy I (1)

MAJOR plus FOUNDATIONS requirement of (40) (3 hours Fine Arts satisfied by required major courses; Foreign Language not required for MUSE majors. Plus electives if needed for the 124 hour degree requirement

MUSIC MINOR (MUS) Requirements (23)

[May not be completed by MUS or MUSE majors.]

__ 2	CON	311	Conducting I
__ 3	MHL	251	Music History Survey I
__ 3	MHL	252	Music History Survey II
__ 2	MTH	111	Written Theory I
__ 2	MTH	112	Written Theory II
__ 1.5	MTH	121	Sight/Aural Train I
__ 1.5	MTH	122	Sight/Aural Train II

Four semesters Ensemble required:

__ 0.5(x4) ENS __ Fall / Spring 20__

Complete two Piano courses (2):

Non-keyboard minors (INS & VOC) take:

__ 1	PNO	151	Beg Functional Piano
__ 1	PNO	152	Elem Functional Piano

or

Keyboard minors (ORG & PNO) take:

__ 1	PNO	161	Adv Functional Piano I
__ 1	PNO	162	Adv Functional Piano II

Four semesters Recital Attendance required:

__ 0(x4) RCT 041 Fall / Spring 20__

Four semesters Private Lessons required:

__ 1x4 INS / ORG / PNO / VOC† 200 level Fall / Spring 20__

† Voice students may substitute VOC 100 for the first semester of private lessons, depending upon audition results.

PSYCHOLOGY DEPARTMENT

Dr. Paul Nesselrode, Chair

PSYCHOLOGY

The Psychology Department presents psychology from Christian and scientific perspectives, intentionally evaluating various mainstream psychology frameworks from a distinctly Christian perspective. As we model in our academic program, we prepare and expect students to integrate psychology and their faith both professionally and personally.

Within this integrative approach, the Psychology program has established the following goals.

1. The program will provide students with an overall knowledge of psychology, including, but not limited to, motivation, emotion, intelligence, health, social behavior, learning, physiological studies, sensation, perception, consciousness, development, memory, thinking, personality, psychological disorders, and psychotherapy.
2. The program will prepare students for professions in the following areas (not exhaustive) – residential care, social and human services, management, marketing, sales, human resources, health-care related positions, corrections, etc. – and for professions requiring graduate study in the following areas (not exhaustive) – clinical or counseling psychology, experimental psychology, pastoral and Christian ministries, child or school counseling, forensic psychology, expressive (art or music) therapies, student development, medicine, nursing, legal professions, teaching, etc.
3. In addition, reflecting the institutional purpose to develop the whole person, the program encourages all psychology majors to grow in their personal-social-spiritual development.
4. Finally, the program provides students with an awareness of ethical problems in the application and acquisition of psychological knowledge, both in the present as well as from a historical perspective, and prepares and expects them to act ethically.

In addition, students may enrich their psychology major by adding one or more optional emphases. Each of these emphases allows the students to tailor their psychology elective courses and nine of their general elective credit hours around their intrinsic and vocational interests. The emphases include:

- Clinical/Counseling Psychology Concentration – for students interested in psychology as applied in the assessment and treatment of psychological issues.
- Christian Counseling/Psychology Concentration – for students interested in Christian models of counseling and/or in working in Christian settings.
- Child Psychology Concentration – for students interested in psychology as applied in work with children and/or within the school system.
- Forensic Psychology Concentration – for students interested in psychology as applied in the justice and correctional systems.
- Biological Psychology Concentration – for students interested in the interrelationship between biological and psychological processes.
- Social Psychology Concentration – for students interested in a more in-depth understanding of the interpersonal dynamics of behavior, culture, and mental life.
- Student Development Psychology Concentration – for students interested in the application of psychology to understanding and working with college/university students.
- Equine Facilitated Mental Health Concentration – for students interested in the application of psychology to mental health and therapy models that incorporate the utilization of horses.

Admission Requirements

For full admission into the psychology program, students are required to obtain signatures from instructors of PSY375 and PSY376 before being admitted to those classes. Obtaining signatures is dependent upon successful completion of PSY101, PSY275, and PSY276 with a minimum grade of 'C' in each class (if a student fails to achieve a grade of 'C' in PSY101, students may either re-take the PSY101 class OR achieve a grade of 60% on the Asbury University General Knowledge of Psychology Test).

Psychology faculty meet annually in early January to review sophomore "applicants" for admission into PSY375 and PSY376 the following year (the scheduling of PSY101, PSY275, and PSY276 allows for students who do not initially achieve a 'C' or higher an opportunity to take the class again prior to the spring of their junior year; when they would be expected to enroll in PSY375 and PSY376).

MAJORS AND MINORS See the University Course Catalog for course descriptions.

PSYCHOLOGY (PSY) MAJOR REQUIREMENTS (41)

Required Foundations Course: PSY 101

__ 3	PSY	210	Social Psychology
__ 1	PSY	275	Survey of Psych Careers
__ 1	PSY	276	Writing for Behavioral Science
__ 3	PSY	315	Statistics for Behavioral Science
__ 3	PSY	341	History & Systems
__ 3	PSY	360	Abnormal Psychology
__ 3	PSY	372	Experimental Psychology
__ 1	PSY	373	Experimental Psychology Lab
__ 1	PSY	375	Integration & Vocation Seminar
__ 1	PSY	376	Pre-Professional Seminar
__ 2	PSY	475	Senior Seminar

Choose 19 hours of PSY courses 200 or higher:

[No more than 5 hours of independent study or practicum may apply toward major.]

__ 3	PSY	___	_____
__ 3	PSY	___	_____
__ 3	PSY	___	_____
__ 3	PSY	___	_____
__ 3	PSY	___	_____
__ 3	PSY	___	_____
__ 1	PSY	___	_____

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (37)

(Optional emphases to complete psychology courses and additional elective below)

OPTIONS: Choose an emphasis as guideline for the 20-21 hours in PSY

A. Clinical/Counseling Psychology (29)

__ 3	PSY	201	Developmental Psychology
__ 3	PSY	351	Counseling I
__ 3	PSY	352	Counseling II
__ 3	PSY	452	Psychology of Personality
__ 3	PSY	462	Psychological Assessment

Choose 14 hours from:

	PSY	220	Stress Management
__ 3	PSY	320	Psych of Gender & Sexuality
__ 3	PSY	342	Cross-Cultural Psychology
__ 3	PSY	368	Child & School Psychology
__ 3	PSY	365	Adolescence & Emerging Adult
__ 2	PSY	435	Clinical/Counseling Practicum
	PSY	436	Research Practicum
	PSY	300+	_____

B. Christian Counseling/Psychology (29)

__ 3	PSY	201	Developmental Psychology
__ 3	PSY	351	Counseling I
__ 3	PSY	352	Counseling II
__ 3	PSY	442	Psychology of Religion
__ 3	PSY	445	Christian Counseling Methods

Choose 5 hours minimum from:

__ 3	PSY	220	Stress Management
	PSY	393	Seminar
__ 2-3	PSY	435	Clinical/Counseling Practicum
	PSY	300+	_____

Recommended 9 hours from:

__ 3	CM	201	Dynamics of Spiritual Growth
__ 3	PHL	361	Philosophy of Religion
__ 3	TH	340	Pastoral Theology
	PSY	300+	_____

C. Child Psychology (29)

__ 3	PSY	201	Developmental Psych
__ 3	PSY	351	Counseling I
__ 3	PSY	462	Psychological Assessment
__ 3	PSY	472	Learning & Motivation
__ 3	PSY	368	Child & School Psychology

Choose 5 hours minimum from:

__ 3	PSY	352	Counseling II
__ 2-3	PSY	435	Clinical/Counseling Practicum
	PSY	300+	_____

Recommended 9 hours from: PSY, ED, SOC, SW, or EM where courses focus on children or teens such as:

	ED	320	Exceptional Learner
	ED	338	Intro to LBD
__ 3	ED	405	Learning/Performance & Assess
__ 3	ED	428	Interventions for Differentiation
__ 3	EM	340	Children's Ministry
	PSY	365	Adolescence & Emerging Adult
	SOC	252	Juvenile Delinquency
	PSY	300+	_____

D. Forensic Psychology (29)

__ 3	PSY	340	Forensic Psychology
__ 3	PSY	351	Counseling I
__ 3	PSY	352	Counseling II
__ 3	PSY	452	Psychology of Personality
__ 3	PSY	462	Psychological Assessment

Choose 5 hours minimum from:

__ 3	PSY	342	Cross-Cultural Psychology
__ 2-3	PSY	435	Clinical/Counseling Practicum
	PSY	300+	_____

Recommended 9 hours from Natural Science, SOC, or SW such as:

__ 3	BIO	280	Scientific/Medical Terminology
__ 3	SOC	252	Juvenile Delinquency
__ 3	SOC	300+	_____
	Science	300+	_____

E. Biological Psychology (29)

[Recommended science Foundations: BIO 201/203 (4)]

__ 3	PSY	201	Developmental Psychology
__ 3	PSY	330	Cognitive Psychology
__ 3	PSY	381	Physiological Psychology
__ 3	PSY	462	Psychological Assessment
__ 3	PSY	472	Learning & Motivation

Choose 5 hours minimum from:

__ 3	PSY	220	Stress Management
__ 2-3	PSY	435	Clinical/Counseling Practicum
	PSY	300+	_____

Recommended 8 hours from: Natural Science, SOC, or SW such as:

	BIO	262	Human Physiology
__ 3	BIO	331	Human Anatomy
__ 3	BIO	280	Scientific/Medical Terminology
	Science	300+	_____

F. Social Psychology (29)

__ 3	PSY	320	Psych of Gender & Sexuality
__ 3	PSY	342	Cross-Cultural Psychology
__ 3	PSY	442	Psychology of Religion
__ 3	PSY	452	Psychology of Personality

Choose 8 hours minimum from:

__ 3	PSY	393	Seminar
__ 2-3	PSY	435	Clinical/Counseling Practicum
__ 3	PSY	300+	_____

Recommended 9 hours from SOC such as:

	SOC	312	Intercultural Relations
__ 3	SOC	341	Marriage & Family Studies
__ 3	SOC	375	Sociological Theory
__ 3	SOC	300+	_____
	or COM	251	Intercultural Communication

G. Student Development Psychology (29)

For Student Dev Psych, students strongly encouraged to pursue leadership position on campus as a Peer Educator, a TAG Coordinator or Leader, a Spiritual Life Advisor, a member of Student Government, a Practicum Counselor in the Center for Career and Calling, or another campus position deemed appropriate by the psychology faculty.

__ 3	PSY	201	Developmental Psychology
__ 3	PSY	342	Cross-Cultural Psychology
__ 3	PSY	351	Counseling I
__ 3	PSY	352	Counseling II
__ 3	PSY	365	Adolescence & Emerging Adult

Choose 5 hours minimum from:

	PSY	220	Stress Management
	PSY	320	Psych of Gender & Sexuality
__ 3	PSY	342	Cross-Cultural Psychology
__ 2-3	PSY	472	Learning & Motivation
	PSY	435	Clinical/Counseling Practicum
	PSY	300+	_____

Recommended 9 hours from COM, Leadership, UNV, or YM/EM such as:

	COM	220	Interpersonal Communication
__ 3	COM	331	Group Communication/Leadership

__ 3	COM	350	Organizational Communication
__ 3	UNV	320	The Peer Instructor
	YM/EM	350	Youth Ministry
	other	300+	_____

H. Equine Facilitated Mental Health Concentration (29)

__ 3	PSY	201	Developmental Psychology
__ 3	PSY	322	Equine Facilitated Mental Health
__ 3	PSY	351	Counseling I
__ 3	PSY	352	Counseling II
__ 3	PSY	472	Learning & Motivation

Choose 5 hours minimum from:

	PSY	220	Stress Management
__ 3	PSY	320	Psych of Gender & Sexuality
__ 2-3	PSY	393	Seminar
	PSY	435	Clinical/Counseling Practicum
	PSY	300+	_____

Recommended 9 hours from EQM such as:

__ 3	EQM	208	Intro Therapeutic Riding
__ 3	EQM	245	Riding Instructor Cert
__ 3	EQM	300+	_____

The Equine Facilitated Mental Health (EFMH) emphasis is separate from the Equine Facilitated Wellness Track. Equine Facilitated Wellness Track requirements include a dual major in Equine Studies and Psychology with the EFMH Studies emphasis (above).

PSYCHOLOGY MINOR (PSY) REQUIREMENTS (24)

__ 3	PSY	101	Psychology & Everyday Life
__ 3	PSY	210	Social Psychology
__ 3	PSY	341	History & Systems

Choose 15 hours PSY 200 or higher:

__ 3	PSY	___	_____
__ 3	PSY	___	_____
__ 3	PSY	___	_____
__ 3	PSY	___	_____
__ 3	PSY	___	_____

SCIENCE & HEALTH DEPARTMENT

Dr. Vinson Sutlive, Chair

Dr. Bruce Branan, Health Professions Advisor

The Department of Natural Science & Allied Health includes programs in biology, chemistry, exercise science, pre-physical/pre-occupational therapy, physics and pre-nursing. Many Asbury science students go on to graduate programs or medical school. Asbury also has a long tradition of preparing students for service in medical missions. Students receive personal attention in both introductory and upper division classes. The curriculum is challenging. The Department has well equipped labs for studies in anatomy, physiology, microbiology, analytical chemistry, biochemistry, organic chemistry and physical chemistry. All of our students conduct a senior research project, some at Asbury and others at research centers around the world.

BIOLOGY PROGRAMS - The degree in biology prepares students for entry level work in the life sciences, medical school, or graduate programs such as anatomy, physiology, genetics, microbiology, and plant sciences. Students can also receive credit for approved field experiences abroad.

CHEMISTRY PROGRAMS - The most popular chemistry program at Asbury is Biochemistry. The biochemistry major includes basic and intermediate courses in chemistry and upper level work in the chemistry of DNA, proteins and other molecules important to cellular structure and function. The job market in biochemistry is steadily growing. The traditional chemistry major prepares students for entry level work or for graduate programs. Most graduate programs in chemistry provide full scholarships.

SCIENCE EDUCATION PROGRAMS - Asbury is well known for the quality of its education programs, and science teachers are in demand. The natural science department offers majors leading to grades 8-12 certification in either Biology or Chemistry. Students interested in middle school certification choose two concentration areas (minors), one of which can be Science.

EXERCISE SCIENCE – HUMAN PERFORMANCE prepares the student for entry level positions in a growing number of career opportunities. This major provides for preparation in health, fitness and movement areas, thus providing academic and field experience internships in such areas as corporate, commercial, private and clinical based fitness/wellness, and athletic strength and conditioning in high schools, colleges and sports medicine clinics. This major provides the academic preparation to sit for certification by the leading organizations in the field, such as the American College of Sports Medicine or The National Strength and Conditioning Association.

PRE-PHYSICAL/PRE-OCCUPATIONAL THERAPY is designed to prepare the student for graduate school and ultimately employment in such professions as physical therapy, occupational therapy, and other health areas. Employment settings might include public schools, rehabilitation clinics, and extended care facilities.

HEALTH AND PHYSICAL EDUCATION PROGRAMS (HPER)

The **EQUINE STUDIES MAJOR** prepares graduates for serving in the horse industry as riding instructors, stable and/or farm managers, and in ministry settings, as well as for pursuing graduate school in related fields of study. Students will also be introduced to facility and event management, business operations, and equestrian organizations. Three concentration areas are offered: Management, Equine Science, and Equitation/Training. A dual track major may be pursued in Equine Facilitated Wellness by completing the Equine Studies major in combination with a Psychology major. The **HEALTH AND PHYSICAL EDUCATION MAJOR** prepares the students for positions as kindergarten through high school teachers in both health and physical education. Dual certification may be obtained. This area of study combines pedagogy courses from the Department of Education and content classes from the Science & Health Department.

The **RECREATION MAJOR** prepares the students for positions in parks and recreation administration, facility planning and design, outdoor leadership, and recreation programming. More specifically, two areas of concentration are available: **Public Recreation and Adventure Leadership**. The first provides preparation for city/county parks, camps, church, and other nonprofit agencies for positions in leadership, supervision, instruction, and programming. The Adventure Leadership concentration combines a core of recreation classes with theoretical and skill-based field courses. It provides transferable leadership skills and is especially well-suited to be combined with minors from other academic departments. Both emphases may also prepare a student to seek graduate studies in a variety of areas.

[All HPER student majors are encouraged to become involved in state and national professional organizations related to their major. Students are encouraged to attend professional conventions, hear guest lectures, and gain work experience in their area of interest.]

The HPER MINORS include Adventure Leadership, Coaching, Equine Studies, and Recreation.

Each provides core knowledge in their respective areas for potential employment or further educational pursuits. The Coaching Minor prepares both the education and the non-education major for coaching opportunities in the middle school and high school settings as well as the non-school setting.

The Equine Management Minor provides the unique educational opportunity for students desiring to pursue an interest in the equine profession.

A TUMBLING TEAM, which performs gymnastic exhibitions and witnesses in schools and churches, is also a part of the department. The tumbling team travels on a tour to the surrounding states during spring break and performs at a homecoming show, "Jym Jamboree," upon return to campus.

- For Physical Education Foundations requirements see Traditional Undergraduate Degree Programs > Courses for the Foundations.

HEALTH PROFESSIONS

Medical, dental and veterinary schools do not require a science major, but a strong preparation in science is required. While medical schools do not have a prescribed list of science courses applicants must take, a sound understanding of the following areas is required: a) biological, biochemical, chemical, and physical foundations of living systems, b) psychological, social, and biological foundations of behavior, and c) critical analysis and reasoning skills." Asbury students interested in medicine are assigned to the health professions advisor, who assists them in planning their schedule and meeting other admissions requirements.

Pre-Nursing Program

Asbury University offers a major in Pre-Nursing which provides options to students interested in pursuing a career in nursing.

1. Students may complete an Asbury University degree by transferring to and completing credits at an approved school of nursing in their fourth year. Students take a prescribed course of study (PNR) and the AU Foundations courses at Asbury University. The PNR major must transfer to an accredited 4-year school of nursing. Upon completing a full-time (30 hours) year of professional nursing courses the credits must be transferred back to Asbury University to complete the Bachelor of Arts degree in Pre-Nursing. Asbury has an arrangement only with UK-CON for accepting qualified Asbury students, but other Schools of Nursing may be used.

A. University of Kentucky - College of Nursing (UK-CON) – Students can complete two degrees by successfully completing this program, a Bachelor of Arts in Pre-Nursing from Asbury and a Bachelor of Science in Nursing from the University of Kentucky. Participating students take the prescribed course of study at Asbury, including the Foundations courses, and then transfer to

University of Kentucky -College of Nursing. To complete the Asbury University degree in Pre-Nursing the first 30 credits of nursing courses from UK must be officially transferred to Asbury University upon completion.

- B. Other schools of Nursing – Students may transfer to other approved nursing schools although there is no agreement on admission or programs at these other schools. The Asbury degree is completed by the official transfer of the first 30 credits of nursing courses. Degrees and requirements for the other nursing schools vary. The school must be approved for use in the Pre-Nursing degree program.
- 2. Students may complete the pre-nursing requirements and seek admission to a nursing program without completing the Asbury three year pre-nursing curriculum and the Foundations requirements. This option will not lead to a degree from Asbury. No transfer of nursing courses would be needed.
- 3. Students with other Asbury majors may complete pre-nursing requirements without declaring the PNR major. Contact the Health Professions Advisor if you are interested in any nursing/medical related field.

***Pre-Nursing Program restrictions**

- 1. PNR Student completes the major requirements at Asbury. PNR majors transfer to an accredited 4-year school of nursing to complete the major and the AU degree by finishing one full-time year (30.0 hours) of nursing courses. Student must request an official transcript from the nursing institution for these credits must be officially transferred back to Asbury University to receive an AU degree. Students must have 124.0 total hours to receive an AU degree.
- 2. PNR Student may not have a double major. If completing any other Asbury major the Pre-Nursing major will not be listed. Student will complete and graduate from Asbury University in the other major only. However, any student who is preparing to apply for nursing or medical schools should contact the Health Professions advisor about taking required pre-nursing or pre-medical courses outside their declared major.
- 3. Transfer course restrictions: 50% of the PNR major must be completed at Asbury University. With the transferred nursing hours accounting for 50% of the major, 33.0 hours of qualified major courses must be done at Asbury University. If any of the below listed major courses are transferred in from other schools the student will be required to take additional Asbury University course hours in BIO, PSY, CHE, or SOC to account for the 50% at Asbury credits.
- 4. The 75.0 hours maximum transfer rule applies and includes the 30.0 nursing hours which limits all other transfer hours and institutional credit to 45 hours.
- 5. All Pre-Nursing students are reviewed at the end of the sophomore year (60.0 cumulative hours). After 2 years, students should have no grade below a 'C' in all BIO and CHE courses, a minimum science GPA of 2.75, and a cumulative GPA of 2.75, in order to continue in the program.
- 6. Changing out of the PNR major - A student who decides not to pursue nursing needs to make this decision by their junior year (60 credits earned) to allow sufficient time to complete the courses needed for another major. Discuss major changes with the Health Professions advisor.

MAJORS AND MINORS See the University Course Catalog for course descriptions.

BIOCHEMISTRY (BCHY) MAJOR REQUIREMENTS (72)

__ 3	BIO	201	General Biology I
__ 1	BIO	203	General Biology Lab I
__ 3	BIO	202	General Biology II
__ 1	BIO	204	General Biology Lab II
__ 2	BIO	341	Ethical Issues
__ 3	BIO	372	Cell & Molecular Biology
__ 1	BIO	374	Cell & Molecular Biology Lab
__ 3	CHE	121	Gen College Chemistry I

__ 3	CHE	122	Gen College Chemistry II
__ 1	CHE	123	Gen College Chemistry Lab I
__ 1	CHE	124	Gen College Chemistry Lab II
__ 4	CHE	201	Organic Chemistry I + lab
__ 4	CHE	202	Organic Chemistry II + lab
__ 4	CHE	321	Analytical Chemistry + lab
__ 3	CHE	322	Chemical Instrumentation + lab
__ 4	CHE	371	Biochemistry + lab
__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab
__ 4	PHY	201	Intro Physics I + lab
__ 4	PHY	202	Intro Physics II + lab
__ 1	BIO/CHE	399	Intro Research
__ 2	BIO/CHE	400	Senior Research
__ 1	BIO/CHE	475	Senior Seminar

Choose one:

__ 4	BIO	352+354	Physiology + lab
	BIO	272+274	Principles Plant Biology + lab

Choose one:

__ 3	BIO	322	Genetics
	BIO	379	Immunology

Choose one:

__ 4	CHE	421+421L	Physical Chemistry I + lab
	CHE	422+422L	Physical Chemistry II + lab

MAJOR plus FOUNDATIONS requirement of (39) (3 hours Math and 4 hours Science satisfied by required major courses.) Plus electives needed for the 124 hour degree requirement (13)

BIOLOGICAL SCIENCE GRADES 8-12 (BIOE) MAJOR REQUIREMENTS (90)

__ 3	BIO	201	General Biology I
__ 1	BIO	203	General Biology Lab I
__ 3	BIO	202	General Biology II
__ 1	BIO	204	General Biology Lab II
__ 3	BIO	322	Genetics
__ 2	BIO	341	Ethical Issues
__ 1	BIO	399	Intro to Bio Research
__ 2	BIO	400	Senior Research
__ 3	CHE	121	Gen College Chemistry I
__ 3	CHE	122	Gen College Chemistry II
__ 1	CHE	123	Gen College Chemistry Lab I
__ 1	CHE	124	Gen College Chemistry Lab II
__ 3	ESC	150	Earth Science
__ 1	ESC	151	Earth Science Lab
__ 4	PHY	201	Intro Physics I + lab

Choose one Environmental Biology:

__ 4	BIO	217+219	Environmental Sci+ lab
	BIO	221+223	Ecology+ lab

Choose one Plant Biology:

	BIO	227+229	Aquatic/Wetland Bio+ lab
__ 4	BIO	272+274	Princ Plant Biology+ lab

Choose one Human Biology:

__ 4	BIO	211+213	Microbiology+ lab
	BIO	331+333	Human Anatomy+ lab

Choose 2 additional Biology electives not used above:

	BIO	211+213	Microbiology + lab
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	BIO	262	Human Physiology
__ 3-4	BIO	280	Scientific Terminology
__ 3-4	BIO	331+333	Human Anatomy + lab
	BIO	352+354	Physiology + lab
	BIO	372+374	Cell & Molecular Biology + lab

Complete Education requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform & Assess
__ 2	ED	410	Classroom Management
__ 3	ED	420	Secondary/P-12 Methods
__ 2	ED	428	Intervention for Differentiation
__ 12	ED	499	Student Teaching

Satisfy math proficiency for major:

__ 0 Met by Math test score of ACT 24 or pre-2016 SAT 580 or 2016 SAT 600.

OR Complete:

__ 3-4	MAT	181	Calculus I+ lab
			College Algebra** (transfer only)
			Precalculus** (transfer only)

**Please note that College Algebra and Precalculus do NOT satisfy the Foundational MAT course requirement.

MAJOR plus FOUNDATIONS requirement of (39) (4 hours science satisfied by required major courses; foreign language not required for BIOE majors.) Plus electives needed for the 124 hour degree requirement (5)

BIOLOGY (BIO) MAJOR REQUIREMENTS (63)

__ 3	BIO	201	General Biology I
__ 3	BIO	202	General Biology II
__ 1	BIO	203	General Biology Lab I
__ 1	BIO	204	General Biology Lab II
__ 2	BIO	341	Ethical Issues
__ 3	BIO	352	Physiology
__ 1	BIO	354	Physiology Lab
__ 1	BIO	399	Intro Bio Research
__ 2	BIO	400	Senior Research
__ 1	BIO	475	Senior Seminar
__ 3	CHE	121	Gen College Chemistry I
__ 3	CHE	122	Gen College Chemistry II
__ 1	CHE	123	Gen College Chemistry Lab I
__ 1	CHE	124	Gen College Chemistry Lab II
__ 4	CHE	201	Organic Chemistry I + lab
__ 4	CHE	202	Organic Chemistry II + lab
__ 4	MAT	181	Calculus I + lab
__ 4	PHY	201	Intro Physics I + lab
__ 4	PHY	202	Intro Physics II + lab
__ 3	PSY	315	Stats for Behavioral Science

Choose one Environmental Biology:

__ 4	BIO	217+219	Environmental Sci+ lab
	BIO	221+223	Ecology+ lab

Choose one Plant Biology:

	BIO	227+229	Aquatic/Wetland Bio+ lab
__ 4	BIO	272+274	Princ Plant Biology+ lab

Choose one Cellular Biology:

	BIO	322	Genetics
__ 3-4	BIO	372+374	Cell & Molecular Bio+ lab

Choose one Human Biology:

	BIO	211+213	Microbiology+ lab
__ 3-4	BIO	331+333	Human Anatomy+ lab
	BIO	379	Immunology

MAJOR plus FOUNDATIONS requirement of (39) (3 hours math and 4 hours science satisfied by required major courses.) Plus electives needed for the 124 hour degree requirement (22)

CHEMISTRY (CHE) MAJOR REQUIREMENTS (57-63) (54 Core + 3-9 Concentration)

__ 2	BIO	341	Ethical Issues
__ 3	CHE	121	Gen Chemistry I
__ 3	CHE	122	Gen Chemistry II
__ 1	CHE	123	Gen Chemistry Lab I
__ 1	CHE	124	Gen Chemistry Lab II
__ 4	CHE	201	Organic Chemistry+ lab
__ 4	CHE	202	Organic Chemistry + lab
__ 4	CHE	321	Analytical Chemistry + lab
__ 3	CHE	322	Chemical Instrument + lab
__ 4	CHE	421	Physical Chemistry + lab
__ 4	CHE	422	Physical Chemistry + lab
__ 1	CHE	475	Senior Seminar
__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab

Choose one:

__ 4	BIO	372+374	Cell & Molecular Bio + lab
	CHE	371+371L	Biochemistry + lab

Choose one:

__ 4-5	PHY	201+201L	Intro Physics I + lab
	PHY	211+211L	General Physics I + lab

Choose one:

__ 4-5	PHY	202+202L	Intro Physics II + lab
	PHY	212+212L	General Physics II + lab

REQUIRED CONCENTRATION (choose one):

CHEST - Standard Track (3)

__ 1	CHE	399	Intro Chem Research
__ 2	CHE	400	Senior Research

CHEAC - American Chemical Society Certification Track (9)

__ 3	CHE	382	Inorganic Chemistry
__ 3	CHE	435	Internship
__ 3	MAT	252	Diff Equations/Modeling

MAJOR plus FOUNDATIONS requirement of (39) (3 hours math and 4 hours science satisfied by required major courses.) Plus electives needed for the 124 hour degree requirement (22-28, depending on concentration)

CHEMISTRY GRADES 8-12 (CHEE) MAJOR REQUIREMENTS (94)

__ 3	BIO	201	General Biology I
__ 1	BIO	203	General Biology Lab I
__ 2	BIO	341	Ethical Issues
__ 3	CHE	121	Gen Chemistry I
__ 3	CHE	122	Gen Chemistry II
__ 1	CHE	123	Gen Chemistry Lab I

__ 1	CHE	124	Gen Chemistry Lab II
__ 4	CHE	201	Organic Chemistry I + lab
__ 4	CHE	202	Organic Chemistry II + lab
__ 4	CHE	321	Analytical Chemistry + lab
__ 1	CHE	399	Intro Chem Research
__ 2	CHE	400	Senior Research
__ 3	ESC	150	Earth Science
__ 1	ESC	151	Earth Science Lab
__ 4	MAT	181	Calculus I +lab
__ 4	MAT	182	Calculus II + lab
__ 4	PHY	201	Intro Physics I + lab
__ 4	PHY	202	Intro Physics II + lab

Choose one:

__ 4	BIO	372+374	Cell & Molecular Bio + lab
	CHE	371+371L	Biochemistry + lab

Choose one:

__ 4	CHE	421+421L	Physical Chemistry I + lab
	CHE	422+422L	Physical Chemistry II + lab

Complete Education Requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Performing Assess
__ 2	ED	410	Classroom Management
__ 3	ED	420	Secondary/P-12 Methods
__ 2	ED	428	Interventions/Differentiation
__ 12	ED	499	Student Teaching

MAJOR plus FOUNDATIONS requirement of (36). (3 hours math and 4 hours science satisfied by required major courses; foreign language not required for CHEE majors.) Plus electives if needed for the 124 hour degree requirement

EQUINE STUDIES (EQS) MAJOR REQUIREMENTS (45) (30 Core + 15 Concentration)

*Complete a dual major with psychology for equine facilitated wellness

__ 1	EQM / PE	130	Horseback Riding I
__ 1	EQM / PE	131	Horseback Riding II
__ 3	EQM	100	Equine Studies
__ 3	EQM	200	Horsemanship Ministry
__ 3	EQM	201	Equine Conformation
__ 3	EQM	202	Stable Management
__ 3	EQM	206	Equine Health/First Aid
__ 3	EQM	251	Horse Training
__ 6	EQM	435	Equine Field Experience
__ 1	EQM	475	Equine Senior Seminar
__ 3	HED	231	Injury Care & Safety

REQUIRED CONCENTRATION (choose one):

EQSS - Equine Science (15)

Choose 15 hours from:

__ 3	EQM	205	Forage Mgmt & Feeding
__ 3	EQM	261	Equine Anatomy/Physiology
__ 3	EQM	306	Equine Diseases

__ 3	EQM	406	Equine Lameness
__ 3	EQM	420	Equine Reproduction
	EQM	451	Equine Exercise Phy & Cond

EQSM - Equine Management (15)

__ 3	BU	211	Principles of Management
__ 3	EQM	310	Farm & Ranch Management
__ 3	EQM	320	Equine Administration
__ 3	EQM	340	Equine Law

Choose 3 additional hours from EQM or any courses listed in other concentrations.

__ 3 _____

EQSE - Equitation & Training (15)

[Use this Concentration and dual major with PSY for equine facilitated wellness]

__ 3	EQM	208	Intro to Therapeutic Riding
__ 3	EQM	245	Riding Instructor Certification
__ 1	EQM	311	Therapeutic Riding Instruct
__ 3	PSY	322	Equine Facilitated Mental Health

Choose 5 additional hours from EQM or any courses listed in other concentrations.

__ 3 _____

__ 2 _____

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (33)

EXERCISE SCIENCE – HUMAN PERFORMANCE (EXS) MAJOR REQUIREMENTS (58)

__ 3	BIO	262	Human Physiology
__ 3	BIO	331	Human Anatomy
__ 1	BIO	333	Human Anatomy lab
__ 1	EXS	228	Practicum I
__ 1	EXS	229	Practicum II
__ 3	EXS	350	Phys Fit Assess/Prescription
__ 3	EXS	371	Motor Learn/Develop
__ 3	EXS	393	Sem: Adv Strength/Condition
__ 4	EXS	420	Physiology of Exercise + lab
__ 3	EXS	428	Human Functional Anatomy
__ 4	EXS	431	Kinesiology/Biomechanics + lab
__ 3	EXS	435	Internship
__ 2	EXS	475	Senior Seminar
__ 3	HED	231	Injury Care & Safety
__ 3	HED	312	Nutrition/Health/Human Perf
__ 3	HED	332	Adv Sport Nutrition
__ 3	PED	210	Foundations of HPE
__ 3	PED	275	Principles Admin in EXS
__ 3	PED	461	Stats & Eval PE/Exer Science
__ 3	SPM	400	Sport Law

Choose one Sport Skills:

__ 3	PED	360	Sport Skills I
	PED	361	Sport Skills II

MAJOR plus FOUNDATIONS requirement of (42) (4 hours science satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (24)

Specific Foundations recommended for this major (7)

BIO	201	General Biology I
BIO	203	General Biology I Lab
PSY	101	General Psychology

HEALTH & PHYSICAL EDUCATION GRADES P-12 (HPHE) MAJOR REQUIREMENTS (85)

__ 3	EXS	371	Motor Learning/Development
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__ 4	EXS	420	Physiology of Exercise + lab
__ 4	EXS	431	Kinesiology/Biomechanics + lab
__ 3	HED	231	Injury Care & Safety
__ 3	HED	282	Community/Environ Health
__ 3	HED	299	Contemporary Health Issues
__ 3	HED	312	Nutrition for Health/Perform
__ 2	HED	322	HPE in Elementary School
__ 3	HED	393	Health Seminar
__ 3	HED	400	Human Behaviors
__ 3	PED	200	Intro to Coaching
__ 1	PED	205	Coaching Practicum I
__ 3	PED	210	Intro to Health/PE
__ 1	PED	321	Adaptive Physical Ed
__ 3	PED	360	Sport Skills I
__ 3	PED	361	Sport Skills II
__ 3	PED	461	Stats & Eval in PE/ EXS

Complete Education requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform Assess
__ 2	ED	410	Classroom Management
__ 3	ED	422	Instruct Teaching PE (P-12)
__ 2	ED	428	Interventions/Differentiation
__ 6	ED	498	Student Teaching
__ 6	ED	499	Student Teaching

MAJOR plus FOUNDATIONS requirement of (43) (Foreign Language not required for HPHE majors.)

Plus electives if needed for the 124 hour degree requirement

PRE-NURSING PROGRAM (PNR)* MAJOR REQUIREMENTS (65)

Choose one Biology with lab:

__ 4	BIO	100+101	Biological Science + Lab
	BIO	201+203	General Biology I + Lab

Take:

__ 3	BIO	211	Microbiology
__ 1	BIO	213	Microbiology Lab
__ 3	BIO	252	Nutrition
__ 3	BIO	262	Human Physiology
__ 3	BIO	331	Human Anatomy
__ 2	BIO	341	Ethical Issues
__ 3	CHE	115	Chemistry for Health Sciences
__ 1	CHE	117	Chemistry for Health Sci Lab
__ 3	PSY	101	General Psychology
__ 3	PSY	201	Developmental Psychology
__ 3	SOC	100	Intro to Sociology

Choose one Statistics course:

__ 3	PSY	315	Stats for Behavioral Science
	MAT	232	Intro Probability & Statistics (transfer only)

Complete 30 Nursing Transfer hours:

__ 30+ T-PNR courses

Credits transferred from an accredited four-year school of nursing

***see all restrictions for this program listed above under 'Health Professions' section.**

[If any of the specific listed major courses other than nursing courses are transferred in student will be required to take additional Asbury University courses in BIO, PSY, CHE, or SOC to satisfy required hours for 50% at Asbury.]

MAJOR plus FOUNDATIONS requirement of (39) (3 hours social science and 4 hours science satisfied by required major courses.) Plus electives needed for the 124 hour degree requirement (20)

PRE-PHYSICAL/OCCUPATIONAL THERAPY (PPT) MAJOR REQUIREMENTS (72)

__ 3	BIO	202	General Biology II
__ 1	BIO	204	General Biology II Lab
__ 3	BIO	280	Sci/Medical Terminology
__ 3	BIO	331	Human Anatomy
__ 1	BIO	333	Human Anatomy Lab
__ 2	BIO	341	Ethical Issues
__ 3	BIO	352	Physiology
__ 1	BIO	354	Physiology Lab
__ 3	CHE	121	General College Chemistry I
__ 3	CHE	122	General College Chemistry II
__ 1	CHE	123	General College Chem I Lab
__ 1	CHE	124	General College Chem II Lab
__ 1	EXS	228	Practicum I
__ 1	EXS	229	Practicum II
__ 3	EXS	350	Phys Fit Assess/Prescription
__ 3	EXS	371	Motor Learn/Develop
__ 3	EXS	393	Sem: Adv Strength/Condition
__ 4	EXS	420	Physiology of Exercise + lab
__ 3	EXS	428	Human Functional Anatomy
__ 4	EXS	431	Kinesiology/Biomechanics + lab
__ 3	EXS	435	Internship (120 clock hours)
__ 2	EXS	475	Senior Seminar
__ 3	HED	312	Nutrition Health/Perform
__ 3	PED	261	Psy & Soc of PE/Sport
__ 4	PHY	201	Intro Physics + lab
__ 4	PHY	202	Intro Physics + lab
__ 3	PSY	201	Developmental Psychology
__ 3	PSY	315	Stats for Behavioral Science

MAJOR plus FOUNDATIONS requirement of (42) (4 hours science satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (10)

Specific Foundations needed for this major (14)

BIO	201	General Biology I
BIO	203	General Biology I Lab
MAT	181	Calculus I

RECREATION (REC) MAJOR REQUIREMENTS (45) (15 Core + 30 Concentration)

__ 3	REC	112	Theories Outdoor/Experiential Ed
__ 3	REC	312	Outdoor Christian Leadership
__ 3	REC	342	Recreation Programming
__ 3	REC	422	Plan/Design/Maintenance
__ 3	SPM	400	Sport Law

REQUIRED CONCENTRATION (choose one):

RECP - Public Recreation (30)

__ 3	HED	231	Injury Care and Safety
__ 3	PED	275	Principles of Admin in EXS

__ 1	PED	321	Adaptive Physical Ed
__ 1	REC	228	Practicum
__ 3	REC	252	Principles Church Recreation
__ 6	REC	435	Internship

Choose one Sport Skills:

__ 3	PED	360	Sport Skills I
	PED	361	Sport Skills II

Choose one PE course:

	EQM / PE	130	Horseback Riding I
	EQM / PE	131	Horseback Riding II
__ 1	PE	280	Lifeguard Training
	PE	300	Water Safety Instructor

Choose 9 hours from Recreation courses:

	EQM	202	Stable Management
__ 3	EQM	245	Riding Instructor Cert
	EQM	251	Horse Training
__ 3	EXS	350	Physical Fit Assess/Presc
	REC	173	Outdoor Living Skills
__ 3	REC	231	Therapeutic Recreation
	REC	362	Challenge Course Facilitation
	REC	393	Seminar

RECA - Adventure Leadership (30)

__ 3	REC	173	Outdoor Living Skills
__ 2	REC	410	Leader, Facilitator & Guide
__ 4	REC	435	Internship

BLOCK SEMESTER

Completion of REC 112, and Proof of Lifeguard Certification required for participation in these five courses

__ 3	REC	270	Wilderness First Responder
__ 3	REC	271	Adventure Skills I
__ 3	REC	272	Adventure Skills II
__ 3	REC	274	Expedition Lead/Plan
__ 3	REC	275	Outdoor Ed & Stewardship

Choose one Recreation course:

__ 3	REC	231	Therapeutic Recreation
	REC	362	Challenge Course Facilitation

Choose one Administrative course:

	BU	211	Principles of Management
	COM	220	Interpersonal Communication
	COM	331	Group Comm & Leadership
	EQM	202	Stable Management
	EQM	310	Farm & Ranch Management
__ 3	PED	275	Principles of Admin in EXS
	PSY	201	Developmental Psychology
	PSY	210	Social Psychology
	SOC	252	Juvenile Delinquency
	YM	350	Youth Ministry

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (33)

ADVENTURE LEADERSHIP MINOR (ADL) MINOR REQUIREMENTS (24)

__ 3	REC	112	Theories of Outdoor/Experiential Ed
__ 3	REC	173	Outdoor Living Skills
__ 3	REC	312	Outdoor Christian Leadership

BLOCK SEMESTER

Completion of REC 112, and Proof of Lifeguard Certification required for participation in these five courses

__ 3	REC	270	Wilderness First Responder
__ 3	REC	271	Adventure Skills I
__ 3	REC	272	Adventure Skills II
__ 3	REC	274	Expedition Leadership
__ 3	REC	275	Outdoor Ed & Stewardship

BIOLOGY MINOR (BIO) Requirements (24)

__ 3	BIO	201	General Biology I
__ 1	BIO	203	General Biology I Lab
__ 3	BIO	202	General Biology II
__ 1	BIO	204	General Biology II Lab

Choose one Environmental Biology:

__ 4	BIO	217+219	Environmental Science
	BIO	221+225	Ecology

Choose two Biology courses with labs:

__ 4	BIO	___	200 or above
__ 4	BIO	___	200 or above

Choose one Biology course with lab:

__ 4	BIO	___	300 or above
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CHEMISTRY MINOR (CHE) MINOR REQUIREMENTS (23)

__ 3	CHE	121	Gen College Chemistry I
__ 1	CHE	123	Gen College Chemistry I Lab
__ 3	CHE	122	Gen College Chemistry II
__ 1	CHE	124	Gen College Chemistry II Lab
__ 4	CHE	201	Organic Chemistry I + lab
__ 4	CHE	202	Organic Chemistry II + lab
__ 4	CHE	321	Analytical Chemistry + lab

Choose one science with accompanying lab:

	BIO	372+ 374	Cell & Molecular Biology + lab
	CHE	322	Chemical Instrumentation + lab
__ 3	CHE	371	Biochemistry + lab
	CHE	421	Physical Chemistry I + lab
	CHE	422	Physical Chemistry II + lab

COACHING MINOR (COA) MINOR REQUIREMENTS (24)

__ 3	HED	231	Injury Care & Safety
__ 3	PED	200	Intro to Coaching
__ 2	PED	205	Coaching Practicum I
__ 2	PED	206	Coaching Practicum II
__ 3	PED	261	Psych/Soc of PE & Sports
__ 2	PED	300	Sports Officiating

Choose one Exercise Science course:

	EXS	371	Motor Learn & Develop
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__ 3	EXS	420	Physiology of Exercise (4)
	EXS	431	Kinesiology/Biomechanics (4)
	PED	275	Principles of Admin Sport/Rec

Choose three Coaching courses:

	PED	301	Coaching Ind/Dual Sports
__ 2	PED	302	Coaching Baseball/Softball
__ 2	PED	303	Coaching Basketball
__ 2	PED	304	Coaching Soccer
	PED	305	Coaching Volleyball
	SPM	330	Sport Communication

EQUINE STUDIES MINOR (EQS) MINOR REQUIREMENTS (20)

__ 1	EQM / PE	130	Horseback Riding I
__ 1	EQM / PE	131	Horseback Riding II
__ 3	EQM	100	Equine Studies
__ 3	EQM	200	Horsemanship Ministry
__ 3	EQM	201	Equine Conformation
__ 3	EQM	202	Stable Management
__ 3	EQM	251	Horse Training
__ 3	HED	231	Injury Care & Prevention

EXERCISE SCIENCE MINOR (EXS) MINOR REQUIREMENTS (20)

__ 3	EXS	350	Physical Fit Assess/Presc
__ 3	EXS	371	Motor Learning/Development
__ 4	EXS	420	Physiology of Exercise + lab
__ 4	EXS	431	Kinesiology/Biomechanics + lab
__ 3	PED	275	Principles of Admin in EXS

Choose one:

	PED	261	Psych/Soc of PE & Sports
__ 3	PSY	335	Psychology of Sport

PHYSICS MINOR (PHY) MINOR REQUIREMENTS (30-32)

__ 4	CHE	421	Physical Chemistry I + lab
__ 4	CHE	422	Physical Chemistry II + lab
__ 4	MAT	181	Calculus I + lab
__ 4	MAT	182	Calculus II + lab
__ 3	MAT	252	Diff Equations & Modeling
__ 5	PHY	211	General Physics I + lab + recitation
__ 5	PHY	212	General Physics II + lab + recitation

Choose one:

	MAT	351	Applied Math I
__ 1-3	PHY	382	Analytical Vector Mech
	PHY	400	Special Problems

RECREATION MINOR (REC) MINOR REQUIREMENTS (21)

__ 3	PED	275	Principles of Admin in EXS
__ 3	REC	112	Theories of Outdoor/Experiential Ed
__ 3	REC	231	Intro to Therapeutic Recreation
__ 3	REC	252	Principles of Church Recreation
__ 3	REC	422	Plan/Design/Maintenance

Choose 6 hours REC 300 or higher:

__ 3	REC	___	_____
__ 3	REC	___	_____

SOCIAL SCIENCE & HISTORY DEPARTMENT

Dr. Stephen Clements, Chair

The early twenty-first century world presents thoughtful observers with a staggering array of developments and challenges, from vast, well-functioning metropolitan centers that produce and channel billions of dollars' worth of goods and services into global markets to troubled nation-states whose leaders preside over civil strife among rival people groups and pre-modern economies. The Department of Social Science & History faculty at Asbury University seek to understand the sources of social, political, and economic conditions among nations, people groups, and communities by utilizing the modes of inquiry available through the disciplines of Political Science, Sociology, and History. By studying the world through the lenses of these disciplines, and within the context of a broad liberal arts education, a student can be well prepared to engage the culture at home or abroad through work in the professions, government, missions, or with nonprofit organizations.

The Department offers traditional undergraduate students majors and minors in all three of these academic fields. These disciplines and programs are detailed below.

HISTORY & SOCIAL STUDIES

History is the story of human community as it has developed through time. It is a narrative and interpretive study, based upon documentary evidence. History plays a central role in the liberal arts Foundations curriculum because of its value in illustrating the human condition through time, and because it integrates into a comprehensible whole the range of activities that have formed the human experience. In addition to its contribution to the Foundations liberal arts program at Asbury, the SSH Department offers specialized courses. The History major has recently been revised, with a course distribution requirement across American History, European History, Non-Western History, and a methodology class. The Social Studies Teacher Education (SSTE) major is a collaboration between the SSH Department and Asbury's School of Education, and draws from courses across the social sciences as well as those that prepare individuals for the high school classroom. The History major prepares students for a number of occupations and postgraduate studies, including secondary and college teaching, Law, Christian ministry, government and public service. In addition, History courses can be taken as electives by students in other majors. The department sponsors Phi Alpha Theta, an active national honor society for History and SSTE Majors.

POLITICAL SCIENCE

Through the systematic study of politics—the examination and analysis of various regime types, rival political philosophies, and the historical experiences of peoples and nations over time—students equip themselves for many possible roles in society, from law, to government, to work in corporate settings, to positions in non-governmental organizations or cross-national agencies. Asbury's baccalaureate program in political science includes a core of courses within the discipline, as well as emphases in international affairs or American politics. The faculty encourages all majors to engage in internships in government and politics at the local, state, or national levels, and will work to help place students. A minor in political science is also available, and includes the core courses and one additional elective course.

Opportunities In State Government

Frankfort Semester Internship Program (Frankfort, KY, OFC 317)

This is a full semester internship opportunity in state government, available on an annual basis. An initiative of the Association of Independent Kentucky Colleges and Universities (AIKCU), the Frankfort Semester Internship program seeks to enhance students' academic, civic, and professional skills through internship experiences, public policy symposia, academic seminars and exposure to the ideas and perspectives of a variety of notable citizens. The interns work directly with state legislators, government officials, and government liaisons in the crafting and passing of legislation. The program

is intended for upper-division students, regardless of major. Students must be motivated learners, have a deep curiosity about current events and the policy-making process, and be committed to fulfilling the requirements of the internships and seminars.

<http://www.aikcu.org/frankfortsemesterinternships/> Contact Dr. Stephen Clements.

Legislative Research Commission Internship Program (Frankfort, KY, OFC 317)

This is a full semester internship opportunity with Kentucky's legislature, the General Assembly, available by competitive application during the spring semester of each even numbered year (e.g. 2014, 2016), when the Assembly operates its biannual 60-day legislative session. This internship is operated by the staff arm of the General Assembly, the Legislative Research Commission (LRC), and involves 20 undergraduate students from Kentucky's colleges and universities (Asbury has successfully placed one or two students in each of the past several cycles). Selected students are officially enrolled at AU, but spend the semester assigned to a legislative committee or subcommittee, participate in 6 credits worth of courses supervised by a senior LRC official, and accumulate an additional 6-9 credits of coursework that can apply to a students' major, minor, or electives. The LRC also pays each student a stipend for living expenses, which is generally used to reside in Frankfort during the legislative session. http://www.lrc.ky.gov/lrc/Intern-Brochure_2016.pdf Contact Dr. Stephen Clements.

Pre-Law Studies

The Pre-Law Handbook: The Official Guide to U.S. Law Schools states that most law schools do not recommend "pre-law" majors because they believe that "courses designated 'pre-law' tend to be a less effective means of preparing for law school". For this reason, Asbury University does not have such a major. *The Handbook* further states: "While no single curricular path is the ideal preparation for law school, a broadly based undergraduate program that includes training in analytical reasoning and writing will serve you well. Law schools want students who can think, read and write and who have some understanding of the forces that have shaped human experience". Asbury University has a number of majors that will accomplish the above objectives, and especially recommends the fields of study in the Social Science & History department. Interested students should contact Dr. Stephen Clements, the current law-school advisor.

SOCIOLOGY

The mission of Asbury's Sociology program is to equip students to effectively engage and work within various social, cultural, and global systems, organizations, and institutions that involve understanding the diversity of human social contexts and interactions. The program further prepares students for professional work and graduate study in a broad range of areas such as: sociology, social work, law, ministry and missions, criminal justice and juvenile delinquency, nonprofits, families, leadership, government, social research, and other related fields.

Sociology majors can concentrate their studies in one of two tracks. The Classical track offers the student a broad array of courses to choose from and the ability to tailor the program to their individual interests. The Global Studies & Engagement track offers the student course work that will specifically inform their interest in working in a global context such as: nonprofit, relief, governmental, social, and community development type organizations. Both tracks maintain the same required core courses to ensure that students have the sociological foundation needed to be successful.

MAJORS AND MINORS See the University Course Catalog for course descriptions.

HISTORY (HIS) MAJOR REQUIREMENTS (33) (*If HIS 201 or 202 is used for Foundations HIS requirement, then an additional American History course must be taken as a substitute.)

___ 3 HIS 201 History of US to 1876*

__ 3 HIS 202 History of US from 1876*

__ 3 HIS 375 Study of History

Choose one American History course:

HIS 298 The American Civil War

HIS 311 War in the American Memory

__ 3 HIS 313 History of Religion in US

HIS 316 The US in the 1960s

HIS 319 History Amer South to 1865

HIS 393 Seminar

Choose two European History courses:

HIS 321 History of Christianity

HIS 322 Medieval Civilization

__ 3 HIS 323 History of Early Britain

HIS 325 Caesar to Charlemagne:

HIS 326 History of Modern Germany

__ 3 HIS 327 Renaissance & Reformation

HIS 335 Revolutionary Europe

HIS 393 Seminar

Choose one Non-Western History course:

HIS 320 Ancient History

__ 3 HIS 350 Nonwestern Cultures

HIS 352 History of Latin America

HIS 393 Seminar

Choose additional 12 hours HIS 200 or higher (not 201 or 202). May include 6 hours PS 200 or higher.

__ 3 HIS _____

__ 3 HIS _____

__ 3 HIS / PS _____

__ 3 HIS / PS _____

MAJOR plus FOUNDATIONS requirement of (46)

Plus electives needed for the 124 hour degree requirement (45)

POLITICAL SCIENCE (PS) MAJOR REQUIREMENTS (39) (18 Core + 21 Concentration)

[May substitute up to 6 credit hours of HIS 300 or 400 level, subject to approval by program director.]

__ 3 PHL 343 Political/Social Philosophy

__ 3 PS 101 American Politics & Govt

__ 3 PS 202 Hist/Pol of U.S. Constitution

__ 3 PS 205 Markets & Politics

__ 3 PS 301 Comparative Politics

__ 3 PS 302 International Relations

REQUIRED CONCENTRATION (choose one):

PSA - American Politics (21)

Choose 18 hours from:

COM 342 Comm Campaigns

PS 201 State & Local Politics

__ 3 PS 300 Washington Federal Seminar

__ 3 PS 303 Pres Leadership/Power

__ 3 PS 304 Amer Pol Ideology/Culture

__ 3 PS 305 Politics & Public Policy

__ 3 PS 307 American Foreign Policy

__ 3 PS 393 Seminar

PS 474 Capstone in Politics

PS 435 Internship in Politics

Plus choose 3 hours from International Affairs Concentration:

__ 3 _____

PSI - International Affairs (21)

Choose 18 hours from:

	ECN	273	Intro to Macroeconomics
__ 3	HIS	350	Non-Western Cultures
__ 3	PS	300	Washington Federal Seminar
__ 3	PS	307	American Foreign Policy
__ 3	PS	393	Seminar
__ 3	PS	435	Internship in Politics
__ 3	PS	474	Capstone in Politics
	SOC	353	International Social Issues

Plus choose 3 hours from American Politics Concentration:

__ 3 _____

MAJOR plus FOUNDATIONS requirement of (43) (3 hours social science satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (42)

SOCIAL STUDIES GRADES 8-12 (SSTE) MAJOR REQUIREMENTS (85)

__ 3	ECN	100	Principles of Economics
__ 3	ECN	272	Intro to Microeconomics
__ 3	ECN	273	Intro to Macroeconomics
__ 3	GEO	211	Principles of Geography
__ 3	HIS	201	History of U.S. to 1876
__ 3	HIS	202	History of U.S. since 1876
__ 3	HIS	350	Survey of Non-West Cultures
__ 3	HIS	352	History of Latin America
__ 3	HIS	375	Study of History
__ 3	PS	101	American Politics & Govt
__ 3	PS	300	Washington Federal Seminar
__ 3	PSY	101	General Psychology
__ 3	SOC	100	Intro to Sociology

Choose one U.S. History course:

	HIS	313	History of Religion in the U.S.
__ 3	HIS	316	U.S. in the 1960s
	HIS	318	Hist Amer Foreign Relations
	HIS	319	Hist of Amer South to 1865

Choose one European History course:

	HIS	320	Ancient History
	HIS	321	History of Christianity
	HIS	322	Medieval Civilization
__ 3	HIS	323	History of Early Britain
	HIS	325	Origins of France
	HIS	326	History of Modern Germany
	HIS	327	Renaissance & Reformation

Choose one Social Science course:

__ 3	PSY	210	Social Psychology
	SOC	112	Intro to Anthropology

Complete Education Requirements:

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Develop
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 3	ED	385	Read/Writ Across Curriculum
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform Assess

__ 2	ED	410	Classroom Management
__ 3	ED	420	Secondary/P-12 Methods
__ 2	ED	428	Interventions/Differentiation
__ 12	ED	499	Student Teaching

MAJOR plus FOUNDATIONS requirement of (37) (3 hours History and 3 hours Social Science satisfied by required major courses; Foreign Language not required for SSTE majors.) Plus electives needed for the 124 hour degree requirement (2)

SOCIOLOGY (SOC) MAJOR REQUIREMENTS (35) (14 Core + 21 Concentration)

__ 3	SOC	100	Intro to Sociology
__ 3	SOC	201	Social Problems
__ 3	SOC	331	Research Methods
__ 3	SOC	372	Sociological Theory
__ 2	SOC	475	Senior Seminar

REQUIRED CONCENTRATION (choose one):

SOC - Classical Sociology (21)

Choose 21 hours in SOC. (May use alternate courses listed.)

__ 3	SOC	___	_____
__ 3	SOC	___	_____
__ 3	SOC	___	_____
__ 3	SOC	___	_____
__ 3	SOC	___	_____
__ 3	SOC	___	_____
__ 3	SOC	___	_____
	PS	101	American Politics & Govt
	PSY	210	Social Psychology
	PSY	315	Stats for Behavioral Science

SOCG - Global Studies & Engagement (21)

__ 3	SOC	260	Social Justice/Community Dev
__ 3	SOC	312	Intercultural Relations

Choose one:

__ 3	SOC	323	Urban Studies
	SOC	353	International Social Issues

Choose 12 more hours in SOC. May use alternate courses listed.

__ 3	SOC	___	_____
	SOC	___	_____
__ 3	SOC	___	_____
	SOC	___	_____
__ 3	COM	251	Intercultural Comm
__ 3	HIS	350	Non-Western Cultures
	ICS	201	Christianity & World Religions
__ 3	ICS	311	Strategies Intercultural Comm
	PS	301	Comparative Politics
	PS	302	International Relations

MAJOR plus FOUNDATIONS requirement of (43) (3 hours Social Science satisfied by required major courses.) Plus electives needed for the 124 hour degree requirement (46)

HISTORY MINOR (HIS) REQUIREMENTS (18) (*If HIS 201 or 202 is used for Foundations HIS

requirement, then an additional American History course must be taken as a substitute.)

__ 3	HIS	201	History of US to 1876*
__ 3	HIS	202	History of US from 1876*

Choose one additional American History course:

	HIS	298	American Civil War
	HIS	311	War in American Memory

__ 3	HIS	313	History of Religion in U.S.
	HIS	316	The U.S. in the 1960's
	HIS	319	History Amer South to 1865
	HIS	393	Seminar

Choose one European History course:

	HIS	321	History of Christianity
	HIS	322	Medieval Civilization
	HIS	323	History of Early Britain
__ 3	HIS	325	Origins of France
	HIS	326	History of Modern Germany
	HIS	327	Renaissance & Reformation
	HIS	335	Revolutionary Europe
	HIS	393	Seminar

Choose one Non-Western History course:

	HIS	320	Ancient History
__ 3	HIS	350	Nonwestern Cultures
	HIS	352	History of Latin America
	HIS	393	Seminar

Choose additional 3 hours HIS 200 or higher:

__ 3	HIS	_____	_____
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POLITICAL SCIENCE MINOR (PS) REQUIREMENTS (21)

__ 3	PHL	343	Political/Social Philosophy
__ 3	PS	101	American Politics & Govt
__ 3	PS	202	Hist/Politics of U.S. Constitution
__ 3	PS	205	Markets & Politics
__ 3	PS	301	Comparative Politics
__ 3	PS	302	International Relations

Choose one additional 3-hour Political Science course:

__ 3	PS	_____	_____
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Or may use one of the following:

	COM	342	Communication Campaigns
	ECN	273	Intro to Macroeconomics
	HIS	350	Non-Western Cultures
	SOC	353	International Social Issues

SOCIOLOGY MINOR (SOC) REQUIREMENTS (21)

__ 3	SOC	100	Intro to Sociology
__ 3	SOC	331	Intro to Research Methods
__ 3	SOC	372	Sociological Theory
Choose 12 more hours in SOC or alternate courses listed:			
	COM	251	Intercultural Communication
	ICS	201	Christianity & World Religions
__ 3	ICS	311	Strategies Intercultural Comm
	ICS	322	Contextualization: Christianity/Culture
__ 3	PS	301	Comparative Politics
	PSY	210	Social Psychology
__ 3	PSY	342	Cross-Cultural Psychology
	SOC	_____	_____
__ 3	SOC	_____	_____
	SOC	_____	_____
	SOC	_____	_____

SOCIAL WORK DEPARTMENT

Lisa K. Clifton, M.S.W., J.D., Chair and BSW Program Director

SOCIAL WORK

The mission of the Asbury University Undergraduate Social Work Program is to prepare graduates who are rooted in the liberal arts, the Christian and Wesleyan perspectives, social work values and ethics, and prepared for generalist social work practice as agents of change in a variety of settings. The Social Work Program is accredited by the Council on Social Work Education (CSWE).

NOTE: All undergraduate social work students are ***required*** to complete **BIOLOGY** (either BIO 100/101 or 201/203) as their choice of the various sciences listed under the Asbury University Core Requirements. In addition, it is ***highly recommended*** that students take a wide variety of courses in the areas of anthropology, economics, recent American history, political science, psychology, and sociology. Finally, all graduate MSW schools require applicants to have completed a satisfactory course in Statistics. Therefore students are ***strongly encouraged*** to take PSY 315 “Statistics for Behavioral Science”.

In order to provide a quality, generalist social work education, the program’s faculty has established the following goals for beginning generalist practitioners through the curriculum’s knowledge, ethics, and practice with diverse populations.

1. Provide the knowledge, values, skills, and ethics to serve diverse client systems of all sizes and types, integrating knowledge about how individuals, families, groups, communities, and organizations grow and change, using a bio-psycho-social-spiritual perspective, and how these systems function together within the global context of their environment.
2. Develop generalist social work practitioners who are both knowledgeable and understanding of diverse client systems of all sizes including; minorities of color and ethnicity, socioeconomic status, women, mentally and/or physically disabled, LGBTQ populations, whether individuals, families, groups, or communities.
3. Based on the historical context of social welfare rooted in the Judeo-Christian heritage, prepare graduates to work with clients by infusing throughout the curriculum social work values and ethics, as stated in the NASW Code of Ethics, for professional generalist practice.
4. Prepare graduates who think critically about social work knowledge, integrate this knowledge and practice in an ethical manner, effectively communicate with clients, colleagues and supervisors using oral and written skills; and value the continuation of learning and avenues of both personal and professional development throughout their careers.
5. Develop practitioners who understand, integrate knowledge, and practice in evaluation of programs and client systems of all sizes.
6. Develop practitioners who will use their knowledge and practice base to work as advocates and agents of change at all levels of service within organizations and with diverse cultural groups, including policy analysis and social change strategies.
7. Develop generalist social work practitioners who are aware of the concerns of the poor and oppressed in American society and the world, as stated in the Bible; foster within the program an understanding of God’s grace to all individuals; and teach students to demonstrate God’s grace in the world by using generalist practice skills to protect the rights of the poor and oppressed.
8. Within a professional community of academic and professional excellence, prepare graduates for generalist social work practice through supportive and sustaining relationships with fellow students, faculty and field instructors, which leads to the development of a professional identity, and lifelong learning both personally and professionally.

Admission Requirements

1. Any student who wishes to enter the social work program will be impartially considered. Students interested in the social work major should declare their interest by Spring semester of their Sophomore year or no later than the start of the Fall semester of their Junior year. The assigned Social Work faculty advisor will then guide the student through the admission process.
2. Application for admission to the Social Work program: to begin the formal admission process the student completes the application materials found on the undergraduate social work web pages in the Department of Social Work. The application is completed in consultation with the faculty advisor and submitted to the BSW Program Director's office. Completion of the following criteria is necessary for admission to the program.
 - a. Minimum GPA of 2.50 overall.
 - b. Completion of the program application form.
 - c. Applicants may be asked to obtain clearance from the Office of Student Development concerning moral, ethical, and social behavior acceptable to University community standards and the community at large.
 - d. Recommendations by three persons familiar with the applicant, one of which must be a non-social work faculty member.
 - e. Interview by a minimum of two social work faculty.
3. Students will be considered to be admitted to the social work program when they have completed the application process and have received a formal letter of acceptance from the Social Work Program Director.
4. Continuance in the Social Work Program is not guaranteed. Students must maintain an acceptable level of performance according to community, academic, and professional social work standards. Reviews of student performance are held prior to SW 340 Field Practicum, prior to graduation, or other times as required. Students are responsible for completing forms and scheduling performance reviews through their individual faculty advisors. Probationary status may be assigned to students not meeting program criteria. A student who is on probation will not be allowed to do field practicum until student is off probation.
5. Continuance in the Social Work program includes meeting the following criteria:
 - a. Maintain academic standing according to the academic progress scale of category two (2) under the academic progress scale listed under the policies section of the Asbury University Bulletin.
 - b. Demonstrate personal and professional qualities consistent with working with people. These qualities which will be assessed upon entry to the program, through references and interview, and prior to the first field practicum will include, but are not limited to:
 - value system consistent with the ethical standards of the social work profession.
 - sensitivity to needs of people.
 - self-awareness.
 - responsibility in class work, contributions to University and community life.

MAJORS AND MINORS See the University Course Catalog for course descriptions.

SOCIAL WORK (SW) MAJOR REQUIREMENTS (58)

Choose one Biology + lab:

___ 4	BIO	100+101	Biological Science
	BIO	201+203	General Biology I

Complete:

___ 3	SW	100	Intro to Social Work
___ 3	SW	211	Social Service Systems
___ 3	SW	251	Human Behavior Social Envir I

__ 3	SW	252	Human Behavior Social Envir II
__ 3	SW	302	Contemporary Issues In SW
__ 3	SW	310	SW Practice: Individuals/Families
__ 3	SW	331	Intro Research Methods
__ 5	SW	340	Practicum I
__ 3	SW	390	SW Practice: Groups
__ 3	SW	402	Soc Welfare Policies
__ 3	SW	410	SW Practice: Communities/Organizations
__ 8	SW	440	Practicum II
__ 2	SW	475	Senior Seminar

Choose 9 hours from:

	HIS	202	U.S. History Since 1876
	ICS	201	Christianity & World Religions
	ICS	322	Contextualization: Christianity/Culture
	ICS	330	Church in Context
	PHL	343	Political/Social Philosophy
__ 3	PS	300	Washington Federal Seminar
	PSY	210	Social Psychology
	PSY	315	Stats for Behavioral Science
	PSY	340	Forensic Psychology
	PSY	360	Abnormal Psychology
__ 3	SOC	201	Social Problems
	SOC	252	Juvenile Delinquency
	SOC	311	Sociology of Religion
	SOC	312	Intercultural Relations
	SOC	322	Rural Studies
__ 3	SOC	323	Urban Studies
	SOC	341	Marriage & Family
	SOC	353	International Social Issues
	SOC	372	Sociological Theory
	SOC	414	Perspective on Aging
	SW	311	Social Services for Child/Family
	SW	385	Spiritual Formation & SW
	SW	391	Independent Study
	SW	393	Seminar
	SW	435	Senior SW Practicum

MAJOR plus FOUNDATIONS requirement of (42) (4 hours Science satisfied by required major courses.)

Plus electives needed for the 124 hour degree requirement (24)

HOWARD DAYTON SCHOOL OF BUSINESS

Dr. Michael Kane, Dean

HOWARD DAYTON SCHOOL OF BUSINESS UNDERGRADUATE PROGRAMS

Accounting
Business Administration
Marketing
Sport Management

Most business schools desire to be the best *in* the world. Our goal is to be the best *for* the world. A simple change of the word “in” to “for” expresses our radical view that we have a greater purpose in mind. The Howard Dayton School of Business provides an opportunity to study the principles of effective business management from the standpoint of the Christian worldview. The philosophy of Christian liberal arts education with its breadth of perspective and biblical view of truth is reflected in a distinctly Christian approach to the study of business management. The program makes the biblical principle of stewardship and Christian standards of ethics an integral part of the acquisition of technical knowledge and of the pursuit of excellence in professional skills.

We expect our students to graduate with a deep faith and excellent work skills that are integrated and holistic. Our curriculum is based on the over 3,000 verses in scripture that inform us about God’s view of wealth and how to handle our business and finances. To that end our courses are focused on a “triple bottom line” – profit, people, and purpose. Business has both the power to corrupt the rich or to bless the poor. It takes men and women of integrity who are completely surrendered to God’s purpose to bring out the best for the world.

Currently the Howard Dayton School of Business (HDSB) offers residential undergraduate students majors in Accounting, Business Administration, Marketing, and Sport Management, as well as minors in Business, Accounting, Sport Management, and Economics. The HDSB offers non-traditional, degree completion programs in Organizational Management, and a Master of Business Administration (M.B.A.) degree in the Graduate program.

M.B.A. 4+1 Option

The 4+1 M.B.A. degree from Asbury is designed to give students from all areas of study the opportunity to earn their bachelor’s degree and M.B.A. in five years. Undergraduate students may take graduate level courses their senior year and be granted “temporary admission status” to give them a fast start on the MBA program. For undergraduate program stipulations please see the “Undergraduate Students taking Graduate Level Courses Guidelines”.

BUSINESS AND ACCOUNTING

The programs in Business and Accounting at Asbury University provide an opportunity to study the principles of effective business management from the standpoint of the Christian world view.

1. The business curriculum includes (1) courses in the functional areas of management, finance, human relations, economics, marketing and (2) courses in the information processing and the quantitative analysis areas of accounting, computer programming and data processing, statistical methods, and management science and operations research.
2. The HDSB strives to incorporate free market economic concepts and ethical concepts throughout our course offerings.
3. Some of the career opportunities for students of business include (1) positions with accounting firms; (2) positions with such financial organizations as banks, brokerage firms, insurance companies, and

- savings and loan associations; (3) positions with all types of industrial and commercial organizations; (4) positions in religious organizations as staff accountants, controllers, treasurers, and in various administrative posts; and (5) positions in government and other not-for-profit organizations such as welfare agencies and hospitals.
4. Asbury requires 124 semester hours for a bachelor's degree. Students interested in an accounting major should be aware that in many states, the Society of Certified Public Accountants requires 150 credit hours to sit for the CPA exam. Our recommendation is that the student complete the undergraduate accounting major from Asbury and obtain the additional hours needed to sit for the CPA exam in a graduate program such as the Asbury 4+1 M.B.A.
 5. The course of study in business management pursued in the Christian environment of Asbury University offers young people an education which will enhance and enrich their personal lives and prepare them (1) for Christian service to society, (2) for effective performance in their profession, and (3) success in advanced study at the graduate level.

ECONOMICS

The Howard Dayton School of Business offers students a minor in Economics by completion of 21 credit hours (please see below for options regarding the required courses). An economics minor will help you to understand the factors that drive and shape our economy. The students who successfully complete the series of courses will have a solid understanding of how markets work, how to work with the economy in an ethical manner and what they need to do as Christian citizens in an economy where we capture all thoughts and making them obedient to Christ and his kingdom. A solid understanding of economics is essential in many career roles such as, businesses, churches, nonprofit organizations, financial institutions, and government organizations. Each of these organizations need decision makers who have a solid knowledge of how our economy works.

MARKETING

The Marketing major at the Howard Dayton School of Business is focused on preparing students for careers in the critical marketing function in corporate, entrepreneurial and not-for profit enterprises and ministries. In addition to the courses common to all HDSB majors, there are four courses that provide grounding in the fundamentals of marketing. Students choose an additional 3 elective courses, allowing them to customize the major to fit their particular area of interest. The HDSB marketing major can help prepare students for a variety of career opportunities including jobs in Product Management, Brand Management, Sales, Advertising, and Marketing Research. Students desiring to be prepared for effective ministry – whether in business or in Christian organizations – will find this major's focus on effective persuasive communication to be helpful as they prepare to be used for the expansion of God's kingdom.

SPORT MANAGEMENT

The Sport Management program at the Howard Dayton School of Business is designed to provide the opportunity to develop expertise in business management with an orientation toward the world of sport. People given the opportunity for responsibility in the management of sport programs and facilities must become familiar with the various aspects of sport activities in addition to becoming professional business leaders. The major addresses the emphasis on Christian service in the growing area of world sport business. Opportunities for employment would include a variety of sport organizations involving management in University and professional sport organizations, sport governing bodies, events and facility management, sales, sport marketing, sporting goods industry, sport media, parks and recreation departments, promotion, and fund raising.

MAJORS AND MINORS See the University Course Catalog for course descriptions.

ACCOUNTING (ACC) MAJOR REQUIREMENTS (57)

Business Core (36)

__ 3	ACC	201	Financial Accounting
__ 3	ACC	202	Managerial Accounting
__ 3	BU	211	Principles of Management
__ 3	BU	253	God, Faith & Marketplace
__ 3	BU	261	Business Analytics I
__ 3	BU	262	Business Analytics II
__ 3	BU	321	Business Law I
__ 3	BU	413	Strategic Mgmt Capstone
__ 3	BU	451	Principles Finance
__ 3	ECN	272	Intro Microeconomics
__ 3	ECN	273	Intro Macroeconomics
__ 3	MKT	241	Principles of Marketing

Accounting Core (21)

__ 3	ACC	301	Intermed Accounting I
__ 3	ACC	302	Intermed Accounting II
__ 3	ACC	305	Cost Accounting
__ 3	ACC	307	Princ Fed Income Tax
__ 3	ACC	361	Mgmt Info Systems
__ 3	ACC	402	Basic Auditing

Choose one additional Accounting course:

__ 3	ACC	309	Accounting/Nonprofit
__ 3	ACC	401	Advanced Accounting

MAJOR plus FOUNDATIONS requirement of (46) Plus electives needed for the 124 hour degree requirement (21)

BUSINESS (BU) MAJOR REQUIREMENTS (57)

Business Core (36)

__ 3	ACC	201	Financial Accounting
__ 3	ACC	202	Managerial Accounting
__ 3	BU	211	Principles of Management
__ 3	BU	253	God, Faith & Marketplace
__ 3	BU	261	Business Analytics I
__ 3	BU	262	Business Analytics II
__ 3	BU	321	Business Law I
__ 3	BU	413	Strategic Mgmt Capstone
__ 3	BU	451	Principles Finance
__ 3	ECN	272	Intro Microeconomics
__ 3	ECN	273	Intro Macroeconomics
__ 3	MKT	241	Principles of Marketing

Business Administration Core (12)

__ 3	BU	312	Small Business Mgt.
__ 3	BU	331	Human Resource Mgt.
__ 3	BU	335	International Business
__ 3	BU	412	Org Behavior & Structure

Choose 9 hours from Business courses 300 or higher: (in ACC, BU, ECN, MKT, SPM)

__ 3 (x3) _____

MAJOR plus FOUNDATIONS requirement of (46) Plus electives needed for the 124 hour degree requirement (21)

MARKETING (MKT) MAJOR REQUIREMENTS (57)

Business Core (36)

__ 3	ACC	201	Financial Accounting
__ 3	ACC	202	Managerial Accounting
__ 3	BU	211	Principles of Management
__ 3	BU	253	God, Faith & Marketplace
__ 3	BU	261	Business Analytics I
__ 3	BU	262	Business Analytics II
__ 3	BU	321	Business Law I
__ 3	BU	413	Strategic Mgmt Capstone
__ 3	BU	451	Principles Finance
__ 3	ECN	272	Intro Microeconomics
__ 3	ECN	273	Intro Macroeconomics
__ 3	MKT	241	Principles of Marketing

Marketing Core (12)

__ 3	MKT	342	Consumer Behavior
__ 3	MKT	343	Fund Professional Selling
__ 3	MKT	441	Marketing Research
__ 3	MKT	443	International Marketing

Choose three Business Marketing courses:

	ACC	305	Cost Accounting
	COM	261	Social Media
	COM	281	Public Relations Theory/Practice
__ 3	COM	351	Persuasion
	COM	431	PR Management & Strategy
	COM	461	Social Media Marketing
__ 3	MKT	344	Sales Management
	MKT	345	Adv Professional Selling
	MKT	435	Internship
__ 3	MKT	442	Innovation & Product Mgmt
	MKT	461	Brand Management
	MKT	473	Advertising/Promotions Mgmt
	PSY	210	Social Psychology

MAJOR plus FOUNDATIONS requirement of (46) Plus electives needed for the 124 hour degree requirement (21)

SPORT MANAGEMENT (SPM) MAJOR REQUIREMENTS (57)

Business Core (36)

__ 3	ACC	201	Financial Accounting
__ 3	ACC	202	Managerial Accounting
__ 3	BU	211	Principles of Management
__ 3	BU	253	God, Faith & Marketplace
__ 3	BU	261	Business Analytics I
__ 3	BU	262	Business Analytics II
__ 3	BU	321	Business Law I
__ 3	BU	413	Strategic Mgmt Capstone
__ 3	BU	451	Principles Finance
__ 3	ECN	272	Intro Microeconomics
__ 3	ECN	273	Intro Macroeconomics
__ 3	MKT	241	Principles of Marketing

Sport Management Core (12)

__ 3	REC	422	Plan/Design/Maintenance
__ 3	SPM	220	Intro to Sport Mgmt
__ 3	SPM	340	Sport Marketing
__ 3	SPM	410	Sport Economics & Finance

Choose 9 hours from Sport Management electives:

	ACC	305	Cost Accounting
	ACC	361	Mgmt Info Systems
	BU	322	Business Law II
__ 3	BU	331	Human Resource Mgmt
	BU	412	Org Behavior/Structure
	COM	230	Leadership Skills
__ 3	MKT	343	Personal Selling & Sales
	MKT	461	Brand Management
	PED	275	Principles of Admin in EXS
__ 3	SPM	310	History/Evolution of Sports
	SPM	330	Sport Communication
	SPM	380	Intro to Sport Analytics
	SPM	400	Sport Law
	SPM	435	Internship

MAJOR plus FOUNDATIONS requirement of (46) Plus electives needed for the 124 hour degree requirement (21)

ACCOUNTING MINOR (ACC) REQUIREMENTS (21)

This minor cannot be completed by students working toward a major in the Howard Dayton School of Business. Exceptions are permitted with an advising plan submitted to the Registrar's Office.

__ 3	ACC	201	Financial Accounting
__ 3	ACC	202	Managerial Accounting
__ 3	ACC	301	Intermediate Accounting I
__ 3	ACC	302	Intermediate Accounting II
__ 3	ACC	305	Cost Accounting
__ 3	ACC	307	Principles Fed Income Tax
__ 3	ACC	___	(300 or 400 level)

BUSINESS MINOR (BU) REQUIREMENTS (21)

[May not be completed by ACC, BU/BUS, MKT, or SPM majors.]

__ 3	ACC	100	Fundamentals of Accounting
__ 3	BU	100	Intro to Business & Personal Finance
__ 3	ECN	100	Principles of Economics

Choose 12 hours BU or MKT courses:

	BU	211	Princ Management (recommended)
__ 3	MKT	241	Princ Marketing (recommended)
__ 3	BU/MKT	___	_____
__ 3	BU/MKT	___	_____
__ 3	BU/MKT	___	_____

ECONOMICS MINOR (ECN) REQUIREMENTS (21)

This minor cannot be completed by students working toward a major in the Howard Dayton School of Business. Exceptions are permitted with an advising plan submitted to the Registrar's Office.

__ 3	ECN	272	Intro Microeconomics
__ 3	ECN	273	Intro Macroeconomics
__ 3	ECN	325	Statistics for Economics

Choose 12 hours Economics courses:

	BU	451	Principles of Finance
__ 3	ECN	372	International Financial Markets
__ 3	ECN	471	International Economics
__ 3	ECN	472	Applied Econometrics
__ 3	ECN	___	(300 or higher)
	PS	325	Public Policy
	PS	205	Markets & Politics

SPORT MANAGEMENT MINOR (SPM) REQUIREMENTS (21)

__ 3	ACC	361	Mgmt Information Systems
__ 3	BU	211	Principles of Management
__ 3	PED	210	Intro Health/PE
__ 3	PED	275	Principles of Admin in EXS
__ 3	SPM	220	Intro to Sport Management
__ 3	SPM	340	Sport Marketing
__ 3	SPM	410	Sport Economics & Finance

SCHOOL OF COMMUNICATION ARTS

Dr. Jim Owens, Dean

Dr. Doug Walker, Associate Dean

Asbury University recognizes that communication competence is vital to success in every field and strongly encourages the development and understanding of a Christian philosophy of communication. The objective of the School of Communication Arts is to prepare students to communicate truthfully and effectively in this age of diversity. The ability to clearly present information to others is more than a desirable skill, it is also a responsibility. Communication Arts is a multi-dimensional school with two departments that house a major in Media Communication; majors and minors in Communication, Journalism, Theatre & Cinema Performance, and Worship Arts; minors in Leadership, Public Relations, and Social Media; an APS program online major in Instructional Design; and graduate programs in a Master of Arts degree in Digital Storytelling, and in a Master of Fine Arts degree in Screenwriting and Film & Television Production.

Together, these programs help students learn to creatively and effectively communicate with others. The expectation is that students' communication abilities be guided by a deeper understanding of how one's faith in Jesus Christ can shape personal communication. Communication knowledge and skill can enhance student marketability in a variety of professions ranging from law, business, entertainment management, advertising, public relations, film production, electronic and print media, ministry, government/politics, high-technology industries, and international relations. Vocational opportunities in the 21st century demand that employees be able to use their technical expertise to communicate through varied and multiple media.

SCHOOL OF COMMUNICATION ARTS UNDERGRADUATE PROGRAMS

MEDIA, JOURNALISM & DIGITAL STORYTELLING DEPARTMENT MAJORS

Media Communication

Journalism

Instructional Design (see Adult Professional Studies)

COMMUNICATION, WORSHIP & THEATRE ARTS DEPARTMENT MAJORS

Communication Arts

Theatre & Cinema Performance

Worship Arts

See also SCHOOL OF COMMUNICATION ARTS GRADUATE PROGRAMS

Master of Arts: Digital Storytelling

Master of Fine Arts: Screenwriting

Master of Fine Arts: Film & Television Production

MEDIA, JOURNALISM & DIGITAL STORYTELLING

Dr. Jim Owens, Chair

The **MEDIA COMMUNICATION MAJOR** is designed to prepare students who think creatively and critically about their messages, their audiences and their communication tools. These men and women will develop competency in using a variety of media to communicate – including the Internet, audio and radio, television and the cinema – and they will seek to engage culture. Recognizing the media's collaborative nature, each student will also develop greater self-understanding, an appreciation of diversity, and the abilities to listen and to work in a team. The program has concentrations in television & video production, production design, performance, entertainment management, film production, multimedia, and audio production.

The **JOURNALISM MAJOR and MINOR** grounds students in an understanding of the power of writing, photo-imaging, video, documentary and graphics to bring meaning in an ever-changing marketplace of ideas. Students with a journalism major or minor gain not only professional journalistic skills but an understanding of how Christian values can be applied to competent leadership over print, and online, and broadcast media. This convergent journalism program gives students experience with newspapers, magazines, online news, broadcast news and documentaries.

MAJORS AND MINORS See the University Course Catalog for course descriptions.

JOURNALISM (JRN) MAJOR REQUIREMENTS (37)

__ 3	JRN	210	Foundations of Journalism
__ 3	JRN	214	Intro to Video Production
__ 3	JRN	275	Reporters/Round Table
__ 3	JRN	303	Feature Stories/Reviews
__ 3	JRN	307	Editing, Publishing & Design
__ 3	JRN	333	Advanced Newsgathering
__ 3	JRN	343	Photo Journalism
__ 3	JRN	375	Documentary Filmmaking
__ 3	JRN	435	Internship
__ 3	MC	308	Broadcast News
__ 1	MC	475	Senior Seminar

Choose two Media courses:

	ART	266	Intro to Photography
	ART	354	Graphic Design I
	COM	281	Public Relations Theory/ Practice
	ENG	241	Intro Creative Writing/Fiction
__ 3	ENG	300	Writing for Professions
	JRN	285	Travel Journalism
	JRN	390	Creative Non-fiction
	JRN	391	Independent Study
__ 3	JRN	393	Seminar
	MC	120	Radio Production
	MC	212	Writing for Media
	MC	225	Interactive Media I
	MC	261	Multi-Cam Production (4)

MAJOR plus FOUNDATIONS requirement of (46) Plus electives needed for the 124 hour degree requirement (41)

MEDIA COMMUNICATION (MC) MAJOR REQUIREMENTS (44-50) (26 Core + 18-24 Concentration)

__ 3	MC	101	Media & Society
__ 3	MC	212	Writing for Media
__ 3	MC	225	Interactive Media I
__ 4	MC	261	Multi-Cam Production
__ 0	MC	261L	Multi-Cam Production Lab
__ 3	MC	342	Mass Comm Theory
__ 3	MC	371	Faith, Media & Calling
__ 1	MC	475	Senior Seminar

Choose one:

__ 3	MC	120	Radio Production
	MC	121	Audio Production

Choose Internship:

	MC	435	Internship
__ 3	MC	437	Los Angeles Internship

REQUIRED CONCENTRATION (choose one):**MCTV - Television & Video Production (21)**

__ 3	BU	211	Princ of Management
__ 3	MC	302	Digital Field Production
Choose 15 hours from Production courses:			
	ART	354	Graphic Design I
	ID	450	Project Management (2)
	JRN	333	Adv Newsgathering
__ 3	MC	228	Live Audio & Sound Reinforce
	MC	282	Feature Film Screenwriting (4)
	MC	308	Broadcast News
__ 3	MC	326	Sports Storytelling
	MC	330	Media Ministry & the Church
	MC	340	Editing Practice & Theory
__ 3	MC	360	Underwater Cinematography
	MC	380	Remote TV Production
	MC	392/492	Directed Study
__ 3	MC	393	Seminar in Communication
	MC	395	Sitcom Production
	MC	397	Media Industry Travel
__ 3	MC	428	Special Events & Prod
	MC	472	Media Law
	THA	151	Acting I

MCDS - Production Design (21)

__ 3	BU	211	Princ of Management
__ 3	MC	325	Design for Film, TV, Theatre
__ 3	THA	262	Approach to Design Theatre

Choose one Art History:

__ 3	ART	251	Art History I
	ART	252	Art History II

Choose 9 hours from Design courses:

	ART	111	Intro to 2D Form & Design
	ART	112	Intro to 3D Form & Design
__ 3	ART	231	Interm Design & Color Theory
	ART	354	Graphic Design I
	ID	450	Project Management (2)
__ 3	MC	332	Sundance: Independ Cinema
	MC	372	Interactive Media II
	MC	392/492	Directed Study

__ 3	MC	393	Seminar in Communication
	MC	397	Media Industry Travel
	MC	428	Special Events & Prod

MCMM - Multimedia (21)

__ 3	ART	354	Graphic Design I
__ 3	ART	452	Graphic Design II
__ 3	MC	302	Digital Field Production
__ 3	MC	329	Coding/Develop Multimedia
__ 3	MC	372	Interactive Media II

Choose 6 hours from Multimedia courses:

	ART	406	Digital Darkroom & Imaging
	COM	261	Social Media & Emerging Tech
	COM	461	Social Media Marketing
__ 3	ID	325	Designing Online Interactions
	ID	375	Learning & Content Mgmt Syst (2)
	ID	410	Assessment & Evaluation
	ID	450	Project Management (2)
__ 3	MC	392/492	Directed Study
	MC	393	Seminar in Communication
	MC	397	Media Industry Travel
	MC	428	Special Events & Production

MCPF - Performance (18)

__ 3	MC	211	Media Performance
__ 3	MC	302	Digital Field Production
__ 3	MC	308	Broadcast News
__ 3	THA	151	Acting 1

Choose 6 hours from Media courses:

	JRN	333	Advanced Newsgathering
	MC	308	Broadcast News (repeatable)
__ 3	MC	326	Sports Storytelling
	MC	393	Seminar
	MC	397	Media Industry Travel
__ 3	MC	472	Media Law
	THA	251	Acting II
	THA	371	Acting for the Camera

MCEM - Entertainment Management (22)

__ 3	BU	100	Business & Personal Finance
__ 3	BU	325	Social Entrepreneurship
__ 1	MC	220	Inside Entertainment Business
__ 3	MC	472	Media Law
__ 3	MKT	241	Principles of Marketing

Choose 3 hours from Entertainment Business courses:

	BU	312	Small Business Mgmt
__ 3	ID	450	Project Management (2)
	MC	320	Inside the Music Business
	MC	338	Producing for Film
	MKT	343	Fund Professional Selling

Choose two Marketing courses (not used above):

	ACC	100	Fundamentals of Accounting
	COM	220	Interpersonal Comm
	COM	281	Public Relations Theory/ Practice
__ 3	COM	351	Persuasion
	COM	461	Social Media Marketing
__ 3	ECN	100	Principles of Economics
	MC	393	Seminar

	MC	397	Media Industry Travel
	MKT	342	Consumer Behavior/Decisions
	MKT	343	Fund Professional Selling
MCAP -	Audio Production (18)	<i>[Take MC 121 in major core requirements.]</i>	
__ 3	MC	222	Digital Audio Editing
__ 3	MC	275	Audio Engineering & Mixing
__ 3	MC	331	Advanced Audio Production
__ 3	MC	352	Multi-Track Recording
	Choose 6 hours from Audio Production courses:		
	MC	228	Live Audio & Sound
__ 3	MC	320	Inside the Music Business
__ 3	MC	344	Sound for Picture
	MC	392/492	Directed Study

MCFP -	Film Production (24)		
__ 3	MC	272	Film Aesthetics
__ 3	MC	302	Digital Field Production
__ 3	MC	310	Cinematography & Lighting
__ 3	MC	318	Film History
__ 3	MC	338	Producing for Film
__ 3	MC	340	Editing Practice & Theory
__ 3	MC	341	Directing the Narrative Film
	Choose one Film course:		
	ENG	315	Film as Literature
	JRN	375	Documentary Filmmaking
	MC	282	Feature film Screenwriting (4)
	MC	325	Design for Film, TV, Theatre
	MC	332	Sundance: Independ. Cinema
	MC	344	Sound for Picture
__ 3	MC	360	Underwater Cinematography
	MC	382	Film Production
	MC	392/492	Directed Study (3)
	MC	393	Seminar in Film
	MC	395	Sitcom Production
	MC	397	Media Industry Travel
	MC	401	Advanced Directing
	MC	435/437	Internship (repeatable)
	THA	151	Acting I

MAJOR plus FOUNDATIONS requirement of (46) Plus electives needed for the 124 hour degree requirement (28-34, depending on concentration)

JOURNALISM MINOR (JRN) REQUIREMENTS (18)

__ 3	JRN	210	Foundations of Journalism
__ 3	JRN	214	Intro Video Production
__ 3	JRN	275	Reporters of the Roundtable
__ 3	JRN	303	Feature Stories & Reviews
__ 3	JRN	307	Editing, Publishing & Design
__ 3	JRN	343	Photo Journalism

COMMUNICATION, WORSHIP & THEATRE ARTS

Dr. Jim Shores, Chair

1. Communication is the number one skill sought in job interviews and is vital for nearly every human interaction. The **COMMUNICATION major and minor, and minors in Leadership, Public Relations, and Social Media**, give students the theory and practice necessary to communicate effectively in multiple environments through appropriate channels. Asbury's program empowers students with ideas and skills that benefit their personal and spiritual lives as well as equips them for professional careers. In the modern world where people increasingly have multiple jobs over a lifespan, Communication delivers flexibility for a broad range of vocations including public relations, politics, event planning and management. Rooted in the ancient traditions of oratory and rhetoric as well as modern social scientific research, Communication majors can concentrate their studies in public relations, leadership, or international communication.

2. The **THEATRE & CINEMA PERFORMANCE major and minor** give students an opportunity to develop and refine acting, directing, and production skills. Students will develop a strong understanding of the history of the theatre and the cinema and their power to influence society and culture. This knowledge enables students to experiment with theatre communication techniques and approaches to audiences that stress excellence in performance and purity of purpose and message.

3. The **WORSHIP ARTS major and minor** equips students theologically, spiritually, and technically to play significant leadership roles in the worship arts in congregations. Building on a foundation of biblically- and theologically-informed study of the church and its worship, the program leads students in personal spiritual growth and in opportunity to develop abilities to lead in music, media ministry, drama, the visual arts, and intra-church relationships in today's church.

MAJORS AND MINORS [See the University Course Catalog for course descriptions.](#)

COMMUNICATION MAJOR (COMS) MAJOR REQUIREMENTS (40-52) (19 Core + 21-33

Concentration)

__ 3	COM	220	Interpersonal Comm
__ 3	COM	221	Narratives/Ideology Hollywood
__ 3	COM	271	Intro to Comm Theory
__ 3	COM	331	Group Comm & Leadership
__ 3	COM	340	Researching the Big Idea
__ 3	COM	435	Internship
__ 1	COM	475	Senior Seminar

REQUIRED CONCENTRATION (choose one):

COML - Leadership (24)

__ 3	BU	211	Principles of Management
__ 3	COM	230	Leadership Skills
__ 3	COM	251	Intercultural Communication
__ 3	COM	351	Persuasion
__ 3	ENG	300	Writing for the Professions

Choose two Leadership Communication courses:

	BU	331	Human Resources Mgmt
	COM	281	Public Relations Theory/ Practice
__ 3	COM	342	Communication Campaigns
__ 3	COM	350	Organizational Communication
	COM	397	Communication Field Experience

Choose one Leadership course:

__ 3	CM	411	Leadership in Ministry
	REC	362	Challenge Course Facilitation
	REC	312	Outdoor Christian Leadership
	SOC	201	Social Problems

COMM - Social Media (24)

__ 3	ART	354	Graphic Design I
__ 3	COM	261	Social Media & Emerging Tech
__ 3	COM	351	Persuasion
__ 3	COM	461	Social Media Marketing
__ 3	JRN	214	Intro Video Production
__ 3	MC	225	Interactive Media I

Choose two Interdisciplinary courses:

	ART	266	Intro to Photography
	ART	452	Graphic Design II
	COM	251	Intercultural Communication
__ 3-4	COM	281	Public Relations Theory/ Practice
	COM	342	Communication Campaigns
	COM	397	Communication Field Experience
	JRN	210	Foundations of Journalism
__ 3-4	JRN	343	Photo Journalism
	MC	212	Writing for the Media
	MC	261	Multi-Cam Television Prod (4)
	MKT	241	Principles of Marketing
	PSY	210	Social Psychology

COMI - International Communication (27)

__ 3	COM	230	Leadership Skills
__ 3	COM	251	Intercultural Communication
__ 3	SOC	353	International Social Issues

Choose a Production course:

__ 3	JRN	214	Intro Video Production
	MC	302	Digital Field Production

Choose 6 hours from Cultural courses:

	COM	350	Organizational Comm
	ICS	201	Christianity & World Religions
__ 3	ICS	311	Strategy Intercultural Comm
__ 3	ICS	322	Contextualization: Christianity & Culture
	PS	301	Comparative Politics
	SOC	112	Intro Anthropology

Choose 9 hours from Interdisciplinary courses:

	ART	266	Intro to Photography
__ 3	ART	354	Graphic Design I
	COM	261	Social Media & Emerging Tech
__ 3	COM	281	Public Relations Theory/ Practice
	COM	397	Communication Field Experience
__ 3	HIS	393	Seminar: International Affairs
	PS	302	International Relations
	PSY	342	Cross-Cultural Psychology

COMP - Public Relations (33)

__ 3	ART	354	Graphic Design I
__ 3	COM	261	Social Media/Emerging Tech
__ 3	COM	281	Public Relations Theory/ Practice
__ 3	COM	342	Communication Campaigns
__ 3	COM	351	Persuasion
__ 3	COM	431	PR Management & Strategy

__ 3	JRN	210	Foundations of Journalism
__ 3	MC	225	Interactive Media I
__ 3	MKT	241	Principles of Marketing

Choose one Media course:

	JRN	307	Editing, Publishing & Design
	JRN	343	Photo Journalism
__ 3	MC	120	Radio Production
	MC	302	Digital Field Production
	MC	308	Broadcast News
	MC	428	Special Events

Choose one Business Communication course:

	COM	251	Intercultural Communication
	COM	350	Organizational Communication
__ 3/4	COM	397	Communication Field Experience
	ENG	300	Writing for the Professions
	MC	212	Writing for the Media
	MKT	441	Marketing Research

MAJOR plus FOUNDATIONS requirement of (46) Plus electives needed for the 124 hour degree requirement (26-38, depending on Concentration)

THEATRE & CINEMA PERFORMANCE (THA) MAJOR REQUIREMENTS (46-48) (32 Core + 14-16 Concentration)

__ 1	THA	101	Theatre/Cinema Practicum
__ 1	THA	101	Theatre/Cinema Practicum
__ 1	THA	101	Theatre/Cinema Practicum
__ 1	THA	101	Theatre/Cinema Practicum
__ 3	THA	150	Movement for the Actor
__ 3	THA	151	Acting I
__ 3	THA	251	Acting II
__ 3	THA	262	Approach to Design
__ 3	THA	321	Auditions
__ 3	THA	325	Fundamentals of Directing
__ 3	THA	351	Acting III: Styles
__ 3	THA	382	Theatre History
__ 3	THA	451	Acting IV: Shakespeare
__ 1	COM	475	Senior Seminar

REQUIRED CONCENTRATION (choose one):

THAA - Acting (16)

__ 4	MC	282	Feature Film Screenwriting
__ 3	THA	371	Acting for the Camera

Choose one:

__ 3	COM	221	Narratives/Ideologies Hollywood
	MC	371	Faith, Media & Calling

Choose 6 hours from Theater courses:

	ENG	241	Intro Creative Writing Fiction
	ENG	410	Shakespeare
	MC	261	Multi-Cam Production (4)
__ 3	MC	302	Digital Field Production
	MC	395	Sitcom Production
	THA	285	New Works Seminar (4)
	THA	392	Directed Study (1-3)
__ 3	THA	393	Seminar (1-3)
	VOC	104	Voice Theatre & Worship (2)
	VOC	111	Voice/Theatre (1)
	VOC	112	Voice/Theatre (2)

THAM - Musical Theatre (14)

__ 2	MTH	111	Written Theory I
__ 2	MTH	112	Written Theory II
__ 1.5	MTH	121	Sight/Aural Training I
__ 1.5	MTH	122	Sight/Aural Training II

Choose one Vocal Theater course:

	VOC	104	Voice Theatre & Worship
__ 1-2	VOC	300	Opera Workshop
	VOC	301	Musical Theatre Ensemble

Choose 6 hours from Music courses:

	ENS	1__	Ensembles (1) (limit 2)
	MC	325	Design/Film, TV, Theatre
	MHL	251	History & Lit of Music I
__ 3	MHL	252	History & Lit of Music II
	MHL	356	Opera & Musical Theatre (2)
	PNO	151	Beg Functional Piano (1)
	PNO	152	Elem Functional Piano (1)
__ 3	THA	392	Directed Study (1-3)
	THA	393	Seminar (1-3)
	VOC	111	Private Lesson (1)
	VOC	112	Private Lesson (2)

MAJOR plus FOUNDATIONS requirement of (46) Plus electives needed for the 124 hour degree requirement (30-32, depending on Concentration)**WORSHIP ARTS (WA) MAJOR REQUIREMENTS (41-49.5) (29 Core + 12-20.5 Concentration)**

__ 3	CM	100	Ministry & Mission
__ 3	CM	201	Dynamics of Spiritual Growth
__ 3	CM	361	Worship Through Ages
__ 3	MC	225	Interactive Media I
__ 2	WA	101	Intro to Worship Arts
__ 2	WA	300	Worship Arts Leadership
__ 3	WA	330	Worship Design
__ 3	WA	435	Internship
__ 1	COM	475	Senior Seminar

Choose one Audio course:

__ 3	MC	121	Audio Production
	MC	228	Live Audio & Sound

Choose one Production course:

__ 3	JRN	214	Intro to Video Production
	MC	302	Digital Field Production

AREA OF CONCENTRATION (Choose one):**WAV - Visual Arts (12)**

Choose 12 hours from Media courses:

	ART	266	Intro to Photography
	ART	300	Art Theory & Criticism
__ 3	ART	354	Graphic Design I
	ART	452	Graphic Design II
__ 3	MC	121	Audio Production
	MC	261	Multi-Cam Production (4)
__ 3	MC	371	Faith, Media & Calling
	MC	372	Interactive Media II
__ 3	MC	380	Remote TV Production
	MC	395	Sitcom Production
	THA	262	Approach to Design
	WA	293	Worship Arts Seminar

WAD - Dramatic Arts (12)

__ 3	THA	151	Acting I
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Choose 9 hours from Theater courses:

	MC	282	Feature Film Screenwriting (4)
__ 3	THA	251	Acting II
__ 3	THA	262	Approach to Design
__ 3	THA	325	Fundamentals of Directing
	WA	293	Worship Arts Seminar

WAM - Music (20.5)

Entry into the Music Emphasis is by audition only. Applicants may audition on guitar, keyboard, bass, drums, or voice. Students who do not pass this may begin their general core classes and re-audition during a later semester.

__ 2	MTH	111	Written Theory I
__ 1.5	MTH	121	Sight/Aural Training I
__ 1	MUS	150	Music Technology
__ 3	WA	121	Contemporary Music Theory I
__ 1	WA	151	Worship Arts Technology
__ 2	WA	321	Introduction to Worship Band
__ 3	WA	322	Contemporary Music Theory II

Complete at least 2 hours from Private lessons in major instrument (INS/ORG/PNO/VOC)

__ 1x2 _____

Complete at least 5 semesters in worship band.

__ 1x5	WA	211	Worship Band Ensemble
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MAJOR plus FOUNDATIONS requirement of (46)Plus electives needed for the 124 hour degree requirement (28.5-37, depending on Concentration)**COMMUNICATION MINOR (COMS) REQUIREMENTS (21)**

__ 3	COM	220	Interpersonal Comm
__ 3	COM	221	Narratives/Ideologies in Hollywood
__ 3	COM	271	Intro to Comm Theory
__ 3	COM	331	Group Comm & Leadership
__ 3	COM	351	Persuasion

Choose 6 hours of COM, JRN, MC, or THA 200 or higher:

__ 3	COM / JRN / MC / THA	__	(200 or higher)
__ 3	COM / JRN / MC / THA	__	(200 or higher)

LEADERSHIP MINOR (LED) REQUIREMENTS (24)

[May not be completed by COM majors and must be completed without substitutions.]

__ 3	BU	211	Principles of Management
__ 3	COM	230	Leadership Skills
__ 3	COM	331	Group Comm & Leadership
__ 3	COM	435	Internship
__ 3	PHL	231	Ethics
__ 3	SOC	201	Social Problems

Choose two Leadership courses:

	BU	412	Organizational Behavior/Structure
	CM	411	Leadership in Ministry
__ 3	COM	281	Public Relations Theory/ Practice
	COM	350	Organizational Comm
__ 3	PSY	210	Social Psychology
	REC	362	Challenge Course Facilitation

PUBLIC RELATIONS MINOR (PR) REQUIREMENTS (24)

__ 3	COM	261	Social Media/Emerging Tech
__ 3	COM	281	Public Relations Theory/ Practice
__ 3	COM	431	PR Management & Strategy
__ 3	JRN	210	Foundations of Journalism
__ 3	MC	225	Interactive Media I
__ 3	MKT	241	Principles of Marketing

Choose two Public Relations courses:

	COM	251	Intercultural Communication
__ 3	COM	342	Communication Campaigns
	COM	351	Persuasion
__ 3	JRN	307	Editing, Publishing & Design
	JRN	343	Photo Journalism

SOCIAL MEDIA MINOR (SM) REQUIREMENTS (21)

__ 3	COM	221	Narratives & Ideologies in Hollywood
__ 3	COM	261	Social Media & Emerging Technologies
__ 3	COM	331	Group Comm & Leadership
__ 3	COM	351	Persuasion
__ 3	COM	461	Social Media Marketing

Choose two Social Media courses:

	ART	266	Intro to Photography
	ART	354	Graphic Design I
	COM	251	Intercultural Communication
__ 3	COM	281	Public Relations Theory/ Practice
	COM	342	Communication Campaigns
	COM	397	Communication Field Experience
	MKT	241	Principles of Marketing
	JRN	210	Foundations of Journalism
__ 3	JRN	214	Intro Video Production
	JRN	307	Editing, Publishing, & Design
	MC	212	Writing for the Media
	MC	261	Multi-Cam Production
	PSY	210	Social Psychology

THEATRE & CINEMA PERFORMANCE MINOR (THA) REQUIREMENTS (18)

__ 1	THA	101	Theatre/Cinema Practicum
__ 1	THA	101	Theatre/Cinema Practicum
__ 3	THA	151	Acting I
__ 3	THA	251	Acting II
__ 3	THA	325	Fundamentals of Directing
__ 3	THA	382	Theatre History

Choose 4 hours from Theater courses:

	ENG	410	Shakespeare
	MC	282	Screenwriting Fundamentals (4)
__ 3	THA	262	Approach to Design Theatre/Cinema
	THA	285	New Works Seminar
	THA	371	Acting for the Camera
__ 1	THA	393	Seminar (1-3)
	VOC	100	Voice/Non-Major (1)
	VOC	201	Voice/Non-Major (1)

WORSHIP ARTS MINOR (WA) REQUIREMENTS (21)

__ 3	CM	100	Ministry & Mission
__ 3	CM	213	Intro to Worship
__ 2	WA	300	Worship Arts Leadership

Choose two Media courses:

	ART	266	Intro to Photography
	ART	300	Art Theory and Criticism
__ 3	ART	354	Graphic Design I
	MC	225	Interactive Media I
	MC	282	Screenwriting Fundamentals (4)
__ 3	THA	151	Acting I
	THA	262	Approach to Design
	THA	325	Fundamentals of Directing

Choose one Production course:

	MC	121	Audio Production
__ 3	MC	228	Live Audio & Sound Reinforcement
	MC	261	Multi-Cam Television Production (4)

Choose 4 hours Music courses:

	CHM	210	Worship in Music (2)
	CHM	472	Songs of the Church (2)
__ 1-3	CM	361	Worship Through the Ages
__ 2-3	WA	211	Worship Band Ensemble (1)
	WA	293	Worship Arts Seminar (1-3)
	WA	321	Introduction to Worship Band (2)

SCHOOL OF EDUCATION

Dr. Michael Hylen, Interim Dean, School of Education, & Chair of Educational Specialties

Dr. Tim Crook, Chair of Instructional Leadership

Dr. David Riel, Director of Clinical Experiences

SCHOOL OF EDUCATION UNDERGRADUATE PROGRAMS

Elementary School Grades P-5

Middle School Grades 5-9

Secondary Education 8-12 (English, Biology, Chemistry, Social Studies, and Math)

P-12 Education (French, Spanish, Latin, Art, Music, and Health/PE)

LBD P-12 Dual Certification (must accompany certification for Elem Ed or Middle School)

The School of Education also offers an online Elementary School Grades P-5 program (based on Kentucky licensure) through the Adult Professional Studies.

Asbury University has a variety of teaching majors leading to either the Bachelor of Science in Education or the Bachelor of Arts degree. The mission of the School of Education is as follows:

Our mission as the School of Education is to facilitate the preparation of professional educators who embody world-class academic excellence, spiritual integrity, and servant leadership.

The goal of the School of Education is to provide a strong academic Clinical-Based Preparation Program and to prepare quality educators who are committed to professional excellence and who positively impact P-12 student learning. It is the intent of the School of Education to provide educators who can design instruction, assess student learning, analyze the work of learners, diagnose pupil progress, and prescribe for student success. To accomplish this, candidates in education will have specific and intentional clinical opportunities in each course and will have extended clinical school-embedded experiences integrated throughout the preparation process. The entire program is designed to facilitate education candidates entering a student-centered profession for the 21st century.

This commitment is embodied in the School of Education's model: "Facilitators of Student Success," which seeks to prepare educators in response to the Kentucky Teacher Standards who will be able to:

- Demonstrate knowledge of content
- Design/plan instruction
- Create/maintain learning climate
- Implement/manage instruction
- Assess and communicate learning results
- Demonstrate implementation of technology
- Reflect/evaluate teaching/learning
- Collaborate with colleagues/parents/others
- Engage in professional development
- Demonstrate professional leadership
- Demonstrate dispositions that facilitate student learning and success while fostering professional community

An integral facet of the program is education in a Christian context with preparation for service in various educational settings. Addressing a broad range of contemporary educational issues, many courses offer opportunities for working with school-age young people. Cooperating officials of nearby school systems provide the School of Education staff and students access to practical educational experiences. The School of Education preparation programs are approved and accredited by the Kentucky Education

TEACHER EDUCATION PROGRAM

The Teacher Education Program is administered through a Performance Assessment System built on a continuous improvement cycle which includes four progress check points or “Gates”:

Gate 1—Program Entry; complete Form 1

Gate 2—Admission to Teacher Education; admission to upper level courses

Gate 3—Admission to Student Teaching; complete Form 2

Gate 4—Program Exit; recommendation for certification

Students seeking a recommendation for a teaching certificate must be accepted into the Teacher Education Program (Gate 2) in order to complete required professional courses (300 or above). Receiving a “developing” rating at Gate 3 is required to pursue the professional semester and obtain a student teaching assignment. Fulfilling the requirements of Gate 4 (exit from program) results in a recommendation for certification. (Scoring rubrics for ratings, recommendations, interviews and dispositions are located in the current School of Education *Teacher Education Handbook*.) Student teaching, which is considered to be a full-semester of coursework, involves two weeks of seminars and day-long involvement and participation for 13 weeks during a semester in a local school district. A *minimum grade of 2.75* for all coursework in the cumulative, major, and professional courses GPAs must be maintained for continuation in all education major programs. [The professional courses are as follows: ED/EDA 301, 320, 341, 342, 350, 360, 380, 390, 385, 393, 401, 405, 410, 420, 421, 422, 425, 428, and all Student Teaching courses. Student Teaching is a minimum of 70 days and attendance at 7 seminars.]

ADMISSION TO TEACHER EDUCATION (GATE 2)

Gate 2 Admission For Traditional Undergraduate- Residential Programs:

1. Meet Teacher Education Program entry requirements.
2. Obtain a minimum GPA of 2.75 on a 4.0 scale in the cumulative GPA for admission into the Teacher Education Program.
3. Submit a formal application (Form 1) for admission into teacher education.
4. Obtain a grade of ‘C’ or above in each of these courses:
 - ENG 110 or ENG 151 (*or ENG equivalent*)
 - COM 150 Public Speaking (*or equivalent*)
 - MAT 201 (or equivalent) for elementary education majors, or MAT 120 for middle school, secondary, and P-12 education majors (Met by Math score of ACT 26 or pre-2016 SAT 600 or 2016 SAT 620.)
5. Complete the PRAXIS Core Academic Skills for Educators: Reading, Writing, and Math, and obtain KY passing scores.
6. Obtain a grade of ‘C’ or above in ED/EDA 200 Introduction to Education.
7. Complete successfully ED/EDA 201 Structured Inquiry Clinical, 60 hours that includes at least one diversity experience with positive teacher recommendations (developing rating)—including disposition ratings.
8. Obtain clearance from the Office of Student Development concerning moral, social, and ethical behavior.
9. Obtain 2 positive recommendations with disposition ratings for admission into teacher education.
10. Submit completed “Character and Fitness” form that meets Kentucky’s Code of Ethics
11. Complete a successful interview with the Teacher Education Committee at a “proficient” level.
12. Obtain an overall *Developing* score on the Gate 2 portfolio, which includes Standard XI for dispositions.

(See *variation for Gate 2 Admission For APS Undergraduate Programs – Education P-5*)

ADMISSION TO STUDENT TEACHING (GATE 3)

1. Cumulative GPA 2.75 minimum
2. Major GPA 2.75 minimum
3. Professional GPA 2.75 minimum
4. Complete Form 2--Application to Student Teaching
5. Obtain positive department approval, including disposition ratings
6. Submit completed "Character and Fitness" form that meets Kentucky's Code of Ethics.
7. Complete all professional education courses with a grade of 'C' or better
8. Obtain Medical Clearance
9. Complete criminal background check
10. Obtain a *Developing* rating on each ED/EDA 301 & 401 Clinicals
11. Complete a successful interview at a "proficient" level.
12. Obtain a *Developing* rating on the portfolio, including Standard XI for dispositions
13. Interview with the Director of Clinical Experiences

EXIT FROM PROGRAM – RECOMMENDATION FOR TEACHER CERTIFICATION (GATE 4)

1. Cumulative GPA minimum of 2.75
2. Major GPA minimum of 2.75
3. Professional GPA minimum of 2.75
4. Complete Certification Application
5. Obtain positive cooperating teacher recommendation, including Standard XI for dispositions
6. Complete and meet the criteria on the "Character and Fitness" Form
7. Complete student teaching with a *Developing* rating, including Standard XI for dispositions
8. Complete a successful interview with the Teacher Education Committee at a "proficient" level.
9. Obtain a *Developing* rating on the portfolio, including Standard XI for dispositions

Licensure Examinations:

All education majors are *required to take* the appropriate PRAXIS II Specialty Area Exam(s) and the respective Principles of Learning and Teaching (PLT).

Certification (Gate 4)

- The Teacher Education Program at Asbury University is accredited by the Kentucky Education Professional Standards Board and the Council for the Accreditation of Educator Preparation (CAEP). Requirements for each teaching area at Asbury University are in compliance with the minimum regulations set forth by the Kentucky Education Professional Standards Board and are subject to change. Each program curricular design responds to the specific CAEP specialty professional associations (SPA).
- Applicants for a Kentucky teaching certificate must complete state approved program requirements and all graduation requirements which provide for meeting the initial academic certification standards. To be recommended for certification, a candidate must complete a successful interview at a "proficient" level with the Teacher Education Committee, and the portfolio review with a *Developing* rating, which includes a rating on candidate dispositions. For certification the candidate must also receive scores that meet or exceed the Kentucky established minimums on the PRAXIS II Specialty Area Assessment(s) and Principles of Learning and Teaching.
- When the approved teacher education program and Kentucky certification testing requirements have been met and when an application for Kentucky certification has been completed, a Statement of Eligibility may be requested from the Kentucky Education Professional Standards Board. Upon securing a teaching contract, the beginning teacher must participate in the Kentucky Teacher Internship Program (KTIP) during the first year of teaching.

When certification is desired in another state, keep in mind that most state Departments of Education request a copy of the teaching certificate obtained from the state in which the teacher education program was completed. Graduates can contact a state's Department of Education to ask for an application for certification and can contact the Certification Specialist at Asbury University for assistance in interpreting individual state certification requirements.

Asbury graduates currently teach throughout the United States and in many foreign countries. Over 60% of the states, including Kentucky, belong to the Interstate Certification Compact.

Student Teaching Overseas - Asbury is affiliated with Interaction International/CCTECC (Christian College Teacher Education Coordinating Council) and SEND International. These organizations provide Asbury with an accredited framework to offer overseas student teaching. Dual placement is necessary, with candidates teaching stateside in a local school district with supervision by Education faculty during the first half of the semester. Student teaching overseas occurs during the last half of the professional semester. Careful consideration needs to take place by anyone desiring to student teach overseas. There is an application and stateside training fee. **Candidates must apply at least one full calendar year in advance of student teaching placement.** Contact the Director of Clinical Experiences in the School of Education for details and application specifications.

MAJOR REQUIREMENTS

The Kentucky Education Professional Standards Board mandates four levels of certification requirements which include Elementary (P-5), Middle School (5-9), Secondary (8-12), and all grade levels (P-12) Education. Students must meet the requirements of one of the prescribed certification programs.

Fifty percent of the major must be taken at Asbury University to receive a degree, and student teaching must be completed in a school district with which Asbury has a contractual agreement. **All program requirements are in response to Kentucky Education Professional Standards Board and are subject to change.**

MAJORS AND MINORS See the University Course Catalog for course descriptions.

ELEMENTARY SCHOOL GRADES (P-5) (ELEE) MAJOR REQUIREMENTS (82) (70 Core + 12

Concentration)

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 3	ED	274	Soc Studies & Sci/Elem
__ 3	ED	276	Arts & Humanities/Elem
__ 3	ED	290	Facilitating EL Success
__ 1	ED	301	Guided Inquiry Clinical
__ 3	ED	320	Exceptional Learner
__ 2	ED	341	Language Arts Methods (P-5)
__ 2	ED	342	Teaching of Reading (P-5)
__ 3	ED	350	Literacy Assessment (P-5)
__ 2	ED	360	Social Studies Methods (P-5)
__ 3	ED	380	Elem Math/Science Methods
__ 1	ED	401	Open Inquiry Clinical
__ 3	ED	405	Learning/Perform Assess
__ 2	ED	410	Classroom Management
__ 2	ED	428	Interventions/Differentiation

__ 3	ENG	240	Gram/Comp Elem Teachers
__ 3	ENG	360	Children's Literature (P-5)
__ 3	MAT	201	Elem School Math I
__ 3	MAT	202	Elem School Math II
__ 3	MAT	203	Elem School Math III
__ 3	PSY	101	Psych & Everyday Life

Complete:

__ 6	ED	498	Student Teaching
__ 6	ED	499	Student Teaching

REQUIRED CONCENTRATION (choose one):

ELEEEESL - English As A Second Language (12)

__ 3	ENG	200	Intro to TESL
__ 3	ENG	331	Linguistics/Adv Grammar
__ 3	ENG	335	Sound Systems of Language
__ 3	ENG	336	Gram Structure of Language
[Completion of following provides endorsement in ESL (12+6 total)]			
__ 3	ED	418	TESL Methods/Culture
__ 3	ED	419	ESL Methods II/Assessment

ELEELBD - Learning & Behavior Disorders (P-12) (12)

__ 1	ED	225	Assistive Technologies
__ 2	ED	330	Behavior Intervention
__ 3	ED	332	Collaboration and Advocacy
__ 3	ED	334	Early Child Spec Populations
__ 3	ED	338	Intro to Students with LBD
[Completion of following provides dual certification in Elementary and Special Education (12+6 total)]			
__ 3	ED	415	Assessment for Spec Ed
__ 3	ED	416	Methods Spec Populations

ELEELA - Liberal Arts/Interdisciplinary (12)

[12 hours compiled from the following areas (Foundations and other courses required above may not be included)]

			Communication
			English
__ 3	___	___	Fine Arts*
__ 3	___	___	Literature
__ 3	___	___	Mathematics**
__ 3	___	___	Philosophy
			Science
			Social Studies
			Foreign Languages***

(This Concentration includes focuses in English, Fine Arts, Math, Science, Social Studies, Foreign Language, or any combination thereof.)

*Music and/or ART has a 3 hour limit on independent studies, ensembles, private lessons.

**MAT460 specifically required if doing all math.

***Must be all one language and not used for FND requirements.

MAJOR plus FOUNDATIONS requirement of (37)(3 hours Social Science and 3 hours Math satisfied by required major courses; Foreign Language not required of ELEE majors unless seeking a B.A. degree instead of a B.S. degree.)Plus electives needed for the 124 hour degree requirement (5)(only 2 if Foreign Language is completed for B.A. degree.)

MIDDLE SCHOOL GRADES (5-9) (MSE) MAJOR REQUIREMENTS (79-90) (37 Core + 42-53

Concentrations)

__ 2	ED	200	Intro to Education
__ 1	ED	201	Struct Inquiry Clinical

__2	ED	220	Tech for Education
__2	ED	230	Human Growth/Development
__1	ED	301	Guided Inquiry Clinical
__3	ED	320	Exceptional Learner
__3	ED	385	Read/Writ Across Curriculum
__1	ED	401	Open Inquiry Clinical
__3	ED	405	Learning/Perform Assess
__2	ED	410	Classroom Management
__3	ED	425	Mid School Curr/Methods
__2	ED	428	Interventions/Differentiation
__6	ED	498	Student Teaching
__6	ED	499	Student Teaching

REQUIRED CONCENTRATIONS—CHOOSE TWO of the following five Concentrations:

MSEE - English/Comm Middle School Ed (24)

__3	ENG	230	Intro to Literature
__3	ENG	231	British Lit I
__3	ENG	232	British Lit II
__3	ENG	250	Writing for Teachers
__3	ENG	261	American Lit I
__3	ENG	262	American Lit II
__3	ENG	331	Linguistics/Adv Grammar
__3	ENG	361	Adolescent Lit

MSELB - Learning And Behavior Disorders (P-12) Dual Certification With Middle School (18)

__1	ED	225	Assistive Technologies
__2	ED	330	Behavioral Intervention
__3	ED	332	Collaboration & Advocacy
__3	ED	334	Early Childhood Spec Pop
__3	ED	338	Intro Students with LBD
__3	ED	415	Assessment for Spec Ed
__3	ED	416	Methods Special Populations

MSEM - Mathematics Middle School Ed (25)

__4	MAT	181	Calculus I + lab
__3	MAT	203	Elem School Math III
__4	MAT	361	Probability & Statistics
__4	MAT	362	Modern Geometry
__4	MAT	371	Algebraic Structures
__3	MAT	461	Topics in Mid Math
__3	MAT	___	[Pre-calculus or above]

MSESC - Science Middle School Ed (26)

__3	BIO	201	General Biology I
__1	BIO	203	General Biology I Lab
__3	BIO	221	Ecology
__1	BIO	223	Ecology Lab
__2	BIO	341	Ethical Issues
__3	CHE	121	Gen College Chemistry I
__3	CHE	122	Gen College Chemistry II
__1	CHE	123	Gen College Chemistry I Lab
__1	CHE	124	Gen College Chemistry II Lab
__3	ESC	150	Earth Science
__1	ESC	151	Earth Science Lab
__4	PHY	201	Intro Physics I + lab

MSESS - Social Studies Middle School Ed (27)

__3	ECN	100	Principles of Economics
__3	GEO	211	Principles of Geography

__ 3	HIS	201	U.S. History to 1876
__ 3	HIS	202	U.S. History Since 1876
__ 3	HIS	32__	(Choose European History, 320-327)
__ 3	HIS	350	Survey of Non-Western Cultures
__ 3	HIS	352	History of Latin America

Choose one:

__ 3	PS	101	American Politics/Government
	PS	300	Washington Federal Seminar

Choose one:

__ 3	PSY	101	General Psychology
	SOC	100	Intro to Sociology

MAJOR plus FOUNDATIONS requirement of (43) (Foreign Language not required for MSE majors.)

Plus electives needed for the 124 hour degree requirement (depends on Concentrations)

SECONDARY EDUCATION (8-12) Majors

Students preparing to teach at the secondary level must follow the curriculum as outlined by the departments offering these majors in education. (See individual Departments in the College of Arts & Sciences for details) These majors have the following components: Foundations requirements 39-48 hours; professional courses 37 hours; and teaching major 42-56 hours.

Major Fields: **(BIOE) Biological Science, (CHEE) Chemistry, (ENGE) English, (MATE) Mathematics, and (SSTE) Social Studies.**

P-12 EDUCATION (multiple grade levels) Majors

Students preparing to teach at all levels must follow the curriculum as outlined by the departments offering P-12 majors. (See individual Departments in the College of Arts & Sciences for details). These majors have the following components: Foundations requirements 46.5-48 hours; professional courses 28-34 hours; P-12 teaching major 39-61.5 hours.

Major Fields: **(ARTE) Art, (FRNE) French, (HPHE) Health and Physical Education, (MUSE) Integrated Music, (LATE) Latin, and (SPNE) Spanish.**

DUAL LICENSURE

Learning and Behavior Disorders (P-12) Dual Certification With Elementary/Middle School

To be completed only with a first major in education:

- Art Grades P-12
- Elementary School Grades P-5
- French Grades P-12
- Health & Physical Education Grades P-12
- Latin Education P-12
- Middle School Grades 5-9
- Music Education P-12
- Spanish Grades P-12

LBD DUAL MAJOR REQUIREMENTS (18)

__ 1	ED	225	Assistive Technologies
__ 2	ED	330	Behavior Intervention
__ 3	ED	332	Collaboration and Advocacy
__ 3	ED	334	Early Childhood Spec Populations
__ 3	ED	338	Intro to Students with LBD
__ 3	ED	415	Assessment for Spec Ed
__ 3	ED	416	Methods Spec Populations

Note: Student teaching is split between Elementary/Middle School, and Special Education.

PRE-EDUCATION MINOR (PREE) REQUIREMENTS (18-19)

[For students completing the Associates of Arts Degree.]

__ 2	ED	200	Intro to Education
__ 1	ED	201	Structured Inquiry Clinical
__ 2	ED	220	Tech for Education
__ 2	ED	230	Human Growth/Development
__ 3	ED	320	Exceptional Learner

Choose one track:

PREDE Elementary Track (9):

__ 3	MAT	201	Elem School Math I
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Choose 6 hours from:

	ED	274	Soc Studies/Sci in Classroom
__ 3	ED	276	Arts/Humanities
__ 3	ENG	240	Gram & Comp Elem Teach
	ENG	360	Children's Literature
	MAT	202	Elem School Math II

PREDM P-12 and Middle/Secondary Track (8-9):

Choose 8-9 hours in one content area:

Art, Biology, Chemistry, English, French, Health/PE, Latin, Math, Music, Social Studies, or Spanish

__ 3 (x3) _____

Other Undergraduate Opportunities

GLOBAL ENGAGEMENT OFFICE

Dr. Timothy Campbell, Academic Dean

Tina Wei Smith, Director

The University seeks to expand students' horizons outward to understand the history and value of other peoples and cultures, and prepares them for involvement in a complex and changing global reality. The Global Engagement Office (GEO) offers curricular and co-curricular opportunities that will challenge students to an increased cultural sensitivity and awareness as they develop cross-cultural competencies to effectively serve Christ in a global society. [www.asbury.edu/geo]

The Global Engagement Office administers the Cross-Cultural Engagement (CCE) requirement, which is an academic requirement that all students seeking a Bachelor's must complete in order to graduate. Through GEO students can also register for Study Abroad and Off-Campus Programs. Lastly, the English Language Center (ELC) is also housed within the Global Engagement Office. The ELC is a residential program for select incoming freshmen students with strong academic records but requiring additional support to increase their English proficiency level.

CROSS-CULTURAL ENGAGEMENT

POLICY SUMMARY

All traditional undergraduate students seeking an Asbury University Bachelor's degree (including transfer students with less than sixty hours of credit at the time of matriculation) will be required to satisfy the Cross-Cultural Engagement. International students or those who have lived extensively outside of the US and Canada may not have to travel to complete their CCE requirement, but they must satisfy the paperwork and academic requirements. Students with an Asbury Associate's degree who continue for a Bachelor's degree must complete the Cross-Cultural Engagement.

Graduation Requirement

A student cannot graduate until the Cross-Cultural Engagement has been completed. CCE travel/experience, and all CCE assignments & final paper must be completed before the end of the term to be eligible for that term's graduation date. Students completing CCE travel or final assignments/paper after the May commencement date are not eligible for May graduation. Students should complete all CCE assignments by end of term to allow GEO to complete and submit CCE approval forms to the Registrar's Office within 30 days of the official graduation date to meet graduation deadlines. Late CCE assignments/paper will cause the student's graduation to be moved to the next term.

Intention

The intention of the Cross-Cultural Engagement (CCE) is to strengthen students' abilities to interact with the world community, to expand their worldview, and to increase their cultural sensitivity with the ultimate goals of a broadened awareness as to how they might fit into God's plan of redemption in other cultures, and a developed competency to effectively serve Christ in a global society.

Basic Description

A Cross-Cultural Engagement is defined as an *immersion* into another culture, engaging the student in a variety of life-spheres (family, education, religion, art, media, economics, and government). Most experiences will expose the student to cultural dynamics outside of the United States. The experience must satisfy one of the options listed and must be of sufficient length and intensity to have an adequate impact upon the worldview of the participant.

Criteria Considered for a Cross-Cultural Engagement Requirement

1. Geographic location: Normally, this will be outside the United States and Canada
2. Exposure to various levels of ethnic and cultural diversity: such as language, customs, and worldviews
3. Time frame: May be completed as early as the summer preceding the senior year of high school
4. Length: Minimum of six consecutive nights in context

Options for Satisfying the Cross-Cultural Engagement Requirement

1. Off-Campus Programs and Study Abroad Programs that are semester/summer-long and approved by the Office of Academic Affairs. Please see the AU Study Abroad Programs and international programs listed under "Study Abroad and Off-Campus Programs"
2. Participation in an approved cross-cultural, short-term travel course, sponsored by an Asbury University faculty member and/or department
3. Participation in an approved cross-cultural mission related or volunteer trip with an Asbury University faculty member and/or staff member
3. Participation in an approved non-Asbury University program that meets the Cross-Cultural Engagement criteria and is sponsored by groups such as: a mission agency, a local church, a denomination, a para-church group, or nonprofit organization
4. Participation in the Asbury Initiative Program
5. Individual travel, programs, or projects and state-side proposals to be considered on a case-by-case basis.

Procedures & Process to Complete the CCE Requirement

1. Prior to traveling, every student must submit attend CCE Orientation and submit a CCE proposal with the GEO Office and it must meet approval.
2. Asbury University reserves the right to exclude from off-campus participation any student who is involved in conduct leading to disciplinary action or who may have a disability which cannot be accommodated.
3. Depending on the type of travel, students may need to fill out travel and liability forms with Asbury University.
4. All students traveling abroad under Asbury University authority must obtain an International Student Identification Card (**ISIC**), which is available directly through the GEO Office.
5. Before departing, students must meet all paperwork and academic requirements.
6. Upon returning, students must complete their CCE academic requirements and evaluations within 30 days after returning from the trip. For students traveling with outside organizations (non-Asbury), they must also show date verification on their passport or ticket stubs. Students trying to complete their CCE requirements after the 30 day time-period must submit an appeals form to the CCE Committee.
7. Credit for completing the requirement is listed on student's academic audit with the course designation: CCE 073.

Refunds for University Sponsored Trips Travel Costs

1. If an Asbury University class trip is cancelled due to low enrollment or United States Travel Warning a refund may be requested.
2. Asbury University assumes no responsibility for cancellation or changes in travel and trip schedules or adjustments in announced fees caused by changes in air tariffs, lodging rates, or airfare charged by those engaged for such services.
3. In the event of an act of war, terrorism, strikes, acts of God, or other emergency that causes a trip to be cancelled in whole or in part, any refund due will be determined by Asbury University at its sole discretion.

In the absence of a refund policy by the provider of the trip the following will apply if a student withdraws.

1. January Trips:

- A. Withdraws before November 15 — 50% of the total trip fee is forfeited.
- B. Withdraws between November 15 and November 31 — 75% of the total trip fee is forfeited.
- C. Withdraws after December 1 until departure — 100% of the total trip fee is forfeited.

2. Spring Break, May or Summer Trips:

- A. Withdraws before February 15 — 50% of the total trip fee is forfeited.
- B. Withdrawals between February 15 and February 28 —75% of the total trip fee is forfeited.
- C. Withdrawals after March 1 until departure — 100% of the total trip fee is forfeited.

3. If a student withdraws after the airline tickets are negotiated and/or purchased, no refunds or transfer of tickets can be made.

OFF CAMPUS STUDY & STUDY ABROAD

GENERAL POLICY

Participation in all Off-Campus/External programs requires two applications. Successfully completing the application process through Asbury gives the student approval to participate in an approved Off-Campus Program. Students who participate in outside programs without this approval will not be enrolled as a student for the period of the off-campus program and will jeopardize any credits earned. The student must also be formally accepted through the specific program. Registration will take place only upon final approval by the Academic Dean, or designee, and confirmation from the host agency of acceptance into their program.

ELIGIBILITY

Asbury Students:

1. Students participating in Study Abroad and Off-Campus Programs are required to have completed at least two semesters of college coursework at Asbury. Transfer students must have at least one of the semesters completed at Asbury.
2. Students must have a cumulative GPA of at least 2.75 (please note that some programs have higher GPA requirements).
3. Students must maintain good standing in all areas up to and during participation in the program. Any probation, including chapel probation, will make the student ineligible for participation.
4. Additional fees apply (\$200 for summer; \$500 for fall or spring). Additional tuition rates may apply.
5. Tuition waiver cannot be applied to Off-Campus Program charges. The only exception is made for Asbury University Study Abroad programs; tuition waiver may only be applied to one study abroad opportunity (i.e. Paris or China).
6. Students will pay all charges (except specific program deposits) to Asbury University. All charges must be paid in full by the first day of the semester.
7. Students may not be enrolled in independent/directed studies or online courses through Asbury while participating in an Off-Campus Program. Asbury University Study Abroad programs may have one online course accounted into the curriculum.
8. Students may not participate in the same program more than once and may not participate in more than two fall/spring semester programs.
9. Academy students are not eligible to participate in the Off-Campus Programs or Asbury University Study Abroad programs.
10. Students are responsible to make necessary arrangements to have transcripts sent to the Registrar's Office so that transfer credit can be received for the off-campus coursework. Any

applicable fees are also the responsibility of the student. If transcripts are not requested and received by 60 days after the close of the term, all grades will revert to 'W' (withdrawn).

11. For further information regarding any of these programs contact the Global Engagement Office.

Visiting Students:

1. Students visiting for the purpose of participating in off-campus programs are required to have completed at least two semesters of college coursework at their respective institution and to have a cumulative GPA of at least 2.75 (please note that some programs have higher GPA requirements).
2. Students will be required to submit the appropriate paperwork including the Home Institution Permission Form, Letter of Good Standing from their home institution, and signed Principles and Expectations of Community Life. Contact the Global Engagement Office for complete details and instructions.
3. Students will submit the appropriate deposits to Asbury University.
4. Because the visiting student technically remains a student at the home institution, except for the initial deposit required by the program, payment for participation is handled through the Business Office of the home campus. All charges must be paid in full by the first day of the semester.
5. For further information contact the Global Engagement Office.

APPLICATION PROCESS

For Asbury students, the application process begins in the Global Engagement Office. Students will be required to submit the appropriate paperwork along with necessary travel forms. For visiting students, the application process begins first in the Admissions Office where they will apply to be a "Visiting Student" and be accepted before continuing their application with the Global Engagement Office. Visiting students will be required to submit the appropriate paperwork including the Home Institution Permission Form, Letter of Good Standing from their home institution, and signed Principles and Expectations of Community Life. For application materials, please contact the Global Engagement Office.

CHRISTIAN COLLEGE CONSORTIUM STUDENT VISITOR PROGRAM

Founded in 1971, the Christian College Consortium is a group of thirteen Christian colleges and universities located across the United States who—through scholarships, conferences and exchange programs—serve the cause of Christ in higher education by encouraging and assisting one another in the pursuit of their respective missions. Through semester-long Consortium programs, such as the Student Visitor Program, students from member institutions study at other Consortium colleges or on off-campus and study abroad programs. In addition, the Vechery Scholarship provides annual awards to students from each Consortium member institution. For program information and for application materials, go to <http://www.ccconsortium.org/>. (Dr. T. Campbell)

ADDITIONAL TRAVEL & OFF CAMPUS OPPORTUNITIES

Various departments sponsor short-term travel courses on an occasional basis. Information will be available from the sponsoring department. Clearance and registration through the Registrar's Office is also required.

Semester program internships in Kentucky state government are available through the Social Science & History Department.

OFF CAMPUS & STUDY ABROAD PROGRAMS

Asbury University Study Abroad Programs

CHINA STUDY ABROAD (OFC 372, China – Asbury University Program)

The China Study Abroad program offers a unique opportunity for students in the CCCU family to study and experience China in several destinations over the course of a semester. This term of total immersion begins with 5 weeks in Xi'an, then a week in Northwest China, followed with 5 weeks in Beijing, and finally climaxing with a week in South China. When not in class session, the group engages in weekend excursions, outreach opportunities, and visiting iconic historical sites. Students live in community, and earn a full semester of credit in language studies, China history/culture, and topics related to cross-cultural ministry and Christianity in China. Prior Mandarin language is not required for the China semester. The program will be led and taught by an Asbury faculty member, who will travel alongside the students and will also disciple them for the semester. Living, learning, and interacting amongst the locals will allow students a unique perspective on this rising global superpower.

<http://www.asbury.edu/china>

SEMESTER IN PARIS (OFC 370, Paris, France – Asbury University Program)

The Paris Semester provides an international experience in a major cosmopolitan center; a full semester of liberal arts credit; an internship in one's field (such as visual art, music, media, ministry, or French language); a dormitory setting with other Asbury students (offering the security and benefits of a dorm setting back home); and supervision by Asbury faculty. Prior French language is not required to spend a semester with Asbury University in Paris, though the option of French language instruction is available. Courses will regularly incorporate site visits. Paris houses the largest art collections in the world, for example, so regular trips to the Louvre, Pompidou Center and other important cultural centers will be a regular part of the educational experience for the Paris Semester. <http://www.asbury.edu/paris> (Art Department)

Approved (Non-Asbury) Study Abroad Off-Campus Programs

AUSTRALIA STUDIES CENTRE (OFC 325, Brisbane, Australia)

In 2013, Australia Studies Centre, a Best Semester program, moved from Sydney to Brisbane to begin a partnership with Christian Heritage College. While the Centre's intent is still to transform lives by faithfully relating scholarship and service to biblical truth, the move results in expanded academic options. Courses are offered in the following areas. *Business*: Accounting, Marketing, Management, HR Management. *Education*: Early, Primary, Middle and Secondary. *Content-area units* are also offered in the areas of English, History, Drama, Business, Accounting and Biblical Studies. *Social Sciences*: Counseling, Youth Work, Human Services, Chaplaincy, Community Development, Human Behavior. *Ministries*: Ministry Foundation, Ministry Formation, Ministry Practice, Ministry Leadership, Social Justice. <http://www.bestsemester.com/asc/> (Academic Affairs)

BOLIVIAN EVANGELICAL UNIVERSITY (OFC 305, Santa Cruz, Bolivia)

Universidad Evangelica Boliviana was founded in 1980 as the first private university in Bolivia and the first evangelical university in Spanish-speaking South America. It is an affiliate of World Gospel Mission and is fully accredited by the Bolivian government. It has approximately 2,000 students in a variety of undergraduate and graduate programs. <http://www.wgm.org/page.aspx?pid=2507> (Ancient & Modern Languages Department)

CHEZ VOUS SUMMER STUDY IN FRANCE (OFC 302, Franceville, France)

This program is available through an arrangement with the Jacques LeFevre Institute. Located in a small town on the Normandy coast, the program offers French studies in a Christian atmosphere, opportunities for developing relationships with inhabitants of the area, an extended stay in Paris, and excursions to churches and attractions. Participants enroll for 6 hours of French credit at one of three levels beginning with second-year French. Recommendation by the Asbury Ancient & Modern Languages Department is required. <http://www.chezvoussummer.com/> (Ancient & Modern Languages Department)

DAYSTAR UNIVERSITY (OFC 310, Nairobi, Kenya)

The University provides courses in accounting, biblical studies, business and management, Christian ministries, communication, community development, education, English, and music disciplines. Courses are also available that introduce students to the history, culture, literature, politics, art, music, and religions of Africa. All instruction is in English, offered by a faculty composed primarily of African nationals. Approximately 1,700 students are enrolled from a number of African nations. <http://www.daystar.ac.ke/> (Academic Affairs)

IRELAND – AN TOBAR NUA (OFC 308, Galway, Ireland)

Foundation in Christ Ministries offers ministry experience and study abroad experience through An Tobar Nua. The internship program provides a practical, personal, and biblically-based opportunity for evangelical outreach training in a foreign culture. The study abroad program is a hands-on study in Galway, Ireland and allows students the opportunity to gain first-hand missions and processional experience in a ministry environment. This area of Ireland has a very secular worldview and a high drug and alcohol abuse culture with the attendant problems of unwanted pregnancy, addictions, life-controlling depression, and lifestyle challenges. The participant will also encounter multiple alternative spiritual belief systems. <http://foundationinchrist.org/> and <http://www.antobarnua.com/> (Academic Affairs/Global Engagement Office)

JACQUES LEFEVRE INSTITUTE SEMESTER PROGRAM (OFC 316, Merville-Franceville, France)

This program combines enrollment at the University of Caen (U-Caen) along with a ministry internship at the Institute itself. This program and internship provide a full semester of language credit (15-16 hours), while also giving each student a fuller experience of French life and ministry – serving others and helping to strengthen God's work in France. <http://www.jacqueslefevreinstitute.com/> (Ancient & Modern Languages Department)

JERUSALEM UNIVERSITY COLLEGE (OFC 396, Jerusalem, Israel)

At Jerusalem University College (also known as the American Institute of Holy Land Studies), students have opportunity to study the Christian Scriptures in the context of the land where the events occurred. The campus is located in Jerusalem on Mount Zion. Its buildings rest atop portions of the Herodian Wall with the site of the Essene Gate at one corner. The location provides all the necessities for school life and combines them with unique surroundings, architecture, and a solid foundation for education. Students participate in academic learning from biblical backgrounds, to Middle Eastern cultures, languages, and religions. <http://juc.edu/> (Christian Studies & Philosophy Department)

LATIN AMERICAN STUDIES PROGRAM (OFC 322, San Jose, Costa Rica)

This Best Semester program introduces students to a wide range of experiences through the study of the language, literature, culture, politics, history, economics, ecology and religion of the region. Students live with local families and become part of the day-to-day life. A practicum/internship is chosen from four areas: Latin American Studies (fall and spring), advanced language and literature (for Spanish majors, fall and spring), international business (fall only), and environmental science (spring only). Depending

on their concentration, students travel to nearby Central American nations including Nicaragua, Guatemala, Cuba and Panama. <http://www.bestsemester.com/lasp/> (Ancient & Modern Languages Department)

MIDDLE EAST STUDIES PROGRAM (OFC 326, Amman, Jordan)

This Best Semester program provides the opportunity to study Middle Eastern cultures, religions and conflicts from within this diverse and strategic region. Juniors and seniors participate in interdisciplinary seminar classes, receive Arabic language instruction and serve as interns with various organizations in Amman. Through travel (typically in Israel, Palestine, Lebanon, Jordan, Syria and Turkey), students are exposed to the diversity and dynamism of the local culture. At a time of tension and change in the Middle East, students are encouraged and equipped to relate to the Muslim, Eastern Christian and Jewish worlds in an informed, constructive and Christ-centered manner.

<http://www.bestsemester.com/mesp/> (Christian Studies & Philosophy Department)

OXFORD SUMMER PROGRAMME (OFC 328, Oxford, England)

As affiliate members of Wycliffe Hall, University of Oxford, students hone reading and writing skills and delve into areas that interest them while exploring the relationship between Christianity and the development of the British Isles. These Best Semester participants do specialized work under expert Oxford academics in the areas of English language and literature, history (including the history of art and history of science), philosophy, political philosophy, theology and the study of religion.

<http://www.bestsemester.com/osp/> (English Department)

SCHOLARS' SEMESTER IN OXFORD (OFC 327, Oxford, England)

As visiting students of Oxford University and members of Wycliffe Hall, students have the privilege to live, study, and learn in one of the university's historic halls. Students develop their academic writing and research skills and explore the disciplines and interests of their choice. This Best Semester program is designed for students interested in the fields of art history, classics, English language and literature, history, modern languages (French, German, Italian, Portuguese, and Russian), musicology, philosophy, and theology. Applicants are generally honors and other very high achieving students. A minimum 3.5 GPA is required. <http://www.bestsemester.com/ssol/> (English Department)

SEMESTER IN SPAIN (OFC 334, Seville, Spain)

Semester in Spain, a program of Trinity Christian College, has offered Spanish courses in Seville, Spain since 1977. The program combines challenging academic study (beginning, intermediate, and advanced levels) with practical opportunities for students to practice what they learn. The program provides a rich academic and cultural experience and fosters lasting relationships between students and their hosts.

<http://www.semesterinspain.org/> (Ancient & Modern Languages Department)

TOKYO CHRISTIAN UNIVERSITY (OFC 336, Tokyo, Japan)

A premier evangelical university set in a "green zone" city near downtown Tokyo, TCU offers a semester-long fall studies program in their East Asia Institute. The institute offers four primary courses along with electives that are taken along with other international students. The EAI gives students the opportunity to gain a deeper academic knowledge of this region of the world, immersing students in the life, culture, language and history of Japan. Students live in university dormitories and have the opportunity to explore the city, join in on field trips, and participate in campus activities. As part of the articulation agreement, airfare to and from Japan is included in the tuition. <http://www.tci.ac.jp/english/eai> (Global Engagement Office)

UGANDA STUDIES PROGRAM (OFC 329, Near Kampala, Uganda)

Offered in partnership with Uganda Christian University (45 minutes east of the capital city of Kampala), this Best Semester program provides both immersion in a local community and broad exposure to a variety of people and places in Uganda and Rwanda. Students live primarily on campus. Students in the Intercultural Ministry & Mission Emphasis live with host families within walking distance of the university. These relationships give students a firsthand perspective as they explore issues such as poverty, cultural expressions of Christianity and missions, and seek to reconcile the realities of East Africa with their Christian faith. <http://www.bestsemester.com/usp/> (Academic Affairs)

Approved (Non-Asbury) State-side Off-Campus Programs

AMERICAN STUDIES PROGRAM (OFC 320, Washington, DC)

This Best Semester program, based on the principle of integrating faith, learning and living, is designed for juniors and seniors in a wide range of academic majors and vocational interests. Students spend a semester in Washington, D.C. earning academic credit by serving as interns and participating in a contemporary, issue-oriented seminar program. Internships are available in congressional offices, social service agencies, think tanks, cultural institutions and many other organizations. Whether in public policy or strategic communication, students will engage what it means to be in community and to be a leader. <http://www.bestsemester.com/asp/> (Department of Social Science and History)

LOS ANGELES TERM (OFC 333, Los Angeles, California)

L.A. Term is a residential study and service semester in the heart of Los Angeles. It aims to equip students to live out their faith and values in postmodern urban culture. Students live with families in Los Angeles, do an internship at a local community or government organization, and take classes at the L.A. Regional Center in Koreatown. Students earn 15 semester units through a curriculum blending four components: an interdisciplinary urban culture-learning seminar, a survey and analysis of various faiths, a semester-long internship within a community or government organization combined with a weekly seminar, and a survey of the social dimensions of immigration into Southern California. <http://www.apu.edu/laterm/> (Academic Affairs)

ENGLISH LANGUAGE CENTER - INTENSIVE PROGRAM

The mission of the English Language Center's (ELC) Intensive Program is to prepare international students for academic course work toward an undergraduate degree at Asbury University. The Intensive Program (IP), housed within the Global Engagement Office, is a semester-long residential program for freshmen with a strong academic record but who require additional support with English language skills. Students are conditionally admitted and must earn passing grades in four IP courses in order to advance to full admission to Asbury University.

Admission Requirements

- Application
- TOEFL – 68-79, or IELTS – 6-6.49
- High School Transcript, GPA 2.5 or higher
- Statement of Financial Responsibility

Pre-Assessment Exam

Upon arriving on campus, all IP students must take a pre-assessment exam. This test helps to determine the international students' academic English language proficiency and places them in the appropriate levels. It also allows for post-assessment to see how students have progressed.

Costs

Asbury University full-time tuition and fees apply. Financial aid may be available. Rates for room and board are the same as full-time students; there are no additional housing costs. Please check asbury.edu for the most updated tuition rate.

Curriculum (See Undergraduate Course Catalog for course descriptions)

First Semester

IP students will complete a two-week intensive before New Student Orientation week. Following which, they will join the rest of the freshman student body for orientation programs. In the course of the 16-week semester, IP students will have 17 hours of weekly classroom instruction. Outside of the IP classroom, IP students will attend Chapel, meals, activities and campus programs, as well as live in the residential halls alongside all of the other undergraduate students. The English Language Center faculty and staff will intentionally make sure that IP students are integrated into campus life with the rest of the student body.

- ELC 092 Written Communication
- ELC 093 Oral Communication
- ELC 094 Integrated Skills: Learning the English Language through Mass Media
- ELC 091 Integrated Skills: Faith, Culture & the University
- ELC 095 English Language Center Supportive Workshop

Completion of IP Semester

Students' class performance will be used to determine whether or not they are eligible to move on to their transitional semester and begin taking college level courses. In order to successfully complete an IP semester, students must receive a grade of 'C' or above in all of their IP classes and a positive recommendation from the IP faculty member. Without passing grades, students will have to repeat the semester. Though the IP semester grades will not contribute to a student's overall GPA since these classes are only on a pass/fail basis, students will receive grades for their assignments and an overall class grade so that the instructor(s) can assess their progress and determine whether they have

successfully completed their course. Credits earned during the IP Semester are in addition to the minimum 124 credit degree requirement.

Second Semester

Upon successful completion of their IP Semester courses, students will continue on to a second semester where they take an advanced IP course (ELC 101) along with ENG 100 (first semester college level composition course), LA 100 Engaging the Liberal Arts, and two Foundations general courses, which will count towards the student's degree. Students will be required to continue their weekly IP Supportive Workshops (ELC 095). Students will no longer be considered an IP student, but will still receive the extra support they need as they transition and settle into their college level courses.

Attendance

An integral part of success in an intensive language learning program is regular class attendance. It is required that all students arrive to class on time and attend on a daily basis. As an Asbury student, all IP students must also adhere to University policy on attendance: "In order to assure maximum benefit from class instruction, it is important for students to attend class and complete readings and assignments. Instructors will explain to students at the beginning of each course their attendance expectations and grading policies with respect to absences from class sessions. Students are personally responsible for class attendance, including punctuality, participation, collegiality, etc. Instructors will report excessive absences to the Registrar's Office to allow the University time to determine if the school can render any assistance that can aid the student's academic success." (See Undergraduate Academic Policies > Attendance.)

Field Trips & Excursions

Each semester, particularly during the two-week intensive, IP students take field trips and off-campus excursions to fully experience local surroundings – Wilmore, Lexington, and the Commonwealth of Kentucky. These trips are designed to help students better understand their new home and educate them on American history and culture. Many of the local trips are scheduled in conjunction with students' Integrated Skills: Faith, Culture, & the University course. Once a semester, a large field trip is planned to neighboring cities, such as Louisville, Cincinnati, and Nashville. Students will also get to experience unique features in this part of the country – the great outdoors (hiking/canoeing), outdoor recreation (sports) and adventure trips (camping) will also be planned.

ROTC - RESERVE OFFICERS' TRAINING CORPS

Dr. Timothy Campbell, Academic Dean

Asbury University is affiliated with the Army ROTC and Air Force ROTC Programs through the University of Kentucky. Substantial scholarships are available to qualified students admitted to these programs.

1. Students interested in Air Force ROTC should contact AFROTC, Baker Hall, University of Kentucky, Lexington, Kentucky 40506-0028 (Phone: 859-257-7115) for details.
2. Students interested in Army ROTC should contact ROTC, 101 Barker Hall, University of Kentucky, Lexington, Kentucky 40506 (Phone: 859-257-2696) for details.
3. Students admitted to these programs may register cooperatively for courses through the University of Kentucky. Contact the Registrar's Office for information.

ROTC courses applied to the bachelor's degree.

A maximum of 26 semester credit hours earned in AMS and AFS courses will be accepted towards the 124 minimum number of hours needed for graduation with a baccalaureate degree. AMS 350 (1 credit hour) should only be taken for a maximum of 4 credit hours. Also, a maximum of four credit hours of KHP 107 will count toward the degree requirements. ROTC students who persist through the completion of AFS 311 and AMS 301 will satisfy PED100, while (1) KHP 107 will count for PE 111 in the Foundations requirements.

AEROSPACE STUDIES (Air Force ROTC)

The Department of Aerospace Studies provides a campus education program through which qualified students can simultaneously earn an Air Force commission and a college degree. Faculty members are experienced, active duty Air Force officers with advanced degree.

Admission to the Program

- Non-scholarship freshmen and sophomores may register for Air Force Studies (AFS) courses without incurring a military commitment.
- Students with a minimum of five semesters of school remaining in a graduate or undergraduate status may qualify for Air Force ROTC. For more information, call (859) 257-7115.

Requirements

- An academic major in aerospace studies is not offered. However, by successfully completing the Air Force ROTC program, a qualified student may concurrently earn a commission as an active duty Air Force Second Lieutenant while completing requirements for a degree. Students may enroll in some Aerospace Studies courses without joining the Air Force ROTC cadet corps. For more information, call (859) 257-7115.

AFROTC Curriculum

The AFROTC curriculum consists of both academic classes and leadership laboratory or seminar classes.

- The General Military Course (GMC) is a two-year course normally taken during the freshman and sophomore years.
- The Professional Officer Course (POC) is a two-year course normally taken during the junior and senior years. Along with academic classes each semester, all cadets also take leadership laboratory classes.

In the GMC, there are four academic classes:

Freshman Semesters

- AFS 111 offered in Fall semesters
- AFS 113 offered in Spring semesters

Sophomore Semesters

- AFS 211 offered in Fall semesters
- AFS 213 offered in Spring semesters

These cover two main themes – the development of air power and the contemporary Air Force in the context of the U.S. military organization. The GMC academic classes are open to any UK student.

In the POC, there are four academic classes:

Junior Semesters

- AFS 311 offered in Fall semesters
- AFS 313 offered in Spring semesters

Senior Semesters

- AFS 411 offered in Fall semesters
- AFS 413 offered in Spring semesters

These cover Air Force management and leadership and national security studies.

NOTE: Entry into the POC years is competitive and is based on

- Air Force Officer Qualifying Test scores
- Grade-point average
- Evaluation by the AFROTC Detachment Commander
- Only physically qualified students in good academic standing may compete for entry into the POC.
- Typically, these courses are for those cadets who have already completed the courses in the GMC, but the courses are open to any UK students.

Students enrolled as cadets are required to be involved once a week in a **1-credit-hour course** in the cadet corps training program designed to simulate a typical Air Force organization and its associated functions. This course is known as **Leadership Laboratory**. A cadet (only), UK students taking the courses electively are not required to take Leadership Laboratory but are also welcome, but cadets only are required to take all of the Leadership Laboratories each semester (fall and spring only) concurrent with their AFS courses listed above. If there are questions please refer to 859-257-7115 for further inquiries on the matter.

In the GMC Years:

Freshman Semesters

- AFS 112 (Fall)
- AFS 114 (Spring)

Sophomore Semesters

- AFS 212 (Fall)
- AFS 214 (Spring)

In the POC Years:

Junior Semesters

- AFS 312 (Fall)
- AFS 314 (Spring)

Senior Semesters

- AFS 412 (Fall)
- AFS 414 (Spring)

The leadership laboratories are largely cadet-planned and conducted under the concept that they provide leadership training experiences that will improve the cadets' capabilities as Air Force officers. This also involves three hours of physical training each week. Leadership laboratory is open to students who are members of the Air Force Reserve Officer Training Corps or are eligible to pursue a commission as determined by the Air Force ROTC Detachment Commander.

Field Training

Field training is offered at Maxwell Air Force Base in Alabama. Students receive officer training and leadership development with other students. Simultaneously, the Air Force has an opportunity to evaluate each student as a potential member of its officer corps. Field training courses include cadet orientation, survival training, officer training, aircraft and aircrew orientation, physical training,

organizational and functional aspects of an Air Force base, career orientation, small arms familiarization, first aid, and other supplemental training.

Scholarships

Students interested in AFROTC scholarships and details on eligibility and requirements, contact the Department of Aerospace Studies, 203 Barker Hall, University of Kentucky, Lexington, KY, 40506-0028, (859) 257-7115; or visit <https://afrotc.as.uky.edu/> for more information.

MILITARY SCIENCE AND LEADERSHIP (Army Officer Commissioning ROTC)

The Army Reserve Officers' Training program at Asbury University in partnership with the University of Kentucky is open to both men and women and follows a general military science curriculum that is normally completed in four years but which may be completed in two years. An academic major in military science is not offered. The program's primary objective is to commission the future leadership of the line branches of the Active Army, Army National Guard, and U.S. Army Reserve.

Scholarships: Students interested in Army ROTC scholarships should contact the Army ROTC Admissions Officer at (859) 257-6865; email armyrotc.uky.edu or visit 101 Barker Hall on UK campus.

Academic Program Successful completion of 20 credit hours of military science courses, while simultaneously completing undergraduate or graduate degree requirements, qualifies a student to be commissioned as a Second Lieutenant in the U.S. Army.

Required program courses are: AMS 101, AMS 102, AMS 211, AMS 212, AMS 301, AMS 302, AMS 341, AMS 342, an approved military history course (AMS 320 Advanced Studies American Military History), a computer science course, and continuous enrollment (or participation) in KHP 107 and AMS 250 or AMS 350 once contracted in the ROTC program. Also, cadets attend a five-week Leadership Development Assessment Course, usually in the summer between the junior and senior years. An alternative two-year program is available for students with at least two academic years remaining until graduation and who have not completed the AMS 100- and AMS 200-level courses. This program is particularly suited to community college students transferring to the University, or students who did not participate in the Basic Program during their freshman and sophomore years. Students should contact the Professor of Military Science about the five week summer Leadership Training Course conducted each summer at Fort Knox, Kentucky. Successful completion of the camp enables students to take AMS 300-level courses and complete the precommission program in two years. In certain cases, veterans or students who have completed Army basic training are also eligible to complete the program in two years.

Freshmen:

(Fall) AMS 101
(Spring) AMS 102

Sophomore:

(Fall) AMS 211
(Spring) AMS 212

The Basic Course: (100 and 200 levels) are orientational and deal with the Army's role in the U.S. government. American military history, small unit organizations/operations, military geography/ map reading and some adventure training are also addressed. No military obligation is incurred by completion of the Freshmen/Sophomore courses.

Junior:

(Fall) AMS 301
(Spring) AMS 302

Senior:

(Fall) AMS 341
(Spring) AMS 342

The Advanced Course: (300 level) focus on leadership, management, and command/staff responsibilities within military organizations. All upper division Army ROTC students receive \$450+ per month tax-free subsistence pay during the academic year. During the summer, students receive about \$700 while attending Camp. Leadership Lab periods, held weekly during the academic year, and on one Saturday per semester, focus on adventure-type training (e.g., orienteering, rappelling, survival training, and basic marksmanship). These activities are offered, subject to availability of equipment and facilities, to provide an opportunity to develop leadership, organizational abilities, and confidence.

Once a student is a contracted Cadet the following classes are also required each semester on a continuing basis: KHP 107 (Army Physical Fitness) and AMS 250 Basic Military Science Lab (Freshmen/Sophomore years) or AMS 350 Advanced Military Science Lab (Junior/Senior Years)

Professional development and enrichment opportunities are also available through ROTC sponsored university organizations – the Pershing Rifles and Kentucky Rangers. Army ROTC incorporates the dimension of leadership into the academic curriculum and provides training and experience that can be valuable in any profession. For more information, contact the Professor of Military Science, ATTN: Admissions Officer, U.S. Army ROTC, 101 Barker Hall, University of Kentucky, Lexington, KY 40506-0028; or call (859) 257-6864. Visit the Web site at: www.uky.edu/armyrotc/.

See the UNIVERSITY COURSE CATALOG for course descriptions [See AFS, AMS, and KHP]

TRADITIONAL UNDERGRADUATE ADMISSIONS

CAMPUS VISIT

Prospective students and their families are strongly encouraged to visit. This provides an opportunity to explore the campus and meet the people who make Asbury University unique. The Admissions Office offers a variety of scheduled campus visitation days or will design an individual visit based on the needs and interests of the prospective student.

Individual or group visits may be scheduled by contacting the Admissions Office at 1-800-888-1818 or 1-859-858-3511, ext. 2503, weekdays from 8:00 a.m. to 5:00 p.m. The office may also be reached by e-mail at: visit@asbury.edu or by FAX at 859-858-3921. Visits may also be scheduled online at www.asbury.edu/visit. Directions to the campus, hotel and restaurant information along with sites of local interest are available at www.asbury.edu/visit as well.

WHEN TO APPLY

Asbury University has a rolling admission policy. Applications for admission are accepted throughout the calendar year. Students are encouraged to apply for admission at the earliest possible date. An early application for admission provides optimal opportunity for financial aid awards, course selection, and campus housing. High school students are encouraged to apply in the fall of their senior year and may apply during the spring of their junior year of high school. Applications are accepted for the fall, spring, or summer semesters.

To obtain application materials and information, contact the Admissions Office by phone, 1-800-888-1818 or 1-859-858-3511; e-mail, admissions@asbury.edu; FAX, 859-858-3921; or online at www.asbury.edu/apply. Completed materials may be mailed to:

Undergraduate Admissions
Asbury University
One Macklem Drive
Wilmore, Kentucky 40390

APPLICATION PROCESS

The following are needed to complete the application process:

1. Application for admission that includes an affirmation of the community standards.
2. Official test scores from the (SAT) Scholastic Assessment Test of the College Examination Board or (ACT) American College Testing Program Assessment. This is required of all freshman class applicants and transfers who have earned less than 30 hours of college credit post high school graduation. Asbury University's SAT University code number, 1019, should be placed on the examination for the official reporting of the scores. The ACT University code number is 1486. If five or more years have passed since high school graduation, this requirement may not be applicable.

Information regarding registration, test dates, and location may be obtained from a high school guidance counselor or from the following:

College Board (SAT), PO Box 6200, Princeton, New Jersey 08541
or www.collegeboard.org

American College Testing Program (ACT), 2201 N. Dodge Street, PO Box 451, Iowa City, Iowa 52243 or www.act.org

3. **An official high school transcript** sent directly from the school or test scores from the General Educational Development Test (GED) sent directly from the testing agency are required of all applicants to the freshman class and transfer students who have earned fewer than 30 semester hours of university credit post high school graduation.

In order for high school transcripts (Public, Private, and Home School) to be considered official, a transcript must include: full name of student; birth date; home address; high school name; high school address; high school telephone number; indication of whether public, private, or homeschool; cumulative grade point average; grade 12 final grades; and the high school graduation date (not the date the transcript was issued).

High School Transcripts are evaluated on a four-point scale [A (4.0), B (3.0), C (2.0), D (1.0), F (0.0)]. The cumulative point standing based on this evaluation should be 2.50 or above. Variation from this scale is granted only when the transcript specifies a different evaluation. Weighted averages are taken into account for admission and for scholarships.

Home school Transcripts - Candidates to the freshman class or transfer students with fewer than 30 semester hours of university credit post high school graduation who have completed any portion of their secondary education through home schooling are required to provide certification of completion of a home schooling program and documentation of all course work completed.

NOTE: Official, final high school transcripts (that include a high school graduation date and official signatures) are required for students to receive the full benefit of the financial aid package.

All athletes, including home schooled students, must submit an official final high school transcript in order to be eligible for participation. [*Home school students seeking to participate in intercollegiate athletics will need additional documentation from their home state.*

NAIA policy states: "*Home school students must receive a certificate (or equivalent) granted by the state verifying successful completion of home schooling requirement...*"

4. **An official transcript from each college and university attended** should be sent directly from the institution to the Asbury University Admissions Office. This does include transcripts from the college attended for any dual credit courses taken during high school. These classes cannot transfer from the high school transcript.

College Transcripts are evaluated on a four-point scale [A (4.0), B (3.0), C (2.0), D (1.0), F (0.0)].

The cumulative point standing based on this evaluation should be 2.50 or above.

5. A signed and completed Christian Character Recommendation Form is recommended. The Admissions office reserves the right to require a recommendation in order to make an admission decision.
6. A personal interview and/or references may be required of selected candidates.
7. To be considered for full admission in good standing, applicants must supply evidence of likely success as an Asbury University student.
8. Satisfy the requirements for admission as outlined below for type of admission.

[ALL TRANSCRIPTS, whether high school or University, must be sent directly from that institution to the Admissions Office of Asbury University. Hand-carried transcripts may be used for evaluation. They are NOT acceptable as final, official transcripts.]

NOTE: further requirements are included below for international student applications

ADMISSION AS A NEW FIRST-TIME FRESHMAN

A student who has not attempted academic credit at another college or university since graduation from high school must apply for admission as a first time freshman.

TO BE ADMITTED AS A FRESHMAN, AN APPLICANT MUST SUBMIT:

- An academic record indicating graduation from high school with a cumulative grade point average of at least 2.5 (on a 4.0 scale) or completion of the GED.
- The SAT combined score for the old SAT (Critical Reading and Math) or the new SAT (Evidence-Based Reading & Writing and Math) of at least 1020 or an ACT composite score of at least 22.
- Applicants should have completed a college preparatory curriculum including:
 - English - four years including one year of Composition
 - Mathematics - three to four years including Algebra
 - Social Studies - two years including one year of History
 - Laboratory Science - two to three years
 - Foreign Language - two years of the same language

ADMISSION AS A TRANSFER STUDENT

A student who has attempted any semester hours of academic credit at another college or university following graduation from high school needs to apply for admission as a transfer student.

- To be admitted as a transfer student, an applicant must submit an official academic record, from each college or university attended, indicating a cumulative grade point average of at least 2.5 (on a 4.0 scale)
- A maximum of 75 semester credit hours of transfer credit may be transferred for the bachelor's degree from all sources (regionally accredited institutions, AP, CLEP, IB, AICE, military credit and institutional credit)
- Applicants with fewer than 30 semester hours of college credit will be classified as a Freshman Transfer and should also submit a high school academic transcript indicating a cumulative grade point average of at least 2.5 (on a 4.0 scale) and the SAT combined score for the old SAT (Critical Reading and Math) or the new SAT (Evidence-Based Reading & Writing and Math) of at least 1020 or an ACT composite score of at least 22.

RE-ADMISSION AS A FORMER STUDENT

Former Asbury University students who have withdrawn from the University or have failed to maintain continuous enrollment may apply for re-admission. Students applying for re-admission must submit:

- A completed Asbury University Application for re-admission.
- An official transcript of all post-secondary grades and course work from all institutions attended since the last Asbury University enrollment.

To be re-admitted, an applicant must be in good standing academically, socially and financially at Asbury University. An applicant not in good standing in one or more of these categories will be referred to the Admissions Review Committee for consideration.

NOTE: Students who withdraw or become inactive must reenroll within two years of the last term attended to continue on the same year bulletin degree requirements. Students who reenroll after the two years become subject to all bulletin degree requirements in place at the time of reenrollment.

ALSO, Returning students may not reenroll in a degree program that has been discontinued. Returning students in such programs must declare a current active program at the time of readmission. See *"Associate Degree Requirements"* and *"Bachelor Degree Requirements"*.

ADMISSION AS AN INTERNATIONAL STUDENT

International students applying for admission to Asbury University as a freshman or a transfer student must:

- Complete an Asbury University application for admission.
- Submit official copies of all secondary and post-secondary academic records to the Office of Admissions

- **Preferred English Proficiency Tests: International English Language Testing Service (IELTS) and the Test of English as a Foreign Language (TOEFL)** - International students must demonstrate their English proficiency to Asbury University.

Applicants must present a minimum score of **80 on the internet-based Test of English as a Foreign Language (TOEFL) or 550 on the paper-based TOEFL** before they can be admitted. For the **International English Language Testing Service (IELTS)**, applicants must present a **minimum score of 6.5**.

Students with a 68-79 on the TOEFL or a 6.0 on IELTS may still receive conditional admittance to the university, but will be required to complete the English Language Center's Intensive Program (IP) before gaining full admission.

If the applicant is a native speaker of English and is a citizen of Great Britain, Australia, Canada, New Zealand or the British West Indies, **SAT or ACT scores** are required instead of the TOEFL or IELTS. If the applicant has studied as a full-time student in one of the countries mentioned above within the last two years (or at a school where English is the language used in classroom teaching), has taken at least one English class with a grade of B or better, and has a good academic record at the school attended, he or she has the option to submit **SAT or ACT scores** to determine whether the English Proficiency Test may be waived.

TOEFL (School Code: 1019; www.toefl.org) and the IELTS (www.ielts.org).

- A signed and completed Christian Character Reference form is recommended.
- Submit the Asbury University Statement of Financial Responsibility form. Applicants must also submit a certified bank document verifying a current balance in USD.
- An international transfer student interested in receiving credit for previous college or university work from a foreign university must submit authenticated copies of all post-secondary academic records to the Office of Admissions through the World Education Services credential services clearinghouse. Applicants must order the WES ICAP (International Credential Advantage Package) evaluation package and verified transcript, and must request a Course-By-Course Report. (BASIC evaluation packages and Document-By-Document Reports will not be acceptable.) When completing the application, Asbury University must be selected as a recipient institution. Applicants may access this service and submit a U.S. Credential Evaluation Application at www.wes.org/application/apply_now.asp. Applicants are responsible for paying the Credential Services Fee for the WES ICAP Course-By-Course Evaluation, as well as the appropriate delivery fee to the World Education Services through the above website. **NOTE: Fees are *not refundable* and are subject to change.** Under certain circumstances, additional administrative fees may be charged.
- Once accepted, international students must submit a pre-tuition deposit equal to \$2,500 (USD) (\$500 is non-refundable). This deposit **must be submitted in full before an I-20 document may be created** and sent to the student.
- Once accepted, students must send a copy of their valid passport to the Office of Admissions.

ADMISSION AS A NON-DEGREE SEEKING STUDENT

Students who are not seeking a degree or who are enrolled in another institution and wish to take a course from Asbury University may apply, completing the Special Status Application online at www.asbury.edu/apply. Non-degree seeking student applicants must have completed a secondary school or hold a General Educational Development Test Certificate. In either case, the applicant must submit appropriate verification of his or her status. Applicants must be in good standing academically, socially, and financially from all prior institutions attended. Applicants not in good standing in any of these categories will be referred to the Admissions Review Committee for evaluation. Students who wish to maintain non-degree seeking student status may accumulate up to 12 semester hours over no more than two semesters.

A non-degree seeking applicant must submit:

- A completed non-degree seeking student application for Admission.
- An official high school transcript or GED if holding less than 30 semester hours from institutions of higher learning.
- Official academic transcripts from all post-secondary institutions attended.

Non-degree seeking students may be admitted as:

- a. Post-Baccalaureate: Students who hold a bachelor's degree and are earning further credits just to complete an additional major or certification.
- b. Special: (1) students taking courses for personal interest or development, or (2) Students who may not meet admissions requirements but have been admitted by special action of the Director of Undergraduate Admissions and/or the Admissions Review Committee for a specified period of time.
- c. Auditor: Students attending non-activity courses for personal enrichment and not for academic credit may refer to Auditing Courses policy under the Academic Policies section of this Bulletin. Only lecture-type courses or the lecture part of laboratory courses may be audited. Activity courses may not be audited.
- d. Visiting: Full time students visiting, with proper permission from their home institution, for study at our Wilmore campus or specific study abroad programs.

ADMISSION DECISION

Each candidate for admission is reviewed individually with careful consideration given to academic records, test scores, application essays, references and the ability to benefit from and contribute to the opportunities offered at Asbury University. Asbury University does not discriminate on the basis of race, color, gender, age, national or ethnic origin, or handicap in the admission of students, in its educational policies or in its activities. In addition, Asbury University does not discriminate on the basis of religion in the admission of students and in student access to educational programs. Asbury University reserves the right to deny admission to any applicant when that decision is determined to be in the best interest of the student or the institution.

When a candidate has completed the application process, one of the following decisions will be made:

- Admission in Good Standing
- Conditional Admission. Applicants who fail to meet the minimum admission criteria may, in some instances, be granted conditional admission. Students granted conditional admissions are usually subject to provisions designed to promote academic achievement. These provisions may include a reduction in course load, and/or enrollment in specific classes or support programs.
- Provisional Admission. In some cases, students will be given provisional admission based on self-reported information or unofficial documents pending receipt of official documentation to complete their application file. If official documentation fails to arrive in the time period allowed, the student faces the potential of immediate suspension and, in any event, will not be allowed to register for the next semester.
- Denied Admission. The Director of Undergraduate Admissions may deny admission to any student whose academic records and/or standardized test scores indicate little likelihood of academic success at Asbury University. Asbury University also reserves the right to deny admission to any applicant when that decision is determined to be in the best interest of the student or the institution. An applicant who has been denied admission has the right to appeal that decision in writing to the Admissions Review Committee provided the applicant can present relevant additional information in support of his or her application.

NOTIFICATION

Candidates for admission who have completed the application process will receive written notification of their admissions status. Information on the next steps of the enrollment process will be included with this communication:

ASBURY ACADEMY ADMISSION

ADMISSION AS A HIGH SCHOOL STUDENT FOR DUAL ENROLLMENT

Asbury Academy is an “Early Access to University” program for high school juniors and seniors. This program provides opportunities for high school juniors and seniors to take courses for the Foundations requirement at the University level (100- and some 200-level courses), enabling them to complete high school and earn University credit through dual enrollment. Students may participate in Asbury Academy during either or both the fall and spring semesters of their junior and senior year (and summer prior to senior year).

ON-CAMPUS ASBURY ACADEMY

Asbury University offers Asbury Academy **on-campus** to local students.

- High school **seniors** may take **four (4) free credit hours** each fall and spring semester of their senior year (not summer). Additional courses may be taken at 50% of the regular tuition rate.
- High school **juniors** may take on-campus courses for 50% of the regular tuition rate.
- On-campus students choose from over 80 course offerings in the 100 and 200 level classes.
- On-Campus Academy students must be able to provide their own transportation.
- On Campus Asbury Academy Fall 2017, Spring 2018 cost = \$489 per credit hour on campus*.
- On Campus enrollment, if taking 12.0 hours or more, requires emergency contacts and/or proof of medical insurance

ONLINE ASBURY ACADEMY

Asbury Academy also offers courses online.

- Online classes are offered in an 8 week intensive format. Due to the concentrated nature of these classes, a student may only be enrolled in one online course at a time.
- Academy students may take two consecutive online courses each semester.
- The online classes are offered at a special reduced tuition charge for Asbury Academy Online students (see University Tuition and Expenses in this *Bulletin*).
- Online Asbury Academy Fall 2017, Spring 2018 cost = \$141 per credit hour online*.

*See Undergraduate Tuition And Expenses section for additional student fees and course fees that may apply.

ASBURY ACADEMY ADMISSION REQUIREMENTS, ON-CAMPUS AND ONLINE:

1. A completed application. www.asbury.edu/admissions/asbury-academy/apply
2. An official high school transcript showing a weighted cumulative grade point average for seniors of 3.00 or higher, and a weighted cumulative grade point average for juniors of 3.25 or higher.
[Please note: Students should submit a high school transcript with final prior year grades that indicates reaching the junior or senior status prior to Asbury Academy orientation.]
3. Official examination scores are required for admittance to ENG and MAT classes:
 - ENG 110 Exposition & Research - English score: ACT 22, pre-2016 SAT 510, or 2016 SAT reading 28
 - ENG 151 Adv. Exposition & Research: ACT 27, pre-2016 SAT 660, or 2016 SAT reading 35
 - MAT 100 Introduction to Problem Solving: Math score: ACT below 22, pre-2016 SAT below 510, or 2016 SAT below 540.
 - MAT 120 Concepts of Mathematics & Technology: ACT 22, pre-2016 SAT 510, or 2016 SAT 540

4. Academic recommendation letter (must be from a non-relative)
5. Written permission from a parent or guardian to enroll in the program
6. Signed Statement of Financial Responsibility. The Statement of Financial Responsibility covers additional fees such as lab fees, library fines, parking passes, etc. (Statement is sent to the student with his or her acceptance letter.)

Asbury Academy Admission Procedures:

Applications and other required information should be submitted to the Asbury University Admissions Office. Applications for the Fall and Spring semesters can be submitted up to one week prior to the first day of class, but students who apply early are more likely to enroll in the class of their choice. A required orientation day for Asbury Academy students taking on campus classes will be scheduled one week prior to the first day of classes for the Fall and Spring semesters.

Contact our Asbury Academy Coordinator with questions or for more information. academy@asbury.edu or (859) 858-3511, ext. 2179

For information on Academic Support, Tutoring, and Academic Accessibility Resources see “*Undergraduate Academics > Academic Support Services > Academic Accessibility Resources*”.

SERVICES & SUPPORT – UNDERGRADUATES

ASBURY COMMUNITY LIFE

Asbury University is a community of learners in the Christian liberal arts tradition with a mission to prepare students educationally, socially, and spiritually to impact their world for Jesus Christ. The community is committed to ten foundational principles (see the undergraduate *Handbook for Community Life*) which promote the development of a lifestyle for a lifetime. At the heart of this community are Jesus' two great commandments found in Matthew 22:37-40: "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind....And...you shall love your neighbor as yourself."

In order to develop a Christ-like higher education environment, the University has guidelines governing social life and conduct on campus, including the use of tobacco, alcoholic beverages and drugs. Students enrolled in the traditional undergraduate program can learn more from the *Handbook for Community Life*.

Whether you are a new or returning student, furthering your education will present opportunities for growth. Asbury University provides programs and support services to assist you as you pursue your educational goal. Go to asbury.edu/student-life.

CENTER FOR ACADEMIC EXCELLENCE

The Center for Academic Excellence (CAE), located on the lower level of Kinlaw Library, exists to support students across all academic disciplines. Traditional undergraduate degree students are offered free academic support through the Center for Academic Excellence (CAE) writing support and tutoring services, and Academic Accessibility Resources. Fee-based tutoring is available for Academy students. Students can request tutoring and other academic support services at any time during a semester through the CAE website, asbury.edu/academics/cae or by emailing tutoring@asbury.edu. Call campus ext. 2196 for additional information. See also *Undergraduate "Academic Support Services"*.

ACADEMIC ACCESSIBILITY RESOURCES

Academic Accessibility Resources (AAR) provides reasonable academic accommodations for students with disabilities in accordance with the ADA Amendments Act of 2008 (ADAAA). AAR offers academic accommodations on a case-by-case basis depending on student self-report, past history of need, and current need of academic accommodations. See more under "*Academic Accessibility Resources*". Students who would like more information about receiving academic accommodations can contact the AAR Coordinator, Pamela Downing, pamela.downing@asbury.edu or (859) 858-3511 X2283.

Students with physical limitations needing accommodations can be successful at Asbury University. Students with physical disabilities who are considering attending at the University must contact the Vice President of Student Development/Dean of Students (ext. 2116) to discuss their situation and accommodation needs.

CENTER FOR CAREER AND CALLING

The Center for Career and Calling exists to assist students in developing effective career decision-making and employment skills reflective of God's unique calling on their lives. The Career and Calling staff helps students understand their interests, values, skills, and personalities while applying this knowledge to their choice of academic major, career exploration, and the job search process. The Center provides individual career counseling sessions and manages an online job/internship opportunity web page to assist Asbury University students in connecting with employers who are specifically seeking Asburians as job/intern candidates. On-campus recruiting events and off-campus job fairs are coordinated through the Center. Workshops and classroom presentations occur throughout the year to

assist students in developing effective skills in areas such as resume writing, LinkedIn development, job and internship searching, and interviewing. Go to asbury.edu/career for additional information and online resources or contact us at careerandcalling@asbury.edu or ext. 2401.

CENTER FOR COUNSELING

The Center for Counseling endeavors to equip and encourage Asbury University students toward greater personal and community health. The Center staff works toward developing the God-given potential of traditional undergraduate students by providing a broad range of professional psychological counseling services including individual, group, couples, pre-marital, marital and crisis counseling. A variety of services are also provided in residence halls, classrooms, and administrative meetings. Integrating counseling practice with Christ-centered principles, the office seeks to prepare students for a lifetime of learning, leadership, and service. Services are free (except for some assessments or special events/workshops) to students who are currently enrolled for at least nine hours per semester. Students registered for fewer than nine hours pay a fee of \$50 per session (no insurance required). Go to asbury.edu/counseling or call ext. 2323 for additional information.

COMPLAINTS

The Asbury University Student Complaint Policy (SCP) is available to students who request to have a concern resolved about a person or process of the University community not covered by existing policies, such as the grading policy, residency policy, student code of conduct policy, sexual misconduct policy, etc. The objective of the SCP is to resolve concerns as quickly and efficiently as possible at the level closest to the student.

Informal Resolution

Occasionally, a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, the student should always try to work out the problem by first discussing it with those most appropriately involved with the issue, whether it is faculty, staff member or another student. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Based on the Matthew 18 principle encouraging believers to first go to each other and work out an issue, it is the hope that most issues and complaints could be amicably resolved through a process of discussion and negotiation.

Formal Complaint Process

If the complainant is not satisfied or unwilling to address the issue with the individual, a formal process may be initiated. All formal complaints must be in writing using the official Asbury University Student Complaint Form, which is available online and in the Office of Student Development. Complaints should be filed during the semester of occurrence but no later than 30 days after the end of the semester. Process and procedures for the complaint resolution are available in the Office of Student Development, online at asbury.edu/complaint-policy, or via email to DeanofStudents@asbury.edu.

ON-CAMPUS OPPORTUNITIES

OFFICE OF HOUSING AND COMMUNITY LIFE

Asbury University is committed to the residential university experience for traditional undergraduates and thus expects full-time single students to live in University housing. Go to asbury.edu/housing or call ext. 2322 for additional information.

Students who want to live off campus must meet one or more of the following criteria to be eligible to apply:

- Students who are classified as "Independent" (a legal designation through the Financial Aid Office)
- Students who are 23 or older
- Students who live with parents, close relatives, or a legal guardian

- Students who are working in an approved home for their room and board but who make no cash payment for said room and board
- Students who are fifth-year seniors

An *Application to Live Off-Campus* must be filed at least one week prior to the beginning of the academic term to avoid a late filing fee. Forms are available in the Student Accounts Office (ext. 2330) and Business Affairs Office (ext. 2151).

The University offers a limited number of one- and two-bedroom units for married and nontraditional-age students, all unfurnished. Students who desire this type of housing should contact the Office of Community Life (ext. 2322) at the earliest possible date, as there may be a wait list.

FOOD SERVICE

Food is available during stated hours on the Wilmore campus for residents, commuters and visitors at the Z.T. Johnson Cafeteria and Z.T.'s Bistro. Snacks are available in the Hiccup Café coffee shop in the student center. See menu information and hours of service during regular fall and spring semesters at www.asbury.edu/student-life/food-service/cafeteria-menu

Students living in campus housing are required to sign up for one of the listed cafeteria meal plans.

20 Meal Plan provides students 20 meals per week (no meals carry over)

225 Block Plan provides students 225 meals per semester. Students can share these meals with their friends and family (may use up to 5 meals per meal period).

14 Meal Plan provides the student 14 meals per week (no meals carry over)

175 Block Plan provides students 175 meals per semester. Students can share these meals with their friends and family (may use up to 5 meals per meal period).

Students who live in the Aldersgate apartments, Kenyon House, or Spanish House have the option of choosing any of the meal plans listed above or choosing from a plan listed below. (For meal plan purposes, Sarah Johnson House is NOT part of Aldersgate)

7 Meal Plan provides the student 7 meals per week (no meals carry over)

95 Block Plan provides students 95 meals per semester. Students can share these meals with their friends and family (may use up to 5 meals per meal period).

With each meal plan, students have the option of purchasing Eagle Bucks to spend at different locations on campus, including the Bistro and the coffee shop.

Asbury understands that some students may have extenuating circumstances that warrant an exception to the meal plan requirements. Students who meet one or more of the criteria listed below can submit an application for a 7-Meal Plan:

Students who eat with parents, close relatives or a legal guardian

Students whose meals are provided as part of their work agreement

Students who are student teaching

Students whose work and class schedules conflict with the meal schedule

Students who have documented medical concerns certified by the University physician

If a student feels he/she meets one or more of the criteria for an exception, an application can be submitted to the Assistant Vice President for Business Affairs. The application must be filed at least one week before the beginning of the semester to avoid a late filing fee. Applications are available in the Student Accounts Office (ext. 2330) and the Business Affairs Office (ext. 2151).

Please visit Pioneer College Caterers at asbury.pconline.net for health and nutritional information as well as shop for special treats (birthday cake, cookies, fruits, etc.) for an Asbury University student.

HEALTH SERVICES

As a provider of Christ-centered, competent and compassionate healthcare, Asbury University Student Health Service is dedicated to enhancing the educational process by: modifying or removing health-related barriers to learning, promoting an optimal level of wellness, and enabling students to make

informed decisions about health-related concerns. The University maintains a well-equipped health center with a competent staff of experienced registered nurses and a part-time physician for the traditional undergraduate population while school is in session. The Health Service is open 35 hours per week and nurse triage phone consultation is available for emergencies after hours. Students may see the physician or nurses by appointment at no additional expense, except for certain prescription medications, diagnostic tests, and immunizations. Excellent medical facilities exist in nearby Lexington in case of serious injury or illness. Go to asbury.edu/health, email health.services@asbury.edu, or call ext. 2277 for additional information.

OFFICE OF SPIRITUAL LIFE AND CHAPEL

Spiritual Life. The Asbury University community is committed to the integration of faith, learning and living. The Office of Spiritual Life serves to nurture students in their spiritual journeys by intentionally encouraging worship, discipleship, community service and social justice. Many discipleship opportunities are offered, including Gather on the floors of every residence hall, covenant groups, Bible studies, and student-led worship events. Opportunities to serve others include mission trips, weekly outreach ministries of service and justice, and ministry teams to churches and camps during the summer. Students have peer ministry opportunities to serve as discipleship leaders and in their residence halls as Spiritual Life Assistants. The Office of Spiritual Life is committed to equipping students for ministry and service on campus, in the community, and around the world to prepare a new generation of Christian leaders. Go to asbury.edu/campus-ministries or call ext. 2200 for additional information.

Chapel. One of the historic distinctives of Asbury University is the gathering of the traditional undergraduate student body in chapel three times a week. Chapel remains the most central time when we proclaim Christ Jesus as Savior – where the entire community joins to witness the presence of the Spirit, to nurture love of the Father, and to launch into outreach that shares the love of Jesus. We also hear amazing preaching and teaching that invites students into spiritual formation – into the ongoing process of being shaped by the Holy Spirit into the image of Christ for the sake of others. Exalting Jesus Christ as our Cornerstone, we believe students leave Asbury with a greater understanding and experience of Scripture, holiness, stewardship and mission. This worship hour is sacred as students, faculty, and staff are challenged to listen, think, believe, and commit to the calling of Christ to be His people in a broken world, being transformed by the work of the Holy Spirit to live holy. See Undergraduate Academic Policies > Chapel Attendance section, visit asbury.edu/chapel, or call ext. 2200 for more information.

STUDENT PUBLICATIONS

The Asbury Collegian (student newspaper), Asbury Review (literary review magazine) and the Asburian (yearbook) are published by student staffs. The publications are produced under the direction of a student/faculty Publications Committee and are also related to the journalism program of the University. For more information, contact the advisor of each publication: The Asbury Collegian, ext. 2397; Asbury Review, ext. 2189; Asburian, ext. 2117.

MUSIC ORGANIZATIONS

Women's Choir, Chorale, Men's Glee Club, Concert Band, Orchestra, Handbell Choir, Jazz Ensemble. Several Chamber Ensembles (Brass Quintet, Flute Choir, Bluegrass Band, String Quartets, etc.) are available for student participation. Contact the Music Department at ext. 2250 for more information.

DEPARTMENT OF ATHLETICS

Asbury University recognizes the educational value of sports and maintains an extensive program of intercollegiate athletics. These programs are designed to give students the opportunity for physical exercise and participation in events which develop a spirit of cooperation and good sportsmanship. The

programs are intended to be harmonious with the total training of students, preparing them to live as Christians in a competitive society.

The varsity program is open to the skilled student-athlete who wants to participate in the highest level of athletic competition at Asbury University. The athletic director, working with the Athletic Advisory Committee, is responsible for the administration of the intercollegiate program. The sports and programs offered are the following: women—basketball, cheerleading, cross country, golf, lacrosse, soccer, softball, swimming, tennis, and volleyball; men—baseball, basketball, cross country, golf, lacrosse, soccer, swimming, and tennis. Go to asburyeagles.com or call ext. 2475 for additional information.

Intramural Sports

The intramural program is open to all Asbury University students, alumni, faculty, and staff. A variety of sports, activities, and special events are available throughout the year. Visit asbury.edu/intramurals for more information.

OFFICE OF STUDENT LEADERSHIP DEVELOPMENT

Leadership Development Programs. Based on the belief that all students are potential leaders, Asbury University offers a leadership development program open to all students, which includes a variety of different elements designed to encourage personal involvement in the community and leadership development. The co-curricular program provides experiences and workshops allowing students to develop their leadership theory, skills, and application. The Asbury University Center for Adventure Leadership also promotes leadership development in the form of adventure-based learning. Students participating in the leadership program receive a co-curricular transcript detailing their involvement in leadership activities, co-curricular activities and service projects. See the *Handbook for Student Leadership Opportunities*, visit asbury.edu/leadership, or call ext. 2117 for more information.

Welcome Week. The Asbury University community is committed to the success and overall development and satisfaction of the students enrolled. Therefore, all new first-time and transfer students enrolling full-time in the traditional undergraduate program fall or spring semester are expected to attend an orientation program designed to provide the information and support needed to make a successful transition into the academic, spiritual, cultural, and social climate of the University. Visit asbury.edu/orientation or call ext. 2127 for additional information.

Transition And Guidance Program. New full-time traditional undergraduate students receive support through the Transition And Guidance Program (T.A.G.). Pairs of trained peer mentors, known as T.A.G. Leaders, assist small groups of first-time or transfer students during Welcome Week and throughout their initial semester to successfully acclimate and integrate into campus life in and out of the classroom. T.A.G. Leaders are prepared to work closely with the students in their group and provide information regarding campus services, programs, and personnel available to help students grow and develop personally and spiritually, manage academic challenges, and/or cope with personal issues, so that they can thrive while at the University and achieve their personal best. The T.A.G. Leaders also offer social opportunities for the students in their group through weekly dinners and monthly activities. Call ext. 2127 for additional information.

Student Organizations. Organizations and clubs are an important part of life at Asbury University. Most students become active members of at least one organization or club. These groups are typically formed along Christian, cultural, personal or educational interests. Go to asbury.edu/clubs for additional information.

OFFICE OF INTERCULTURAL PROGRAMS

International, U.S. ethnic, and third-culture students all provide a richness of culture that is integral to the University. With an institutional commitment to cultural competence, the Office of Intercultural Programs sponsors and advises ethnic student organizations and provides individual support for international, third-culture, and U.S. ethnic students, as well as offers cultural programs and experiences

for the entire campus community that impact student learning by increasing awareness, understanding, respect, and appreciation of cultural and ethnic diversity. Go to asbury.edu/intercultural or call ext. 2314 for additional information.

Cultural Programs. A variety of educational and social cultural activities, events, as well as service opportunities are offered to the campus community. Each year students can attend cultural festivals and programs on campus and in the surrounding community, see a cultural movie, participate in a diversity dialogue with guest speakers or faculty members, worship with an ethnic congregation, or serve as a volunteer for a Martin Luther King Jr. Day community service project.

Ethnic Student Organizations. International, third-culture, and U.S. ethnic students can find support and opportunities for social interaction through one of five student organizations sponsored by the office—Alpha Sigma Alpha (Asian-American Student Alliance), Beta Sigma Alpha (Black-American Student Alliance), Iota Sigma Alpha (International Student Alliance), Lambda Sigma Alpha (Latina/o-American Student Alliance), and MuKappa (Third-Culture Student Alliance).

Individual Support Services. Individual support that is responsive to the specific needs of international, U.S. ethnic, and third-culture students is provided to assist them in acquiring the knowledge and skills necessary to grow and develop personally and to be academically successful while at the University.

Intercultural New Student Orientation. Prior to Welcome Week each fall, a special program is offered for new international students and students who have lived outside the U.S. during the previous three or more years. The program is designed to address the immediate needs and cultural issues related to collegiate life these new students may encounter upon entering the U.S. All new international and third-culture students are expected to attend both Intercultural New Student Orientation and Welcome Week. Transfer student participation in Intercultural New Student Orientation is determined by the office on an individual basis.

Emerging Leader-Scholar Program. Through a competitive selection process, outstanding high school African-American, Asian-American/Pacific-Islander, American-Indian/Alaskan-Native, and Latina/o-American students are invited to participate in the Emerging Leader-Scholar Program (ELSP) throughout their four years as undergraduate students at the University. Participants in the program demonstrate a commitment to their personal development and growth as a leader by achieving academically, actively participating in ELSP support services and monthly activities, and engaging in campus leadership opportunities.

Asbury Initiative Grant. The University provides a valuable co-curricular opportunity for students to experience international service work during the summer break. Competitive grants for expenses and a stipend are awarded in the spring of each year to juniors, seniors, and graduating seniors to impact the global community through sustainable initiatives in developing countries in the areas of international community development, social and economic development, public wellness and treatment, literacy and education, and other public services.

ADULT PROFESSIONAL STUDIES REQUIREMENTS

COURSES FOR THE FOUNDATIONS IN APS PROGRAM (48 credits)

Complete any specific courses listed, plus complete courses within specified listed content areas to satisfy the Foundations Liberal Arts requirements for each Student Learning Outcome (SLO).

SLO 1: Integrating Christian Faith & Culture (9 credits)

Biblical Studies (9)

__ 3	OT	100	Old Testament Survey
__ 3	NT	100	New Testament Survey
__ 3	TH	250	Foundations Christian Thought

SLO 2: Discover Human Thought/Creative Expression (21 credits)

__3 ENG 110 Expos & Research

Plus:

Communication or Writing area (6)

Literature area (3)

Humanities (9) - such as Philosophy, Literature, Cultural Studies, Music/Art/Theatre Appreciation

SLO 3: Engaging Society & Global Responsibility (9 credits)

History area (3)

Social Science area (6) - such as Sociology, Psychology, History, and Political Science

SLO 4: Achieving Quantitative & Critical Literacy (6 credits)

Mathematics area (3) [College Algebra or higher]

Mathematics, Science and/or Computer Technology area (3)

SLO 5: Searching the Natural World and Environment (3 credits)

Science area (3)

SATISFYING THE FOUNDATIONS REQUIREMENT

1. Courses in the Foundations are required for a degree (associate or bachelor).

2. Some courses required in a major may also satisfy a Foundations course. See each individual major for specifics. Students meeting any Foundations requirements with major courses, or by waivers of any kind, must still meet the total credit hours required to graduate with a degree.

Students with waivers of any Foundations requirements must still meet the minimum credits required for graduation (60 for Associate's, and 124 for Bachelor's degree).

Additional requirements for education majors seeking certification.

The above requirements satisfy the bachelor degree; additional requirements may be necessary to complete teacher certification. See School of Education for details.

Fulfillment of all degree requirements is the student's responsibility.

Students in the APS programs are subject to all UNDERGRADUATE ACADEMIC POLICIES at the start of the Bulletin unless the policy is specifically labeled for traditional undergraduate program.

ACADEMIC PROGRAMS IN APS

See the UNDERGRADUATE COURSE CATALOG for course descriptions.

THE ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS (60)

Biblical Studies (9)

- __ 3 OT 100 Old Testament Survey
- __ 3 NT 100 New Testament Survey
- __ 3 TH 250 Foundations of Christian Thought

Writing and/or Communications (9)

- __ 3 ENG 110 Expos & Research
- __ 3 (x 2) _____

Literature (3)

- __ 3 _____
- Humanities (9) [Philosophy, Literature, Music/Art/Theatre Appreciation]
- __ 3 (x 3) _____

History (3)

- __ 3 _____
- Social Sciences (6) [History, Sociology, Psychology, Anthropology, Economics, Political Science]
- __ 3 (x 2) _____

Mathematics (3) [College Algebra or higher]

- __ 3 _____

Mathematics, Science and/or Technology (3)

- __ 3 _____

Science (3)

- __ 3 _____

Electives (12) 200 level or above

- __ 3 (x 4) _____

FOUNDATIONS requirements of (48)

Plus Elective Hours Needed For The 60 Hour Degree Requirement (12)

50% of the degree (30 credits) must be completed at Asbury University.

NOTE: Students who previously earned their associate's degree from Asbury University must reapply and be readmitted for the B.A. or B.S. degree.

COLLEGE OF ARTS AND SCIENCES

LEADERSHIP & MINISTRY (Online)

Christian Studies & Philosophy Department

Dr. Clair Budd, Program Coordinator

The Leadership and Ministry major is intended to prepare students by 1) providing a strong academic background in leadership skills, 2) furthering Biblical knowledge, and 3) augmenting ministry expertise.

Christian concepts are foundational to the program. In addition, life and work experiences of students add richness to the program. A Christian worldview provides a deeper understanding of the opportunities and challenges in the leadership and ministry areas.

The Curriculum is intended for working adults with about one or two years or more of previously obtained credit and whose purposes for enrolling may include, but are not limited to, (1) individuals wanting to obtain leadership positions, (2) persons who want to work in areas pertaining to ministry, including lay ministry and professional programs, (3) persons who want to build their pastoral skills, and (4) individuals preparing for graduate school or seminary.

LEADERSHIP & MINISTRY (LMN) MAJOR REQUIREMENTS (54)

FOUNDATIONS (39)

(48 less 9 hours Foundations in Biblical Studies satisfied by required major courses.)

Required Composition (3)

__ 3 ENG 110 Expos & Research

Plus:

__ 3 (X2) Communication and/or writing (6)

__ 3 Literature (3)

__ 3 (X3) Humanities: Philosophy, Fine Arts Appreciation, Literature (9)

__ 3 History (3)

__ 3 (X2) Social Science, History (6)

__ 3 Mathematics (3)

__ 3 Mathematics, Science and/or Technology (3)

__ 3 Science (3)

MAJOR REQUIREMENTS (54)

__ 3 LMN 310 Strategies for Success

__ 3 LMN 322 Old Testament History

__ 3 LMN 332 Leadership in Ministry

__ 3 LMN 342 Jesus and the Gospels

__ 3 LMN 352 Studying/Teaching the Bible

__ 3 LMN 362 OT Prophetic Literature

__ 3 LMN 372 Dynamics of Spiritual Growth

__ 3 LMN 378 Growth of NT Church

__ 3 LMN 382 NT Letters

__ 3 LMN 392 Congregational Education

__ 3 LMN 397 Christianity & World Religions

__ 3 LMN 412 History of the Early Church

__ 3 LMN 422 Small Groups

__ 3 LMN 432 Psalms and Wisdom

__ 3 LMN 434 Org. Strategies in Ministry

__ 3 LMN 442 Theology of Mission

__ 3 LMN 462 Church in Contemporary Society

Complete one theology:

__ 3 LMN 472 Christian Theology

TH 250 Foundations of Christian Thought

MAJOR (54) plus FOUNDATIONS requirements of (39)

Plus Elective Hours Needed For The 124 Hour Degree Requirement (31)

ORGANIZATIONAL MANAGEMENT (Online)

Dr. Michael Kane, Dean, Howard Dayton School of Business

Dr. Paul Hamilton, Academic Coordinator

The Organizational Management major in the APS program provides the student with a general overview and function of management within an organization. This program provides students with the core competencies in management, accounting, marketing, organizations, and decision making, and does so from the standpoint of Christian virtues and ethics, such that students can be highly effective in their personal and professional lives. A particular advantage of this program is that non-traditional students bring a diverse array of life and work experiences to courses and the interaction of cohorts of students—this adds richness to the program. Encountering business from a Christian perspective provides students with a deeper understanding of the opportunities and challenges in the for-profit and nonprofit sectors of the economy and society.

ORGANIZATIONAL MANAGEMENT (OM) MAJOR REQUIREMENTS (33)

FOUNDATIONS (45)

(48 less 3 hours Foundations in Social Science satisfied by required major courses)

Bible and Theology (9)

__ 3	OT	100	Und. Old Testament
__ 3	NT	100	Und. New Testament
__ 3	TH	250	Foundations Christian Thought

Required Composition level (3)

__ 3	ENG	110	Expos & Research
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Plus:

__ 3	(X2) Communication and/or writing	(6)
__ 3	_____ Literature	(3)
__ 3	(X3) Philosophy, Arts Appreciation, Literature	(9)
__ 3	_____ History	(3)
__ 3	_____ Social Science	(3)
__ 3	_____ Mathematics	(3)
__ 3	_____ Mathematics, Science and/or Technology	(3)
__ 3	_____ Science	(3)

MAJOR REQUIREMENTS (33)

Core (18)

__ 3	ACA	100	Fundamentals of Accounting
__ 3	BUA	100	Intro to Business/Personal Finance
__ 3	BUA	211	Principles of Management
__ 3	BUA	253	God, Faith & Marketplace
__ 3	ECA	100	Principles of Economics
__ 3	MKA	241	Principles of Marketing

Select 15 hours in BUA 300 level or higher:

__ 3	(x5) BUA	_____
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MAJOR (33) PLUS Foundations requirements of (45)

Plus Elective Hours Needed For The 124 Hour Degree Requirement (46)

INSTRUCTIONAL DESIGN (Online)

Media, Journalism & Digital Storytelling Department

Dr. Jim Owens, Chair, and Dean, School of Communication Arts

Dr. Josh Fee, Program Coordinator

The online **INSTRUCTIONAL DESIGN** major equips students with knowledge and skills for immediate entry into the Instructional Design field. With an emphasis on theory and practice, the program exposes students to prominent Instructional Design philosophies and the applications of various models in authentic contexts. The program introduces students to the technologies and tools that support the design of instructional systems and solutions. It also connects students with leaders in the field and exposes students to real examples of Instructional Design problems and products. Offered entirely online the program serves both those who wish to pursue employment as an instructional designer and those who are interested in continuing their education at the graduate level.

INSTRUCTIONAL DESIGN (ID) MAJOR REQUIREMENTS (39)

FOUNDATIONS (45)

(48 less 3 hours Foundations in Technology satisfied by required major courses)

Bible and Theology (9)

__ 3	OT	100	Und. Old Testament
__ 3	NT	100	Und. New Testament
__ 3	TH	250	Foundations Christian Thought

Required Composition level (3)

__ 3	ENG	110	Expos & Research
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Plus:

__ 3	(X2) Communication and/or writing	(6)
__ 3	Literature	(3)
__ 3	(X3) Philosophy, Arts Appreciation, Literature	(9)
__ 3	History	(3)
__ 3	(X2) Social Science	(6)
__ 3	Mathematics	(3)
__ 3	Science	(3)

MAJOR REQUIREMENTS (39)

__ 1	ID	200	Exploring Instructional Design
__ 3	ID	201	Foundations, Theory & Practice
__ 3	ID	202	Instructional Design & Messaging 1
__ 3	ID	211	Technology Issues & Trends
__ 3	ID	212	Instructional Design & Messaging 2
__ 2	ID	230	Information Environment
__ 2	ID	250	Learning Theory
__ 3	ID	325	Designing for Online Interactions
__ 3	ID	350	Multimedia
__ 2	ID	375	LMS/CMS
__ 3	ID	410	Assessments/Evaluation
__ 3	ID	425	Training and Communication
__ 2	ID	450	Project Management
__ 3	ID	470	Guided Experience: Internship
__ 3	ID	485	Capstone Project

MAJOR (39) PLUS Foundations requirements of (45)

Plus Elective Hours Needed For The 124 Hour Degree Requirement (40)

ELEMENTARY EDUCATION GRADES P – 5 (Online)

Education Department

Dr. Michael Hysten, Interim Dean, School of Education, and Chair of Educational Specialties

Dr. Tim Crook, Chair of Instructional Leadership

Dr. David Riel, Director of Clinical Experiences

The Elementary Education Grades P-5 certificate is intended to provide the working professional with a strong academic program that accommodates the demands of non-traditional students. The Elementary Education Adult Professional Studies Program prepares quality teachers who are committed to professional excellence and who positively impact student learning. This commitment is embodied in the School of Education's model: "Facilitators of Student Success" which seeks to prepare educators who will be able to:

- Demonstrate knowledge of content
- Design/plan instruction
- Create/maintain learning climate
- Implement/manage instruction
- Assess and communicate learning results
- Demonstrate implementation of technology
- Reflect/evaluate teaching/learning
- Collaborate with colleagues/parents/others
- Engage in professional development
- Demonstrate professional leadership
- Demonstrate dispositions that facilitate student learning and success while fostering professional community

The curriculum is intended for working adults with one or two years of college credit previously obtained. The purpose for enrolling will be to complete the program with a P-5 Elementary Education certification in Kentucky. An integral facet of the program is education in a Christian context with preparation for service in various educational settings. Addressing a broad range of contemporary educational issues, many courses offer opportunities for working with school-age young people. Cooperating officials from nearby school systems, as well as the Kentucky Education Professional Standards Board, provide the Department staff and students access to practical experiences.

Another facet of this program is the opportunity for adults who already have an undergraduate degree in an area other than elementary education to earn licensure in elementary education. Adults who already hold an undergraduate degree and who are seeking licensure for elementary education are strongly encouraged to talk with an advisor in the Adult Professional Studies Program Elementary Education program.

Students who already hold a Bachelor's degree do not need to complete Foundations requirements, but only the major requirements and any specific Foundations courses needed to satisfy teacher certification requirements.

The School of Education preparation programs are approved and accredited by the Kentucky Education Professional Standards Board and accredited by the Council for the Accreditation of Educator Preparation (CAEP).

TEACHER EDUCATION PROGRAM

The Teacher Education Program is administered through a Performance Assessment System built on a continuous improvement cycle which includes four progress check points or “Gates”:

Gate 1—Program Entry; complete Form 1

Gate 2—Admission to Teacher Education; admission to upper level courses

Gate 3—Admission to Student Teaching; complete Form 2

Gate 4—Program Exit; recommendation for certification

Students seeking a recommendation for a teaching certificate must be accepted into the Teacher Education Program (Gate 2) in order to complete required professional courses (300 or above). Receiving a “developing” rating at Gate 3 is required to pursue the professional semester and obtain a student teaching assignment. Fulfilling the requirements of Gate 4 (exit from program) results in a recommendation for certification. (Scoring rubrics for ratings, recommendations, interviews and dispositions are located in the current School of Education *Teacher Education Handbook*.) Student teaching, which is considered to be a full-semester of coursework, involves two weeks of seminars and day-long involvement and participation for 13 weeks during a semester in a local school district. A *minimum grade of 2.75* for all coursework in the cumulative, major, and professional courses GPAs must be maintained for continuation in all education major programs. [The professional courses are as follows: ED/EDA 301, 320, 341, 342, 350, 360, 380, 390, 385, 393, 401, 405, 410, 420, 421, 422, 425, 428, and all Student Teaching courses. Student Teaching is a minimum of 70 days and attendance at 7 seminars.]

ADMISSION TO TEACHER EDUCATION (GATE 2)

Gate 2 Admission For APS – Adult Professional Studies - Elementary Education Programs:

1. Obtain 39 credit hours plus the first 14 credit hours in the Elementary ADULT PROFESSIONAL STUDIES Program.
2. Obtain a minimum GPA of 2.75 on a 4.0 scale in cumulative, professional, and major GPAs by the end of the 14 elementary education credit hours.
3. Submit a formal application (Form 1) for admission into teacher education.
4. Obtain a grade of ‘C’ or above in each of these courses:
 - ENG 110 or ENG 151 (*or ENG equivalent*)
 - COM 150 Public Speaking (*or equivalent*)
 - MAT 201 (*or equivalent*) for elementary education majors
5. Complete the PRAXIS Core Academic Skills for Educators: Reading, Writing, and Math, and obtain KY passing scores.
6. Obtain a grade of ‘C’ or above in ED/EDA 200 Introduction to Education.
7. Complete successfully ED/EDA 201 Structured Inquiry Clinical, 60 hours that includes at least one diversity experience with positive teacher recommendations (developing rating)—including disposition ratings.
8. Sign off on the Community Life Form.
9. Obtain 2 positive recommendations with disposition ratings for admission into teacher education. Two of the five recommendations come from application to the Program (one personal and one professional).
10. Submit completed “Character and Fitness” form that meets Kentucky’s Code of Ethics.
11. Complete a successful interview with the Teacher Education Committee at a “proficient” level.
12. Obtain an overall *Developing* score on the Gate 2 portfolio, which includes Standard XI for dispositions.

ADMISSION TO STUDENT TEACHING (GATE 3):

1. Cumulative GPA 2.75 minimum
2. Major GPA 2.75 minimum
3. Professional GPA 2.75 minimum
4. Complete Form 2--Application to Student Teaching
5. Obtain positive department approval, including disposition ratings
6. Submit completed "Character and Fitness" form that meets Kentucky's Code of Ethics.
7. Complete all professional education courses with a grade of 'C' or better
8. Obtain Medical Clearance
9. Complete criminal background check
10. Obtain a *Developing* rating on each ED/EDA 301 & 401 Clinicals
11. Complete a successful interview at a "proficient" level.
12. Obtain a *Developing* rating on the portfolio, including Standard XI for dispositions
13. Interview with the Director of Clinical Experiences

EXIT FROM PROGRAM – RECOMMENDATION FOR TEACHER CERTIFICATION (GATE 4)

1. Cumulative GPA minimum of 2.75
2. Major GPA minimum of 2.75
3. Professional GPA minimum of 2.75
4. Complete Certification Application
5. Obtain positive cooperating teacher recommendation, including Standard XI for dispositions
6. Complete and meet the criteria on the "Character and Fitness" Form
7. Complete student teaching with a *Developing* rating, including Standard XI for dispositions
8. Complete a successful interview with the Teacher Education Committee at a "proficient" level.
9. Obtain a *Developing* rating on the portfolio, including Standard XI for dispositions

Licensure Examinations:

All education majors are *required to take* the appropriate PRAXIS II Specialty Area Exam(s) and the respective Principles of Learning and Teaching (PLT).

Certification (Gate 4)

- The Teacher Education Program at Asbury University is accredited by the Kentucky Education Professional Standards Board and the Council for the Accreditation of Educator Preparation (CAEP). Requirements for each teaching area at Asbury University are in compliance with the minimum regulations set forth by the Kentucky Education Professional Standards Board and are subject to change. Each program curricular design responds to the specific CAEP specialty professional associations (SPA).
- Applicants for a Kentucky teaching certificate must complete state approved program requirements and all graduation requirements which provide for meeting the initial academic certification standards. To be recommended for certification, a candidate must complete a successful interview at a "proficient" level with the Teacher Education Committee, and the portfolio review with a *Developing* rating, which includes a rating on candidate dispositions. For certification the candidate must also receive scores that meet or exceed the Kentucky established minimums on the PRAXIS II Specialty Area Assessment(s) and Principles of Learning and Teaching.
- When the approved teacher education program and Kentucky certification testing requirements have been met and when an application for Kentucky certification has been completed, a Statement of Eligibility may be requested from the Kentucky Education Professional Standards Board. Upon securing a teaching contract, the beginning teacher must participate in the Kentucky Teacher Internship Program (KTIP) during the first year of teaching.

When certification is desired in another state, keep in mind that most state Departments of Education request a copy of the teaching certificate obtained from the state in which the teacher education program was completed. Graduates can contact a state's Department of Education to ask for an application for certification and can contact the Certification Specialist at Asbury University for assistance in interpreting individual state certification requirements.

Asbury graduates currently teach throughout the United States and in many foreign countries. Over 60% of the states, including Kentucky, belong to the Interstate Certification Compact.

ELEMENTARY EDUCATION GRADES P-5 (EDA) MAJOR REQUIREMENTS (82) FOUNDATIONS (36)

(48 less 6 hours Foundations in Social Science and 6 hours in Math satisfied by required major courses.)

Bible and Theology (9)

__ 3	OT	100	Und. Old Testament
__ 3	NT	100	Und. New Testament
__ 3	TH	250	Foundations Christian Thought

Required Composition level (3)

__ 3	ENG	110	Expos & Research
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Required Speech (3)

__ 3	COM	150	Public Speaking
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Also Take:

__ 3	Communication and/or writing (3)
__ 3	Literature (3)
__ 3 (X3)	Philosophy, Arts Appreciation, Literature (9)
__ 3	History (3)
__ 3	Science (3)

MAJOR REQUIREMENTS (82)

__ 2	EDA	200	Intro to Education
__ 1	EDA	201	Structured Inquiry Clinical
__ 2	EDA	220	Tech for Education
__ 2	EDA	230	Human Growth & Dev
__ 3	EDA	274	Soc Studies & Science
__ 3	EDA	276	Arts & Humanities
__ 3	EDA	290	Facilitate EL Student Success
__ 1	EDA	301	Guided Inquiry Clinical
__ 3	EDA	320	Exceptional Learner
__ 2	EDA	341	Read/Language Arts
__ 2	EDA	342	Teaching of Reading
__ 3	EDA	350	Literacy Assessment
__ 2	EDA	360	Social Studies Methods
__ 3	EDA	380	Elem Math/Science Methods
__ 1	EDA	401	Open Inquiry Clinical
__ 3	EDA	405	Learn Theory/Perf Assess
__ 2	EDA	410	Classroom Management
__ 2	EDA	428	Interventions for Differentiation
__ 6	EDA	498	Student Teaching
__ 6	EDA	499	Student Teaching

Also take:

__ 3	ENA	240	Gram & Comp Elem Teach
__ 3	ENA	360	Children's Literature
__ 3	MTA	201	Elem School Math I

__ 3	MTA	202	Elem School Math II
__ 3	MTA	203	Elem School Math III
__ 3	PSY	101	Psychology Everyday Life

PLUS

Interdisciplinary Concentration (12)

__ 3 (x4) _____ Additional Liberal Arts courses.

Choose Literature, history, humanities, philosophy, music/ art history, writing, communication, social science, science, foreign language, mathematics.

[ENG 100, MAT 100, or courses used in Foundations may not be included here]

MAJOR (82) PLUS Foundations requirements of (36)

Plus Elective Hours Needed For The 124 Hour Degree Requirement (6)

MINISTRY MANAGEMENT - NONPROFIT MANAGEMENT

In conjunction with Salvation Army College of Officer Training Program.

Business Department and Christian Studies & Philosophy Department.

Dr. Mark Gill and Dr. Clair Budd, Program Coordinators

Ms. Kristi Boss, Student Support Coordinator

Asbury University has had a longstanding relationship with The Salvation Army, sharing a Wesleyan heritage for many decades with numerous faculty members and a great many students. Asbury University faculty and administrators have developed an APS program using distance learning and online courses in conjunction with The Salvation Army School for Officer Training. Open only to select students who have completed the Salvation Army Officer Training degree, this APS program is delivered by Asbury faculty through a combination of online courses and face-to-face intensive courses (some intensives taught at the Wilmore campus and others at The Salvation Army, New York headquarters). The program builds on The Salvation Army student's Associate of Applied Science degree, and is delivered to cohorts of Army students over a five year cycle.

MINISTRY MANAGEMENT PROCESS FOR ADMISSION

Students are recommended by the Salvation Army Territory's College for Officer Training, NY.

Admissions Requirements

Satisfy the following:

1. Letter from The Salvation Army's Secretary of Education, NY, recommending student for the Ministry Management program.
2. Students must have attended The Salvation Army College for Officer Training in New York. Official transcripts from this institution must be sent directly to the Asbury University APS Office.
3. Applicants wishing to transfer in additional college credit from other institutions (see limitations below) must request each college or university to send an official transcript directly to the Asbury University Adult Professional Studies Office for approval. Hand carried transcripts are not acceptable.

Transcripts may be mailed to:

APS Office

One Macklem Drive

Wilmore, Kentucky 40390

4. Complete an application information form provided by Asbury University.
5. One satisfactory reference from The Salvation Army.
6. TOEFL/SLEP Scores. If the student is not a native speaker of English, to be admitted in good standing he or she must submit an official score and meet the minimum required from one of the following:
 - **80 on the internet-based TOEFL or 550 on the paper-based TOEFL**
 - **55 on the Secondary Level Assessment Test of English (SLEP)**

Admission Decisions

- Admitted in Good Standing
- Provisional Admission

Applicants will be notified of the decision via email.

MINISTRY MANAGEMENT PROGRAM REQUIREMENTS

1. Students must be selected and recommended by Salvation Army to be enrolled in the program.

2. Degree status in the Ministry Management program at Asbury is dependent upon completion of The Salvation Army College of Officer Training, NY, program degree.
3. Students who possess an accredited A.A.S. degree from the Salvation Army College for Officer Training, NY, or are scheduled to complete the requirements of the A.A.S. degree by the end of the first academic year at Asbury, will be automatically enrolled for the Bachelor of Science in Ministry Management-Nonprofit Management program.
4. Official transcripts from the Salvation Army College for Officer Training are required to verify the completion of the A.A.S. degree.
5. Students who are unable to complete the requirements of the Salvation Army A.A.S. degree can only be enrolled in non-degree study in Ministry Management-Nonprofit Management.
6. Students who enter the Ministry Management program with the completed A.A.S. degree from SA COT and who already hold a bachelor of arts degree at Asbury University, may also earn the bachelor of science degree.
7. Students who already hold a bachelor's degree or master's degree from another regionally accredited university may elect to be enrolled for either the Bachelor of Science or the non-degree study in Ministry Management-Nonprofit Management or may apply for a Master's program.
8. Students moving from the Ministry Management program must apply and meet all regular admissions requirements for acceptance in other programs at Asbury University.

MINISTRY MANAGEMENT TRANSFER CREDIT REQUIREMENTS & LIMITATIONS

The Ministry Management program follows the transfer guidelines for undergraduate programs. [See Undergraduate "Transfer & Other Credit Sources" under Academic Policies.] Asbury University accepts a maximum 60 transfer credits toward the B.S. degree from the Salvation Army A.A.S. degree through the Ministry Management program articulation agreement with the Salvation Army Territory's College for Officer Training (SA COT), NY. Therefore, the Ministry Management student may only bring in 15 additional credits from other sources before reaching the maximum of 75 transfer credits.

MINISTRY MANAGEMENT PROBATION, SUSPENSION, AND APPEALS

The design of the Ministry Management Program allows for graduates of the Salvation Army College for Officer Training to complete a Bachelor of Science degree or the non-degree study program over a five-year period. Academic Affairs has the responsibility to monitor academic progress for all students enrolled in the University. The typical student in this program will complete one semester's worth of coursework during an academic year, therefore each student's progress will be measured on an annual basis. The following outlines this measurement for the Special APS Programs, Ministry Management-Nonprofit Management program.

The Academic Progress Scale for Ministry Management is as follows:

End of Year	CUM GPA	Status
1	2.0 or above	Good Standing
	Below 2.0	Probation for year 2
2	2.0 or above	Good Standing
	Below 2.0	Probation for year 3
3	2.0 or above	Good Standing
	Below 2.0	Suspension

1. At the end of each year a student with a cumulative GPA of 2.0 or higher will be considered in Good Standing.
2. At the end of each year any student with a cumulative GPA under 2.0 will be considered to be on academic probation under the following guidelines:

- a. A student on probation who earns a cumulative GPA of 2.0 or higher at the end of the year will be considered to be in Good Standing.
- b. A student who does not have a cumulative GPA of 2.0 will be permitted to continue on academic probation during year two.
- c. A student who does not have a cumulative GPA of 2.0 at the end of year three following year two on academic probation will be suspended and exited from the program.
- d. At the end of one year of academic suspension, the student may be permitted to return to the program by approval of the Salvation Army Coordinator, Dean of Graduate and Professional Studies, Registrar, and Academic Dean. If the student is permitted to return, they will return under academic probation status for that year following the aforementioned guidelines.

MINISTRY MANAGEMENT-NONPROFIT MANAGEMENT (MM)

MAJOR REQUIREMENTS (52)

[limited to students recommended by the Salvation Army]

FOUNDATIONS (45)

(48 less 3 hours Foundations Technology satisfied by required major course. 33.0 hours met by transfer of Salvation Army degree.)

Areas satisfied by Salvation Army Officer Training (SOT) degree:

- Bible and Theology (9)
- Communication (6)
- Humanities (9)
- History (3)
- Social Science (6)

Foundations still needed (12)

__ 3	ENG	110	Expos & Research or equivalent
__ 3	ENG	205	Literature & Culture or Literature course
__ 3	HED	282 or 299	Health course or approved Science course
__ 3	MAT	120	Concepts of Math or approved Math course

MAJOR REQUIREMENTS (53)

__ 1	MIM	101	Ministry Management Orientation
__ 3	BUA	211	Principles of Management
__ 3	BUA	250	Business Care, Help, Development
__ 3	BUA	412	Organizational Behavior
__ 3	BUA	430	NPO Leadership & Mgt.
__ 3	BUA	440	NPO Fundraising, Grants, Philanthropy
__ 3	BUA	445	Fiscal/Performance Mgmt. NPO
__ 3	LMN	332	Leadership in Ministry
__ 3	LMN	410	Mentoring
__ 3	LMN	433	Flourishing in Ministry
__ 3	LMN	434	Organizational Strategies Ministry
__ 3	LMN	453	Ministry Risks & Crises
__ 3	LMN	475	Contemporary Issues in Ministry
__ 1	MIM	290	Summer Readings I
__ 1	MIM	390	Summer Readings II
__ 1	MIM	490	Summer Readings III
__ 3	MIM	480	MM Capstone Project Orientation
__ 3	MIM	485	MM Capstone Project Research I
__ 3	MIM	495	MM Capstone Project Research II
__ 3	MIM	499	MM Capstone Project

MAJOR (52) PLUS Foundations requirements of (45)

Plus Elective Hours Needed For The 124 Hour Degree Requirement (27) met by SOT degree transfer.

ADULT PROFESSIONAL STUDIES ADMISSIONS

Dr. Thomas Josh Fee, Director

The mission of the Adult Professional Studies (APS) online degree program is to provide a quality academic program, within a Christian context, that equips nontraditional students to professional excellence in their chosen field. The Adult Professional Studies Program prepares students for leadership and service to others, cultivates attitudes of lifelong learning, and fosters spiritual development.

Adult Professional Studies Undergraduate Programs:

Associate of Science

Bachelor of Science with majors in:

Leadership & Ministry

Organizational Management

Instructional Design

Elementary Education

WHEN TO APPLY

Asbury University has a rolling admission policy, meaning applications for admission are accepted throughout the calendar year. Applications are accepted for start of the fall or spring semesters. Students are encouraged to apply for admission at the earliest possible date. An early application for admission provides optimal opportunity for financial aid awards and course selection.

To obtain application materials and information go to www.asbury.edu/gps

Email the APS Admissions Office: APS@asbury.edu

Phone: (859) 858-3511 ext. 2600

Completed admissions materials may be mailed to:

Adult Professional Studies

Corbitt Hall

Asbury University

One Macklem Drive

Wilmore, Kentucky 40390

ADMISSIONS REQUIREMENTS

1. Completed Application for Admissions (www.asbury.edu/apply)
2. Two satisfactory non-family references
3. Character and Fitness form (Elementary Education program applicants only)
4. Official, final transcripts from ALL previously attended colleges and universities must be sent by mail or official electronic transfer to Asbury University, attn.: Adult Professional Studies Program. Hand carried, faxed, or emailed transcripts are not acceptable.
5. Students who have completed less than 12 transferable semester hours of academic credit from an accredited college or university are also required to provide an official, final high school transcript, official GED certificate, or copy of high school diploma.
[ALL TRANSCRIPTS, whether high school or university, must be sent directly from that institution to the Admissions Office of Asbury University. Hand-carried transcripts may be used for evaluation only. They are NOT acceptable as final, official transcripts.]

[The APS program is designed primarily for nontraditional students, typically 23 years or older. Students who are younger than 23 years old and who need online course delivery will be considered for admission and may apply.]

- A student who has completed less than 12 transferable semester hours of academic credit will be considered for admission as a first-time freshman. Credit from credit for prior learning, military or other non-college sources does not count as college attendance. Students with these credits only will still apply as new freshmen. [A high school transcript, GED, or high school diploma is required.]
- A student who has earned at least 12 transferable semester hours of academic credit at another college or university will be considered for admission as a transfer student.
- Students with a bachelor's degree who are seeking elementary education certification follow the same application process as transfer students.
- Students who are not seeking a degree, or who are enrolled in another institution, but wish to take an undergraduate online course from Asbury University may apply, completing the Special Status Application online at www.asbury.edu/apply.

Readmission

Former Asbury University students who have withdrawn from the University or in any way failed to maintain continuous enrollment must apply for re-admission. Students applying for re-admission must submit:

1. A completed Asbury University Application for Re-admission.
2. An official transcript of all course work from all institutions attended since the last Asbury enrollment. To be re-admitted, an applicant must be in good standing academically, socially and financially at Asbury University. An applicant not in good standing in one or more of these categories will be referred to the Admissions Review Committee for consideration.

Readmission is not automatically granted. In the event a former student is not readmitted, the university will provide the reason(s) in writing.

NOTE: Students who withdraw or become inactive must reenroll within two years of the last term attended to continue on the same year bulletin degree requirements. Students who reenroll after the two years become subject to all bulletin degree requirements in place at the time of reenrollment. ALSO, Returning students may not reenroll in a degree program that has been discontinued. Returning students in such programs must declare a current active program at the time of readmission. See "*Associate Degree Requirements*" and "*Bachelor Degree Requirements*".

Admission Decisions

When a candidate has completed the application process, one of the following decisions will be made:

- Admission in Good Standing
- Provisional Admission. In some cases, students will be given provisional admission based on self-reported information or unofficial documents pending receipt of official documentation to complete their application file. Students will be required to submit all outstanding official documentation prior to the term in which they intend to enroll. If all official documentation arrives prior to the start of the term, the student will be granted admission in good standing. If all official documentation fails to arrive before the start of the term, students will not be allowed to register for that term and will be considered for admission during the next enrollment period.
- Denied Admission. Asbury University reserves the right to deny admission to any applicant when that decision is determined to be in the best interest of the student or the institution. An applicant who has been denied admission has the right to appeal that decision in writing to the Admissions Review Committee provided the applicant can present relevant additional information in support of his or her application.
- Applicants will be notified of the decision in writing.

SERVICES & SUPPORT – ADULT PROFESSIONAL STUDIES

ASBURY COMMUNITY LIFE

Information regarding Community Expectations for students enrolled in the Adult Professional Studies Program can be found on the School of Graduate and Professional Studies website:

www.asbury.edu/gps/spiritual-vitality/principles-expectations

OFFICIAL COMMUNICATION THROUGH ASBURY UNIVERSITY EMAIL ACCOUNT

Asbury email is the official means of communication between students, office representatives, and faculty at Asbury University. An Asbury email account will be created for all students. The required log in identifies communications as being from the student. Students are responsible for reviewing and responding to emails in a timely manner. Students should pay close attention to email from the representatives of the offices of Registrar, Financial Aid, or Student Accounts; these are often time sensitive.

CAMPUS SUPPORT & SERVICES

Adult Professional Studies (APS) Advising Center

The APS Advising Center provides a contact point and is an additional resource for adult learners in the APS program. Email: advisingcenter@asbury.edu

Center For Academic Excellence

The Center for Academic Excellence (CAE) exists to support students across all academic disciplines. Online students in the APS program are offered free academic support through the CAE - writing support and tutoring services, and Academic Accessibility Resources. Students can request tutoring and other academic support services at any time during a semester through the CAE website, asbury.edu/academics/cae or by emailing: tutoring@asbury.edu. Contact the CAE office, ext. 2196, or your program office for details. See also *Undergraduate “Academic Support Services”*.

Academic Accessibility Resources

Academic Accessibility Resources (AAR) provides reasonable academic accommodations for students with disabilities in accordance with the ADA Amendments Act of 2008 (ADAAA). AAR offers academic accommodations on a case-by-case basis depending on student self-report, past history of need, and current need of academic accommodations. See more under *Undergraduate “Academic Support Services”*. Students who would like more information about receiving academic accommodations can contact the AAR Coordinator, Pamela Downing, pamela.downing@asbury.edu or (859) 858-3511 X2283.

Center for Career and Calling

The Center for Career and Calling offers the following resources for APS students:

Online Job Postings—Access online internship and job board at asbury.edu/career (postings from employers specifically interested in candidates from Asbury).

Career Resources and Job Preparation—Access online career resources on our website, asbury.edu/career.

One-on-one Consultation—Schedule a free one-on-one consultation with a Career and Calling staff member (by appointment only). Appointments can take place in person, by phone or by Skype. To schedule your appointment, email careerandcalling@asbury.edu.

Career Assessment Tools—Career assessment costs: MBTI and Strong Interest Inventory \$12; StrengthsFinder \$10.

Go to asbury.edu/career for additional information and online resources or contact us at careerandcalling@asbury.edu or ext. 2401.

Center for Counseling

The Center for Counseling endeavors to equip and encourage Asbury University students toward greater personal and community health. The Center staff works toward developing the God-given potential of students who are a part of the APS community by providing a broad range of professional counseling services, including individual, group, couples, pre-marital, marital and crisis counseling. Integrating counseling practice with Christ-centered principles, the office seeks to prepare students for a lifetime of learning, leadership, and service. Services are provided on campus for \$50 per session (no insurance required) to currently enrolled students within driving distance. Go to asbury.edu/counseling or call ext. 2323 for additional information.

International Student Support

Staff is available to answer international students' questions regarding their student visa status and to ensure that they are maintaining compliance with U.S. regulations regarding international student study in the U.S. Individual support that is responsive to international students' specific needs is also provided to assist them in being academically successful at the University. Go to asbury.edu/intercultural or call ext. 2314 for additional information.

Office of Spiritual Life and Chapel

The Asbury University community is committed to the integration of faith, learning and living. The Office of Spiritual Life serves to nurture students in their spiritual journeys by offering engaging opportunities for worship, discipleship, community service and social justice. Exalting Jesus Christ as our Cornerstone, we believe students leave Asbury with a greater understanding and experience of Scripture, holiness, stewardship and mission. Local APS students are welcome to attend chapel on Monday, Wednesday and Friday at 10 a.m. as well as evening worship during our spiritual emphasis weeks in September and January. All APS students are encouraged to take advantage of podcasts of services and weekly devotionals available online. Go to asbury.edu/cornerstone-project or call ext. 2200 for additional information.

Complaints

The Asbury University Student Complaint Policy (SCP) is available to students who request to have a concern resolved about a person or process of the University community not covered by existing policies, such as the grading policy, residency policy, student code of conduct policy, sexual misconduct policy, etc. The objective of the SCP is to resolve concerns as quickly and efficiently as possible at the level closest to the student.

Informal Resolution

Occasionally, a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, the student should always try to work out the problem by first discussing it with those most appropriately involved with the issue, whether it is faculty, staff member or another student. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Based on the Matthew 18 principle encouraging believers to first go to each other and

work out an issue, it is the hope that most issues and complaints could be amicably resolved through a process of discussion and negotiation.

Formal Complaint Process

If the complainant is not satisfied or not willing to address the issue with the individual, a formal process may be initiated. All formal complaints must be in writing using the official Asbury University Student Complaint Form, which is available online and in the Office of Student Development. Complaints should be filed during the semester of occurrence but no later than 30 days after the end of the semester. Process and procedures for the complaint resolution are available in the Office of Student Development, online at asbury.edu/complaint-policy, or via email to DeanofStudents@asbury.edu.

FOR STUDENTS LOCAL TO THE WILMORE CAMPUS

Intramural Sports

The intramural program is open to all local Asbury University students, alumni, faculty, and staff. A variety of sports, activities, and special events are available throughout the year. Visit asbury.edu/intramurals for more information.

Student Health Services

The University maintains a well-equipped health center with a competent staff of experienced registered nurses and a part-time physician. The Health Service is open 35 hours per week during the traditional academic year (excluding summers) and offers local APS students visits to the nurse or doctor on a fee-per-service basis. Since the Health Service does not participate with or bill any insurance, payment is due at the time of service. Call ext. 2277 for an appointment or additional information.

UNDERGRADUATE EXPENSES AND FEES

TRADITIONAL UNDERGRADUATE PROGRAM

TUITION, ROOM AND BOARD

For a traditional undergraduate resident student, the average basic cost of attending Asbury University is \$36,450 for a full year (two semesters). Personal items such as books, laundry and spending money are extra. The schedule of basic costs is as follows:

UNDERGRADUATE FALL 2017 AND SPRING 2018 COSTS WILMORE CAMPUS UNDERGRADUATES

TUITION	Semester	Year
13-18 credit hours	\$14,651	\$29,302
less than 13 hours	\$1127 per hour	
more than 18 hours	\$14,651 + \$814 per hour over 18	

STUDENT ACTIVITIES FEE	\$99	\$198
All students registered for 8 or more hours		

BOARD^A	Semester	Year
20 Meals per week	\$1,523	\$3,046
225 Meals per semester	\$1,523	\$3,046
14 Meals per week	\$1,381	\$2,762
175 Meals per semester	\$1,381	\$2,762
7 Meals per week (Apartment residents only)	\$711	\$1,422
95 Meals per semester (Apartment residents only)	\$711	\$1,422

HOUSING*	Semester	Year
Single room	\$2,045	\$4,090
Double room	\$1,952	\$3,904
Triple room	\$1,751	\$3,502
Quad room	\$1,669	\$3,338
Aldersgate I Apartment (4 per apartment)	\$2,710	\$5,420
Aldersgate II Apartment (8 per apartment)	\$2,461	\$4,922

See University Student Fees and Course Fees listed below that may apply.

^For more about Food Service and selection of meal plans see “Food Service” under Services & Support –Undergraduates.

***Housing – Single Occupancy**

In any residence hall, a student who requests an assignment as a single in a double room and is approved for that assignment will pay the single room charge.

Housing – Connectivity

- Both wireless and wired network connections are provided in each residence room. Students should not bring their own wireless routers or wireless repeaters because they interfere with the University wireless network.
- One cable TV jack is provided per dorm room at no additional charge.

MARRIED / NON-TRADITIONAL STUDENT HOUSING (Fall 2017 & Spring 2018)

1 Bedroom Apartment \$1335-\$2115 per semester, plus utilities

2 Bedroom Apartment \$2605 per semester, plus utilities

Because of fluctuating economic conditions, all costs and fees are subject to change without notice.

Insurance and Health Services for Wilmore Campus Undergraduates

1. Traditional undergraduates enrolled for 12 or more credit hours on campus are required by Asbury University to carry minimum medical insurance. At registration, the student will automatically be enrolled in the medical insurance plan offered by the University unless the student provides documentation that they have adequate coverage elsewhere. Insurance information must be submitted online as part of Financial Registration before the first day of the semester. Additional information is available on the Asbury University website by searching University Student Insurance Plan.
2. Many of the services at the University Clinic are free. If the student needs to be referred to a specialist, a lab or any outside doctor, the student is personally responsible for the resulting charges.

Traditional Undergraduate Deposits

Pre-Tuition Payment

New students are required to pay \$200.00 as an indication of intention to enroll for the fall or spring semester. This Pre-Tuition deposit is refundable until May 1 for the fall semester, December 1 for the spring semester, and April 15 for the summer term.

Housing Damage Deposit

Students residing in campus apartments are assessed an apartment damage deposit, equal to one month rent. This deposit will remain on reserve until the student ceases to reside in campus housing, at which time it will be returned, provided the apartment passes final inspection for damage and all utility bills have been paid.

International Student Deposit

All first year or incoming international students must remit prior to registration a deposit of not less than \$2,500 USD in order to begin the process of receiving their I-20 documents for the F-1 student visa. Of the \$2,500 USD deposit, \$2,000 USD is refundable if the student later decides not to enroll. The remaining first semester's balance is due in its entirety no later than the first day of classes.

TRADITIONAL SUMMER SCHOOL 2018 TUITION AND COSTS

All other course fees and miscellaneous fees apply according to the 2017-2018 fall-spring schedule.

Tuition for all classes \$489 per semester hour

With on campus enrollment:

Room - Aldersgate Apartments II 4 week session \$596 per session

MARRIED / NON-TRADITIONAL STUDENT SUMMER HOUSING (June- July 2018)

1 Bedroom Apartment \$534-\$846 per 2-month period, plus utilities

2 Bedroom Apartment \$1042 per 2-month period, plus utilities

2 Bedroom Duplex \$868 -\$936 per 2-month period, plus utilities

ASBURY ACADEMY DUAL ENROLLMENT TUITION

ON CAMPUS ACADEMY

On Campus enrollment in the Asbury Academy allows high-school juniors and seniors to take classes on campus (up to 15 hours per semester) during the fall and spring semesters of their junior and senior year (and summer prior to senior year) at a reduced tuition charge. High school seniors may take up to four (4) of their credits each semester (Fall, Spring; summer not included) with no tuition charge. On Campus enrollment requires emergency contacts and/or proof of medical insurance when taking 12.0 hours or more.

Fall 2017, Spring 2018 cost = \$489 per credit hour on campus*

ONLINE ACADEMY

High School juniors and seniors may be enrolled as online students and take specific Foundations classes online (Fall or Spring, and summer prior to senior year) at a reduced tuition charge per credit hour. No more than one online class may be taken at one time, but may take two consecutive courses in a semester.

Fall 2017, Spring 2018 cost = \$141 per credit hour online*

***See University Student Fees and Course Fees listed below that may apply.**

ADULT PROFESSIONAL STUDIES UNDERGRADUATE

TUITION PER SEMESTER

Fall 2017 Semester enrollment \$399 per credit hour**^

Spring 2018 Semester enrollment \$399 per credit hour**^

*APS Students taking 12 or more credits will be charged a Technology Fee in the amount of \$48.00.

^See University Student Fees and Course Fees listed below that may apply.

UNIVERSITY STUDENT FEES

General Fees

- ID Card Replacement Fee \$11
- Late financial registration \$37
- Vehicle parking \$26 per semester

Miscellaneous Fees And Services For All Students

1. Throughout the school year, students may incur additional charges from several different areas. It is recommended that all miscellaneous charges be paid at the time/location incurred. In most cases, any charge that is not paid to the appropriate department within one month will be added to the student's account. A \$5.00 service fee is assessed for each transaction that is applied to the student's account. Some of the areas that have miscellaneous charges are mentioned below, although this is not an exhaustive list.
2. Students are permitted to purchase books at the AU Virtual Bookstore using a charge voucher. These charges will be applied to the student's account.
3. Library and Media charges for overdue books and unreturned materials should be paid at the Library. Parking fines should be paid at the Cashier. All unpaid Library, parking fines, Media and Clinic charges are transferred to the student's account with a \$5.00 service fee.
4. All students are given a university email account as the preferred email communication with the university.
5. Any student can bring their computer to campus and use the network. Asbury University supports standard Ethernet networking cards.
6. A Microsoft Office installation CD is available to all students to be purchased through the Bookstore for a small fee. Currently, the CD is \$15.90. For more computer-related information go to <http://www.asbury.edu/offices/its/faqs>.

COSTS FOR AUDITORS

The cost to persons auditing a course who are not full-time degree-seeking students is \$40 per credit hour for the audited course. Auditors will pay all required course fees. For a full-time undergraduate student paying full-time tuition for 12 or more hours there is no cost to add an audited class. See University Academic Policies under Class Registration > Other Procedures > Auditing Courses.

COSTS FOR ROTC

Students who enroll in ROTC may incur other costs specifically associated with the ROTC program.

SENIOR CITIZEN TUITION WAIVER

Students enrolled in the traditional undergraduate program on campus who are at least 62 years of age and who are U.S. citizens may receive a waiver of tuition for a maximum of 4.0 credit hours per academic semester (including summer). The following stipulations apply: (1) the waiver includes only tuition and does not apply to other fees; (2) if the person desires to audit the class all the rules for audited courses apply. The \$40 per credit hour audit cost is waived. (3) If the person desires credit for the class, all pre-requisites and requirements must be met; (4) credits may apply toward a degree program; (5) housing must be secured off campus.

COURSE FEES

Certain courses are subject to a fee. Such courses include the notation "Fee" in their course description. Students who withdraw from a course during the semester (after the end of the Drop/Add period) do not receive a refund of tuition or fees.

The specific fees are as follows:

Undergraduate Course Fees Charged Per Credit Hour

ART all classes, except ART 100	\$ 22/hr
INS 201, 211, 411, 999 private lessons	\$374/hr
MC all classes	\$ 18/hr
ORG 201, 211, 411, 999 private lessons	\$374/hr
PNO 201, 211, 411, 999 private lessons	\$374/hr

Specific Undergraduate Course Flat Fees Charged Per Course

ART 100	\$ 18
ART 396	\$ 575
BIO labs	\$ 90
CHE labs	\$ 90
CM 213	\$ 5
COM 281	\$ 25
COM 431	\$ 15
ED courses	\$ 20
EDA courses	\$ 20
EM 401	\$ 75
ENA courses	\$ 20
ENS 111, 131, 151, 161, 171	\$ 5
EQM 200	\$ 45
EQM 202	\$ 120
EQM 206	\$ 120
EQM 208	\$ 120
EQM 245	\$ 120
EQM 251	\$ 45
EQM 310	\$ 120
EQM 320	\$ 45
ESC labs	\$ 80
EXS 371	\$ 30
EXS 420 Lab	\$ 30
EXS 431 Lab	\$ 30
FA 100	\$ 18
HED 231	\$ 20
HED 312	\$ 15
ICS 340	\$ 150

JRN 214	\$ 54
JRN 275	\$ 54
JRN 311	\$ 11
JRN 332	\$ 37
JRN 336	\$ 37
JRN 343	\$ 64
JRN 375	\$ 54
LA 100	\$ 50
MC 437	\$ 300
MTA courses	\$ 20
MUS 200	\$ 125
PE 111 Archery	\$ 20
PE 111 Disc Golf	\$ 15
PE 111 Golf	\$ 15
PE 130 Horseback Riding I	\$ 120
PE 131 Horseback Riding II	\$ 120
PE 280	\$ 5
PE 300	\$ 5
PED 360	\$ 20
PED 361	\$ 20
PED 475	\$ 200
PHP 302	\$ 350
PHY labs	\$ 80
PS 300	\$ 700
PSY 315	\$ 15
PSY 352	\$ 20
PSY 372	\$ 15
PSY 436	\$ 15
RCT 280	\$ 352
REC 173	\$ 100
REC 270	\$ 600
REC 271	\$ 450
REC 272	\$ 450
REC 312	\$ 20
REC 362	\$ 20
SOC 322	\$ 85
SOC 323	\$ 150
SW 390	\$ 5
THA 325	\$ 39
UNV 120	\$ 35
UNV 205	\$ 20

UNV 305	\$ 20
VOC 100	\$ 25
VOC 101	\$ 374
VOC 102	\$ 748
VOC 104	\$ 50
VOC 111, 201, 211, 411 half hour Lessons	\$ 444
VOC 112, 202, 212, 412 one hour Lessons	\$ 818
VOC 422	\$ 888
WA 211	\$ 20
WA 330	\$ 25
YM 380	\$ 375

OTHER UNDERGRADUATE ACADEMIC CREDIT CHARGES

TRADITIONAL UNDERGRADUATE

External/Off Campus Program Fee \$500 per fall/spring semester,

External/Off Campus Fee \$200 per summer term

Foreign Language Purchased Institutional Credit Fee \$20 per credit hour

Horseback Riding Purchased Institutional Credit Fee \$20 per credit hour

ADULT PROFESSIONAL STUDIES

For APS Credit by Prior Learning (CPL) the University may assess a portfolio evaluation fee for credit hours applied for at the following rates:

1-9 credits \$30.00 per credit

10-19 credits \$300.00 flat fee

20-24 credits \$600.00 flat fee

See "Credit by Prior Learning" under Academic Policies > Transfer & Other Credit Sources for more information.

Undergraduate Commencement Ceremony Regalia

Regalia is ordered as part of the graduation application process.

Undergraduate commencement cap & gown are covered in student activity fees.

UNIVERSITY STUDENT ACCOUNTS

UNDERGRADUATE

PAYMENT INFORMATION

The academic year for the Traditional Undergraduate, Academy and Graduate Program is divided into three sessions: Fall Semester, Spring Semester and Summer Term.

For the Adult Professional Studies Program the academic year is divided into two sessions: Fall Semester and Spring Semester.

Registration is held prior to the beginning of each semester and a "Registration Bill" will be available on the Asbury Portal. The Registration Bill displays the following calculation, based on pending charges and financial aid to date:

Amount Due = Total Pending Charges and Discounts – Total Financial Aid

Student Employment, including work study, is not calculated in the Estimated Net Charges, which is the amount used to estimate the Payment in Full or payment plan contract amount. Student Loans and Outside Scholarships will be included in the calculation only if they have been confirmed and approval has been submitted to and processed by the Financial Aid Office.

Note: Checks for church match and scholarships are considered as financial aid and should be mailed to the Financial Aid Office.

The student is responsible for ensuring payment of tuition, fees and all other debts to the University is made in a timely manner. All miscellaneous charges should be paid at the location where incurred to avoid service charges.

PAYMENT OPTIONS

PAYMENT IN FULL: Payment in full of Registration Bill AMOUNT DUE is due on the first day of each semester. ***All students will be enrolled in the Payment in Full option unless they enroll in a CASHNet Installment Payment Plan (explained below) during the financial registration period.***

PAYMENT PLAN: Students will receive email notification prior to each semester enrollment period with detailed instructions for enrolling in a CASHNet installment payment plan. The Registration Bill AMOUNT DUE, or any portion you choose, may be divided over 4 or 5 equal, monthly payments. Payments are due to CASHNet by the last business day of each month. CASHNet charges a non-refundable application fee of \$35 per semester to enroll in an installment payment plan.

The payment plan incurs no interest charge, but may incur a late fee from CASHNet if payment is not received by the due date. After missing the second payment, the account will be removed from the CASHNet payment plan, and the balance will become due immediately to Asbury University.

STUDENT FINANCIAL RESPONSIBILITY

It is expected that when a student electronically acknowledges a financial agreement to pay all tuition and fees, the student is pledging to faithfully fulfill all financial obligations to the University. The University reserves the right to take whatever steps are necessary for those who default on payment.

Diplomas and official transcripts are not released until all academic and financial obligations to the University are satisfied.

POLICY ON UNPAID BALANCES

1. Students must pay all previous balances before registering for a subsequent semester.
2. If a student's account is unpaid at graduation, the diploma/transcript is withheld until such payment is made.
3. Academic transcripts and diplomas will be released to:
 - A. non-enrolled students only when (1) the student account is paid in full and (2) University loans are being paid on schedule.
 - B. currently enrolled students when either: (1) the student account is paid in full, or (2) the student is fulfilling the terms of their particular Payment Plan and all requirements of the Financial Aid Office have been fulfilled.

REDUCTION IN CHARGES RELATED TO WITHDRAWAL FROM THE UNIVERSITY

[For official withdrawal procedures, please see Undergraduate 'Academic Policies & Procedures' > 'Withdrawal from the University'.]

1. The Registrar's Office documents the student's official date of withdrawal and the remaining academic weeks registered in the semester based on the official withdrawal procedures.
 - Total 'ACADEMIC WEEKS' equals the count of weeks from the first class start date to the last class end date registered on the student's schedule for the semester.
 - The 'COMPLETED WEEKS' equals the count of weeks from first class start date through the week of the student's official withdrawal from the university.
 - **(ACADEMIC WEEKS - COMPLETED WEEKS) / ACADEMIC WEEKS x 100 = percentage of semester remaining.**
2. Students withdrawing from the University within the official Drop/Add period will be refunded all charges.
3. After the Drop/Add period any reductions to charges will be calculated using the criteria above for academic weeks and completed weeks.
4. Course fees, lab fees, student activity fees are not refundable after the Drop/Add period.
5. Student Accounts will use the percentage of semester remaining provided by the Registrar's Office to determine any reduction in tuition after the Drop/Add period.
6. Student Accounts will calculate any reduction to housing and meal charges on a pro-rata basis from the date at which the assigned room is vacated and the key turned in to the resident director.
7. The student will be charged a withdrawal fee of 5% of total charges not to exceed \$100.00.
8. Financial Aid will base any reduction in aid on the date the student requested to withdraw or the midpoint of the enrollment/payment period if the student stopped attending without notification, which may differ from the official withdrawal date. Refer to "Financial Aid Refunds" in the following section for the policy used to return financial aid to the source.
9. Refunds cannot be made to the student until all awards are withdrawn, adjusted or applied to the account.
10. Students who withdraw or are dismissed from the University must complete an application for readmission and be readmitted before being permitted to register again.

FINANCIAL AID FOR UNDERGRADUATES

(Financial aid information is subject to change. Go to <http://www.asbury.edu/offices/financial-aid> for latest information.)

At Asbury University we want to partner with you in funding your education. It is most advantageous to think of funding your education as a partnership between **You** (the student and family), **the Government** (federal and state), **the Institution** (Asbury University) and **Outside Sources** (civic organizations, businesses, etc.).

Institutional and governmental financial aid is available to students who are pursuing a degree on a full-time basis (12 or more credits per semester). Part time governmental aid is available for students taking less than twelve hours each semester.

To receive need based aid at Asbury University, students must complete the Free Application for Federal Student Aid (FAFSA) each year. It is available after October 1 of the year prior to enrolling, and should be submitted before February 1 for optimum consideration.

Offers of financial aid will only be sent to students who have received official acceptance from the Admissions Office and have completed all necessary paperwork. It is the responsibility of the student to ensure that all the appropriate paperwork is turned in to the Financial Aid Office for processing. Students entering and applying for financial aid for the Fall term (including those selected for verification) must have all paperwork completed and in the Financial Aid Office by September 1 of that fall. For students entering in the Spring, the deadline is February 1 that spring.

The Financial Aid Partnership described in paragraph 1 is best defined by the following:

YOU (THE STUDENT AND FAMILY)

Expected Family Contribution (EFC) is determined by a need analysis as part of the Free Application for Federal Student Aid. You must submit financial and personal information from the previous tax year when completing the FAFSA after October 1 of the year prior to the student enrolling. The EFC is deducted from Asbury's cost of attendance to determine student need. The Financial Aid Partnership functions most efficiently when families commit to paying their share of university costs as suggested by the expected family contribution. For those who are unable to pay, Direct PLUS and Alternative Loans are available.

THE GOVERNMENT (FEDERAL AND STATE)

FEDERAL GRANTS

Federal Pell Grant: The Pell Grant-provides money to help high need undergraduate students pay for their education after high school. For many students, this grant provides a foundation of financial aid to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back. The maximum award for the Pell Grant in 2017-2018 is \$5,920. The student must apply for this grant each year by completing the FAFSA and may not receive the grant until enrolled in an eligible program. The grant will be split with one-half being placed on the student's account at the beginning of each semester. The above regulations and provisions of the Pell Grant are subject to change by federal legislative action.

Federal Supplemental Educational Opportunity Grant (FSEOG): This grant is available to enrolled undergraduate students. The selection of applicants for this program is based upon financial need.

Applicants with exceptional need and who receive Pell Grants will be given preference. Although federal guidelines state that grants of up to \$4000 per year may be awarded, most grants range from \$500 to \$1000 per year because of limited funds at Asbury University. The above regulations and provisions of the Supplemental Educational Opportunity Grant are subject to change by federal legislative action.

Federal TEACH Grant: The U.S. Department of Education's TEACH Grant Program provides grant funds to postsecondary students who are completing or plan to complete coursework that is needed to begin a career in teaching, and who agree to serve for at least four years as a full-time, highly qualified teacher in a high-need field, in a school serving low-income students. Eligible full-time students may receive up to \$4,000 per year in TEACH Grant funds, up to a maximum of \$16,000 for undergraduate and post-baccalaureate study, and \$8,000 for graduate study.

If you receive a TEACH Grant but do not complete the required four years of teaching service within eight years after completing the coursework for which you received the grant, or if you otherwise do not meet the requirements of the TEACH Grant Program, all TEACH Grant funds that you received will be converted to a Federal Direct Unsubsidized loan that you must repay in full, with interest, to the U.S. Department of Education. Once a TEACH Grant is converted to a loan, it cannot be converted back to a grant. For detailed information on this grant, please visit the federal government website: <https://teach-ats.ed.gov/ats/index.action>

FEDERAL LOANS AND WORK STUDY

Federal Perkins Loan: The Perkins Loan is a long-term loan for students who enroll at least half-time. The selection of applicants for this program is based upon financial need as determined by the FAFSA. Applicants with the greatest financial need will be given preference. Loan repayment and interest payments are deferred until after graduation or as long as the individual remains in at least half-time enrollment at an accredited institution of higher education in the United States. The Federal Perkins Loan has a 9-month grace period beginning when the student graduates or drops below half-time enrollment. During the repayment period the charge is five percent (5%) interest on the unpaid balance. The above regulations and provisions of the Perkins Loan program are subject to change by federal legislative action. The Financial Aid Officer at Asbury University can provide information about loan cancellation provisions for borrowers who enter fields of teaching or who teach in designated schools. If a student defaults on a Perkins Loan and if Asbury is unable to collect, the federal government may take action to recover the loan.

Federal Direct Loan: The Direct Loan program enables a student to borrow directly from the U.S. Department of Education. The maximum a student may borrow per year is: Freshmen \$5,500, Sophomores \$6,500, Juniors and Seniors \$7,500. There are two types of Direct Loans: Subsidized and Unsubsidized. Graduate students may be able to borrow up to \$20,500 per year based on need; only Direct Unsubsidized loans are available to Graduate students. The above regulations and provisions of the Direct Loan are subject to change by federal legislative action. The interest rates on Subsidized and Unsubsidized loans may vary from year to year, but cap at 8.25%.

Federal Direct PLUS Loan: The PLUS is available to credit-worthy parents of dependent children attending college. The maximum amount is equal to the Cost of Attendance less any other financial aid for which the student has qualified. Students must complete a FAFSA, and parents must qualify with the U.S. Department of Education. If parents are denied the PLUS loan, the student is eligible for additional Direct Unsubsidized loans. The regulations and provisions of the PLUS loan are subject to change by federal legislative action.

The Direct PLUS Loan is also available to graduate students, if they are credit-worthy applicants. A graduate student may apply to borrow up to the total Estimated Cost of Attendance less any other financial aid for which the student has qualified. The student may borrow to help pay for educational expenses as long as he/she is enrolled at least half time in a degree program while meeting all basic eligibility requirements.

Federal College Work Study Program: Students are eligible for part-time employment under the Federal College Work Study program if they meet the requirements to receive federal aid. The selection of students will be made as follows: All students with financial need will be considered, but if funds are not sufficient to cover all requests, students demonstrating the greatest financial need will be given preference.

KENTUCKY GRANT AND SCHOLARSHIP PROGRAMS

Kentucky Tuition Grant (KTG): The Kentucky Tuition Grant is available to Kentucky residents who demonstrate need upon filing the FAFSA and enroll full-time at an eligible private Kentucky college or university.*

College Access Program Grant (CAP): The CAP Grant is available to Kentucky residents enrolled at least half-time at a Kentucky college or university who have Pell Grant eligibility demonstrated by the FAFSA.*

*Students are encouraged to file the FAFSA as soon as possible after October 1 of the year before they are planning to attend, as funds are available on a first-come, first-served basis.

Kentucky Educational Excellence Scholarship (KEES): Students who attend and graduate from certified Kentucky high schools can earn a scholarship based on their grade point average (GPA) for each year of high school and a bonus award based on their highest ACT/equivalent SAT score achieved before graduating from high school. Students must have an annual 2.5 or higher high school GPA for the base amount of the scholarship and a 15 or above ACT or equivalent SAT score for the bonus award. The scholarship is renewable for each year of college. Students who do not meet the minimum GPA requirements and/or are not on track to graduate at the end of an academic year will forfeit all or a portion of the scholarship for the next year. Students may regain eligibility by reestablishing the minimum GPA.

OTHER STATE GRANT PROGRAMS

Grants are also available from the states of Delaware, Pennsylvania, Rhode Island, and Vermont. Contact the education agency in your state for further information, including filing deadlines.

OUTSIDE SOURCES (CIVIC ORGANIZATIONS, BUSINESSES, ETC.)

Fast Web: Financial Aid Search through the Web. www.fastweb.com - A searchable database of more than 180,000 private sector scholarships, fellowships, grants, and loans. It provides useful information to students and parents.

CollegeNet: www.collegeboard.org - A free search sponsored by the CollegeNet. It contains links to colleges throughout the country.

Veteran's Benefits: An honorably discharged veteran of the Armed Forces who served more than six months may receive payments under the "G. I. Bill." A dependent child or widow of a deceased veteran

may also qualify. Check with a county Veteran's Service Officer or with Asbury University's Veterans' Representative. Applications for educational benefits are available at www.gibill.va.gov.

R.O.T.C. Scholarships: In order to support provision for the common defense of the United States of America, Asbury University has established room and board waivers for Reserve Officer Training Corps (ROTC) scholarship recipients. If a full-time student is an ROTC full scholarship recipient from any branch of the United States armed forces, he/she will receive a 100% waiver of standard room and board charges at Asbury University. If a full-time student receives a partial or percentage-of-tuition ROTC scholarship from any branch of the United States armed forces, he/she will receive an equal and corresponding percentage waiver of standard room and board charges at Asbury University. For example, a full-time student receiving a 50% of tuition Army ROTC scholarship will receive a 50% waiver of standard room and board charges at Asbury University. This policy is subject to review and change at any time by the Asbury University administration.

United Methodist Student Loan: Any United Methodist student who is registered as a full-time degree candidate at Asbury University may apply for a loan. The applicant must be a citizen of the United States and a member of the United Methodist Church for one year or more. He/she must be Christian in character, sound in health, financially reliable, wholly or partially self-supporting, and giving promise of future usefulness. Applicants must have a grade average of 'C' or better. A first semester freshman must have an average of "B" or better for the senior year of high school. A legally binding promissory note is required. Payments are made monthly, beginning not later than six months after discontinuing school attendance. Interest will be computed at 6% per annum from the date the loan is granted until the note is paid in full. For service credit, a student must contact the National Office of United Methodist Student Loans. Applications are available online at www.gbhem.org. Funds are available on a first-come, first-served basis.

Alternative Loans: Alternative loans are available for students to reduce any balance between the cost of education and financial aid. These loans are received through a lending institution, with several types being available. Financial Aid personnel will work with a student to determine the best type of loan option and will provide application information. Alternative loans will be counted as pending aid against the student's account for a period not to exceed 60 days after the loan has been originated. After that time such loans will automatically be removed from the student's pending aid. The alternative loan, however, may still be processed and applied to the student's account following the resolution of any issues.

APPLICATION FOR FINANCIAL AID

PROCEDURE: In order to be considered for financial aid, you must file the FAFSA each year (www.fafsa.ed.gov). For optimum consideration:

- Complete and submit a Free Application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov) by October 1.
- Kentucky residents should file **as soon as possible** as state funds are limited and are available on a first-come, first-served basis. In order to file by this date, it may be necessary to estimate using W2(s) and/or previous year's tax return.
- Students from other states with grant programs should check with their state education agencies for filing deadlines.

Students who do not have all the necessary paperwork in will not be given credit for any pending aid. This will directly affect the balance due and any payment plans.

GENERAL POLICIES & NOTES

1. Requests for financial aid award eligibility must be made during the academic year for which the aid is intended. Students pursuing a second bachelor's degree will receive federal or alternative loans based on remaining eligibility, and institutional aid. Unless otherwise noted the following rules apply to all institutional financial aid:
2. Students who enroll for fewer than 12 hours are not eligible to receive a scholarship, except in the case of a last semester senior who may receive the scholarship, but only in the appropriate percentage of the tuition charged.
3. Students are expected to complete their programs in four years (eight semesters). This means that students should carry an average of 16 hours per semester.
4. Home-schooled students are eligible for Presidential Scholarships and other University scholarships. Eligibility is based upon the student achieving a qualifying score on the ACT or SAT. Class rank and high school GPA will not be considered. Students must complete the home school requirements of their home state.
5. Students who enroll in an officially approved special/external program (see Special Programs: Off Campus Programs section of this Bulletin) may receive University financial aid for the program. However, University financial aid will not be given to repeat the same special program.
6. Students in the 3/2 Engineering program at the University of Kentucky will have aid processed by UK when attending that institution following Asbury enrollment.
7. Student load for Financial Aid purposes: Undergraduate and Graduate students will be considered full-time, three-quarter-time, half-time, or less-than-half-time for any enrolled semester according to the following schedule of minimum semester hours:

	Full-time	Three-quarter time	Half-time	Less than half-time
Undergraduate load	12	9-11	6-8	less than 6

8. In order to receive Asbury University institutional aid for the 2017-18 school year, students enrolling in the Fall must have their files completed by September 1, 2017, and students enrolling in the Spring must have their files completed by February 1, 2018. A completed file includes: final FAFSA information, completed verification if selected, and completion of all information deemed necessary by the Financial Aid Office. Students who complete their files after the deadline will be ineligible for aid until such time as their file is complete. Aid awarded after the deadline will be based on availability of funds.

REPAYMENT POLICY: A portion or the entire amount of the cash disbursement may have to be repaid to the awarding program(s) when a student has received a cash disbursement in the form of a check (or cash) from Title IV, Kentucky Higher Education Assistance Authority, or any other state or non-Title IV programs. Full repayments of the cash disbursement amounts will be required if:

1. The student was not eligible to receive the funds when they were disbursed.
2. The student officially or unofficially withdraws from or is expelled by the University before the first day of classes for a payment period.
3. If the student unofficially withdraws from the University and the institution is unable to document the student's last day of attendance then the midpoint of the semester will be used to assess return of aid.

FINANCIAL AID REFUNDS

A financial aid refund is different from a refund of tuition charges. For a discussion of a refund of tuition charges please refer to the "Expenses: Refunds" section that precedes the financial aid section. A financial aid refund is defined as unearned financial aid paid back to its source upon a student's withdrawal from the University. Official withdrawal means that the student has notified the proper offices before leaving school. Unofficial withdrawal occurs when a student simply leaves school without

notifying the proper offices. In this scenario the financial aid refund will be calculated based on the midpoint of the enrollment period.

RETURN OF TITLE IV (FEDERAL) FINANCIAL AID: When a student withdraws during a term, the amount of federal financial aid earned by the student is determined on a pro-rata basis up to the end of 60 percent of the term (as determined by federal calculations). For example, if the student has completed 30 percent of the term, he/she has earned 30 percent of the federal aid originally scheduled to be received. Once a student has completed more than 60 percent of the term, he/she has earned all of his/her federal financial aid. (Federal Work-Study funds are excluded from the return of Title IV funds requirements.)

If a student has received excess funds, the University must return a portion of the excess equal to the lesser of: The student's institutional charges multiplied by the unearned percentage of funds or the entire amount of excess funds.

If the aid to be returned is in the form of a loan that has been released to the student (or parent) borrower, the student (or parent) can repay the loan in accordance with the terms of the promissory note over a period of time. If the aid to be returned is in the form of grant funds, the law provides that the student must repay 50 percent of the grant rather than 100 percent.

ORDER OF FEDERAL FUNDS TO BE RETURNED: The funds must be credited to outstanding loan balances or to any amount awarded for the term in which a return of funds is required in the following order:

- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Federal Perkins Loans
- Direct PLUS Loans received on behalf of the student
- Federal Pell Grants
- Federal SEOG Grants
- Other Title IV Assistance

Institutional financial aid will be refunded according to the schedule below.

REFUND OF INSTITUTIONAL FINANCIAL AID:

1. Calculation of financial aid refunds are made after notification of the student's official withdrawal from the University is made to the Financial Aid Office by the Office of the Registrar.
2. The date used in determining amount of aid earned will be the date of withdrawal notification from the student or the midpoint of the period of enrollment if no notification was given.
3. The following calculations are used for refunds:
 - A. For calculating refunds the 'ACADEMIC WEEKS' for a semester are calculated based on the official start and end dates of the student's registered courses.
 - B. Percentage of reduction in financial aid is based on percentage of semester attended before withdrawal or the midpoint of the period of enrollment if no withdrawal notification was given.

Reduction in amount of aid available to student based on:

Percentage of semester attended = $100\% - (\text{withdrawal date}/\text{total academic weeks})$

NOTE: percentage of reduction in tuition charges to student is based on percentage of semester enrolled through the date of withdrawal notification. Please refer to "Refunds" in the previous Student Accounts section for the policy for tuition refunds

REFUND OF PRIVATE SCHOLARSHIPS AND GRANTS: Unless otherwise requested by the donor, the refund of private assistance follows the pro-rata policy for the cancellation of institutional charges and financial aid.

REFUND OF KENTUCKY STATE AID: Kentucky Tuition Grant (KTG), College Access Program (CAP) grant, Kentucky Educational Excellence Scholarship (KEES), and the KHEAA Teach Scholarship will be refunded on a pro-rata basis to the state under the same schedule that institutional aid is refunded.

OUT OF STATE PROGRAM REFUNDS: Refunds for out of state programs will be calculated in accordance with the requirements of those states.

ACADEMIC PROGRESS AND FINANCIAL AID

SATISFACTORY PROGRESS FOR UNDERGRADUATE STUDENTS

The Higher Education Amendments of 1986 mandate that all students receiving federal student aid funds be required to make measurable academic progress toward a degree.

The awarding of financial aid is based upon Satisfactory Academic Progress (SAP). SAP is comprised of both Quantitative and Qualitative components; a successful passing rate of all academic hours attempted and adequate cumulative grade point average.

Quantitative: The Financial Aid Office monitors the semester hours of students receiving aid to ensure that students are **passing at least 67% of all hours attempted (registered hours, including withdrawn hours)**.

Please see the chart below:

Academic Status	Required Minimum Semester Load	Must Earn at Least 67%
Full-time	12	8 hours
$\frac{3}{4}$ time	9-11	6 – 7 hours
$\frac{1}{2}$ time	6-8	4 – 5 hours

The quantitative element is cumulative as evidenced by the following example:

Fall Semester	Spring Semester	Total Attempted (cumulative)	Must Earn at Least 67%
1 st year – 12 hours	15	27 hours	$27 \times 67\% = 18$ hours
2 nd year – 15 hours	16	58 hours	$57 \times 67\% = 38$ hours
3 rd year – 17 hours	15	90 hours	$90 \times 67\% = 60$ hours

- A student considering dropping below 12 semester hours should contact the Financial Aid Office to discuss how such a change will affect financial aid.
- A student who drops below 12 semester hours per semester or fails a course is **REQUIRED** to contact the Financial Aid Office.
- The Registrar will regularly inform the Financial Aid Office concerning the enrollment status and academic progress of all students.

Courses with a grade of I, IP, F/FN, or W count as hours attempted, but not as hours completed.

If a student subsequently receives a passing grade in place of one of these grades after academic

progress has been evaluated, it is the student's responsibility to notify the Financial Aid Office. Please see the example below:

Hours Attempted Semester	Grades Received Semester	Credit Hours Successfully Completed
Fall - 15	A	3
(1 st year)	C	3
	B	3
	IP	0
	W	0
		9 Credit Hours Completed divided by 15 Hours Attempted = 60%
Spring - 17	B	3
(1 st year)	D	3
	A	3
	A	2
	C	3
	C	3
		26 Credit Hours Completed (cumulative) divided by 32 Hours Attempted (cumulative) = 81%

In this example, in the first payment period (fall semester), the student would receive a Financial Aid Warning for completing less than the required minimum of 67%, but would still be eligible to receive aid in the spring. At the end of the second payment period (spring semester), as the student has completed more than 67% of his cumulative hours attempted, he has achieved SAP. If the student were still under 67% at the close of spring, he would be placed on Financial Aid Suspension and be considered ineligible for aid for the next payment period.

- Transfer credits count as both hours attempted and hours completed.
- All repeated courses count as hours attempted, but only one of the courses counts toward completed credits. The highest grade attained will be used in the GPA calculation.
- Undergraduates may receive aid for a maximum of 150% of the published length of the educational program. Students enrolled full-time in a four-year program will be eligible to receive aid for a maximum of 12 semesters. Students who are not on track to earn their degree within the maximum time-frame will be denied aid.

[NOTE: Financial Aid requirements may vary from Academic requirements. Students may be cleared academically to register and continue, but not be eligible for financial aid.]

Qualitative: The Registrar's Office monitors adequate cumulative grade point average (GPA) according to the following academic progress scale. Students who do not satisfy the academic progress scale are placed on academic probation for a semester.

ACADEMIC PROGRESS SCALE	
Semester hours Attempted	Cumulative Grade Point Average
1 — 24	1.70
25 - 37	1.80
38 — 59	1.90
60 or more	2.00

Students who fail to satisfy the academic progress scale after a semester of academic probation may be allowed to continue for an additional semester of academic probation if it is determined that they are making suitable academic progress, or they may be placed on academic suspension and not allowed to enroll for one semester (not including summer).

Students placed on academic suspension shall forfeit all financial aid until such time as they are again meeting the minimum standards.

Students placed on academic suspension who are re-admitted will have the status of “suspended with permission to enroll.” They may register and continue without financial aid. At such time as these students reach the minimum academic standards, they will again be eligible for financial aid.

Reinstatement of aid is also dependent on availability of funds.

Evaluation of Satisfactory Academic Progress will be at the end of each payment period. If a student has not achieved SAP at the end of the first payment period, he/she will be given a Financial Aid SAP warning, but will be eligible to receive financial aid for the next payment period.

If a student fails to achieve SAP in the payment period following the one for which he/she received a Financial Aid SAP warning, the student will be placed on Financial Aid SAP suspension and will not be eligible for financial aid.

Any student placed on academic suspension by Asbury University will automatically be on Financial Aid SAP suspension.

Students may have their financial aid reinstated without an appeal in the payment period following their successful attainment of the 67% cumulative course completion percentage and/or their successful attainment of the necessary GPA requirements.

Appeals for Financial Aid SAP suspension: Asbury University recognizes that students on Financial Aid SAP suspension may have extenuating circumstances. Appeals are welcome and every effort will be made to give careful consideration to each appeal. If an appeal is granted, the student will be placed on Financial Aid SAP probation. This will be for one additional payment period only (unless an acceptable Action Plan has been created by the student’s faculty advisor), during which time the student must attain SAP. Appeals should be in writing, designated “SAP Appeal,” and sent to the Financial Aid Office at Asbury University. Each appeal must include a minimum of:

- An explanation as to why the student did not meet Satisfactory Academic Progress
- A plan of action that will allow the student to meet Satisfactory Academic Progress at the next evaluation.

Time Frame for Financial Aid – Undergraduate Programs

The maximum time frame a student can receive financial aid is equal to 150% of the normal expected time it takes to complete the academic program. The normal expected time frame to complete Undergraduate degree programs at Asbury University is 4 years; therefore, a student may receive financial aid for a maximum of 6 years or 12 semesters at a full-time rate.

APPEALS PROCEDURE FOR FINANCIAL AID DECISIONS

There are occasions when a student may be denied financial aid. The reasons for denial may include one or more of the following:

- Annual income and assets of parents are sufficient to meet educational costs.
- Annual income and assets of student and/or spouse are sufficient to meet educational costs.
- Student is not making satisfactory academic progress toward a degree.
- Student owes a refund or repayment on previous aid and/or is in default on student loan payments.
- Student is taking less than a half-time load.
- Student is not a citizen or permanent resident of the United States (required for federal programs).
- Other resources listed by the student should be adequate to meet educational costs.
- Student has failed to provide sufficient information in order for an award to be made or has failed to provide requested documentation on reported information.
- Student is enrolled in a semester beyond his/her tenth semester.

There are also times when a family's financial resources may change after the original application is submitted and a review of aid awarded is in order.

A student who loses financial aid based upon the academic progress policy or concerning any of the items mentioned above may appeal the loss of funds to the Financial Aid Appeals Committee. The Financial Aid Appeals Committee will consist of the Director of Financial Aid, the Assistant Director of Financial Aid, the Assistant Vice President for Business Affairs, and the Academic Dean. Information regarding the appeal process may be obtained in the Financial Aid Office.

Any appeal for reconsideration must be made to the Financial Aid Committee in writing. An interview may also be needed to clarify new information or the presentation of documentation may be required for verification of data. In all cases, a student will receive a written response to his/her appeal from the Financial Aid Committee.

ADDITIONAL SCHOLARSHIPS & RESOURCES FOR TRADITIONAL UNDERGRADUATES

To learn more about these scholarships, expectations, and how to apply online go to:

<http://www.asbury.edu/offices/financial-aid/types-aid/scholarships-and-grants>

ASBURY UNIVERSITY

Scholarships, Awards, Grants: The scholarship program at Asbury University has been established to recognize outstanding academic achievement, leadership ability, excellence of performance and/or financial need. Recipients are selected on the basis of academic performance as shown by grade point average, test scores, and other criteria. Scholarships are awarded on an annual basis and are awarded only to those students pursuing their first bachelor's degree on a full-time basis (minimum 12 hours per semester). Awards shall cover the traditional terms, fall and spring, only. Complete procedures for applying for scholarships may be obtained from the Financial Aid Office or the Admissions Office. Transfer students are entitled to receive a scholarship for the normal time frame expected to complete the degree requirements, not to exceed four years or eight semesters. In order to receive scholarships, students must be enrolled at and complete their financial aid through Asbury University. Students enrolled in the 3-2 Engineering program with the University of Kentucky are not eligible to receive Asbury University scholarships once they have enrolled at and are handling financial aid through the University of Kentucky.

Merit Finalist/Frances Asbury Honors Scholarship: A scholarship equal to 75% of tuition will be awarded to National Merit finalists who graduated from high school the previous spring and are entering their freshman year during the fall semester. Students are entitled to receive the scholarship for up to four years or eight semesters as long as a 3.5 cumulative GPA is maintained. A student who does not maintain a 3.5 cumulative GPA at the end of an academic year will qualify for the Presidential Scholarship indicated by the current cumulative GPA. This scholarship may be reinstated by re-attaining the necessary CGPA. It is the responsibility of the student to notify the Financial Aid Office once the minimum cumulative GPA is re-attained.

John Wesley Hughes Scholarship: Four scholarships equal to 100% of tuition will be awarded on a competitive basis to students who demonstrate the highest outstanding scholastic achievement. Eligible applicants will receive an invitation to the competition weekend held each year in early spring. To be invited to the competition weekend, applicants must meet the criteria for a 30% Presidential Scholarship or a 35% Governor's Scholarship. Evaluation will include academic records, test scores, rank in class, extra-curricular activities, leadership ability, quality of high school program, letters of recommendation, an essay and an interview. Students are entitled to receive the scholarship for up to four years or eight semesters as long as a 3.6 cumulative GPA is maintained. Students who do not maintain the required 3.6 cumulative GPA at the end of any academic year will qualify for the Presidential Scholarship indicated by the current cumulative GPA. This scholarship may be reinstated by re-attaining the necessary CGPA. It is the responsibility of the student to notify the Financial Aid Office once the minimum cumulative GPA is re-attained.

H C Morrison Scholarship: Eight scholarships equal to 75% of tuition will be awarded on a competitive basis to new students who demonstrate the most outstanding scholastic achievement. Eligible applicants will receive an invitation to the competition weekend held each year in early spring. To be invited to the competition weekend, applicants must meet the criteria for a 30% Presidential Scholarship or a 35% Governor's Scholarship. Evaluation will include academic records, test scores, rank in class, extra-curricular activities, leadership ability, quality of high school program, letters of recommendation,

an essay and an interview. Students are entitled to receive the scholarship for up to four years or eight semesters as long as a 3.5 cumulative GPA is maintained. Students who do not maintain the required 3.5 cumulative GPA at the end of any academic year will qualify for the Presidential Scholarship indicated by the current cumulative GPA. This scholarship may be reinstated by re-attaining the necessary CGPA. It is the responsibility of the student to notify the Financial Aid Office once the minimum cumulative GPA is re-attained.

Presidential Scholarship: Students who demonstrate high academic achievement in high school and who meet minimum standard of admission in all categories may qualify for a Presidential Scholarship. The scholarships range from 15% to 30% of tuition.

A 15% scholarship will be awarded to new students who meet two of the following three criteria:

- minimum 3.5 cumulative GPA on a 4.0 scale
- minimum composite test score ACT 27 or SAT 1200
- upper 10% of high school class.

A 20% scholarship will be awarded to new students who meet two of the following three criteria:

- minimum 3.7 cumulative GPA on a 4.0 scale
- minimum composite test score ACT 29 or SAT 1280
- upper 5% of high school class.

A 30% scholarship will be awarded to new students who meet two of the following three criteria:

- minimum 3.9 cumulative GPA on a 4.0 scale
- minimum composite test score ACT 30 or SAT 1320
- upper 2% of high school class - minimum of 50 students in graduating class.

(A student who is the valedictorian of his/her graduating class with a graduating class size of 20-49 will be considered to have met the rank in class criterion. A student who is the valedictorian of his/her graduating class with a class size of less than 20 will need to meet the GPA and minimum test score requirements to qualify for this scholarship.)

Home-schooled students become eligible for this scholarship by achieving a qualifying score on the ACT or the SAT. Class rank and high school GPA are not considered.

Students are entitled to receive the scholarship for up to four years or eight semesters as long as renewal grade point average requirements are met.

- A 3.3 cumulative GPA must be maintained to renew the scholarship awarded at the 30% level.
- A 3.2 cumulative GPA must be maintained to renew the scholarship awarded at the 20% level.
- A 3.1 cumulative GPA must be maintained to renew the scholarship awarded at the 15% level.

A student who loses a scholarship at a particular level and then subsequently reaches the required GPA for that level may have the scholarship reinstated. A student who loses a scholarship at a particular level may not receive a scholarship at a lower level. It is the responsibility of the student to notify the Financial Aid Office once the minimum cumulative GPA is re-attained.

Governor's Scholarship: Scholarships equal to 35% of tuition will be awarded to students who graduated from Kentucky high schools and who attended the Governor's Scholars program, the Governor's School for the Arts program, or the Governor's School for Entrepreneurs Program. Recipients of the Governor's Scholarship are not eligible for additional Asbury University merit or minority scholarships. This Scholarship will not, however, affect additional need-based Asbury aid or aid received from the Kentucky Educational Excellence Scholarship (KEES) program or other external sources. This award is renewed for up to four years or eight semesters provided the recipient maintains a cumulative GPA of 3.30 at Asbury University. Those students who meet the criteria for the Level III

Presidential Scholarship will be invited to campus in early spring to compete for the Hughes and Morrison scholarships.

A student who loses a scholarship at a particular level and then subsequently reaches the required GPA for that level may have the scholarship reinstated. A student who loses a scholarship at a particular level may not receive a scholarship at a lower level. It is the responsibility of the student to notify the Financial Aid Office once the minimum cumulative GPA is re-attained. Students who meet the above criteria but do not meet the minimum scores for acceptance will not be awarded a Presidential or Governor's Scholarship.

Music Performance Scholarship: Music Performance Scholarships are available to prospective students with demonstrated abilities and interest in music. Eligible students include those intending to major or minor in music, and students only desiring to actively participate in music ensembles.

- Applicants must complete the Asbury University admissions application process, be admitted in good standing, perform an audition, submit a "Music Performance Scholarship" application, submit a Letter of Recommendation from a music professional who knows the applicant's work, and have a minimum 2.25 (4.0 scale) high school or college GPA. Music Performance Scholarships will be awarded soon after the application process is complete and Asbury University receives the candidate's completed FAFSA.
- The initial scholarship is offered by contract and is maintained annually by active participation in an assigned ensemble and by meeting the minimum cumulative GPA required for graduation.
- Keyboard and guitar students must also take private lessons on their auditioned instrument. Students must continue to participate into their eighth semester, unless student teaching. Students awarded large scholarships based on successful auditions in several areas may be assigned participation in several ensembles. Scholarship recipients in composition begin lessons in the sophomore year.
- The specific ensemble requirements for each semester are as follows: Orchestral strings and harp enroll in the Orchestra, wind and percussion instruments enroll in Concert Band, vocalists enroll in the Asbury Chorale, handbell ringers enroll in Handbell Choir, and, in addition to private lessons, guitar and keyboard students are assigned an ensemble by their Area Coordinator.
- For more information, or to request an application, contact the Music Department Office by calling 1-859-858-3511, ext. 2250, or by emailing the Music Department Chair at mark.schell@asbury.edu.

Multicultural Scholarships: Harry Hosier Scholarships (African-American students) and Jose Velazquez Scholarships (Hispanic-American students)

The purpose of these scholarships is to provide and maintain an awareness of the value the University places on ethnic diversity and its attention to multicultural concerns on campus. Two Hosier and two Velazquez scholarships equal to 70% of tuition are awarded to incoming students. The requirements for consideration are U.S. citizenship or US permanent resident and a minimum grade point average of 3.0 on a 4.0 scale. Evaluation will also include academic records, test scores, rank in class, extracurricular activities (particularly as they relate to American ethnic minority concerns), leadership ability, letters of recommendation and an essay. This is a competitive scholarship for accepted students who have submitted the application and references by the deadline listed in the application. This award is renewed for up to four years or eight semesters provided the recipient maintains a cumulative GPA of 2.25 at Asbury University and upholds the program's expectations.

Rogers Scholars Award: Scholarships equal to 20% of tuition will be awarded to students who successfully completed the Rogers Scholars program, have a high school GPA of 3.0 or better, and an ACT of 24 or above. This award is renewable for up to four years or eight semesters provided the recipient maintains a cumulative GPA of 3.10 at Asbury University. Incoming students who demonstrate

eligibility for a higher percentage scholarship based on GPA and/or ACT score will be awarded the higher of the two scholarships.

Theatre and Cinema Performance Scholarship: The Theatre & Cinema Performance Program awards scholarships in varying amounts to outstanding students who demonstrate a potential to significantly contribute to the Theatre & Cinema Program of the University. To qualify for any Theatre & Cinema Performance Scholarship, students must meet regular admissions standards. The scholarships are recommended by the Theatre & Cinema Program faculty of Asbury University. In order to maintain this scholarship, students must meet the minimum cumulative GPA required for graduation, pass a minimum of 24 credits per year, major or minor in Theatre, and continue to have the recommendations of the Theatre & Cinema Performance Program.

Howard Dayton School of Business Scholarship: This scholarship for new students is designed to support Christian men and women interested in advancing the cause of Christ in the fields of Business Administration, Marketing, Sport Management, and Accounting. A \$10,000 Howard Dayton School of Business Scholarship will be awarded to 2-3 students per year and can be renewed annually. This scholarship is competitive and non-need based. Students must be accepted by the University, declare a major within the Howard Dayton School of Business, and have achieved a minimum composite test score of ACT 24 or SAT 1110, and a cumulative high school GPA of 3.0 or higher. Candidates with higher academic qualifications and evidence of involvement in business or leadership-related areas will be given priority. A cumulative GPA of 3.4 is required to retain this scholarship. For consideration, please complete the scholarship application online in the Business School.

JPL Indian Springs Scholarship: One scholarship of \$5,000 per year (\$20,000 total over four years) is available for a new, incoming student in the traditional, residential undergraduate program who is actively involved in the Indian Springs Camp Meeting. Students from Indian Springs must complete the form found on the website regarding his/her participation in the annual event and must be accepted by February 1st. The scholarship will be awarded March 1st. The student/s must be accepted in good standing to be considered for this award. This scholarship is added on top of all other financial aid. The FAFSA must be filed by March 1st.

The Salvation Army Scholarship: Scholarships of \$2,500 per year (\$10,000 total over four years) are available for new, incoming students in the traditional, residential undergraduate program who are actively involved in The Salvation Army. Students from The Salvation Army must submit a letter of recommendation from the Corps Officer regarding his/her participation in the Army. The scholarship will be awarded March 1st. The student/s must be accepted in good standing to be considered for this award. This scholarship is added on top of all other financial aid.

Multicultural Scholarship: Emerging Leader-Scholar Program: The purpose of this scholarship is to identify and develop U.S. ethnic students who are interested in becoming leaders on campus, as well as create a more diverse and rich learning environment in the traditional undergraduate liberal and applied arts programs at Asbury University.

\$5,000 Emerging Leader-Scholar Program scholarships will be awarded to incoming students. The requirements for consideration are U.S. citizenship or US permanent resident and a minimum grade point average of 3.0 on a 4.0 scale. Evaluation will also include academic records, test scores, rank in class, extracurricular activities (particularly as they relate to American ethnic minority concerns), leadership ability, letters of recommendation and an essay. This is a competitive scholarship for accepted students who have submitted the application and references by the deadline listed in the expectations found in the link listed at the start of this section. This award is renewed for up to four

years or eight semesters provided the recipient maintains a cumulative GPA of 2.25 at Asbury University and upholds the program's expectations.

Athletic Scholarship: The Athletic Department awards scholarships in varying amounts to outstanding athletes who demonstrate a potential to significantly contribute to the athletic program of the University. To qualify for any athletic scholarship, students must meet regular admissions standards and NAIA requirements. Athletic scholarships are recommended by coaches and the Athletic Director of Asbury University. In order to maintain this scholarship, students must meet the minimum cumulative GPA required for graduation, pass a minimum of 24 credits per year and continue to have the recommendations of a coach and the Athletic Director. Scholarships will be evaluated for renewal at the end of the Spring Semester, but summer coursework may be taken into consideration as well.

Tumbling Scholarship: The Tumbling Team awards scholarships in varying amounts to candidates who demonstrate a potential to significantly contribute to the team and its ministry. To qualify, students must meet regular admissions standards. Tumbling scholarships are determined by the coaching staff of the Tumbling Team. In order to maintain this scholarship, students must meet the minimum cumulative grade point average required to graduate and continue to have the recommendation of the Tumbling Team coaching staff.

Christian Ministry Scholarship: A Christian Ministry Scholarship of \$1000/year has been established for traditional undergraduate students who have at least one parent working in a paid, full-time Christian Ministry.

Alumni Recognition Scholarship : An Alumni Recognition Scholarship of \$1500/year has been established for traditional undergraduate students who have at least one parent who is an alumnus of Asbury University.

Out of State Scholarship: An Out of State Scholarship of \$2000/year has been established for traditional undergraduate students who reside anywhere in the world, but outside the Commonwealth of Kentucky.

International Student Scholarship: Each year the Scholarship Committee will select new international applicants to receive partial scholarships. Selection will be based upon academic standing and a statement of fiscal responsibility. The awarding of these scholarships to new recipients will be made in early spring each year. This scholarship is available only to persons who are not citizens or permanent residents of the United States.

- The purpose of this scholarship is to serve the international community through the education of young leaders, to provide qualified international students the opportunity of an education at Asbury University and to maintain an awareness of international concerns through the presence of students from other countries on campus.
- These scholarships may be renewed for a total of four years or eight semesters (excluding any summer terms) as long as the student maintains satisfactory academic progress. Failure to maintain acceptable academic progress will result in notification of scholarship non-renewal.

Asbury University Alumni Honors Award: Two awards consisting of 5% of tuition will be given annually to entering freshmen who are the direct descendants of an Asbury University alumnus. These are one-time awards and are not renewable. The scholarships will be awarded to students who have outstanding high school records. A letter of application must be received by April 15 by the Alumni

Relations Office who selects the recipients. For detailed information, please contact the Alumni Relations Office.

Church Match Grant: The Church Match program was established to encourage churches to support students with scholarship aid. Asbury University will match scholarships awarded by churches up to \$1000 per academic year. The Church Match Grant is not dependent on need and students do not need to fill out a FAFSA to qualify. Gifts will be accepted from churches and mission agencies only and the annual gifts must be received at the University by the first day of classes of an award year. Students enrolling for the spring semester (who were not enrolled in the fall) need to have funds in by the first day of classes of the spring semester. The Church Match Grant will not be awarded for the Summer Term. Applications are required and are available online at www.asbury.edu/financialaid/forms.

Multiple Family Waiver: When more than one dependent sibling from a family is enrolled full-time at Asbury University as a traditional undergraduate student, a tuition waiver will be granted for each student (4% of tuition per student for two students and 5% of tuition per student for three or more students). This waiver also applies to husband and wife who are both enrolled full-time in the traditional undergraduate program at Asbury University.

Institutional Employment: Eligible students who have filed their employment application with the Human Resources Office may obtain on-campus employment in such areas as offices, laboratories, dormitories, the library, the cafeteria, the physical plant, or the tutoring services. Students may work up to twenty hours per week at the approved minimum wage level. Applications are required and are available in the Campus Employment Office.

Senior Citizen Waiver: Students enrolled in the traditional undergraduate program who are at least 62 years of age and who are U.S. citizens may receive a waiver of tuition for a maximum of 4.0 credit hours per academic semester (including summer). See Academic Policies > Class Registration > Other Registration Procedures for information.

Endowed Scholarships: The following annual scholarships are awarded by the Financial Aid Office using income from endowment funds. Selection is determined by the FAFSA.

Carl L. and Emma Lou Akers Memorial Endowed Scholarship

Alabama Endowed Scholarship

Chris Louis Allison Memorial Endowed Scholarship (pastoral or missionary ministry)

George R. Allison Memorial Endowed Scholarship

The Ruth Hall Anderson Endowed Scholarship (music major with preference to piano and/or organ students)

Ralph C. and Katherine B. Argo Memorial Endowed Scholarship

John Frank Askins, Sr. Endowed Scholarship

Asbury University Alumni Endowed Scholarship

Asbury University Alumni Honors Endowed Scholarship (descendent of alumnus)

Asbury University Fund for Ancient Languages Endowed Scholarship

Rev. Tom and Sara Avery Endowed Scholarship

J. David and Pauline Odell Aycock Endowed Scholarship (students of missionary parents serving outside the United States)

John L. Ayers Endowed Scholarship (pastoral ministry)

Elizabeth Hutcherson Bailey Memorial Endowed Scholarship (elementary education majors)

Paul Bailey Endowed Scholarship

Howard C. and Agnes L. Barnett Endowed Scholarship

Justus J. and Nellie C. Barnett Endowed Scholarship

Horace C. and Jennie W. Barrow Memorial Endowed Scholarship

The Wayne and Jean Barthel Endowed Scholarship (full-time Christian service)

Henry and Elsie Bayless Endowed Scholarship

Onesia Beadle Memorial Ministerial Endowed Scholarship
 Alice Marie Jackson Beck Endowed Scholarship (Secondary Education-English majors)
 Walter and Beatrice Beck Endowed Scholarship
 The Bell-Boney Endowed Scholarship (Christian service, nursing, teaching)
 James A. and Emily Boney Bell Endowed Scholarship (Christian service, nursing, teaching)
 The Charles and Dorothy Bertges Endowed Scholarship (students from Lowville United Methodist Church)
 Berwanger Endowed Scholarship
 Maude Betts Endowed Scholarship
 Ruth W. and Roscoe Bierley Memorial Endowed Scholarship
 Blackburn, Bolerjack, Deeke, Huber & McFarland Memorial Endowed Scholarship (non-music majors participating in Orchestra, Concert Choir or Collegium Vocal Ensemble)
 William H. Blair and Harry W. Snyder Endowed Scholarship
 Lloyd M. and Maude E. Blakely Endowed Scholarship
 Ralph E. and Virginia J. Blodgett Endowed Scholarship (Christian service)
 Charles L. and Kathryn Adams Boss Endowed Scholarship (Native American and/or African/American students)
 Rebecca A. and Tyre G. Boss Memorial Endowed Scholarship
 James A. Bowles Family Memorial Endowed Scholarship (students preparing for missionary service)
 Margaret Round Brabon Missionary Scholarship (juniors or seniors preparing for missionary service outside the United States and Canada)
 Jayne Hatfield '52 Brackman Memorial Endowed Scholarship
 Hallie Mayhew Brashear Memorial Endowed Scholarship
 Jewel Abney Brockinton Memorial Endowed Scholarship
 Bessie M. Brown Endowed Scholarship (missionary service)
 Rev. and Mrs. Edward Brown Memorial Endowed Scholarship
 Ruth L. and Sheridan E. Brown Endowed Scholarship for Salvation Army Students
 Verner Haden and Pearl Esther Brown Memorial Endowed Scholarship (students from under developed countries planning to return to their homeland)
 Joyce E. Brubaker Memorial Endowed Scholarship (senior Secondary Education English major)
 Fred C. & Dorothy A. Buhler Endowed Scholarship
 Rev. Dr. Emanuel and Mary Burkman Tuition Grant for Ministerial Majors
 Ted and Nancy Burkman Tuition Grant for Biology Majors
 Ricky Burns/Ichthus Endowed Scholarship
 F. G. and Avis C. Bynum Endowed Scholarship (student preparing for career in ministry and service in the United Methodist Church)
 Mrs. Helen D. Canaday Endowed Scholarship (freshman Salvationist, music major)
 Benis Gordon Carnes and Rebecca Bingham Carnes Memorial Endowed Scholarship (African-American students)
 Dr. Paul L. Carnes Memorial Endowed Scholarship (graduates of Elizabethtown High School)
 The Hal and Tillie Carpenter Endowed Scholarship (Tippecanoe County, Indiana)
 Jordan Witt Carter Memorial Endowed Scholarship
 Mamie D. Chambers Memorial Endowed Scholarship
 Thomas Cleon Chambers, Sr. Memorial Endowed Scholarship
 Dr. Pak Chue Chan and Ethel Groce Chan Endowed Scholarship
 Gerald O. and Dreama J. Chapman Endowed Scholarship
 W. H. Chapman Memorial Endowed Scholarship (art students)
 Rev. John H. and Mrs. Helen I. Chasteen Endowed Scholarship (students of missionary parents)
 Helen Wylie Clapp Memorial Endowed Scholarship
 Class of 1938 Endowed Scholarship
 Class of 1939 Endowed Scholarship
 Class of 1956 – Jay B. Kenyon Memorial Missionary Scholarship
 Charles and Thsora W. Cobb Memorial Endowed Scholarship
 Patsy M. Collins Memorial Endowed Scholarship
 Eugene I. Cooper Family Memorial Endowed Scholarship
 Corbitt Family Endowed Scholarship
 Mary Corley Memorial Endowed Scholarship
 Steven Wayne Countiss Memorial Fund

T. Delos and Virginia Jones Crary Endowed Scholarship
 Cre8tive Group Endowed Scholarship
 J. L. and Hannah Crouse Memorial Endowed Scholarship
 Kimber Franklin and Mildred Edythe Neale Crouse Memorial Scholarship (juniors and seniors preparing for missionary service)
 Dottie and Karl Crowe Teacher/Ministerial Endowed Scholarship (students preparing for vocations in education or pastoral ministry)
 H. E. and Lelia Cunningham Endowed Scholarship
 Rev. and Mrs. J. C. Cunningham and Mr. and Mrs. C. J. Jones Endowed Scholarship (California students)
 Margaret Williams Curtis Endowed Scholarship
 Frona Davis Ministerial Scholarship Fund
 Jack and Wilma Davis Memorial Endowed Scholarship (married students)
 Margaret Fillingim '68 Davis Teaching Scholarship
 Warner P. and Jessica Lee Davis Endowed Scholarship
 Howard Dayton School of Business Endowed Scholarship
 Marvin G. Dean Memorial Endowed Music Scholarship
 Judge J. W. and Wynelle Scott Deese Endowed Science Research Stipend (government service)
 Louis R. and Madeline Kelso Dennis Endowed Scholarship (students from China, Sarawak, Korea, Singapore or other Asian countries)
 Rev. Newton B. and Mrs. Helen Wax Dickens Memorial Endowed Scholarship (ministerial students)
 Richard Dickinson Memorial Endowed Scholarship
 Leo V. Diebold Memorial Endowed Scholarship (Batesville District or North Arkansas Conference of the United Methodist Church)
 Huet Davis Dillon and Cora Ann Sink Dillon Memorial Endowed Scholarship
 Thomas W. Ditto Endowed Scholarship
 Edward and Ruth Dodd Endowed Scholarship (students preparing for foreign missionary service)
 Sylvia Donaldson, Phyllis Donaldson and Norma Huber Endowed Scholarship (choral music education or church music students)
 Erika A. Dorsett Memorial Endowed Scholarship (ministerial students)
 Whitney J. Dough & Kathleen n. Dough Memorial Endowed Scholarship
 Evangeline C. Dunn Memorial Endowed Scholarship (United Methodist ministerial students)
 Early Family Endowed Scholarship
 D. Alford Early Endowed Scholarship
 Rev. William Clark Early Memorial Endowed Scholarship
 William E. and Doris Akers Eddy Memorial Endowed Scholarship (students preparing for full-time Christian service or those entering the mission field)
 Joseph B. Edie Endowed Scholarship
 William R. and Willie P. Edwards Memorial Endowed Scholarship
 Carmon and Mildred Elliott Endowed Scholarship (English, Drama, Elementary Education, Accounting or Business majors)
 Betty Griffith Erskine Memorial Endowed Scholarship
 John Hillary Finch, Sr. and Stella Conrad Finch Memorial Endowed Scholarship (students preparing to teach biology in secondary school)
 Leon Fisher Memorial Endowed Scholarship (Salvation Army students)
 Florida Asbury Endowed Scholarship
 Elizabeth Maxey and Elbert M. Fly Memorial Endowed Scholarship (education majors)
 The June Lawrence Foster Memorial Endowed Scholarship (music voice majors)
 Nellie G. Frank Memorial Endowed Scholarship
 E. E. and Frances W. Franklin Endowed Scholarship
 Roy A. & Bernice Froderman Endowed Scholarship
 Henry E. and Edith E. Fryer and William J. Short Endowed Scholarship (students from missionary families or those preparing for ministry, missionary work or other Christian service)
 Frank B. and Lucille Fryman Scholarship for Athletes
 Rev. J. O. Fuller Endowed Scholarship

John H. Furbay Endowed Scholarship (international students studying at Asbury University or U. S. students studying abroad)
 Dwight L. and Helen R. Gadbery Memorial Endowed Scholarship (Christian service)
 Galbreath Memorial Endowed Scholarship
 H. Raymond and V. Josephine Garner Endowed Scholarship (psychology majors)
 Rev. William B. and Betty R. Garnett Endowed Scholarship
 Timothy Edward Garrett Endowed Scholarship
 Bessie M. Gehrig Memorial Endowed Scholarship (science major)
 General Endowed Scholarship
 General Ministerial Endowed Scholarship
 Gettig Scholarship
 Dr. James D. and Sarah E. Gibson Endowed Scholarship
 William E. and Mary K. Gill Endowed Scholarship
 Glover-Bridewell Endowed Scholarship (music student)
 Henry T. Grayson Endowed Scholarship (student from Alabama-West Florida Conference of the United Methodist Church preparing for ministry or missionary work)
 Gladys M. Greathouse Endowed Scholarship (speech majors)
 Carmen and Jim Greeson Endowed Scholarship
 Margaret Thompson Griffith Memorial Endowed Scholarship (education majors)
 John E. Grigg Endowed Scholarship
 Paul Asbury and Anna Grout Scholarship Fund (Hispanic students)
 Hager Pre-Med Student Endowed Scholarship
 Ruth Lansell Hager Memorial Endowed Scholarship (education majors)
 Joe R. and Clotilde Littlejohn Hair Endowed Scholarship
 Stuart L. Hall Endowed Scholarship
 Cecil B. Hamann Memorial Endowed Scholarship
 Cecil B. Hamann Memorial Medical Missions Endowed Scholarship
 Gertrude D. Hamilton Memorial Endowed Scholarship
 Dr. and Mrs. James E. Hamilton Endowed Scholarship
 James E. Hamlin Endowed Scholarship (students from Fort Valley United Methodist Church or South Georgia Conference of the United Methodist Church)
 Brigadier Mrs. Elsie A. Hammerstrom Endowed Scholarship (Salvation Army students)
 Hanna/Burleigh Mission Support Scholarship
 Marjorie Harmon Endowed Scholarship
 Herbert & Martha Harkleroad Endowed Scholarship
 Ted and Katherine Harper Memorial Endowed Scholarship (student athletes)
 Frank G. and Frances M. Harris Endowed Scholarship (Georgia students)
 HartLex Business Endowed Scholarship (junior or senior business majors)
 Mr. and Mrs. Robert Carnahan Hatton Endowed Scholarship
 Aaron Todd Hawks Memorial Endowed Scholarship (Freshmen Salvation Army students)
 William and Jean Henderson Endowed Scholarship (Missouri students)
 Lillian E. Henry Endowed Scholarship
 Reverend Paul F. and Helen Skeen Hill Endowed Scholarship
 Ruby Mann Hilley Endowed Scholarship
 E. D. and Fern Hinkle Memorial Endowed Scholarship
 Clarence W. Hoepfer Memorial Endowed Scholarship (Salvation Army and/or missionary students)
 Lydia H. Holmes Memorial Endowed Scholarship
 C. T. and Annie Hooper Endowed Scholarship
 Harry Hosier Scholarship Fund for Black Americans
 Aaron D. and Florence Houglin Memorial Endowed Scholarship
 Christopher Vernon Howard Memorial Endowed Scholarship
 Henry H. and Irene Howell Memorial Medical Missions Endowed Scholarship
 Florence S. Hubbard Memorial Endowed Scholarship
 James A. and Sylvia Hughes Memorial Endowed Scholarship
 John W. and Mary W. Hughes Memorial Endowed Scholarship

C. J. Hunter Endowed Scholarship (students from Trinity United Methodist Church, Maysville, KY or students from Mason County, KY)
 J. Kenneth and Faith Hutcherson Memorial Endowed Scholarship
 Robert G. Jackson Endowed Scholarship
 Francis Asbury Jagers Endowed Scholarship (ministry students)
 Eda LaFaye Schlatter Jameson Endowed Scholarship
 Jamison-Coil Endowed Scholarship
 Hugh Dean Jessup Memorial Endowed Scholarship
 Charles "Chic" Johnson Memorial Endowed Scholarship (ministry students)
 Z. T. and Sarah M. Johnson Christian Service Scholarship
 Paul and Jeanne Jolley Endowed Scholarship
 Jay B. and Ella Dee Kenyon Memorial Endowed Scholarship
 Charles W. Keysor Memorial Endowed Scholarship (journalism students)
 Dr. Hal Kime Endowed Scholarship
 Judith White Kinder Memorial Endowed Scholarship
 James H. King Memorial Endowed Scholarship
 Dennis F. and Elsie B. Kinlaw Endowed Scholarship
 Kirkland-Kinlaw Endowed Scholarship (ministry, Christian education, or education majors)
 Klingler-Huyett Endowed Ministerial Scholarship
 Diane Knippers Memorial Endowed Scholarship
 Donald J. Kosin, Jr. Memorial Endowed Scholarship
 Henry and Vera Krichbaum Memorial Endowed Scholarship
 Judith Lamb Krusich Memorial Endowed Scholarship (missionary, ministry or social work students)
 Dr. Roger W. and Ruth Hinkle Kusche Endowed Scholarship
 Lashbrook Endowed Scholarship (sophomore, junior or senior business students)
 Solomon Lasoi Memorial Endowed Scholarship
 Dr. Ting Lee Memorial Endowed Scholarship (freshman student)
 Dr. Larry D. & Lora S. Lehman Memorial Endowed Scholarship
 Russell and Mary Lenox Memorial Endowed Scholarship (full-time Christian ministry)
 Albert M. and Laura I. Lewis Endowed Scholarship (children of Salvation Army officers serving in Indiana or Central Territory)
 Edward B. Lewis Memorial Endowed Scholarship
 David and Mary Lindsey Family Memorial Endowed Scholarship (Philosophy or Bible & Theology students)
 Rev. Dr. Carl C. Ling Memorial Endowed Scholarship (ministry students)
 Joan Hammerstrom Lingle Endowed Scholarship (Salvation Army students)
 Darrell and Prudence Tam Long Missionary Endowed Scholarship
 Ralph W. Loudenslager Endowed Scholarship
 Richard Kildow Lovejoy Memorial Endowed Scholarship (business majors)
 Sara Hart Lovitt Memorial Endowed Scholarship
 Clayton and Emily Luce Endowed Scholarship
 George E. Luce Business Endowed Scholarship
 George E. and Willouise B. Luce Endowed Scholarship
 Rev. Richard C. and Bonnie L. Ludden Memorial Endowed Scholarship
 Arlie Shepherd Mann Endowed Scholarship
 William Robert and Betty Birdsong Mann Endowed Scholarship
 Married Students Endowed Scholarship
 Bill and Jessie Ruth Martin Memorial Endowed Scholarship
 Mary Mason Memorial Endowed Scholarship
 Jesta Bell Matherly Endowed Scholarship (art major)
 J. & L. McClure Memorial, M. Powell, and Dr. Charles T. Pinkston Endowed Scholarship
 Gene Fred and Geraldine McConnell Memorial Endowed Scholarship
 John C. McCorkle Memorial Endowed Scholarship (students preparing to be missionaries)
 Paul R. McDowell and William D. Powell Memorial Endowed Scholarship (junior or senior)
 McFarland Endowed Scholarship (pre-med or biology major)
 Velma C. McNitt Endowed Scholarship (junior or senior student)

Rudy Medlock Endowed Scholarship (art major)
 L. L. and Vera N. Milam Ministerial Scholarship Fund
 Andy and Joan Miller Endowed Scholarship (Salvation Army students)
 Leland S. and Hazel E. Miller Endowed Scholarship (students whose parents are missionaries)
 Ralph E. Mills Endowed Scholarship
 Ralph E. Mills Salvation Army Endowed Scholarship
 Missionary Martyrs Endowed Scholarship
 Phillip W. Moegerle Memorial Endowed Scholarship (two or more students from the same family attending the University at the same time)
 Marjorie Stratton Moore Endowed Scholarship (Methodist students)
 Myrtle Rollings Moore Memorial Endowed Scholarship
 Sadie Maude Moore Memorial Endowed Scholarship (students preparing for careers in Christian missions and ministry)
 Erville Morehead Endowed Scholarship (junior or senior psychology major)
 Henry Clay Morrison Endowed Scholarship Fund
 Rev. William W. and Minnie S. Morrow Memorial Endowed Scholarship (male ministerial student)
 Ruth E. Mullins Memorial Endowed Scholarship
 Reverend Mitchell C. and Faye Murrow Endowed Scholarship (for students from North Carolina)
 Mr. and Mrs. John I. Naylor Memorial Endowed Scholarship
 Dorothy Helton Nixon Memorial Endowed Scholarship (sophomore, junior or senior elementary education majors)
 Myrtle P. Nixon Memorial Endowed Scholarship (pre-med students)
 Oscar Nonneman Memorial Endowed Scholarship (education, psychology, sociology or social work majors)
 S. Edward Notson Memorial Endowed Scholarship
 Robert and Dorothy Oetjen Endowed Scholarship
 Lucille Strouse Oliver Endowed Scholarship
 Basil and Rachel Osipoff Memorial Endowed Scholarship (junior or senior music major with preference given to voice students)
 Paul and Gene Pappas Memorial Endowed Scholarship
 Esther Logsdon Paul Memorial Endowed Scholarship
 Doyle "Jack" Pavy Memorial Athletic Endowed Scholarship
 Era Wilder Peniston Endowed Scholarship (organ student)
 Robert and Era Peniston Scholarship Award (Honors Recital participants)
 Rev. and Mrs. Frank L. Perry Endowed Scholarship
 E. Robert Pfeiffer and Esther H. Pfeiffer Endowed Scholarship (pastoral ministry or missions)
 Ford and Virginia Philpot Endowed Scholarship (students interested in Christian service from either Eastern Kentucky or missionary families)
 Herman and Emilie Pielemeier Memorial Endowed Scholarship
 Rev. C. P. and Alice Garriott Pilow Memorial Endowed Scholarship
 Dr. Geri Polvino Family Endowed Scholarship
 Frances T. Powers Ministerial Scholarship
 Audrey Price Memorial Endowed Scholarship
 Rita J. Pritchett Memorial Endowed Scholarship
 A. T. and Roberta Puntney and Grandchildren Endowed Scholarship
 Jack and Dorothy Rains Endowed Scholarship
 James W. and Jean C. Ranes Endowed Scholarship (student from family of minister or missionary)
 Harry and Judy Ranier Endowed Scholarship
 J. Paul Ray Medical Missions Endowed Scholarship
 Register-Redeker Memorial Endowed Scholarship
 Evelyn M. Rhodes Memorial Endowed Scholarship
 Richardson Memorial S.A.S.F. Scholarship
 Dr. Roy Ben Ridley and Nancy Cray Ridley Endowed Scholarship
 Ben Ripley Memorial Endowed Scholarship
 Olive M. Ritter Memorial Endowed Scholarship
 The Rollings Memorial Endowed Scholarship

William H. and Easter Bell M. Roughton Endowed Scholarship (full-time Christian service, student from Georgia or Florida)
 Paul Kistler Rowell Endowed Scholarship (students preparing for ministry in the Methodist church)
 June Bissell Ryan Endowed Scholarship
 Rydberg Endowed Scholarship
 Donald E. and Wilma I. Sanders Family Endowed Music Scholarship
 Claude K. Sands Memorial Endowed Scholarship
 Clifford L. and Blanche Schissler Endowed Scholarship (students preparing for full-time Christian service)
 Lee L. and Dawn P. Schissler Endowed Scholarship
 Thomas Earl Scott Memorial Endowed Scholarship
 Ruth Seifert Endowed Scholarship (junior or senior art studio and/or art education major)
 Robert and Fay Sellers Endowed Scholarship
 Hammell P. Shipps Science Award
 Franklin W. Shisler Endowed Scholarship
 Anna C. Short Memorial Endowed Scholarship
 Fannie Haynes Simrall Memorial Endowed Scholarship
 Haskell W. and Willa Smith Memorial Endowed Scholarship
 M. Ray and Jean M. Smith Memorial Endowed Scholarship (pre-ministerial students)
 Margaret Ann Smith Memorial Endowed Scholarship
 Sammye and Arthur Smith and Mary and Ezra King Memorial Endowed Scholarship (students preparing for missionary service)
 Stuart A. Smith Endowed Athletic Scholarship
 Dr. W.T. Smith and Lora Lee Barwick Smith Endowed Scholarship
 Lenore Long Smoot and Josephine Long Diavastes Memorial Endowed Scholarship
 Soffranko-Hale Endowed Scholarship (students of missionary parents who have served in developing countries)
 Dorothy Spalding Memorial Music Endowed Scholarship
 Sparks Collegiate Institute and Sparks College Endowed Scholarship
 James Stanford Endowed Scholarship
 Catherine B. Stevens Endowed Scholarship (education of pastors for the United Methodist Church)
 Stewart Memorial Endowed Scholarship
 Earl and Willie Hall Stilz Endowed Scholarship
 Bishop and Mrs. Mack B. Stokes Endowed Scholarship (pre-ministerial students)
 Strickland Family Scholarship (pastor or missionary)
 Joe and Eileen Tanzey Endowed Scholarship
 Edmond S. and Ada R. Taylor Endowed Scholarship (foreign ministerial students)
 Helen Taylor Endowed Scholarship
 Philip L. and June W. Taylor Endowed Scholarship
 Joe Thacker Family Endowed Scholarship
 Nida Haskins Thayer Memorial Endowed Scholarship
 John and Margaret Therkelsen Endowed Scholarship
 Dorothy P. Thomas Memorial Endowed Scholarship (Alabama-West Florida Conference of UMC)
 Lewis M. and Louise Scheible Thompson Memorial Endowed Scholarship (students majoring in Education)
 William B. and Mary Thompson Memorial Endowed Scholarship (pre-med students)
 George W. Thumm and Myrtle V. Thumm Memorial Endowed Scholarship
 Sybil Bowden Tomlin Memorial Endowed Scholarship
 Town-Magyarian Memorial Endowed Scholarship
 Vending Scholarship
 Olaf Wakefield Memorial Endowed Scholarship (North Carolina ministry students)
 Joyce Ganocy Walker Memorial Endowed Scholarship
 Mildred and Virginia Waller Memorial Endowed Scholarship
 Arthur F. and Beatrice L. Walz, Sr. Scholarship
 Watchman Endowed Scholarship (seniors)
 Dr. Edward Wills Watkins Memorial Endowed Scholarship
 Gertie and Willie Weakley Memorial Endowed Scholarship (United Methodist ministerial students)
 William G. Wells Memorial Endowed Scholarship (ministerial students)

Y. D. and Annie Laurie Westerfield Memorial Endowed Scholarship (speech and voice majors)
 Ben Whaley Endowed Scholarship (UM student from Africa)
 Goldie and Orvil Wheatley Endowed Scholarship
 F. Bates White Endowed Scholarship
 Davis T. Whitehurst Memorial Endowed Scholarship
 Stan and Marna Wiggam Endowed Scholarship
 Robert F. Wiley, Sr. and Janie Katherine Wiley Memorial Endowed Scholarship (pre-med students)
 Williams/Fairbanks Endowed Scholarship
 Bentley A. Williamston Memorial Endowed Scholarship (male ministerial student)
 Willingham Memorial Endowed Scholarship
 Jay Wilson, Jr. Memorial Endowed Scholarship (junior or senior history education major)
 Gertrude Wiltsee Endowed Scholarship (preference for students from Victory Memorial UMC, Indianapolis)
 Don K. Winslow Memorial Business Management Endowed Scholarship
 Don Kenneth Winslow Memorial Endowed Scholarship (junior or senior accounting majors)
 Mr. and Mrs. Jimmie Winslow Endowed Scholarship
 Anna Thorp Wolford Memorial Endowed Scholarship
 Lee Wommer Memorial Endowed Scholarship
 C. B. Wymond Memorial Endowed Scholarship
 Nancy Yocum Wynn and U. O. Wynn Memorial Endowed Scholarship (students preparing for missionary service)
 Zaire-Reid Endowed Scholarship
 Cecil C. Zweifel Endowed Scholarship for Athletes

Non-Endowed Scholarships: The following scholarships are funded annually from gifts to Asbury University.

AIKCU Ashland Inc. Foundation Student Fund
 AIKCU GHEEN Student Fund
 AIKCU Keeneland Student Fund
 AIKCU Kentucky Utilities Student Fund
 AIKCU Toyota Motor Manufacturing Student Fund
 AIKCU UPS Student Fund
 Dr. Edwin & Judy Blue and Dr. Al and Yvonne Moulton Scholarship Fund
 Ray and Patsy Brewer Fund
 California Students Scholarship
 Christian & Missionary Alliance Student Fund
 Frona Davis Ministerial Scholarship Fund
 Howard Dayton School of Business Scholarship
 Abigail Miller Douglass '02 Fund
 General Scholarship for Education Majors
 EMC Scholarship for Future Teachers
 The Froderman Foundation Scholarship
 Elizabeth Ann Huntley Memorial Fund
 International Student Fund
 JPL Indian Springs Scholarship Fund
 Richard C. and Martha B. Kraus Non Endowed Scholarship
 Maker-Hankins Ministerial Scholarship (United Methodist pre-ministerial students)
 Missionary Children Scholarship
 Music Scholarship
 Rev. Donald C. and Elizabeth Porteous Non Endowed Scholarship (nursing or health related field other than a medical degree)
 Pulliam Journalism Student Fund
 United Methodist Student Fund
 Wheeler-Carpenter Scholarship
 Woodford-Fayette Student Fund

Institutional Loans: Funds from the following institutional loans are available to students who are pursuing at least half-time enrollment with a GPA of 2.00, and who have a history of payments being made to the student's account.

Asbury Student Fund
 George L. Bagby Scholarship/Loan Fund
 C.V. and Edna Bailey Student Loan Fund
 Raymond and Margaretta Bennett Student Loan Fund
 Earl and Elsie Butcher Loan Fund
 Clark-Sikes Scholarship/Loan Fund (United Methodist student)
 Emily Boyer Frazer Memorial Loan Fund
 The Jackie Fries Student Loan Fund
 Grace P. Gowin Loan Fund
 George D. and Vera L. Heagen Student Loan Fund
 Wallace and Peggy Hamed Student Loan Fund
 Eino H. Hath Loan Fund
 Howard E. and Mabel R. Hedinger Loan Fund
 Henry Howell Loan Fund
 Myrtle P. Howell Student Loan Fund
 Hughes-Wilson Endowed Loan Fund
 E. Stanley Jones Loan/Scholarship Fund (junior or senior planning career in international service/ministry; cancellation for service performed)
 Light-Trust Scholarship/Loan Fund
 Martha Linder Loan Fund
 Ira and Edith Mann Loan Fund
 Fred L. Martin Memorial Student Loan Fund
 Elsie Matheny Loan Fund
 Millard-Kyburz Memorial Loan Fund
 The Connie L. Moore Memorial Loan Fund
 Clayton Morrison Loan Fund
 Ira and Pearl Nichterlein Student Loan Fund
 G. Reid and Maude Smith Student Loan Fund
 Margaret A. Smith Loan Fund
 Frances F. Stansbury Memorial Scholarship/Loan Fund (active United Methodist students)
 Mary and Alma Townsend Student Loan Fund
 J. H. Tumlin Minister's Fund
 Goldie S. Vincent Student Loan Fund
 Wakefield Loan Fund
 Larry Ward Student Loan Fund
 Emma F. Whitson Loan Fund
 Clinton and Margaret Williams Student Loan Fund
 Verne E. Wilson Student Loan Fund

Repayment of most of these loans begins six months after discontinuing school attendance at an interest rate of 6% per annum. Students must also have been in attendance at Asbury University for a minimum of one semester before making application. Loan repayment can be deferred as long as an individual remains in half-time attendance at an accredited institution of higher education. Deferment is not to exceed five years. For specific information regarding any of the above-mentioned loans please contact the Financial Aid Office, Asbury University.



ASBURY UNIVERSITY GRADUATE STUDIES

GRADUATE DEGREES AND PROGRAM AREAS

COLLEGE OF ARTS & SCIENCES - SOCIAL WORK DEPT.

Master of Social Work Degree
Child and Family Services

HOWARD DAYTON SCHOOL OF BUSINESS

Master of Business Administration Degree

SCHOOL OF COMMUNICATION ARTS

Master of Arts Degree
Digital Storytelling
Master of Fine Arts Degree
Film & Television Production
Screenwriting

SCHOOL OF EDUCATION

Master of Arts Degree
English as a Second Language Endorsement
Learning & Behavior Disorders
Literacy Specialist P-12
Teacher as Leader *[matriculating prior to fall 2017 only]*
Master of Arts in Teaching Degree
Biological Science 8-12
Chemistry 8-12
English 8-12
Mathematics 8-12
Social Studies 8-12
French P-12
Latin P-12
Spanish P-12
English as a Second Language
Learning & Behavior Disorders
Educational Specialist Degree
Principal Licensure/Instructional Supervisor

The Graduate Studies program area determines the admissions requirements, program restrictions, and degree requirements as detailed in each program's section in this bulletin.

GRADUATE STUDIES 2017-2018 ACADEMIC CALENDAR

Asbury University operates under a semester calendar. All course credits are in semester hours.

FALL SEMESTER 2017

Monday, April 10, 2017	Registration for Fall 2017 began
Monday, August 14, 2017	Classes begin
Friday, August 18, 2017	Last day to register for a Fall 2017 course and last day to drop a course and receive a refund
Friday, October 13, 2017	Graduation application due for December 2017 graduates
Wednesday, October 25, 2017	*Last day to withdraw from a full semester course
Monday, November 13, 2017	Registration for Spring 2018 begins
Thursday, December 7, 2017	Last day of classes/exams; end of semester
Tuesday, December 12, 2017	All grades due by noon

SPRING SEMESTER 2018

Monday, January 8, 2018	Classes begin
Friday, January 12, 2018	Last day to register for a Spring 2018 course and last day to drop a course and receive a refund
Monday, February 5, 2018	Last day to file graduation application for May 2018 Commencement
Monday, February 26, 2018	Registration for Summer 2018 begins
Wednesday, March 21, 2018	*Last day to withdraw from a full semester course
Wednesday, April 11, 2018	Registration for Fall 2018 begins
Thursday, May 3, 2018	Last day of classes/exams; end of semester
Friday, May 4, 2018	Baccalaureate
Saturday, May 5, 2018	Commencement
Tuesday, May 8, 2018	All grades due by 5 p.m.

SUMMER TERM 2018

(TENTATIVE)

Monday, May 14, 2018	Summer classes begin
Wednesday, May 16, 2018	Last day to register for any Summer 2018 course and last day to drop a course and receive a refund
Monday, July 9, 2018	*Last day to withdraw from a full summer (contract) course
Friday, August 10, 2018	Last day of summer classes; end of term
Tuesday, August 14, 2018	All summer grades due by noon

GRADUATE STUDIES - TENTATIVE FALL 2018

FALL SEMESTER 2018	(TENTATIVE)
Monday, August 20, 2018	Classes begin
Friday, August 24, 2018	Last day to register for a Fall 2018 course and last day to drop a course and receive a refund
Monday, October 15, 2018	Graduation application due for December 2018 graduates
Wednesday, October 31, 2018	*Last day to withdraw from a full semester course
Monday, November 12, 2018	Registration for Spring 2019 begins
Thursday, December 13, 2018	Last day of classes/exams; end of semester
Tuesday, December 18, 2018	All grades due by noon

*For classes with start and end dates that do not follow the official class sessions or modules above, the last date to withdraw without a grade of F is before two-thirds of the class sessions have elapsed.

GRADUATE ACADEMICS

Academic Policies Apply to All Graduate Programs. Some Programs May Have Stricter Policies.

OFFICIAL COMMUNICATION - ASBURY UNIVERSITY EMAIL ACCOUNT

The student's Asbury email is the official means of communication between students, and office representatives and faculty at Asbury University. An Asbury email account will be created for all students; the required log in identifies communications as being from the student. Students are responsible for reviewing and responding to emails in a timely manner. Students should pay close attention to email from the representatives of the offices of Registrar, Financial Aid, or Student Accounts; these are often time sensitive.

ACADEMIC CALENDAR AND CREDIT HOURS

Asbury University operates under a semester calendar. All course credit hours are in semester hours.

Definition Of Credit Hour

Asbury University has established the credit hour to be represented by minutes of guided faculty instruction and minutes of student work across all forms of instructional delivery resulting in equivalent learning opportunity.

Asbury University's definition of the credit hour observes the principles set forth in the federal definition and is the unit used in assigning course credits. Work represented in intended learning outcomes and verified by evidence of student achievement is equivalent to:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in point (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

GRADUATE PROGRAMS

Graduate admission is handled through the specific graduate program.

- In order to be an Asbury student with access to class registration students must have completed all admissions requirements, and be confirmed as “accepted and final” by the appropriate graduate admissions office.
- Selection of a program determines admissions requirements, program costs, financial aid availability, and academic calendar, as well as availability of specific courses, and degrees.
- Students must submit all official transcripts and documents to be fully admitted.
- Graduate students are enrolled in and ‘active’ in only one graduate program at a time.
- When moving from one graduate program to another, student must apply to and meet all the requirements for acceptance into the new graduate program.
- Students who complete a graduate degree must reapply to take additional courses or to start a second graduate degree.
- If applying to move to a new level [Undergraduate, APS], the start and end dates of registered classes in the current and the future program levels may not overlap.

Go to the Asbury university website for admissions information for the different programs:

<https://www.asbury.edu/admissions>

ACADEMIC SUPPORT AND ADVISING

The role of the academic advisor is to aid students in the choice of courses as well as to provide general guidance. The academic advisor should normally be the person of first recourse for a student who needs help in any area of adjustment to graduate level studies. Prior to each semester’s registration, students should discuss a proposed schedule with a faculty advisor to review the semester’s class choices. The purpose of this personal attention is to help students make successful academic progress toward graduation.

All graduate program students will be assigned an advisor within the program entered. All steps in the graduate program will be accomplished in consultation with the advisor. It is the responsibility of the graduate student to become thoroughly informed about the general regulations and policies governing the master’s program. The graduate student is also responsible for completing all program requirements within the permitted time limit.

Center for Academic Excellence

The Center for Academic Excellence (CAE) exists to support students across all academic disciplines. Graduate students are offered free academic support through the CAE - writing support and tutoring services, and Academic Accessibility Resources. Students can request tutoring and other academic support services at any time during a semester through the CAE website, asbury.edu/academics/cae or by emailing tutoring@asbury.edu. Contact the CAE office, ext. 2196, or your program office for details.

Academic Accessibility Resources

Academic Accessibility Resources (AAR) provides reasonable academic accommodations for students with disabilities in accordance with the ADA Amendments Act of 2008 (ADAAA). AAR offers academic accommodations on a case-by-case basis depending on student self-report, past history of need, and current need of academic accommodations. Even though the AAR reserves the right to request supporting documentation for requested services, we encourage students to meet with our AAR Coordinator as soon as possible because accommodations are not retroactive. Students who receive academic accommodations complete the same course requirements as all students, and accommodations will not interfere with the fundamental requirements or objectives of the course. Academic accommodations are meant to provide equal access to students. Students who would like more information about receiving academic accommodations can contact the AAR Coordinator, Pamela Downing, at pamela_downing@asbury.edu or (859) 858-3511 X2283. Disability information will remain confidential unless permission is given by the student or where disclosure is required by law.

Documentation is housed in the Center for Academic Excellence and the Academic Accessibility Resource office. Documentation will be kept five years past graduation and three years past transfer or withdrawal.

ACADEMIC INTEGRITY

Academic integrity, the embodiment of the moral and spiritual principles to which we adhere, is the essential basis of the Asbury University academic community. Integrity, as partially defined by the Student or Program Handbook on Community Life Expectations, is “both knowing the right thing to do and doing it regardless of the circumstances.” This definition may be applied to all of the scholastic interactions of the academic community. Every member of the community shares responsibility for maintaining mutual trust, respect, and integrity. Violations of such trust and specific acts of academic dishonesty will be subject to disciplinary action.

Definitions of Academic Dishonesty:

Academic dishonesty can be defined as any type of cheating relative to a formal academic requirement. Academic dishonesty is typically thought of first as plagiarism. Plagiarism, whether intentionally or unintentionally, occurs when credit is taken for what someone else worked hard to discover and record if there is no clarification from where or from whom information is taken. Plagiarism is the use of another's ideas, words, thoughts, or organization without appropriate credit and documentation when used for a project, paper, presentation, or exam.

More examples of academic dishonesty include, but are not limited to: unauthorized collaborations, fabrications of data, unauthorized access to sources on an exam, excessive revision by someone other than the student, re-use of previous work without permission, and other situations described by faculty for specific purposes.

Appeals Process

Students desiring to appeal a determination of academic dishonesty will follow the ‘Academic Appeals Procedure’ found in the Probation, Suspension, and Appeals section of the Asbury University Bulletin.

Determination of Academic Dishonesty and Consequences:

Faculty will address suspected occurrences of academic dishonesty as follows:

1. The faculty member will meet with the student individually to discuss the incident. At the faculty member's discretion, the department chair will either be notified of the meeting or be asked to be present for it. The student will be informed of the department chair's involvement.
2. At the faculty member's discretion the student will receive a lowered grade, an ‘F’ or 0% on the assignment in question.
3. The faculty member will report the incident in writing to the Registrar who will maintain a record of academic integrity violations.
 - a. If the incident is the student's second offense of academic dishonesty as verified by the Registrar, the student will meet with the Dean of the college or school where the most recent incident occurred. At the Dean's discretion, the student will receive an ‘F’ in the course.
 - b. If the incident is the student's third offense, the student will be suspended from Asbury University.

MASTER'S DEGREE GENERAL REQUIREMENTS

It is the student's responsibility to fulfill all degree requirements. Students must meet the following minimum degree requirements in all master's programs. Each graduate program may have additional or stricter requirements than outlined below.

1. Completion of required total credit hours of graduate level coursework (30 hours or more) as set by the program.
2. Minimum cumulative grade point average of 3.00 in all coursework.
3. Successfully complete all program requirements within 5 years from date of first enrollment.
4. Students are expected to graduate under the requirements of the Bulletin in effect at the time of first enrollment. (note exceptions)
 - Students may elect to graduate under new requirements placed in effect while enrolled.
 - Students who withdraw or become inactive must reenroll within two years of the last term attended to continue on the same year bulletin degree requirements. Students who reenroll after the two years become subject to all bulletin degree requirements in place at the time of reenrollment.
 - NOTE: Returning students may not reenroll in a degree program that has been discontinued. Returning students in such programs must declare a current active program at the time of readmission.
 - Graduate students with any break in enrollment may be subject to new requirements mandated by outside accrediting agencies upon reenrollment, even within the two year period.
5. Completion of all projects, portfolios, comprehensive examinations or assessment tests as required by individual graduate programs or the University administration.
6. Approval for graduation by the graduate program faculty.
7. Submission of a "Graduation Application" form in the Registrar's Office by posted deadline for the commencement year and their expected graduation date (Oct. 15 for December graduation, and Feb. 15 for May or August graduation). Application information may be found online: www.asbury.edu/offices/registrar/graduation

GRADUATE ACADEMIC RESIDENCY REQUIREMENTS FOR A DEGREE

Definition: Academic Residency is the minimum number of semester hours/classes that must be completed as a student at Asbury University to be eligible to earn an Asbury University degree.

Requirements

1. Graduate students are expected to complete approximately 65% or more of all program course requirements as a student at Asbury University. See 'Graduate Transfer Credit'.
2. No more than 9.0 graduate credits may be shared and count towards a second master's degree.
3. A master's degree should be completed within five years from the date of first enrollment in the specific graduate program. Students taking longer must apply through their program director to request an extension of academic time.

GRADUATE ACADEMIC POLICIES

STUDENT FULL-TIME ENROLLMENT STATUS AND ACADEMIC LOAD

- 9 or more hours per semester is considered full-time for all graduate programs. The normal academic load varies by specific graduate program.
- 5-8 hours per semester is considered half-time.
- Under 5 hours per semester is less-than-half-time.

Class Attendance

In order to assure maximum benefit from class instruction, it is important for students to attend class and complete readings and assignments. Instructors will explain to students at the beginning of each course their attendance expectations and grading policies with respect to absences from class sessions. Students are responsible for class attendance, including punctuality, participation, collegiality, notifying instructors of absences in a timely manner, etc.

GRADUATE TRANSFER CREDIT POLICIES

OFFICIAL DOCUMENTATION OF CREDIT FROM OTHER INSTITUTIONS OR PROGRAMS

All official transcripts, presented to Asbury University for admissions and awarding of credit, must be sent directly from the other institution to Asbury University. Student delivered transcripts and scores may be used for advising; however, they are NOT acceptable as final, official transcripts the transfer of credit.

GENERAL POLICIES FOR TRANSFER CREDIT

- No more than 35% of required graduate hours may come from work outside the Asbury University graduate program. At least 65% of the credit for the graduate degree must be completed as a graduate student at Asbury University.
- Each individual graduate program may have stricter limits on the use of transfer credit from other institutions and outside sources.
- Graduate transfer credit is processed based on the recommendation of the specific graduate program director who will evaluate the official transcripts from the incoming student's prior institutions. The graduate program director forwards the recommendation to the Registrar for approval and processing.

Transfer Of Courses From Another Graduate Program

1. Only credits completed at a regionally-accredited graduate school may be transferred to the graduate program.
2. Outside credit can only be transferred from official transcripts mailed by the other institution or sent by official electronic transfer directly to Asbury University. Credit will not be accepted from faxed, copied, emailed or hand delivered transcripts.
3. Transfer courses must be equivalent to Asbury University courses, and meet all accreditation requirements for the respective program.
4. Only graduate courses with a grade of 'B' or better may be transferred.
5. No graduate courses may be pre-approved to take elsewhere for transfer after matriculation to the Asbury University graduate program.
6. Graduate courses used to satisfy the major requirements for another Asbury degree or credential may not be applied to a graduate program unless specifically indicated and approved by the Academic Dean.

Graduate course work completed as an undergraduate at Asbury University

1. A limited number of graduate level courses may be completed while an undergraduate student at Asbury University that then may be considered to meet the requirements in a graduate program with certain stipulations.
2. Graduate courses used to satisfy the major requirements for another Asbury degree or credential may not be applied to a graduate program unless specifically indicated and approved by the Academic Dean. [The Dean of the School of Education approves all prior coursework for the education licensure credential.]
3. Limit of 9 graduate level credits for use in a graduate program may be completed prior to earning the bachelor's degree.
4. The graduate course must have a minimum posted grade of 'B' to be used in a graduate program.
5. Graduate courses taken as an undergraduate will count only in the undergraduate GPA and will not factor into the graduate GPA.

Credit For Prior Learning - Specific Graduate Programs Only

Credit for Prior Learning (CPL) is not accepted in all graduate program offerings. Please refer to specific program advisors for details and eligibility.

Credit is potentially awarded for knowledge gained through employment, training, and life experiences as self-assessed and documented in a portfolio. Students write about what they learned in the work environment at a level that evidences graduate credit. Any credit awarded is academic recognition of graduate-level learning done outside the formal classrooms of Asbury University. There will be a cost to apply for CPL credit. The cost will vary by program area, faculty time required, and number of faculty involved in the learning assessment. A typical review takes 3 hours and is done by 2 faculty members.

1. Consideration to award CPL is contingent upon applicant showing what learning occurred through the experience. The experience itself does not warrant credit. Faculty reviewers look for academic proficiencies (what was learned) and not for AU course equivalency:
 - Evaluators will look for acquired skills and competencies (what has been learned);
 - Evaluators will make recommendations to the respective school or college dean to award credit for competencies demonstrated by the student in the self-assessment and documentation.
2. Candidates can only use experiences which occurred within the previous seven years prior to starting in the graduate program, and after the completion date of their latest undergraduate degree, whichever is most recent.
3. No more than 25% of the degree (9 credits for a 36 hour program) – rounded to the lower credit amount – can be counted towards a master's degree through a combination of transfer credit and CPL. Specific graduate programs may have stricter limits on CPL usage.
4. Credit is awarded only for documented student achievement corresponding to academic proficiencies for specific courses within the Asbury's graduate curricular offerings. The award letter identifies the specific competencies awarded, the credit hours for that competency, and the graduate level of the award.
5. CPL is granted by the school or college dean only upon the recommendation of appropriately qualified teaching faculty for the course. Persons whose responsibility is primarily recruitment are excluded from portfolio reviews intended for graduate CPL.
6. Credit granted for prior experiential learning appears on students' transcripts and may not duplicate other credit awarded to the student in fulfillment of degree requirements.
7. The institution makes no assurances regarding the number of credits to be awarded prior to the completion of the institution's full review process.

GRADUATE CLASS REGISTRATION PROCEDURES

It is the student's responsibility to verify the accuracy of their class schedule on the student portal (portal.asbury.edu) prior to the Drop/Add deadline for the term, and to make any necessary schedule adjustments prior to this deadline.

- Students will be expected to attend the classes on their schedule as of the close of Drop/Add (and only those classes), and will be billed and graded accordingly.
- Students will NOT receive a grade or credit for courses in which they are not properly registered.
- Courses may not be registered or added to the schedule after the fact.

NOTE: Asbury University reserves the right to change course offerings, and to cancel any course not elected by a sufficient number of students at the time offered.

REGISTRATION CHANGES DURING THE OFFICIAL DROP/ADD PERIOD

1. The official Drop/Add periods and the dates of the Last Day to Drop or Add a class are listed in the academic calendar found at the front of the Bulletin.
2. Classes starting on a date after the Official Drop/Add period closes may only be withdrawn or exchanged.
3. Classes must be registered before the end of the official Drop/Add period published for the program.

4. A student can unregister a class during the official Drop/Add period via online registration on the student portal, and will have the class cancelled and will not be charged for that particular class.
5. If the student wishes to completely withdraw from all classes at the institution any time after the first day of classes please see Withdrawal from the University to completely withdraw.
6. No class can be unregistered after the Drop/Add deadline. After the Official Drop/Add period the class can be withdrawn with a grade of 'W' up to the deadline for withdrawing a class. Withdrawing from a class must be officially completed through the Registrar's Office. See 'Withdrawal From A Class after the Drop/Add period' for official process.
7. Students in a graduate program which has classes scheduled to start after the drop/add period ends may be allowed to exchange later classes (for the same credit amount), or add a later class, **BEFORE THE CLASS START DATE**, at the discretion of the Registrar.
8. Students in the graduate program who wish to drop a modular course that meets early in the term but retain a modular course that meets later in the term, even if done during the drop/add period, must contact financial aid to ensure continuation of aid.

NOTE: Changing enrollment status from full-time – to half-time, or less – when unregistering or dropping a course may impact financial aid eligibility. It is the student's responsibility to contact financial aid to see if any change in registration will affect aid.

WITHDRAWING FROM A CLASS AFTER THE DROP/ADD PERIOD

The Drop/Add periods and Last dates to withdraw from a class are listed in the calendar.

1. **A student must contact the Registrar's Office to withdraw from any class.**
 - a. Email registrar@asbury.edu
 - b. The instructor cannot withdraw the student. Notifying the instructor or advisor does not constitute an official withdrawal from a class.
 - c. A student who stops attending a class without giving official withdrawal notice to the Registrar's Office will remain registered and receive a grade of 'F' at the end of the course.
2. Students must withdraw before the Last day to withdraw without an 'F' set for their program and class session. The official **Last Date to Withdraw from the class sessions** for each program is listed in the academic calendars (Traditional Undergrad, APS, or Graduate) found at the front of this Bulletin. For classes with start and end dates that do not follow the official class sessions or modules listed in the calendar, the last date to withdraw without a grade of F is before two-thirds of the class sessions have elapsed. After the last date to withdraw or after two-thirds of the class sessions have passed, the student must receive the earned grade for the class.
3. Once a course ends or a grade is recorded the course may not be withdrawn.
4. **Students completing below full-time hours may have their financial aid reduced, and should, therefore, check with financial aid before making the decision to withdraw the course.**
5. A grade of 'W' is recorded on the transcript for any withdrawn course. The course will not factor into the calculation of the GPA, but will factor into satisfactory progress for financial aid.
6. Students receive no refund of tuition and fees for an individual course which is withdrawn after the official Drop/Add date unless completely withdrawing from all courses at the institution.
7. Students may not unregister/cancel enrollment in a class after the Drop/Add period for the class has passed. The class and hours remain on the schedule as part of their original registered hours for billing and financial aid.
 - a. Classes that have started can only be withdrawn after the drop/add period.
 - b. Modular classes which have not yet started, but which will start after the official drop/add period, can be withdrawn, but may be exchanged for another class that has not yet started.
8. Students in programs with modular classes who wish to withdraw from the beginning or middle modular courses, but continue with a class later in a semester should contact financial aid to insure continuation of aid in classes that follow the withdrawn class.

WITHDRAWAL FROM THE UNIVERSITY

1. A student may completely withdraw from the University any time before the end of their final class period of the semester.
2. **To completely withdraw from the University a student must complete the appropriate form with the Office of the Registrar.**
3. A student who officially withdraws from the University after the end of the Drop/Add period is assigned the grade of 'W' in all scheduled courses in the current term that are in process or are still scheduled to start. The student will keep any final grades that were posted for classes that finished prior to the withdrawal date.
4. Courses registered for the next or future terms will be unregistered. This may affect future financial aid.
5. Tuition refund percentages for a student who withdraws from the University are described in the FEES AND EXPENSES > STUDENT ACCOUNTS section of the Bulletin. See also FINANCIAL AID REFUNDS.
6. Students who withdraw from the University are no longer Asbury University students and therefore a letter of good standing cannot be issued to another institution.
7. All students who withdraw from the University **must re-apply and be readmitted to register for any subsequent semester - even the next immediate semester.**
8. NOTE: Students who withdraw or become inactive must reenroll within two years of the last term attended to continue on the same year bulletin degree requirements. Students who reenroll after the two years become subject to all bulletin degree requirements in place at the time of reenrollment.
 - ALSO Returning students may not reenroll in a degree program that has been discontinued. Returning students in such programs must declare a current active program at the time of readmission. See "*Master Degree General Requirements*".
 - Graduate students with any break in enrollment may be subject to new requirements mandated by outside accrediting agencies upon reenrollment, even within this two year period.

ADMINISTRATIVE WITHDRAWAL

A student can be involuntarily withdrawn for academic reasons, including failure to act like a student, financial or administrative reasons, and for violation of regulations (disciplinary reasons).

Non-Returning Students:

Students who know they do not plan to return for the next regular semester (Fall or Spring) are asked to inform the Office of the Registrar of this fact. The Registrar's Office will inform the other campus offices of the student's decision not to return.

OTHER REGISTRATION PROCEDURES

REGISTERING TO REPEAT A COURSE

Registering to repeat a course requires assistance from the Registrar's Office. [See Repeat Course Policy under Grades section.]

REGISTERING FOR CONTRACT COURSES

Contract courses are defined as all non-classroom instruction for which credit is given including, but not limited to: Independent Studies, Directed Studies, Internships/Apprenticeships, and Theses/Creative Projects. Any course where the course description indicates 'Contract Course' will follow these procedures.

General Contract Course Procedures

1. All contract courses are subject to the same policies as regular classroom courses with reference to Drop/Add dates, tuition charges, and grading deadlines.
2. All contract courses require an appropriately approved contract created between student and instructor. The Non-classroom Course Contract form is available in the Registrar's Office.
3. The Contract form requires the signatures of the student, the instructor of record, the advisor(s), the department chair, and the dean of the appropriate college/school prior to submission to the Registrar's Office. It is the student's responsibility to secure these signatures.
4. To register for a contract course, the student must submit a fully approved contract form to the Registrar's Office by the Drop/Add deadline for the term.

Graduate Program Requirements and Limitations

1. Each graduate program determines if any contract courses are allowed in their program.
2. If allowed, contract courses used as requirements in a program should have specific pre-requisite and maximum credit limitations set by the program.
3. Contract courses can only be taken to fulfill a degree requirement at the graduate level and cannot serve as extra general electives.

INDEPENDENT STUDIES AND DIRECTED STUDIES

1. **Independent Study** is individualized study on a topic of interest beyond the content of regular course offerings. Requires a minimum of 1 – 3 meetings with instructor during the semester. [Registered with course numbers ___ 591/691]
2. There are two forms of **Directed Study**:
 - a. **Directed Study** - a faculty-directed study on a topic of interest beyond the content of regular course offerings. Requires a minimum of 50 minutes per week with instructor during the semester. [Registered with course numbers ___ 592/692]
 - b. **Directed Course** - a faculty-directed individualized offering of a regular course not available in a semester, using the course's regular syllabus. Requires a minimum of 50 minutes per week with instructor during the semester. [Registered with the Asbury University Catalog course number, and *drs in course title.] The following factors will govern the approval decisions which will be made by the Department Chair and Dean: validity of need (i.e. required for graduation), inability to substitute an appropriate available course, availability of a teacher, and the student's ability and willingness to meet the demands of directed study.

INTERNSHIPS/APPRENTICESHIPS

Internships/Apprenticeships which are set up on an individual basis will require a Non-classroom Course Contract form to register for credit. These courses involve time spent in practical experiences and work. These are only available in specific graduate programs.

- Internship/Apprenticeships are subject to the same policies as regular classroom courses with reference to Drop/Add dates, tuition charges, and grading deadlines.
- Students should work with their program advisor to establish an apprenticeship's requirements in work hours, the work location, and required documentation for grading.
- Students are required to register for an internship/apprenticeship during the academic term within which the internship activity ends and the grades will be expected.

GRADUATE THESES/CREATIVE PROJECTS

Graduate thesis course [Registered course number 799] allows graduate students working on master's level research, theses or creative projects to remain enrolled until satisfactory completion of the requirement. Master's students must remain actively enrolled while writing or working on their thesis/project.

- Each graduate program will have set the minimum credits that will be required for that program's thesis/creative project.
- The thesis advisor works with the student to develop a plan of study to set the pace/terms in which the individual student should complete the required number of credits for the thesis/creative project.
- **IMPORTANT:** The plan of study must allow for all submission and review of the thesis/creative project by the graduate faculty committee to be completed before the end date of the final registered 799 class.
- If the thesis/creative project is not finished in the set time plan, the student will continue to register for the 1.0 credit in 799 each semester until 'passing' is awarded by the graduate faculty committee.

Extended Enrollment To Complete The Thesis/Creative Project

- If the graduate faculty committee determines the thesis/creative project is not complete or is not ready for review before the class end date the student must register for 1.0 additional credit in 799 in the next semester.
- Student must register each semester in 799 until satisfactorily completed as determined by the graduate faculty committee (may skip summer term only).
- Students who sit out a fall or spring semester will have to apply for readmission to return and must register again for 1.0 credit 799 to continue the process to complete the thesis/creative project.
- The thesis/creative project must be finished within 5 years of starting in the degree program to meet the program graduation requirement. Shorter deadlines may be imposed by specific graduate programs.

Grading The Thesis/Creative Project/Research Project

- The 799 Thesis/Creative Project course will be assigned the letter grade of 'L' (load credit) by the Registrar, designating the course as in 'load' for the student.
- The 799 class may not be assigned an incomplete grade to finish work at a later date. If the submission and faculty review is not completed by the end date of the registered term, the student must register for an additional 1.0 credit thesis/project class. No late submissions are allowed.
- Upon successful completion of the thesis/creative project/research project review by the graduate faculty committee, the committee completes the committee approval form and submits the final approval to the Registrar. The Registrar records a passing grade of 'P' in place of the 'L' recorded as the final grade for the last registered 799, indicating the student has satisfactorily completed the thesis/creative project for the program.

COURSE EXCHANGES

In the programs that have modular classes which have classes starting later in the term students may have the option to exchange future courses which have not yet begun.

1. The exchange must occur prior to the start date of both courses involved.
2. Both courses involved in the exchange must be worth the same number of credits.
3. Students must contact the Registrar's Office to make this adjustment to their official registration.
4. Students should not attend courses for which they are not officially registered.

UNDERGRADUATE STUDENT PERMISSION TO TAKE GRADUATE LEVEL COURSES

Qualified undergraduate seniors who demonstrate outstanding scholastic ability, may be permitted to enroll for a graduate course (500-level) simultaneously with undergraduate courses with permission from the graduate program. See Undergraduate Academic Policies > Class Registration > Other Registration Procedures.

GRADES

EXAMINATIONS

All assignments are to be due by and all examinations must be given by the posted last date of the class. Posted class end dates may not be extended. No final examination or academic activity can be scheduled after the class end date. Graduate courses typically schedule any final examination in the last few days of the class.

GRADE SCALE

The grades which are assigned to student performance in a particular course are listed below with their respective quality point values. Scholastic standing is defined as the ratio of total quality points to the total semester hour credits attempted, excluding transfer hours and non-graded credit hours (credit in a credit/no-credit course). For each hour of graded credit, quality points are assigned as follows:

Grade	Description	Quality Points
A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D	Passing	1.00
F	Failure	0.00
FN	Unearned F	0.00

["FN" – The grade of "FN" is awarded to a student who ceased attendance/participation and consequently failed to complete the course objectives.

'F' – The grade of 'F' is awarded for a student who completed the class but failed in accordance with syllabus standards, whether due to academic performance or irregular attendance/participation.]

The following grades are not counted in the calculation of the grade point average.

I	Incomplete
W	Withdrew
P	Passing credit/no credit course
N	Not passing credit/no credit course
L	Load credit for ongoing master's research
S	Satisfactory audit

GRADING TIMEFRAME

All assignments are to be due by and all examinations must be given by the posted last date of the class. Posted class end dates may not be extended. No final examination or academic activity can be scheduled after the class end date. Grades are issued no later than one week after the posted last day of a class. Any perceived discrepancies should be reported to the course instructor. Changes must be reported by the instructor to the Registrar's Office in writing within 30 days of the posting of the grade.

CHANGE OF A GRADE

Final course grades may be changed only in the case of miscalculation of points. Re-evaluation of a student's work or late submission of work by a student is not normal grounds for changing a final course grade. Within 30 days of posting a final grade an instructor may change a final course grade by filing the appropriate form with the Registrar. This change must be submitted by the instructor and approved by the responsible department chair. After 30 days of posting a final grade an instructor desiring to change the grade must seek approval of the responsible dean over their department and file such a request with

the Academic Dean. Decisions of the Academic Dean will be considered final. After the 30 day change of grade period, and after graduation has been posted, all grades of the student are final.

INCOMPLETE GRADE

1. A temporary grade of incomplete ('I') may be granted by the Dean of the appropriate college/school where the course resides. An incomplete may be granted, at the instructor's recommendation, due to extenuating circumstances that interrupt the semester, such as equipment breakdown or medical crisis. Quality of work or failure to meet deadlines is not a criterion for an incomplete and will not be granted on such basis. A student seeking an incomplete in more than one course may only be granted by the Academic Dean. The end date of a course may not be extended outside of an approved incomplete.
2. Faculty or students anticipating the need for an incomplete should contact the appropriate Dean of the college prior to the completion of the course. Once approved by the appropriate Dean, the faculty member submits the incomplete request to the Registrar.
3. An incomplete cannot be initiated by the student after the course's end date. Once an incomplete is granted the student is informed of the incomplete. It is then the student's responsibility to contact the instructor and make satisfactory arrangements to complete the outstanding work. A student who receives an 'I' grade must complete the work within 60 days of the course's end date. Once an incomplete is granted, a student may not request to be withdrawn from the incomplete. A final grade of 'F' will be recorded for students who do not complete the outstanding work by the deadline.

REPEAT COURSE POLICY

1. Registering to repeat a course requires assistance from the Registrar's Office.
2. Students in all Graduate programs may repeat a grade of 'C' or below.
3. No more than two graduate courses may be repeated by a student in a graduate program.
4. The repeated course must be repeated at Asbury University with a course deemed equivalent by the Registrar's Office.
5. The higher earned grade in any repeated course will count in the computation of the cumulative grade point average.
6. Credit hours in repeated courses will count only once academically. Financial Aid will count the both course attempts in total attempted credits for financial aid calculations.
7. Repeated courses will be indicated as such on the permanent record.
8. A Graduate level course taken as an undergraduate student counts for grade and GPA only on the undergraduate transcript. Therefore repeats of graduate courses taken as an undergraduate will not affect the graduate GPA.

COMMENCEMENT ELIGIBILITY AND PROCEDURE

Graduation Application Form

All students who are in the final year of completing a degree must complete the graduation application showing plan to complete final requirements by the stated deadline. Application information may be found online: www.asbury.edu/offices/registrar/graduation

For each degree, all degree candidates must be listed in an annual commencement program to be officially be recognized for the conferring of a degree.

- To graduate in December and be listed in commencement the following May (required - regardless of commencement attendance), the graduation application deadline is October 15.
- To graduate in May or August and be listed in May Commencement of the same year (required - regardless of commencement attendance), the graduation application deadline is February 15.

Final decisions regarding participation eligibility for the annual May Commencement are made each year on February 15. Eligibility is based on remaining graduation requirements, commencement eligibility criteria, and the information provided by the student on the graduation application.

Commencement Eligibility for Master's Candidates

[Please refer to the Degree Requirements sections in each Graduate Program for the specific graduation requirements.]

To be listed in the annual May Commencement a student must meet the following criterion:

1. Have a cumulative GPA of at least 3.00.
2. Will have completed all requirements for a degree by one of the following:
 - A. Have completed all degree requirements and graduated the previous December.
 - B. Are enrolled in the current spring semester for ALL remaining requirements which will be completed by the May commencement.
 - C. Will have no more than 7 semester hours remaining to complete at Asbury University after the May Commencement AND should be able to complete those 7 hours in the summer term. [For the M.A. and M.A.T.in Education: student must be finished with or be enrolled in spring in EDG 680 Research and Development BEFORE the May Commencement.]
 - D. NOTE: Some graduate programs may have stricter criteria or may require all work to be completed before participating in the commencement ceremony.
3. Have approval for graduation by the program faculty. See specific requirements for each graduate program.
4. Completed the graduation application for the current commencement year by the posted deadline listed above.

Ordering Commencement Ceremony Regalia

Graduate commencement master's hood & gown must be purchased for a fee by each graduate candidate participating in commencement. Ordering commencement regalia is part of the graduation application process.

REQUESTING AN OFFICIAL TRANSCRIPT

1. Transcripts of a student's academic record are issued by the Office of the Registrar.
2. Currently enrolled students may request official transcripts free of charge through the Office of the Registrar.
3. Students no longer enrolled at Asbury University may request official transcripts online through the National Student Clearinghouse, www.getmytranscript.com. (A fee is required). Go to www.asbury.edu/offices/registrar/transcripts for more transcript request information.
4. A request for a transcript must bear the signature of the individual whose permanent record is involved. If the name is only typed or printed, the request will not be honored. Telephone requests will not be accepted. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).
5. Unofficial transcripts may be accessed (free of charge) by currently enrolled students on the student portal.

NOTE: DIPLOMAS AND OFFICIAL TRANSCRIPTS WILL BE RELEASED ONLY AFTER ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY ARE PAID.

PROBATION AND SUSPENSION

The Registrar's Office has the responsibility to monitor academic progress for all students enrolled in the University.

ACADEMIC STANDARDS FOR GRADUATE STUDENTS

Scholarship standards outline expectations for graduate students to remain in good academic standing based on grade point average.

1. Credit hours earned with a grade less than 'C' will not count as credit toward the graduate degree.

2. The master's degree requires a cumulative grade point average of 3.00 on all course work.
3. At the end of each academic term (including summer term), the academic standing of all master's students will be reviewed by the Academic Dean.
4. A student who falls below the 3.00 grade point average, term or cumulative, will be placed on academic probation for the next term of attendance.
5. Two consecutive terms of failure to maintain the 3.00 grade point average, term or cumulative, will result in the student's suspension from graduate study for a period of one calendar year.
6. A graduate student who earns less than a 2.00 GPA in a single semester may be suspended at the end of that semester without a period of academic probation.
7. Any student readmitted after such a suspension must maintain at least a 3.30 term grade point average until his/her cumulative grade point average reaches the required 3.00.
8. A student will not be re-admitted after a second suspension.

APPEALS

This section of the Bulletin exists to enable students to resolve academic concerns.

For all non-academic appeals (complaints) contact the Office of Student Development. Procedures for the complaint resolution are available in the Office of Student Development, online at asbury.edu/complaint-policy, or via email to DeanofStudents@asbury.edu.

PROCEDURE

1. The contact procedure for appeals should begin with the faculty or office where the issue originated. Use the following contact procedure for specific issues.
 - **Academic Suspension** A student who is placed on Suspension may appeal in writing to the Academic Dean to be permitted to continue enrollment for the next semester. If permission to enroll is granted, the student's status will become "academic probation". Continue with step 2 below.
 - **Academic Course** (class assignments, materials, procedures, or grades). First contact the faculty member instructing the class and then, if no resolution is achieved, contact the chair of the department within which the faculty member teaches. If still unresolved, refer the issue to the Dean of the College where the department is housed. If still unresolved refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
 - **Program Requirements** First meet with the academic advisor or with the Program Director supervising the graduate program. If still unresolved refer the issue to the Dean of the College or School where the department of the program is housed. If still unresolved refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
 - **Other** academic policies, procedures and requirements not listed above. First contact the Registrar. If not resolved refer the issue by written appeal to the Academic Dean. Continue with step 2 below.
2. Letters of appeal should be addressed to the Academic Dean to appeal@asbury.edu. State clearly the issue of concern and desired change or outcome.
3. Letters should be filed within thirty days of the conference with the faculty member or office where the issue originated.
4. The Academic Dean will review the written appeal and if unable to resolve the matter to the satisfaction of the student, will refer the matter to members of the Academic Policies & Curriculum Committee. The student will receive a decision in writing. The decision of the Academic Policies & Curriculum Committee will be considered final.

GRADUATE PROGRAMS IN SOCIAL WORK

Lisa K. Clifton, M.S.W., J.D., Chair of Social Work Department/BSW Program Director

Michele R. Wells, M.S.W., PhD, Program Director

MISSION

The Mission of the Asbury University Master of Social Work (MSW) Program arises from a belief in the inherent worth and dignity of all persons. This belief is sustained by the University's commitment to historic orthodox Christianity as expressed in the Wesleyan tradition's core emphases on personal and social holiness, resulting in love for all persons individually and for the world, with particular concern for the poor, the vulnerable and the exploited, and a passion to seek justice and an understanding that God's grace provides all persons with transforming potential. Graduates will be prepared for theologically informed advanced social work practice in national and global contexts that is agency or church-based.

PROGRAM GOALS

The graduate program in social work:

- teaches knowledge, values and skills for students to function as generalist social workers (foundation year of the program), and as advanced practitioners with children, adolescents, adults, and/or family systems (concentration year of the program).
- promotes collaborative processes between social workers and client systems - individuals, groups, families, communities and organizations - in order to relate to all systems in a unique manner.
- teaches students to be culturally-sensitive and to reconcile persons and systems through appropriate social work interventions, including policy analysis and social change strategies.
- develops the students' critical thinking skills, professional use of self as a social worker and effective oral and written communication skills, appropriate for advanced social work practice; and prepares students for lifelong learning both personally and professionally.
- teaches students research processes and skills; so they can evaluate agency outcomes and practices in an ongoing manner, and develop processes within agencies for feedback within and between agencies and social systems.
- focuses on the concerns of the poor and oppressed both nationally and globally, and arising from the Biblical witness of preferential concern for these groups, fosters an understanding of God's grace to all persons. Students in the program are taught interventions to protect and to advance the "rights" of the poor and oppressed, thereby demonstrating God's grace in the world.
- is based on an understanding of the dignity and worth of all persons and on the historic context of social welfare rooted in the Judeo-Christian heritage. From this foundation, the program promotes self-determination as stated in the NASW Code of Ethics.
- prepares advanced social work practitioners for agency or church-based practice with a particular concern for low-income populations.
- encourages students to develop a Christian theological framework that informs their social work identity, knowledge and practice, including an understanding of how historic orthodox Christianity in the Wesleyan-Holiness tradition is a dynamic resource for social work practice.
- is a professional community of academic and practice excellence, supportive and sustaining relationships, and vital spiritual growth.

ACCREDITATION

Asbury University's MSW Program is accredited through the Council on Social Work Education.

ADMISSIONS REQUIREMENTS

1. Completed MSW graduate application form, including Character and Fitness form, Missions Statement, and Autographical Statement.
2. Official transcripts of all college/university coursework
3. Three Letters of Recommendation from:
 - a. professor,
 - b. employer or field site supervisor,
 - c. personal reference (not a relative)
4. Bachelor's degree from a regionally accredited college or university.
5. One of the following:
 - a. Cumulative grade point average of 2.75 on all undergraduate course work OR
 - b. Cumulative grade point average of 3.00 on last 60 hours of undergraduate course work, OR
 - c. Cumulative grade point average of 3.00 on earned master's degree
5. Candidates not meeting any of the grade point average criteria above but who have a cumulative undergraduate grade point average of 2.50-2.74 may apply for admission on a provisional status. No more than 10% of the MSW student population may be admitted on a provisional status.
6. Complete all pre-requisite requirements, OR have a plan to complete these requirements prior to entering the MSW Program. The pre-requisites are:
 - a. 3 semester hours of introduction to psychology
 - b. 3 semester hours of introduction to sociology
 - c. 3 semester hours of statistics
 - d. 9 semester hours in humanities

Documents may be mailed to:

Master of Social Work Admissions
Asbury University
One Macklem Drive
Wilmore, Kentucky 40390
859-858-3511 (x 2600)

ADDITIONAL ADMISSION REQUIREMENTS FOR THE ADVANCED STANDING PROGRAM

In order for applicants to be considered for admission to the advanced standing program, they must meet the following additional requirements:

1. Completed an undergraduate degree from a social work program accredited by the Council on Social Work Education, with an overall grade point average of at least 3.25. CSWE requires that students have a plan to finish the M.S.W. within ten years of completing a BSW from an accredited program to be eligible for advanced standing status.
2. Have recommendations completed, a specific writing sample, and an autobiography that demonstrates readiness to begin at the advanced level of graduate education and advanced social work practice.
3. Submit a copy of their Field Evaluation form OR a letter from the BSW Field Director if the student is currently in field placement and a field evaluation form is not available at the time the application is submitted. (A copy of the final Field Evaluation Form is required once the field placement is completed.)

All documents indicated below should be submitted, by the applicant, to: MSW Graduate Admissions, Asbury University, One Macklem Drive, Wilmore, Kentucky 40390.

1. Complete applications (graduate & MSW); including autobiographical statement.

2. Official transcripts of all undergraduate and graduate work sent directly from the credit-granting institution to the student in sealed envelopes.
3. Three letters of recommendation either in sealed envelopes that are sent directly to the student or completed online.
4. Additional application materials are required for Advanced Standing or transfer students. Once the admissions materials are received, the application file will be reviewed by the MSW Admissions Committee on a rolling-admission basis. The admissions criteria are stated on the reference forms and with other data submitted provide the basis for the MSW Admissions Committee's decision. The criteria are divided into three categories: emotional readiness, academic readiness, and professional readiness.

ADMISSIONS POLICIES

1. Only candidates who have earned a bachelor's degree may be admitted.
2. No credit for life experience or previous work experience may be granted.
3. Advanced standing status is awarded only to graduates of baccalaureate social work programs accredited by CSWE.
4. Only files which include an original transcript from the bachelor's degree granting institution will be considered.
5. Bachelor's degrees must be from an institution which is accredited by a regional accrediting body for higher education such as the Southern Association of Colleges and Schools.

ADMISSIONS POLICY—TRANSFER CREDIT

1. Graduate credit earned in accredited graduate schools and carrying a grade of B or better will be transferable toward an advanced degree at Asbury University. This correspondence can be demonstrated by students providing their advisors and the chairperson of the MSW Admissions Committee with catalog course descriptions, course syllabi, and/or completed assignments for the courses being considered for transfer credit.
2. A maximum of 6 credits taken by students on a non-matriculated basis may be transferred toward the 60-credit M.S.W. degree requirement. Transfer courses may be accepted for elective credit if they have been completed up to five years prior to acceptance into the MSW Program. Core courses may not be transferred in. Transfer credit is not accepted for credits earned following matriculation at Asbury University. (This policy does not apply to taking courses at Asbury Theological Seminary as part of the electives in the MSW Program.)
3. Applicants to the 60 credit hour MSW program may transfer up to 30 maximum credit hours from another CSWE accredited MSW Program, in which they were matriculated graduate students in good standing, to the extent that the student can demonstrate correspondence to course(s) in the Asbury degree program and pending approval by the Chairperson of the MSW Admission Committee and MSW Program Director. Thirty (30) credits of graduate coursework must be completed at Asbury University. Academic credit is not given for life experience or previous work experience.

PROCEDURES FOR TRANSFER ADMISSIONS

1. In addition to the general admissions material for the applicant's file, the following must be included in the file prior to the submission of the file for committee decision:
 - a. Signature on Release of Information Consent Form for the School of Social Work where the student completed his/her course work.
 - b. Copy(ies) of field evaluation form(s) (if applicable).
2. While the applicant is in the admissions process to our program, his/her transcript of graduate credit can be reviewed. A letter can be sent to the applicant that clearly identifies the courses that can be considered for transfer into our program (if the applicant is accepted). This letter is sent to the applicant and a copy is put in the admissions file.

3. When the applicant is accepted to the MSW Program, the Graduate Transfer Credit evaluation form is completed, signed by the MSW Director and sent to the Academic Dean along with the official Graduate Transcript for review and approval.
4. When the Transfer Credit Evaluation form is approved and signed by the Academic Dean, the original form and official Graduate transcript is maintained by the Registrar's Office. A copy is put in the student's file with his/her program of study form, and another copy is sent to the student.

FIELD EDUCATION

A roster of field education agencies and organizations used for Asbury University practicum education are available from the MSW office. Due to unpredictable organizational and staff changes, there may be semesters in which agencies are temporarily unable to accept students in placement. Availability of individual agencies is subject to change without notice. Students are encouraged to explore practicum related interests with their faculty advisor, with other students who have completed a practicum in an agency of interest, and with the Director of Field Education. Students with particular concerns related to their placement assignments should confer with their Faculty Advisor and with the Director of Field Education prior to the due date for submission of their practicum application. **Students may not contact any field agencies without prior approval of the Director of Field Education.**

CONCENTRATION

The MSW Program offers one concentration (the last 30 semester hours of the Program) in Child and Family Services. Recognizing the importance of positive human development across the lifespan and of strong families for constructing functional communities, the concentration objectives are to prepare students for advanced social work practice supporting the needs of all persons to achieve their optimal God given potential.

ELECTIVE OPTIONS

The Master of Social Work offers a wide array of electives providing students with multiple options to design a program of study, in conjunction with their Faculty Advisor, individually tailored to their interests and anticipated future area of professional practice. Elective options include social work courses, and graduate education courses. A listing of these courses is available from the MSW office.

SCHOOL SOCIAL WORKER CERTIFICATION TRACK

In collaboration with Asbury University's MSW Program, the School of Education offers the School Social Worker Certification Track. There are three plans available:

1. Advanced Regular Program (60 hours); leads to Rank I Certification
2. Advanced Standing Program (39 hours); leads to Rank II Certification
3. Certificate Program (15 hours); for those already holding an M.S.W. degree with a concentration in Child and Family Services; leads to Rank I Certification

Plans one and two require successful completion of all M.S.W. requirements, including the Program's Child and Family Services Concentration. Successful completion of the Track requires approval of both the School of Education and the MSW Program. More complete information about this option is available in either the MSW Office or the Graduate Education Office.

Program requires 15 hours

Complete one:

- | | | |
|------|-------------|-----------------------------------|
| __ 3 | SEG/ESW 520 | Exceptional Learner |
| | SEG/ESW 638 | Introduction to Students with LBD |

Complete:

- | | | |
|------|-------------|----------------------------|
| __ 3 | SEG/ESW 630 | Behavioral Intervention |
| __ 3 | SEG/ESW 632 | Collaboration and Advocacy |

Complete Field Education in two different school levels.

__ 3 SWG 650 Field Instruction III
__ 3 SWG 690 Field Instruction IV

OR

[If above courses already completed for M.S.W. degree at Asbury University]

Complete additional Field Education in two different school levels.

__ 3 SWG 695 if SWG 650 done in MSW program
__ 3 SWG 795 If SWG 690 done in MSW program

GRADUATION REQUIREMENTS

1. Completion of all required SWG course requirements with a 3.0 GPA or greater and completion of all Program course requirements with a cumulative GPA of 3.0 or better in a maximum of 5 years from the date of enrollment.
2. Approval for graduation by the MSW Program Faculty.
3. Successful completion of the Comprehensive Examination (at the completion of the first 30 semester hours for students in the 60 semester hour Program and at the completion of the first 9 semester hours for students in the 39 semester hour Advanced Standing Program).
4. Successful completion of the Capstone Experience Portfolio at the end of the Concentration curriculum (the last 30 semester hours).
5. Submit a Graduation Application showing course plan for final requirements, in the Registrar's Office by posted deadline for the commencement year and their expected graduation date (Oct. 15 for December graduation, and Feb. 15 for May or August graduation). Application information may be found online: www.asbury.edu/offices/registrar/graduation

GRADUATE SOCIAL WORK PROGRAMS

See the University Course Catalog for course descriptions.

FOR THE MASTER OF SOCIAL WORK (M.S.W.) DEGREE:

MASTER OF SOCIAL WORK (SWG) Program Requirements (60)

Prerequisite:

PSY 315 Statistics for Behavioral Science or equivalent

Foundation Year (30 hours):

__ 3 SWG 520 Social & Cultural Diversity
__ 3 SWG 525 Human Behavior & Social Environment I
__ 3 SWG 530 Social Work Practice I
__ 3 SWG 540 Social Work Policy
__ 3 SWG 550 Field Instruction I
__ 3 SWG 560 Social Work Research
__ 3 SWG 565 Human Behavior & Social Environment II
__ 3 SWG 570 Social Work Practice II
__ 3 SWG 580 Social Work & Wesleyan Theology
__ 3 SWG 590 Field Instruction II

Concentration Year (30 hours):

__ 3 SWG 535 Psychopathology
__ 3 SWG 630 Advanced Theories in Practice with Family Systems
__ 3 SWG 640 Child & Family Policy
__ 3 SWG 650 Field Instruction III
__ 3 SWG 661 Applied Research

__ 3	SWG	670	Advanced Interventions with Children & Families
__ 3	SWG	680	Social Justice & Ethical Issues
__ 3	SWG	690	Field Instruction IV

Choose 6 hours of approved electives:

__ 3 (X2) ____

MASTER OF SOCIAL WORK (SWG) Advanced Standing Program Requirements (33)

(Requires a bachelor's degree in social work)

Preparatory Courses (6) [Not required if completed at the undergraduate level]

__ 3	SWG	535	Psychopathology
__ 3	SWG	580	Social Work & Wesleyan Theology

Advanced Standing Seminars (6 hours):

__ 3	SWG	585	Advanced Standing Seminar I
__ 3	SWG	595	Advanced Standing Seminar II

Concentration courses (27 hours):

__ 3	SWG	630	Advanced Theories in Practice with Family Systems
__ 3	SWG	640	Child & Family Policy
__ 3	SWG	650	Field Instruction III
__ 3	SWG	661	Applied Research
__ 3	SWG	670	Advanced Interventions with Children & Families
__ 3	SWG	680	Social Justice & Ethical Issues
__ 3	SWG	690	Field Instruction IV

Choose 6 hours of approved electives:

__ 3 (X2) ____

MASTER OF BUSINESS ADMINISTRATION

Dr. Michael Kane, Dean, Howard Dayton School of Business
Dr. Kevin Brown, Program Director

Sustainable, innovative wealth creation in the economy, as well as viable, effective social institutions in the nonprofit sector, require sophisticated management skills grounded in a robust understanding of ethics and Christian virtues. Asbury University's online MBA program educates men and women from around the world in a graduate management curriculum that will enable them to integrate their faith and work in a manner that leads to our distinctive focus on management of the triple bottom line – profit, people, and purpose. First, profit is important to sustain and grow the organization. This requires students to learn how to steward financial capital. Second, people are equally important; this principle necessitates that managers be stewards of social capital. Without trust and respectful treatment, employees and suppliers cannot create value for the customers. Third, a business needs a broader purpose. Students need to learn that spiritual capital can transform the community in which the business works. Students who complete our program will be poised to provide effective leadership in management, with integrity and conscience, across a broad range of careers and organizations.

MBA Program Admission Requirements: The following information details the application process, admissions, transfer, and pre-MBA foundation requirements of the program.

Application Process for Admission to the MBA Program

1. MBA Application. Students can apply online at www.asbury.edu/apply.
2. Transcripts. Have all official transcripts for undergraduate and graduate work sent directly from the credit-granting institution to:
MBA Program Admissions
Asbury University
One Macklem Drive
Wilmore, KY 40390
3. Peregrine Exam. Students are required to take the Peregrine Inbound Assessment Exam at the time of application. A link for the exam will be provided upon submission of application.
4. Letters of Recommendation. Provide at least (3) three recommendations (1 – academic, 2 – character, and 3 - professional from individuals who are able to objectively assess the quality of the student's character, capabilities, accomplishments, and overall potential as an MBA student and future business leader. Online application provides instructions. An email address for each reference will be requested on the application.
5. Resume. Submit a current resume by email to MBA@asbury.edu.
6. Essay. Complete the Short Essay on the online application.
7. Community Expectations. Sign and submit the Asbury University Community Expectations Statement on the online application.
8. English Language Proficiency. International students (with the exception of those who hold a degree from an accredited U.S. institution of higher education) must submit official results of the Test of English as a Foreign Language (written or computer exam), and the Test of Written English. International students can also submit the official results of the IBT (internet based test) for the TOEFL or the IELTS (International English Language Testing System).

Admission Requirements for the MBA Program

1. Completed MBA application materials.
2. Undergraduate degree and transcripts. Official transcripts of all undergraduate and graduate coursework from accredited institutions. Applicants should possess a four-year undergraduate degree (or its equivalent) with a minimum cumulative grade point average of 2.5 or higher on a 4.0 point scale.
3. Peregrine Scores. It is expected that students will meet or exceed a score of 40 on the Peregrine Inbound Assessment Exam.
4. TOEFL. Students are expected to have a strong command of English to be successful in the program and later in their career. All applicants whose native language is not English (with the exception of those who hold a degree from an accredited U.S. institution of higher education) must submit a TOEFL score above 550 (paper based) or 213 (computer-based test) and a score of 4.5 on the Test of Written English (TWE) meets this expectation. An IBT exam score of 79 would be equivalent to the TOEFL.
5. Work Experience. While work experience is preferred, there is no minimum requirement. Work experience and test scores are considered together to gauge the readiness of the student for graduate business success.
6. Transfer Credits. A maximum of 9 graduate course credits can be transferred from an accredited institution. Transfer credit is evaluated on a case-by-case basis.

Pre-MBA Foundation Requirements

Generally, it is assumed that students have completed a degree in business administration or accounting (major or minor) or possess a mastery of pre-MBA skills and knowledge. However, many students will come from non-business backgrounds, or need to refresh their basic business knowledge. Certification of pre-MBA foundation courses may be satisfied in one of the following options:

1. Earn at least a 'C' in these pre-requisite courses at Asbury:
 - a. ECN 100 Principles of Economics.
 - b. ACC 100 Foundations of Accounting
 - c. ECN 325 Statistics or BU 261 Business Analytics[These course credits will not be counted toward fulfillment of the M.B.A. degree.]
2. Passing equivalent courses at another accredited school online or via correspondence courses.
3. Passing college-level proficiency (CLEP) examinations.
4. Successfully completing Series 1 and 2 of the Institute for Business Management and Leadership Excellence.

MBA Program Graduation Requirements

1. Maintain a 3.0 grade point throughout the program.
2. Successfully complete all program requirements in a maximum of 5 years from date of first enrollment.
3. Minimum of 36.0 hour of graduate credit.
4. Approval for graduation by the program faculty.
5. Submit a Graduation Application showing course plan for final requirements, in the Registrar's Office by posted deadline for the commencement year and their expected graduation date (Oct. 15 for December graduation, and Feb. 15 for May or August graduation). Application information may be found online: www.asbury.edu/offices/registrar/graduation

GRADUATE BUSINESS PROGRAM

See the University Course Catalog for course descriptions.

FOR THE MASTER OF BUSINESS ADMINISTRATION (M.B.A.) DEGREE:

BUSINESS ADMINISTRATION (MBA) Program Requirements (36)

Core (18)

__ 3	MBA	511	History of Business, Faith & Ethics
__ 3	MBA	517	Managerial Economics
__ 3	MBA	519	Business Law
__ 3	MBA	611	Entrepreneurship and Innovation

Complete one:

__ 3	MBA	515	Strategic Leadership
	(ACG)	501	Advanced Auditing - Accounting Option only)

Complete one:

__ 3	MBA	614	Capstone Project
	MBA	635	Mentored Experience

REQUIRED CONCENTRATION (choose one):

MBA courses (18)

Complete one:

__ 3	MBA	512	Accounting
	(ACG)	502	Advanced Taxation - Accounting Option only)

Take:

__ 3	MBA	513	Financial Management
__ 3	MBA	516	Strategic Marketing
__ 3	MBA	518	Business Analytics
__ 3	MBA	615	International Business
__ 3	MBA	616	HR/Organizational Behavior

NONPROFIT MANAGEMENT courses (18)

Take:

__ 3	NPM	522	Nonprofit Financial Management
__ 3	NPM	523	Strategic Fundraising
__ 3	NPM	526	Nonprofit Marketing
__ 3	NPM	528	Project Management
__ 3	NPM	625	Global Issues
__ 3	NPM	626	HR Management in Nonprofits

GRADUATE PROGRAMS IN COMMUNICATION

Dr. Jim Owens, Dean, School of Communication Arts & Chair of Media, Journalism & Digital Storytelling
Dr. Elizabeth Jones, Director of Graduate Studies in Communication

The graduate learning climate promotes individual inquiry, questioning, application, analysis, evaluation, critical and reflective thinking. Students are encouraged to grow individually because of academic excellence and spiritual vitality and develop professionally through hands-on experience and mentoring through an apprenticeship. The graduate programs prepare the individual student to engage culture as a professional, find relevant stories, and share them in a compelling manner with target audiences.

The School of Communication Arts offers three graduate programs:

Master of Arts: Digital Storytelling

This MA program is designed to strengthen student skill sets in creating and managing narrative along with gaining expertise with technology requirements. The program is designed to prepare students to craft compelling narratives for a variety of contexts including film, live production, and the web. The program will provide a foundation of theoretical knowledge and practical skills needed for exceptional digital storytelling. The digital storytelling program is highly customizable, allowing the student to shape the program in the manner that best suits their interests, whether a long-time media industry veteran or contemplating a career shift..

Master of Fine Arts: Screenwriting

MFA students in screenwriting at Asbury University learn how to write the stories that matter to them, whether feature films, television programming, or webisodes. They learn how to become a successful and versatile professional from leading faculty and expert writers working in the industry. They have the opportunity to refine their skills and cultivate a valuable professional network as they take advantage of opportunities unique to Asbury, like a two-week summer session in L.A. and an intensive summer session at Asbury's state-of-the-art Miller Communication Building.

Master of Fine Arts: Film & Television Production

The M.F.A. in Film & Television Production at Asbury University equips students with the expertise needed to be a successful professional working in the media industry. MFA students in Film & Television Production will learn the fundamental principles of storytelling and discover how to expertly translate them in practice. Students work closely with top faculty and successful industry professionals to hone their craft. Students enjoy unique benefits exclusive to Asbury, including an intensive summer session at Asbury's state-of-the-art Miller Communication Building facility and a two-week summer session in L.A. where they can establish important professional connections.

APPLICATION PROCESS FOR ALL DEGREE PROGRAMS

1. Complete online application at apply.asbury.edu.
2. Submit official transcripts reflecting a Bachelor's degree or an advanced degree from a regionally accredited college or university. Transcripts of all undergraduate and graduate work must be sent *directly* from the credit-granting institution. Hand-carried transcripts, even in a sealed envelope, are not official. Credit can only be transferred from official transcripts mailed by the other institution or sent by official electronic transfer. Credit will not be accepted from faxed, copied, emailed or hand

delivered transcripts. *Candidates not meeting the grade point average criteria may apply for admission on a provisional status.* Mail transcripts to:

Asbury University
School of Communication Arts/Graduate Coordinator
One Macklem Dr.
Wilmore, KY 40390

3. Submit a current resume (include awards, leadership positions, and industry experience).
4. TOEFL for all applicants whose native language is not English: 577 minimum on the paper based test (PBT) or 90 minimum on the Internet based test (iBT).
5. Request two references (1) current or recent employer, and (2) a personal reference (not a family member). Online reference form is located at www.asbury.edu/gps/admissions/reference-form

M.A. PROGRAM ADMISSION REQUIREMENTS

Bachelor's degree or an advanced degree from a regionally accredited college or university with a cumulative grade point average of 2.5 on a 4.0 scale, or a cumulative grade point average of 3.0 on a 4.0 scale (based on last 60 hours of undergraduate degree). *Candidates not meeting the grade point average criteria may apply for admission on a provisional status.*

Transfer of Credits: With approval of the Dean of the School of Communication Arts and the Registrar, a student may transfer up to nine semester hours of prior graduate credits toward a Master of Arts degree. These credits must have been completed at a regionally-accredited graduate school. Only courses with a grade of B or better which are equivalent to Asbury University courses may be transferred.

Credit for Prior Learning: Students entering the MA program can satisfy a maximum of three credits for extensive professional media experience through a Credit by Prior Learning (CPL) process. See above, Graduate Academic Policies > Graduate Program Transfer > Credit by Prior Learning.

M.F.A. PROGRAM ADDITIONAL APPLICATION AND ADMISSION REQUIREMENTS

1. An application fee of \$50 must be submitted with the M.F.A. application.
2. Bachelor's degree or an advanced degree from a regionally accredited college or university with a cumulative grade point average of 3.0 on a 4.0 scale, or a cumulative grade point average of 3.0 on a 4.0 scale (based on last 60 hours of undergraduate degree). If GPA is lower than 3.0 (based on last 60 hours of undergraduate degree), a GRE will be required with a minimum score of 940. *Candidates not meeting the minimum GRE criteria may apply for admission on a provisional status.*
3. The M.F.A. in Screenwriting requires the following:
 - a. Writing Sample of 15-25 Pages of material that aligns with the type of writing that you are pursuing (example: drama, comedy, etc.).
 - b. Essay (500-750 words) in which you present yourself as a unique individual with characteristics, values, and experiences that influence who you are as a screenwriter. Please clearly state in your essay your personal vision (goals and life purpose) for pursuing the M.F.A. in Screenwriting. What kinds of scripts do you hope to write? What contributions do you expect to make to the field? How will the M.F.A. program help you achieve these goals? Please write in a manner that is clear, creative, and professional.
4. The M.F.A. in Film & Television Production requires the following:
 - a. 6-30 minute film/video production or demo reel with supporting documentation (must be submitted online). Applicant must have played a significant role in the production submitted or the reel must only include your work.
 - b. Essay (500-750 words) in which you present yourself as a unique individual with characteristics, values, and experiences that influence who you are as a visual storyteller. Please clearly state in your

essay your personal vision (goals and life purpose) for pursuing the M.F.A. in Film and Television Production. What kinds of stories do you hope to tell? What contributions do you expect to make to the field? How will the M.F.A. program help you achieve these goals? Please write in a manner that is clear, creative, and professional.

Transfer of Credits: With approval of the Dean of the School of Communication Arts and the Registrar, a student may transfer up to twelve semester hours of prior graduate credits toward the Master of Fine Arts degree. These credits must have been completed at a regionally-accredited graduate school. Only courses with a grade of B or better which are equivalent to Asbury University courses may be transferred.

*Students who have completed the M.A. in Digital Storytelling at Asbury and wish to pursue an M.F.A. degree may utilize up to fifteen credit hours from their completed M.A. degree at Asbury toward the M.F.A. degree.

GRADUATION REQUIREMENTS (M.A. and M.F.A.)

1. Successfully complete all program requirements in a maximum of 5 years from date of first enrollment.
2. Minimum cumulative grade point average of 3.00.
3. Minimum of 30.0 hour of graduate credit for the M.A. and a minimum of 42 hours of graduate credit for the M.F.A. degree.
4. Approval for graduation by the program faculty.
5. Submit a Graduation Application showing course plan for final requirements, in the Registrar's Office by posted deadline for the commencement year and their expected graduation date (Oct. 15 for December graduation, and Feb. 15 for May or August graduation). Application information may be found online: www.asbury.edu/offices/registrar/graduation

GRADUATE COMMUNICATION PROGRAMS

See the University Course Catalog for course descriptions.

FOR THE MASTER OF ARTS (M.A.) DEGREE:

DIGITAL STORYTELLING (DSG) Program Requirements (30)

Prerequisites:

MC	121	Audio Production* or equivalent
MC	261	Television Production* or equivalent
MC	302	Digital Field Production* or equivalent

Digital Storytelling Core (15)

___ 3	DSG	550	Master Storytelling
___ 3	DSG	625	Deconstructing the Documentary
___ 3	DSG	630	Viral Marketing Methods
___ 3	DSG	640	Communication Research Methods
___ 3	DSG	642	Media Ethics & Criticism

Choose one of the following Production courses (3):

___ 3	DSG	612	Summer Film Production***
___ 3	DSG	613	Summer Television Production***
	DSG	710	Directed Apprenticeship

Choose one of the following (3):

__ 3	DSG	582	Feature Film Screenwriting
	DSG	585	Cross Platform Storytelling

Choose 9 hours Media courses (not used above) (9):

	DSG	582	Feature Film Screenwriting
	DSG	585	Cross Platform Storytelling
	DSG	600	Reading the Great Scripts
	DSG	610	Cinematography Theory & Practice
	DSG	612	Summer Film Production***
__ 3	DSG	613	Summer Television Production***
	DSG	614	Writing for the One-Hour Drama
	DSG	616	Writing for Half-Hour Comedy
	DSG	620	Rewriting the Script
	DSG	650	The Business of Media
	DSG	655	Directing for Television & Film
__ 3	DSG	691/692	Independent/Directed Study
	DSG	799	Creative Project (6 hours-with permission)
	MBA	611	Entrepreneurship and Innovation
	MCG	511	Directing the Narrative Film**
	MCG	512	Film Production**
	MCG	520	Design for Film, Television & Theatre
__ 3	MCG	521	Advanced Directing**
	MCG	524	Producing for Film**
	MCG	525	Sports Storytelling
	MCG	528	Editing Practice & Theory
	MCG	530	Media Ministry & the Church
	MCG	532	Sundance: A Study of Independent Cinema***
	MCG	560	Underwater Cinematography

* Offered as a 2 week intensive class during the summer

** This course only offered on campus.

*** Course offered off-campus but not online

FOR THE MASTER OF FINE ARTS (M.F.A.) DEGREE:

FILM & TELEVISION PRODUCTION (MFAFP) Program Requirements (42)

Prerequisites:

MC	121	Audio Production* or equivalent
MC	261	Television Production* or equivalent
MC	302	Digital Field Production* or equivalent

Core Requirements (27)

__ 3	DSG	550	Master Storytelling
__ 3	DSG	610	Cinematography Theory/Practice
__ 3	DSG	625	Deconstructing the Documentary
__ 3	DSG	642	Media Ethics & Criticism
__ 3	DSG	650	The Business of Media
__ 3	DSG	680	Los Angeles Media Workshop***
__ 6	DSG	799	Creative Project
__ 3	MCG	520	Design Film, TV & Theatre

Choose one Directing course:

__ 3	DSG	655	Directing for Film & TV
	MCG	521	Advanced Directing**

Choose one Production course:

__ 3	DSG	612	Summer Film Production***
	DSG	613	Summer Television Production***
	DSG	710	Directed Apprenticeship

Choose one Writing course:

__ 3	DSG	582	Feature Film Screenwriting
	DSG	585	Cross Platform Storytelling
	DSG	614	Writing the One-Hour Drama
	DSG	616	Writing the Half-Hour Comedy
	DSG	620	Rewriting the Script

Choose 6 hours Media courses (not already taken):

__ 3	MCG	511	Directing the Narrative Film**
	MCG	512	Film Production**
	MCG	521	Advanced Directing**
	MCG	524	Producing for Film**
	MCG	525	Sports Storytelling
	MCG	528	Editing Practice & Theory
	MCG	530	Media Ministry & the Church
	MCG	532	Sundance: Independent Cinema***
	DSG	582	Feature Film Screenwriting
	DSG	585	Cross Platform Storytelling
	DSG	600	Reading the Great Scripts
__ 3	DSG	612	Summer Film Production***
	DSG	614	Writing the One-Hour Drama
	DSG	616	Writing the Half-Hour Comedy
	DSG	620	Rewriting the Script
	DSG	630	Viral Marketing Methods
	DSG	640	Comm Research Methods
	DSG	691/692	Directed Study/ Independent Study

* Offered as a 2 week intensive class during the summer

** Only offered on campus.

*** Course offered off-campus but not online

Note: A substitution may be made for the two week Los Angeles Media Workshop due to extenuating circumstances. Substitutions must be approved by the faculty advisor and Graduate Director.

SCREENWRITING (MFASW) Program Requirements (42)

Prerequisite:

MC	302	Digital Field Production* or equivalent
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Core Requirements (36)

__ 3	DSG	550	Master Storytelling
__ 3	DSG	582	Feature Film Screenwriting
__ 3	DSG	585	Cross Platform Storytelling
__ 3	DSG	600	Reading the Great Scripts
__ 3	DSG	614	Writing the One-Hour Drama
__ 3	DSG	616	Writing the Half-Hour Comedy
__ 3	DSG	620	Rewriting the Script
__ 3	DSG	630	Viral Marketing Methods
__ 3	DSG	642	Media Ethics & Criticism
__ 3	DSG	680	Los Angeles Media Workshop***
__ 6	DSG	799	Creative Project (repeatable)

Choose 6 hours in Media courses:

	DSG	610	Cinematography Theory/Practice
	DSG	612	Summer Film Production***
	DSG	613	Summer Television Production***
__ 3	DSG	625	Deconstructing the Documentary
	DSG	640	Communication Research Methods
	DSG	655	Directing for Television & Film
	DSG	650	The Business of Media
__ 3	DSG	691/692	Directed Study/ Independent Study (3) (by permission)
	DSG	710	Directed Apprenticeship
	MCG	511	Directing the Narrative Film**
	MCG	524	Producing for Film**
	MCG	532	Sundance: A Study of Independent Cinema***

* Offered as a 2 week intensive class during the summer

** Only offered on campus.

*** Course offered off-campus but not online

Note: A substitution may be made for the two week Los Angeles Media Workshop due to extenuating circumstances. Substitutions must be approved by the faculty advisor and Graduate Director.

GRADUATE PROGRAMS IN EDUCATION

Dr. Michael Hylen, Interim Dean of School of Education, Chair of Educational Specialties

Dr. Tim Crook, Chair of Instructional Leadership

Dr. David Riel, Director of Clinical Experiences

GRADUATE EDUCATION PROGRAM MISSION STATEMENT

The Graduate Education Program of Asbury University is committed to preparing leaders for the schools of today and tomorrow. As part of the School of Education, the following mission statement applies to the Graduate Education Program: *Our mission as the School of Education is to facilitate the preparation of professional educators who embody world-class academic excellence, spiritual integrity, and servant leadership.*

To accomplish this end, the Graduate Education Program creates a community and learning environment conducive to individual professional growth while embracing an ever-widening educational partnership with schools both local and worldwide. As part of the clinical-based design in the School of Education, candidates in Graduate Education will focus on instructional design, student assessment, analysis of learning, diagnosis of student needs, and prescription of appropriate interventions. A Virtual Teaching School provides the foundation for delivering clinical preparation. To accomplish this, candidates will have specific and intentional clinical opportunities in each course and will have extended clinical school-embedded experiences integrated throughout the preparation process. The entire program is designed to facilitate education candidates entering a student-centered profession for the 21st century.

In keeping with the institutional commitment to evangelical Christianity in the Wesleyan-holiness tradition, a basic tenet of this program is the cherished preservation of our moral and ethical roots of educational inquiry and thought, content-specific and pedagogical knowledge, professional competence, and Christian caring with an intentional focus on preparation for educational leadership. Reflecting the institution's commitment to develop the professional, the Graduate Education instruction targets individual areas of anticipated development and provides models for professional growth, clinical experiences, and leadership to accommodate specific educational paradigms. Within a framework of moral stewardship and through diverse and exemplary models of teaching, the Graduate Education Program strives to enable its students to become leaders and facilitators of the educational community. Recognizing the influence of our Wesleyan holiness roots and the need for professionals with strong moral and ethical character, the School of Education endeavors to prepare individuals who are committed to a lifetime of learning and will model servant leadership in support of the profession, society, family and the Church.

Foundational to its philosophy, *Facilitators of Student Success*, the Graduate Education Program seeks to prepare graduate students in response to the Kentucky Teacher Standards for all graduate programs granting a license to teach. The three leadership programs have their respective standards which include the International Reading Standards, the Interstate School Leaders Licensure Consortium, Kentucky's Dimensions and Functions for School Leaders, and the Technology Standards for School Administrators. In addition, all candidates in graduate education programs must meet the expectations for the School of Education's Disposition Standard XI, "demonstrate *dispositions that facilitate student learning and success while fostering professional community.*"

The Graduate Education Program offers the Master of Arts degree with opportunity for study in a number of certification areas. Options and specific requirements within these areas are listed below.

GRADUATE EDUCATION GOVERNANCE

The Dean of the School of Education and the School of Education Administrative Council are responsible, within the School of Education, for all policies related to the Graduate Education Program including admission, graduation, academic policies, and appeals. The Academic Dean and Registrar serve as policy and curricular consultants for institutional graduate issues. The School of Education is responsible for recommending candidates for education licensure.

GENERAL APPLICATION PROCESS

1. Complete an application at apply.asbury.edu at no charge.
2. Submit official transcripts* **from each college/university** at which undergraduate and/or graduate work was completed.
[*NOTE: To be accepted as official, all transcripts must be sent *directly* from the credit-granting institution(s) to **Asbury University Graduate Education Admissions**. Hand-carried transcripts, even in sealed envelopes, will not be accepted. Electronic transcripts are acceptable only if, when printed, they do not show watermarks.]
3. Submit one copy of current Teaching Certificate or Statement of Eligibility (only for programs with certificate as a pre-requisite).
4. Submit PRAXIS or GRE scores (as required by specific degree programs).
5. Complete digital Character & Fitness form & Reference Waiver form listing (3) three professional references (required forms will be sent to you for electronic signature from the Graduate Education Admissions Office):
 - current or most recent employer,
 - former professor, and
 - a personal reference (not a family member).
6. Final admission to the Graduate Education Program will be made by the School of Education.

Submit all transcripts/correspondence to:

Graduate Education Admissions
Asbury University
One Macklem Drive, Reasoner #317
Wilmore, Kentucky 40390

For further information, contact Graduate Education Office: 859-858-3511 (x2502 or x2691)

GRADUATE EDUCATION DEGREE PROGRAM ADMISSIONS - M.A. & M.A.T.

1. Completed graduate application form, including Character and Fitness and Reference Waiver forms.
2. Official transcripts of all college/university coursework.
3. Bachelor's degree or an advanced degree from a regionally-accredited college or university with a cumulative grade point average of 2.75 on a 4.0 scale. This requirement may also be met by one of the following:
 - a. Cumulative grade point average of 3.00 on last 30 hours of undergraduate coursework or graduate coursework, OR
 - b. Candidates not meeting any of the grade point average criteria above who have a cumulative undergraduate or graduate grade point average below 2.75 may apply for admission on a provisional status.

4. Valid Teaching Certificate (only for programs with certificate as a prerequisite).
5. TOEFL for all applicants whose native language is not English: 550 minimum on the paper based test (PBT) or 80 minimum on the Internet based test (iBT).
6. M.A.T. degree candidates only: Kentucky's passing score for full admission. Choose one:
 - a. Passing score on PRAXIS Core Academic Skills for Educators: Reading, Writing & Math exam, OR
 - b. Successful completion of the Graduate Record Exam (GRE) administered by the Education Testing Service with the following corresponding scores on the corresponding sections:
 - i. Verbal Reasoning taken after 8/1/2011 – 150;
 - ii. Quantitative Reasoning taken after 8/1/2011 - 143; and
 - iii. Analytical Writing - 4.0.
 - c. For M.A.T.(except LBD and ESL), must pass the PRAXIS II content exam in respective discipline.

This results in provisional admittance for up to 9 hours of graduate work.

Transfer of Credits: With approval of the Dean of the School of Education and the Registrar, a student may transfer up to nine semester hours of prior graduate credits toward the master's degree. These credits must have been completed at a regionally-accredited graduate school. Only courses with a grade of B or better which are equivalent to Asbury University courses may be transferred. See Academic Policies > Graduate Program Transfer & Non-Class Credit.

Admission To Degree Status (Gate 5)

The student must meet all of the following requirements to be admitted into degree status.

1. Completed degree status application form.
2. Successful completion of 7- 9 semester hours at Asbury University.
3. Minimum of 3.00 grade point average on all graduate coursework completed.
4. Three professional references with disposition ratings.
5. Successful submission of Entry Professional Portfolio demonstrating critical thinking, communication, creativity, and collaboration as well as demonstrating professional dispositions expected of professional educators.

Certification Examinations

All candidates seeking teacher certification are to take the appropriate PRAXIS II Specialty Area Examination(s) and Principles of Learning and Teacher Examination(s) in order to be certified. Contact the Graduate Education Office for a list of tests required for each program area.

A bachelor's degree is a pre-requisite to all of the Master of Arts degree programs. Additional pre-requisites may be required for each program. All of these programs lead to Kentucky certification.

GRANTING OF THE M.A. OR M.A.T. DEGREE (GATE 6)

The actual granting of the M.A. or M.A.T. degree requires completion of the following:

1. Successful completion of all coursework in a maximum of 5 years from the date of enrollment.
2. Minimum cumulative grade point average of 3.00.
3. Minimum of 30.0 hours of graduate coursework.
4. Successful submission of Professional Portfolio.
5. Successful completion of Action Research and Project Presentation.
6. Approval for graduation by the program faculty.
7. Submission of a Graduation Application showing course plan for final requirements, in the Registrar's Office by posted deadline for the commencement year and expected graduation date

(Oct. 15 for December graduation, and Feb. 15 for May or August graduation. Application information may be found online: www.asbury.edu/offices/registrar/graduation)

GRADUATE EDUCATION MASTER'S PROGRAMS

See the University Course Catalog for course descriptions.

FOR THE MASTER OF ARTS IN TEACHING (M.A.T.) DEGREE:

For initial teaching certification [PRE-REQUISITE: PRAXIS Core Academic Skills for Educators: Reading, Writing, & Math exam]

Master of Arts in Teaching Available in These Content Areas:

1. English as a Second Language P-12
2. Learning & Behavioral Disorders P-12
3. Teacher Education in:
 - Biological Science (8-12)
 - Chemistry (8-12)
 - English (8-12)
 - French (P-12)
 - Latin (P-12)
 - Mathematics (8-12)
 - Middle School Education (5-9) non-LBD
 - Middle School Education (5-9) with LBD
 - Social Studies (8-12)
 - Spanish (P-12)

ENGLISH AS SECOND LANGUAGE P-12 (ESLG) Program Requirements (47 - 51)

Core Requirements (45)

__2	EDG	500	Clinical Component I
__3	EDG	505	Learning/Perform Assess
__3	EDG	510	Culture, Design & Management
__2	EDG	601	Clinical II
__3	EDG	605	Foundations of Learning
__2	EDG	628	Intervention for Differentiation
__2	EDG	636	Instructional Technologies
__3	EDG	680	Research Development
__1	EDG	681	Research Project
__3	SEG	520	Exceptional Learner
__3	SEG	640	Language Learning & Literacy
__3	TEL	500	Intro to TESL
__3	TEL	531	Linguistics & Advanced Grammar
__3	TEL	535	Sound Systems of Language
__3	TEL	536	Grammatical Structure of Language
__3	TEL	618	TESL Methods/Culture
__3	TEL	619	TESL Methods/Assessment

Also complete one (2 - 6):

For MAT, Option 6 (Alternative Certification) students, with current teaching position in program field of study:

__2	EDG	700	Clinical Component III (Opt 6)
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OR

For MAT, Traditional students (Student Teaching semester required, if no Option 6 certification):

__6	EDG	701/702	Clinical Component III (Student Teaching)
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LEARNING AND BEHAVIOR DISORDERS P-12 (LBDA) Program Requirements (50 - 54)

Core Requirements (48)

__ 2	EDG	500	Clinical Component I
__ 3	EDG	505	Learn Theories & Perform Assess
__ 2	EDG	601	Clinical Component II
__ 3	EDG	605	Foundations of Learning
__ 2	EDG	628	Intervention for Differentiation
__ 2	EDG	636	Instructional Technologies
__ 3	EDG	680	Research Development
__ 1	EDG	681	Research Project
__ 3	SEG	520	Exceptional Learner
__ 3	SEG	630	Behavioral Intervention
__ 3	SEG	632	Collaboration & Advocacy
__ 3	SEG	634	Early Childhood Education
__ 3	SEG	638	Intro Students with LBD
__ 3	SEG	640	Language Learning/Literacy
__ 3	SEG	642	Math Ed/Spec Populations
__ 3	SEG	660	Methods & Assessment I
__ 3	SEG	670	Research Statistics
__ 3	SEG	672	Methods & Assessment II

Also complete one (2 - 6):

For MAT, Option 6 (Alternative Certification) students, with current teaching position in program field of study:

__ 2	EDG	700	Clinical Component III (Opt 6)
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OR

For MAT, Traditional students (Student Teaching semester required, if no Option 6 certification):

__ 6	EDG	701/702	Clinical Component III (Student Teaching)
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TEACHER EDUCATION (8-12) or (P-12) Program Requirements (38 – 42)

[Prerequisite: A major in subject area; pass content PRAXIS]

Available in the following subject areas:

Biological Science (8-12) (BIOG)

Chemistry (8-12) (CHEG)

English (8-12) (ELG)

French (P-12) (FRG)

Latin (P-12) (LTG)

Mathematics (8-12) (MATG)

Social Studies (8-12) (SSG)

Spanish (P-12) (SPG)

Core Requirements for all subject areas (30)

__ 2	EDG	500	Clinical Component I
__ 3	EDG	505	Learning/Perform Assess
__ 3	EDG	510	Culture/Design/Mgmt
__ 3	EDG	585	Literacy for Secondary School
__ 2	EDG	601	Clinical II
__ 3	EDG	605	Foundations of Learning
__ 2	EDG	628	Intervention/Differentiation
__ 3	EDG	630	Secondary Methods/Strategies
__ 2	EDG	636	Instructional Technologies
__ 3	EDG	680	Research Development

__ 1	EDG	681	Research Project
__ 3	SEG	520	Exceptional Learner

Also complete one (2 - 6):

For MAT, Option 6 (Alternative Certification) students, with current teaching position in program field of study:

__ 2	EDG	700	Clinical Component III (Opt 6)
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OR

For MAT, Traditional students (Student Teaching semester required, if no Option 6 certification):

__ 6	EDG	701/702	Clinical Component III (Student Teaching)
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PLUS complete one set of subject area requirements (6)

For teaching Biology, Chemistry, English, French, Latin, Mathematics, Social Studies, or Spanish

[See courses under BLG, CHG, ELG, FRG, LTG, MTG, SSG, or SPG]

__ 3	___	510	Advanced Topics in Subject Area
__ 3	___	610	Adv Independent Research/Adv Topics II

MIDDLE SCHOOL EDUCATION (5-9) (MSEG) Non-LBD Program Requirements (38 - 42)

[Prerequisite: major or appropriate coursework in two areas (Science, English, Math, Social Studies, LBD); pass 2

Middle School content PRAXIS tests]

Core Requirements (30)

__ 2	EDG	500	Clinical Component I
__ 3	EDG	505	Learning/Perform Assess
__ 3	EDG	510	Culture/Design/Mgmt
__ 3	EDG	525	MS Curriculum & Methods
__ 3	EDG	585	Literacy for Secondary School
__ 2	EDG	601	Clinical II
__ 3	EDG	605	Foundations of Learning
__ 2	EDG	628	Intervention/Differentiation
__ 2	EDG	636	Instructional Technologies
__ 3	EDG	680	Research Development
__ 1	EDG	681	Research Project
__ 3	SEG	520	Exceptional Learner

Complete subject area (6)

Choose 2 subject areas from: Biology/Chemistry, English, Math, Social Studies courses under BLG/CHG, ELG, MTG, SSG.

Subject One __ 3 ___ 510 Advanced Topics

Subject Two __ 3 ___ 510 Advanced Topics

Also complete one (2 - 6):

For MAT, Option 6 (Alternative Certification) students, with current teaching position in program field of study:

__ 2	EDG	700	Clinical Component III (Opt 6)
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OR

For MAT, Traditional students (Student Teaching semester required, if no Option 6 certification):

__ 6	EDG	701/702	Clinical Component III (Student Teaching)
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MIDDLE SCHOOL EDUCATION (5-9) (MSLG) Program Requirements (53 – 57)

Completing LBD as subject area concurrently

[Prerequisite: major or appropriate coursework in one area (Science, English, Math, Social Studies);

Pass one Middle School content PRAXIS test]

Core Requirements (30)

__ 2	EDG	500	Clinical Component I
__ 3	EDG	505	Learning/Perform Assess
__ 3	EDG	510	Culture/Design/Mgmt

__ 3	EDG	525	MS Curriculum & Methods
__ 3	EDG	585	Literacy for Secondary School
__ 2	EDG	601	Clinical II
__ 3	EDG	605	Foundations of Learning
__ 2	EDG	628	Intervention/Differentiation
__ 2	EDG	636	Instructional Technologies
__ 3	EDG	680	Research Development
__ 1	EDG	681	Research Project
__ 3	SEG	520	Exceptional Learner

Complete subject area (21)

Subject One __ 3 _____ 510 Advanced Topics

[Choose from Science, English, Mathematics, Social Studies courses under BLG, CHG, ELG, MTC, SSG]

Plus Subject Two Complete LBD requirements

__ 3	SEG	630	Behavioral Intervention
__ 3	SEG	632	Collaboration & Advocacy
__ 3	SEG	638	Intro Students with LBD
__ 3	SEG	640	Language Learning & Literacy
__ 3	SEG	670	Research Stats & Subject Design
__ 3	SEG	672	Methods & Assessment II

Also complete one (2 - 6):

For MAT, Option 6 (Alternative Certification) students, with current teaching position in program field of study:

__ 2 EDG 700 Clinical Component III (Opt 6)

OR

For MAT, Traditional students (Student Teaching semester required, if no Option 6 certification):

__ 6 EDG 701/702 Clinical Component III (Student Teaching)

GRADUATE EDUCATION PROGRAMS

See the University Course Catalog for course descriptions.

FOR THE MASTER OF ARTS (M.A.) DEGREE:

For certified teachers

ENGLISH AS A SECOND LANGUAGE P-12 (ESLE) Program Requirements (36)

[Prerequisites: Teacher Certification]

__ 2	EDG	500	Clinical Component I
__ 2	EDG	601	Clinical II
__ 3	EDG	605	Foundations of Learning
__ 2	EDG	628	Intervent/Differentiation
__ 2	EDG	636	Instructional Technologies
__ 3	EDG	680	Research Development
__ 1	EDG	681	Research Project

Choose one:

__ 3	SEG	520	Exceptional Learner
	SEG	638	Intro Students with LBD

Also take:

__ 3	TEL	500	Intro to Teaching ESL
__ 3	TEL	531	Linguistics/Advanced Grammar
__ 3	TEL	535	Sound Systems of Language
__ 3	TEL	536	Grammatical Structure of Language
__ 3	TEL	618	TESL Methods/Culture
__ 3	TEL	619	TESL Methods/Assessment

LEARNING AND BEHAVIOR DISORDERS P-12 (LBD) Program Requirements (44)

[Prerequisites: Teacher Certification; ED 320 or SEG 520 or equivalent]

__2	EDG	500	Clinical Component I
__2	EDG	601	Clinical Component II
__3	EDG	605	Foundations of Learning
__2	EDG	628	Interventions/Differentiation
__2	EDG	636	Instructional Technologies
__3	EDG	680	Research Development
__1	EDG	681	Research Project
__2	EDG	700	Clinical Component III
__3	SEG	630	Behavioral Intervention
__3	SEG	632	Collaboration & Advocacy
__3	SEG	634	Early Child Spec Populations
__3	SEG	638	Intro Students with LBD
__3	SEG	640	Language Learn/Literacy
__3	SEG	642	Math Ed/ Spec Populations
__3	SEG	660	Methods & Assessment I
__3	SEG	670	Research Statistics
__3	SEG	672	Methods & Assessment II

LITERACY SPECIALIST P-12 (LITG) Program Requirements (34)

[Prerequisites: Teacher Certification]

__3	EDG	605	Foundations of Learning
__2	EDG	628	Interventions/Differentiation
__2	EDG	636	Instructional Technologies
__3	EDG	680	Research Development
__1	EDG	681	Research Project
__3	LDG	614	Instructional Leadership
__3	LTY	600	Reading & Writing Elem School
__3	LTY	610	Reading & Writing Content Areas
__3	LTY	620	Clinical Assess of Literacy
__3	LTY	630	Literacy Interventions
__2	LTY	640	Professional Develop Sem
__3	LTY	642	Investigations in Literacy
__3	LTY	644	Leadership in Literacy

EDUCATIONAL LEADERSHIP: TEACHER AS LEADER (TLE) Program Requirements (32)

[Prerequisite: Teacher Certification] [for students who matriculated prior to fall 2017]

Professional Core (11)

__3	EDG	605	Foundations of Learning
__2	EDG	628	Interventions for Differentiation
__2	EDG	636	Instructional Technologies
__3	EDG	680	Research Development
__1	EDG	681	Research Project

Leadership Core (12)

__3	LDG	610	Leading by Design
__3	LDG	614	Instructional Leadership
__3	LDG	618	Instructional Leadership II
__3	LDG	622	Strategic Leadership

Curriculum & Assessment Emphasis (9)

Complete one of:

__ 3	LTY	610	Reading/Writing Content Areas
	LDG	629	Teaching Literacy & Algebraic Thinking in Elem

Plus take:

__ 3	LDG	634	Curriculum Design
__ 3	LDG	636	Assessment & Accountability in the Classroom

ADDITIONAL CERTIFICATIONS

SCHOOL SOCIAL WORKER CERTIFICATION TRACK Program Requirements (15)

In collaboration with Asbury University's MSW Program, the School of Education offers the School Social Worker Certification Track.

There are three plans available:

1. Advanced Regular Program (60 hours); leads to Rank I Certification
2. Advanced Standing Program (39 hours); leads to Rank II Certification
3. Certificate Program (15 hours); for those already holding an M.S.W. degree with a concentration in Child and Family Services; leads to Rank I Certification

Plans one and two require successful completion of all M.S.W. requirements, including the Program's Child and Family Services Concentration. Successful completion of the Track requires approval of both the School of Education and the MSW Program. More complete information about this option is available in either the MSW Office or the Graduate Education Office.

Complete one:

__ 3	SEG/ESW 520	Exceptional Learner
	SEG/ESW 638	Introduction to Students with LBD

Complete:

__ 3	SEG/ESW 630	Behavioral Intervention
__ 3	SEG/ESW 632	Collaboration and Advocacy

Complete Field Education in two different school levels.

__ 3	SWG	650	Field Instruction III
__ 3	SWG	690	Field Instruction IV

OR

[If above courses already completed for M.S.W. degree at Asbury University]

Complete additional Field Education in two different school levels.

__ 3	SWG	695	if SWG 650 done in MSW program
__ 3	SWG	795	If SWG 690 done in MSW program

Endorsements in several areas are also available for qualified candidates. Contact School of Education for further details.

POST MASTER'S DEGREE PROGRAMS

PRINCIPAL LICENSURE / INSTRUCTIONAL SUPERVISOR PROGRAM (Ed.S.)

This program is a required post-Masters certification, offered as an Ed.S. Degree, and includes 37 hours above the Master's degree of intensive research and field work. There are no electives.

The graduate educational leadership model is fully online, with synchronous 'face to face' class sessions integrated into the program on a weekly basis through Adobe Connect and utilizing video technology. The course design and materials are accessible through Asbury's online learning system (Discovery). Each course builds on the previous course, and distinct transition points provide candidates and faculty a clear roadmap through completion. Level I provides initial certification, while Level II provides permanent certification. Completion of 1-credit hour research project course, LDG 781, is required for the Education Specialist (Ed.S.) degree.

PROGRAM APPLICATION REQUIREMENTS AND ADMISSION TO PRINCIPAL LICENSURE AND ED.S. DEGREE STATUS

Admission to the Graduate Education Program for the Principal Licensure Program includes the requirements and protocols outlined below.

Pre-requisites: Master's Degree; teaching certification; 3 years teaching experience

A. **Completed online application** at apply.asbury.edu at no charge.

B. **Applicant portfolio**--must include the following supporting documents for admission:

1. Official transcripts* from each college/university at which undergraduate and/or graduate work was completed (please see instructions below).
2. Official transcript(s)* showing completed Master's degree and cumulative grade point average of 3.0 or greater.

[***NOTE:** To be accepted as official, all transcripts must be sent directly from the credit-granting institution(s) to **Asbury University Graduate Education Admissions**. Hand-carried transcripts, even in sealed envelopes, will not be accepted. Electronic transcripts are acceptable only if, when printed, they do not show watermarks.]

3. Copy of current teaching licensure
4. Letter of application outlining:
 - a. skills and understanding related to his/her ability to improve student achievement
 - b. evidence of ability to exhibit both leadership and an advanced knowledge of curriculum, instruction, and assessment
 - c. personal statement of career goals
 - d. resume or CV showing at least three years' successful teaching experience
5. Character and Fitness form
6. Professional Reference Waiver form
7. Professional Recommendation forms (provided digitally by Graduate Education Office) from applicant's (choose at least 2):
 - a. principal
 - b. superintendent, his designee, or other supervisor OR Master's program professor
 - c. colleague
8. Principal candidate Interview

C. **District/University Screening Committee Review.** All above required admission submissions will be reviewed to determine if applicant meets requirements for entry into program.

Admission to Principal Licensure Level I/Ed.S. Degree Status (Gate 7)

The student must meet all of the following requirements to be admitted into degree status and/or certification-only programs.

1. Successful completion of 9 semester hours at Asbury University.
2. Minimum of 3.00 grade point average on all graduate coursework completed.
3. Successful submission of Program Entry Professional Portfolio.

EXITING LEVELS I & II OF THE PRINCIPAL LICENSURE PROGRAM

Exiting the Principal Licensure Program, Level I (Gate 8)

Exit from Level I of the Principal Licensure Program includes the following requirements:

1. 3.00 GPA
2. Satisfactory Field Component Performance
3. Capstone Project
4. Anchor Assessments
5. Successful completion of KY-STIAP
6. Successful completion of SLLA

Exiting the Principal Licensure Program, Level II (Gate 9)

Exit from Level II Program includes the following requirements:

1. 3.00 GPA
2. Satisfactory Field Component Performance
3. Work Samples demonstrating application of Interstate School Leaders Licensure Consortium (ISLLC) Standards and impact on student achievement

In conjunction with completion of the Principal Licensure Program candidates acquire licensure in

- Instructional Supervisor

GRANTING THE ED.S. DEGREE

The actual granting of the Ed.S. degree requires completion of the following:

1. Successful completion of LDG 781 (1) Research Project
2. Approval for graduation by the program faculty
3. Submission of a Graduation Application showing course plan for final requirements in the Registrar's Office by posted deadline for the commencement year and their expected graduation date (Oct. 15 for December graduation or Feb. 15 for May graduation. Application information may be found online: www.asbury.edu/offices/registrar/graduation)

GRADUATE EDUCATION POST MASTER'S PROGRAMS

See the University Course Catalog for course descriptions.

FOR THE EDUCATION SPECIALIST (ED.S.) DEGREE:

PRINCIPAL LICENSURE / INSTRUCTIONAL SUPERVISOR (PLP)

Program Requirements (37)

[PREREQUISITES: M.A. degree, Teacher Certification, and 3 years successful teaching experience]

For Level I Certification: Instructional Leadership Core (30)

__ 3	LDG	710	Leading Teaching & Learning/Orientation
__ 3	LDG	718	Und. Assessment/Monitoring Performance
__ 3	LDG	720	Collaborative Performance Appraisal

__ 3	LDG	722	Financial Resources & Personnel Selection
__ 3	LDG	730	Building & Sustain Professional Learning Communities
__ 3	LDG	748	Organizational Structure
__ 3	LDG	750	Using Data to Improve Student Achievement
__ 3	LDG	760	Financial Resources & Legal Responsibilities
__ 3	LDG	763	Leading Differentiated Instruction
__ 3	LDG	775	Capstone Project/Gate 8

For Level II Certification: Administrative/Principal Emphasis (6)

__ 3	LDG	704	Model Effective Leadership 1
__ 3	LDG	705	Model Effective Leadership 2

For Ed.S. Degree (1)

__ 1	LDG	781	Ed.S. Research Project
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In conjunction with completion of Principal Licensure Level II candidates qualify for dual licensure with Instructional Supervisor Certification. (**Federal financial aid eligibility is available only for degree-seeking (Ed.S.) candidates*)

OTHER CERTIFICATIONS

(Candidates in Certification-Only (non-degree) programs are not eligible for Federal financial aid.)

DIRECTOR OF PUPIL PERSONNEL (DPP) Certification only Program Requirements (27)

[PREREQUISITES: M.A. degree and Teacher Certification]

Level I: (21)

__ 3	LDG	710	Leading Teaching & Learning/Orientation
__ 3	LDG	730	Building & Sustain Professional Learning Communities
__ 3	LDG	748	Organizational Structure
__ 3	LDG	750	Using Data to Improve Student Achievement
__ 3	LDG	760	Financial Resources & Legal Responsibilities
__ 3	LDG	763	Leading Differentiated Instruction
__ 3	LDG	775	Capstone Project: Gate 8

Level II: (6)

__ 3	LDG	706	Director of Pupil Personnel: Leading Student Services
__ 3	LDG	707	Director of Pupil Personnel: Seminar/Practicum

INSTRUCTIONAL SUPERVISOR (ISL) Certification only Program Requirements (18)

[PREREQUISITES: M.A. degree and Teacher Certification]

Instructional Leadership Level I (18)

__ 3	LDG	710	Leading Teaching & Learning / Orientation
__ 3	LDG	718	Und. Assessment/Monitoring Performance
__ 3	LDG	730	Building & Sustain Professional Learning Communities
__ 3	LDG	748	Organizational Structure
__ 3	LDG	763	Leading Differentiated Instruction
__ 3	LDG	775	Capstone Project: Gate 8

Optional Level II (6)

__ 3	LDG	704	Model Effective Leadership 1
__ 3	LDG	705	Model Effective Leadership 2

SERVICES & SUPPORT - GRADUATE STUDIES

ASBURY COMMUNITY LIFE

Information regarding Community Expectations for students enrolled in the Graduate Program can be found on the School of Graduate and Professional Studies website: www.asbury.edu/gps/spiritual-vitality/principles-expectations and in the specific program Student Handbook.

OFFICIAL COMMUNICATION THROUGH ASBURY UNIVERSITY EMAIL ACCOUNT

Asbury email is the official means of communication between students, office representatives, and faculty at Asbury University. An Asbury email account will be created for all students. The required log in identifies communications as being from the student. Students are responsible for reviewing and responding to emails in a timely manner. Students should pay close attention to email from the representatives of the offices of Registrar, Financial Aid, or Student Accounts; these are often time sensitive.

CAMPUS SUPPORT & SERVICES

Center for Academic Excellence

The Center for Academic Excellence (CAE) exists to support students across all academic disciplines. Graduate students are offered free academic support through the CAE - writing support and tutoring services, and Academic Accessibility Resources. Students can request tutoring and other academic support services at any time during a semester through the CAE website, asbury.edu/academics/cae or by emailing tutoring@asbury.edu. Contact the CAE office, ext. 2196, or your program office for details. See also *Graduate "Academic Support & Advising"*.

Academic Accessibility Resources

Academic Accessibility Resources (AAR) provides reasonable academic accommodations for students with disabilities in accordance with the ADA Amendments Act of 2008 (ADAAA). AAR offers academic accommodations on a case-by-case basis depending on student self-report, past history of need, and current need of academic accommodations. See more under *"Academic Support & Advising"*. Students who would like more information about receiving academic accommodations, can contact the AAR Coordinator, Pamela Downing, at pamela.downing@asbury.edu or (859) 858-3511 X2283.

Center for Career and Calling

The Center for Career and Calling offers the following resources for graduate students:

Online Job Postings—Access online internship and job board at asbury.edu/career (postings from employers specifically interested in candidates from Asbury).

Career Resources and Job Preparation—Access online career resources on our website, asbury.edu/career.

One-on-one Consultation—Schedule a free one-on-one consultation with a Career and Calling staff member (by appointment only). Appointments can take place in person, by phone or by Skype. To schedule your appointment, email careerandcalling@asbury.edu.

Career Assessment Tools—Career assessment costs: MBTI and Strong Interest Inventory \$12; StrengthsFinder \$10.

Go to asbury.edu/career for additional information and online resources or contact us at careerandcalling@asbury.edu or ext. 2401.

Center for Counseling

The Center for Counseling endeavors to equip and encourage Asbury University students toward greater personal and community health. The Center staff works toward developing the God-given potential of students who are a part of the graduate student community by providing a broad range of counseling services, including individual, group, couples, pre-marital, marital and crisis counseling. Integrating counseling practice with Christ-centered principles, the office seeks to prepare students for a lifetime of learning, leadership, and service. Services are provided on campus for \$50 per session (no insurance required) to currently enrolled students within driving distance. Go to asbury.edu/counseling or call ext. 2323 for additional information.

International Student Support

Staff is available to answer international students' questions regarding their student visa status and to ensure that they are maintaining compliance with U.S. regulations regarding international student study in the U.S. Individual support that is responsive to international students' specific needs is also provided to assist them in being academically successful at the University. Go to asbury.edu/intercultural or call ext. 2314 for additional information.

Office of Spiritual Life and Chapel

The Asbury University community is committed to the integration of faith, learning and living. The Office of Spiritual Life serves to nurture students in their spiritual journeys by offering engaging opportunities for worship, discipleship, community service and social justice. Exalting Jesus Christ as our Cornerstone, we believe students leave Asbury with a greater understanding and experience of Scripture, holiness, stewardship and mission. Local graduate students are welcome to attend chapel on Monday, Wednesday and Friday at 10 a.m. as well as evening worship during our spiritual emphasis weeks in September and January. All graduate students are encouraged to take advantage of podcasts of services and weekly devotionals available online. Go to asbury.edu/cornerstone-project or call ext. 2200 for additional information.

Complaints

The Asbury University Student Complaint Policy (SCP) is available to students who request to have a concern resolved about a person or process of the University community not covered by existing policies, such as the grading policy, residency policy, student code of conduct policy, sexual misconduct policy, etc. The objective of the SCP is to resolve concerns as quickly and efficiently as possible at the level closest to the student.

Informal Resolution

Occasionally, a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, the student should always try to work out the problem by first discussing it with those most appropriately involved with the issue, whether it is faculty, staff member or another student. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Based on the Matthew 18 principle encouraging believers to first go to each other and work out an issue, it is the hope that most issues and complaints could be amicably resolved through a process of discussion and negotiation.

Formal Complaint Process

If the complainant is not satisfied or not willing to address the issue with the individual, a formal process may be initiated. All formal complaints must be in writing using the official Asbury University Student Complaint Form, which is available online and in the Office of Student Development. Complaints should be filed during the semester of occurrence but no later than 30 days after the end of the semester. Process and procedures for the complaint resolution are available in the Office of Student Development, online at asbury.edu/complaint-policy, or via email to DeanofStudents@asbury.edu.

FOR STUDENTS LOCAL TO THE WILMORE CAMPUS

Housing

The University has a limited amount of housing for graduate students. Contact the Office of Community Life (ext. 2322) at the earliest possible date, as there may be a wait list.

Intramural Sports

The intramural program is open to all local Asbury University students, alumni, faculty, and staff. A variety of sports, activities, and special events are available throughout the year. Visit asbury.edu/intramurals for more information.

Student Health Services

The University maintains a well-equipped health center with a competent staff of experienced registered nurses and a part-time physician. The Health Service is open 35 hours per week during the traditional academic year and offers local graduate students visits to the nurse or doctor on a fee-per-service basis. Since the Health Service does not participate with or bill any insurance, payment is due at the time of service. Call ext. 2277 for an appointment or additional information.

GRADUATE STUDIES TUITION & FEES

PROGRAM

Academic Year 2017-2018 Tuition

GRADUATE BUSINESS \$611 per credit hour

GRADUATE COMMUNICATION \$595 per credit hour

GRADUATE EDUCATION \$475 per credit hour

GRADUATE SOCIAL WORK \$595 per credit hour

See University Fees and Course Fees below that may apply.

STUDENT FEES

ID Card Replacement Fee \$11

Late financial registration \$37

Vehicle parking \$26 per semester

Married / Non-Traditional Student Housing (Fall 2017 & Spring 2018)

1 Bedroom Apartment \$1335-\$2115 per semester, plus utilities

2 Bedroom Apartment \$2605 per semester, plus utilities

Married / Non-Traditional Student Summer Housing (June- July 2018)

1 Bedroom Apartment \$534-\$846 per 2-month period, plus utilities

2 Bedroom Apartment \$1042 per 2-month period, plus utilities

Because of fluctuating economic conditions, all costs and fees are subject to change without notice.

MISCELLANEOUS FEES AND SERVICES FOR ALL STUDENTS

1. Throughout the school year, students may incur additional charges from several different areas. It is recommended that all miscellaneous charges be paid at the time/location incurred. In most cases, any charge that is not paid to the appropriate department within one month will be added to the student's account. A \$5.00 service fee is assessed for each transaction that is applied to the student's account.

Some of the areas that have miscellaneous charges are mentioned below, although this is not an exhaustive list.

2. Students are permitted to purchase books at the AU Virtual Bookstore using a charge voucher. These charges will be applied to the student's account.
3. Library and media charges for overdue books and unreturned materials should be paid at the library. Parking fines should be paid at the Cashier. All unpaid library, parking fines, and media charges are transferred to the student's account monthly.
4. All students are given a university email account as the preferred email communication with the university.
5. Any student can bring their computer to campus and use the network. Asbury University supports standard Ethernet networking cards.
6. A Microsoft Office installation CD is available to all students to be purchased through the Bookstore for a small fee. Currently, the CD is \$15.90. For more computer related information go to <http://www.asbury.edu/offices/its/faqs>.

GRADUATE COURSE FEES

Certain courses are subject to a fee. Such courses include the notation "Fee" in their course description. Students who withdraw from a course during the semester (after the end of the Drop/Add period) do not receive a refund of tuition or fees.

The specific fees are as follows:

GRADUATE COURSE FEES PER CREDIT HOUR

MCG courses \$ 18/hr

SPECIFIC GRADUATE COURSE FLAT FEES

DSG 612	\$ 50
DSG 613	\$ 50
DSG 699	\$200
EDG 500	\$ 50
EDG 501	\$ 30
EDG 505, 510, 525, 585	\$ 50
EDG 591, 593, 595,	\$ 30
EDG 601	\$ 50
EDG 605, 628, 630, 636	\$ 30
EDG 680	\$200
EDG 681	\$200
EDG 700, 701, 702	\$150
ESW all courses	\$ 30
LDG all courses	\$ 30
LTY all courses	\$ 30
SEG all courses	\$ 30
TEL all courses	\$ 30
SWG 550	\$300
SWG 590	\$150
SWG 650	\$300
SWG 690	\$150
SWG 720	\$ 40

Other Graduate Academic Credit Fees

There will be a cost to apply for CPL credit. The cost will vary by program area, faculty time required, and number of faculty involved in the learning assessment. A typical review takes 3 hours and is done by 2 faculty members.

Ordering Master's Commencement Ceremony Regalia

Graduate commencement master's hood & gown must be purchased for a fee by each graduate candidate participating in commencement.

UNIVERSITY STUDENT ACCOUNTS - GRADUATE

PAYMENT INFORMATION

The academic year for the Graduate Program is divided into three sessions: Fall Semester, Spring Semester and Summer Term.

Registration is held prior to the beginning of each semester and a "Registration Bill" will be available on the Asbury Portal. The Registration Bill displays the following calculation, based on pending charges and financial aid to date:

Amount Due = Total Pending Charges and Discounts – Total Financial Aid

Student Loans and Outside Scholarships will be included in the calculation only if they have been confirmed and approval has been submitted to and processed by the Financial Aid Office.

Note: Checks for scholarships are considered as financial aid and should be mailed to the Financial Aid Office.

The student is responsible for ensuring payment of tuition, fees and all other debts to the University is made in a timely matter. We recommend that all miscellaneous charges be paid at the location where incurred to avoid service charges.

PAYMENT OPTIONS

Payment In Full - Payment in full of Registration Bill AMOUNT DUE is due on the first day of each semester.

All students will be enrolled in the Payment in Full option unless they enroll in a CASHNet Installment Payment Plan (explained below) during the financial registration period.

Payment Plan - Students will receive email notification prior to each semester enrollment period with detailed instructions for enrolling in a CASHNet installment payment plan. The Registration Bill AMOUNT DUE, or any portion you choose, may be divided over 4 equal, monthly payments. Payments are due to CASHNet by the last business day of each month. CASHNet charges a non-refundable application fee of \$35 per semester to enroll in an installment payment plan.

The payment plan incurs no interest charge, but may incur a late fee from CASHNet if payment is not received by the due date. After missing the second payment, the account will be removed from the CASHNet payment plan, and the balance will become due immediately to Asbury University.

STUDENT FINANCIAL RESPONSIBILITY

It is expected that when a student electronically acknowledges a financial agreement to pay all tuition and fees, the student is pledging to faithfully fulfill all financial obligations to the University. The University reserves the right to take whatever steps are necessary for those who default on payment. Diplomas and official transcripts are not released until all academic and financial obligations to the University are satisfied.

POLICY ON UNPAID BALANCES

1. Students must pay all previous balances before registering for a subsequent semester.
2. If a student's account is unpaid at graduation, the diploma/transcript is withheld until such payment is made.
3. Academic transcripts and diplomas will be released to:
 - A. non-enrolled students only when (1) the student account is paid in full and (2) University loans are being paid on schedule.
 - B. currently enrolled students when either: (1) the student account is paid in full, or (2) the student is fulfilling the terms of their particular Payment Plan and all requirements of the Financial Aid Office have been fulfilled.

REDUCTION IN CHARGES RELATED TO WITHDRAWAL FROM THE UNIVERSITY

[For official withdrawal procedures, please see Graduate 'Academic Policies & Procedures' > 'Withdrawal from the University'.]

1. The Registrar's Office documents the student's official date of withdrawal and the remaining academic weeks registered in the semester based on the official withdrawal procedures.
 - Total 'ACADEMIC WEEKS' equals the count of weeks from the first class start date to the last class end date registered on the student's schedule for the semester.
 - Total 'COMPLETED WEEKS' equals the count of weeks from first class start date through the week of the student's official withdrawal from the university.
 - **(ACADEMIC WEEKS - COMPLETED WEEKS) / ACADEMIC WEEKS x 100 = percentage of semester remaining.**
2. Students withdrawing from the University within the official Drop/Add period will be refunded all charges.
3. After the Drop/Add period, any reduction in charges will be calculated using the criteria above for academic weeks and completed weeks.
4. Course fees, lab fees, and student activity fees are not refundable after the Drop/Add period.
5. Student Accounts will use the percentage of semester remaining provided by the Registrar's Office to determine any reduction in tuition.
6. The student will be charged a withdrawal fee of 5% of the total charges, not to exceed \$100.00.
7. Financial Aid will base any reduction in aid on the date the student requested to withdraw or the midpoint of the enrollment/payment period if the student stopped attending without notification, which may differ from the official withdrawal date. Refer to "Financial Aid Refunds" in the following section for the policy used to return financial aid to the source.
8. Refunds cannot be made to the student until all awards are withdrawn, adjusted, or applied to the account.
9. Students who withdraw or are dismissed from the University must complete an application for readmission and be readmitted before being permitted to register again.

GRADUATE FINANCIAL AID

(Financial aid information is subject to change. Go to www.asbury.edu/offices/financial-aid for latest information.)

At Asbury University we want to partner with you in funding your education. It is most advantageous to think of funding your education as a partnership between: **You, the Federal Government, and Outside Sources.**

Federal financial aid is available to students who are pursuing a degree on at least a half-time basis (5 or more credit hours per semester).

To be considered for federal aid at Asbury University, students must complete the Free Application for Federal Student Aid (FAFSA) and the Graduate Aid Application each year. The FAFSA is available after October 1 of the year prior to planned enrollment.

Offers of financial aid will only be sent to students who have received official acceptance from the Admissions Office and have completed all necessary paperwork. It is the responsibility of the student to ensure that all the appropriate paperwork is turned in to the Financial Aid Office for processing. Students entering and applying for financial aid for the Fall term (including those selected for verification) must have all paperwork completed and in the Financial Aid Office by September 1 of that fall. For students entering in the Spring term, the deadline is February 1 of that spring.

THE GOVERNMENT (FEDERAL AND STATE) SOURCES OF AID

FEDERAL GRANTS

Federal TEACH Grant: The U.S. Department of Education's TEACH Grant Program provides grant funds to postsecondary students who are completing or plan to complete coursework that is needed to begin a career in teaching, and who agree to serve for at least four years as a full-time, highly qualified teacher in a high-need field, in a school serving low-income students. Eligible full-time students may receive up to \$4,000 per year in TEACH Grant funds, up to a maximum of \$16,000 for undergraduate and post-baccalaureate study, and \$8,000 for graduate study.

If you receive a TEACH Grant but do not complete the required four years of teaching service within eight years after completing the coursework for which you received the grant, or if you otherwise do not meet the requirements of the TEACH Grant Program, all TEACH Grant funds that you received will be converted to a Federal Direct Unsubsidized loan that you must repay in full, with interest, to the U.S. Department of Education. Once a TEACH Grant is converted to a loan, it cannot be converted back to a grant. For detailed information on this grant, please visit the federal government website: <https://teach-ats.ed.gov/ats/index.action>

FEDERAL LOANS AND WORK STUDY

Federal Perkins Loan: The Perkins Loan is a long-term loan for students who enroll at least half-time. The selection of applicants for this program is based upon financial need as determined by the FAFSA. Applicants with the greatest financial need will be given preference. Loan repayment and interest payments are deferred until after graduation or as long as the individual remains in at least half-time enrollment at an accredited institution of higher education in the United States. The Federal Perkins Loan has a 9-month grace period beginning when the student graduates or drops below half-time enrollment. During the repayment period the charge is five percent (5%) interest on the unpaid balance.

The above regulations and provisions of the Perkins Loan program are subject to change by federal legislative action. The Financial Aid Officer at Asbury University can provide information about loan cancellation provisions for borrowers who enter fields of teaching or who teach in designated schools. If a student defaults on a Perkins Loan and if Asbury is unable to collect, the federal government may take action to recover the loan.

Federal Direct Loan: The Direct Loan program enables a student to borrow directly from the U.S. Department of Education. Graduate students may be able to borrow up to \$20,500 per year based on need; only Direct Unsubsidized loans are available to Graduate students. The above regulations and provisions of the Direct Loan are subject to change by federal legislative action. The interest rates on Unsubsidized loans may vary from year to year, but cap at 8.25%.

Federal Direct PLUS Loan: The Direct PLUS Loan is available to graduate students, if they are credit-worthy applicants. A graduate student may apply to borrow up to the total estimated Cost of Attendance less any other financial aid for which the student has qualified. The student may borrow to help pay for educational expenses as long as he/she is enrolled at least half time in a degree program while meeting all basic eligibility requirements. Students must complete a FAFSA and qualify with the U.S. Department of Education. The regulations and provisions of the PLUS loan are subject to change by federal legislative action.

Federal College Work Study Program: Students are eligible for part-time employment under the Federal College Work Study program if they meet the requirements to receive federal aid. The selection of students will be made as follows: All students with financial need will be considered, but if funds are not sufficient to cover all requests, students demonstrating the greatest financial need will be given preference.

OUTSIDE SOURCES

Veteran's Benefits: An honorably discharged veteran of the Armed Forces who served more than six months may receive payments under the "G. I. Bill." A dependent child or widow of a deceased veteran may also qualify. Check with a county Veteran's Service Officer or with Asbury University's Veterans' Representative. Applications for educational benefits are available at www.gibill.va.gov.

Alternative Loans: Alternative loans are available for students to reduce any balance between the cost of education and financial aid. These loans are received through a lending institution, with several types being available. Financial Aid personnel will work with a student to determine the best type of loan option and will provide application information. Alternative loans will be counted as pending aid against the student's account for a period not to exceed 60 days after the loan has been originated. After that time such loans will automatically be removed from the student's pending aid. The alternative loan, however, may still be processed and applied to the student's account following the resolution of any issues.

APPLICATION FOR FINANCIAL AID

PROCEDURE: In order to be considered for financial aid, you must file the FAFSA each year (www.fafsa.ed.gov), and complete a Graduate Aid Application (www.asbury.edu/offices/financial-aid/forms).

GENERAL POLICIES & NOTES

1. Requests for financial aid award eligibility must be made during the academic year for which the aid is intended.
2. Student load for Financial Aid purposes: Graduate students will be considered full-time or half-time for any enrolled semester according to the following schedule of minimum semester hours:

	Full-time	Half-time
Graduate enrollment	9 or more	5-8

3. In order to receive financial aid for 2017-2018, students enrolling in the Fall must have their files completed by September 1, 2017, and students enrolling in the Spring must have their files completed by February 1, 2018. A completed file includes: final FAFSA information, completed verification, if selected, and completion of all information deemed necessary by the Financial Aid Office. Students who complete their files after the deadline will be ineligible for aid until such time as their file is complete.

REPAYMENT POLICY: A portion or the entire amount of the cash disbursement may have to be repaid to the awarding program(s) when a student has received a cash disbursement in the form of a check (or cash) from Title IV, Kentucky Higher Education Assistance Authority, or non-Title IV programs. Full repayments of the cash disbursement amounts will be required if:

1. The student was not eligible to receive the funds when they were disbursed.
2. The student officially or unofficially withdraws from or is expelled by the University before the first day of classes for a payment period.
3. If the student unofficially withdraws from the University and the institution is unable to document the student's last day of attendance then the midpoint of the semester will be used to assess return of aid.

RETURN OF TITLE IV (FEDERAL) FINANCIAL AID: When a student withdraws during a term, the amount of federal financial aid earned by the student is determined on a pro-rata basis up to the end of 60 percent of the term (as determined by federal calculations). For example, if the student has completed 30 percent of the term, he/she has earned 30 percent of the federal aid originally scheduled to be received. Once a student has completed more than 60 percent of the term, he/she has earned all of his/her federal financial aid. (Federal Work-Study funds are excluded from the return of Title IV funds requirements.)

If a student has received excess funds, the University must return a portion of the excess equal to the lesser of: The student's institutional charges multiplied by the unearned percentage of funds or the entire amount of excess funds.

If the aid to be returned is in the form of a loan that has been released to the student borrower, the student can repay the loan in accordance with the terms of the promissory note over a period of time. If the aid to be returned is in the form of grant funds, the law provides that the student must repay 50 percent of the grant rather than 100 percent.

ORDER OF FEDERAL FUNDS TO BE RETURNED: The funds must be credited to outstanding loan balances or to any amount awarded for the term in which a return of funds is required in the following order:

- Direct Subsidized Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Other Title IV Assistance

Institutional financial aid will be refunded according to the schedule below.

REFUND OF INSTITUTIONAL FINANCIAL AID:

1. Calculation of financial aid refunds are made after notification of the student's official withdrawal from the University is made to the Financial Aid Office by the Office of the Registrar.
2. The date used in determining amount of aid earned will be the date of withdrawal notification from the student or the midpoint of the period of enrollment if no notification was given.
3. The following calculations are used for refunds:
 - A. For calculating refunds the 'ACADEMIC WEEKS' for a semester are calculated based on the official start and end dates of the student's registered courses.
 - B. Percentage of reduction in financial aid is based on percentage of semester attended before withdrawal or the midpoint of the period of enrollment if no withdrawal notification was given.

Reduction in amount of aid available to student based on:

Percentage of semester attended = $100\% - (\text{withdrawal date}/\text{total academic weeks})$

NOTE: percentage of reduction in tuition charges to student is based on percentage of semester enrolled through the date of withdrawal notification. Please refer to "Refunds" in the previous Student Accounts section for the policy for tuition refunds.

REFUND OF PRIVATE SCHOLARSHIPS AND GRANTS: Unless otherwise requested by the donor, the refund of private assistance follows the pro-rata policy for the cancellation of institutional charges and financial aid.

REFUND OF KENTUCKY STATE AID: THE KHEAA Teach Scholarship will be refunded on a pro-rata basis to the state under the same schedule that institutional aid is refunded.

OUT OF STATE PROGRAM REFUNDS: Refunds for out of state programs will be calculated in accordance with the requirements of those states.

SATISFACTORY ACADEMIC PROGRESS - GRADUATE STUDIES

See Academic Policies-Probation and Suspension to see the Academic Standards calculations for Graduate Students.

Quantitative: The Financial Aid Office monitors semester hours of graduate students receiving aid to ensure that an appropriate load is maintained according to the following chart:

Aid status	Required semester load	Required annual hours completed to continue receiving aid
Full-time	9	18
Half-time	5-8	10

All students, including graduate students, are subject to the Academic Progress and Financial Aid policy described above except as more specifically delineated below.

All students, including graduate students, are subject to the Appeals Procedure for financial aid as follows.

All students, including graduate students, are subject to the Appeals Procedures-Academic as delineated in the Graduate Academic Policies and Procedures > Probation & Suspension.

In order to be eligible for financial aid (i.e., loans), graduate students must be enrolled for a minimum of 5 semester hours in any given semester (summer, fall, and/or spring) and be making satisfactory progress toward the completion of the master's degree or completion of other degree programs. The

pace of completion varies by specific academic program. Normally, a graduate student should be completing at least 10 semester hours per academic year.

Graduate students receiving financial aid must complete a minimum of five hours per semester and, therefore, will be making satisfactory progress as described above. At the end of each semester (including summer), all graduate students will be reviewed by the Academic Dean with regard to: (1) academic status (scholarship standards) and (2) satisfactory progress. Students found not to be meeting the *scholarship standard* of a 3.00 cumulative grade point average will be handled as outlined above. Students found not to be making *satisfactory progress* (failure to complete all hours attempted) will be reported to the Director of Financial Aid. The Academic Dean together with the Director of Financial Aid will make a decision regarding the appropriateness of continued aid. Such a decision may be the termination of further aid or the continuation of aid under specified conditions.

Time Frame for Financial Aid –Graduate Programs

The maximum time frame a student can receive financial aid is equal to 150% of the normal expected time it takes to complete the specific academic program. The various graduate degree programs require in the range of 32 to 60 semester hours to complete. The pace of completion varies by specific academic program. Normally, a graduate student should be completing at least 10 semester hours per academic year.

APPEALS PROCEDURE FOR FINANCIAL AID DECISIONS

There are occasions when a student may be denied financial aid. The reasons for denial may include one or more of the following:

- Annual income and assets of parents are sufficient to meet educational costs.
- Annual income and assets of student and/or spouse are sufficient to meet educational costs.
- Student is not making satisfactory academic progress toward a degree.
- Student owes a refund or repayment on previous aid and/or is in default on student loan payments.
- Student is taking less than a half-time load.
- Student is not a citizen or permanent resident of the United States (required for federal programs).
- Other resources listed by the student should be adequate to meet educational costs.
- Student has failed to provide sufficient information in order for an award to be made or has failed to provide requested documentation on reported information.
- Student is enrolled in a semester beyond his/her tenth semester.

There are also times when a family's financial resources may change after the original application is submitted and a review of aid awarded is in order.

A student who loses financial aid based upon the academic progress policy or concerning any of the items mentioned above may appeal the loss of funds to the Financial Aid Appeals Committee. The Financial Aid Appeals Committee will consist of the Director of Financial Aid, the Assistant Director of Financial Aid, the Assistant Vice President for Business Affairs, and the Academic Dean. Information regarding the appeal process may be obtained in the Financial Aid Office.

Any appeal for reconsideration must be made to the Financial Aid Committee in writing. An interview may also be needed to clarify new information or the presentation of documentation may be required for verification of data. In all cases, a student will receive a written response to his/her appeal from the Financial Aid Committee.

UNIVERSITY DIRECTORY

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Vice President for Enrollment Management

SARAH THOMAS BALDWIN, D.Min.
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Academic Dean

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Dean, College of Arts and Sciences

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Dean, Howard Dayton School of Business

JAMES R. OWENS, Ph.D.
Dean, School of Communication Arts

Dr. Michael Hylan, Ph.D.
Dean, School of Education (Interim)

THOMAS J. FEE, Ed.D.
Dean, School of Graduate and Professional Studies

SHERYL A. VOIGTS, M.A.
Registrar

SUZANNE O. GEHRING, M.S.L.S.
Interim Director of Library Services

TINA WEI SMITH, M.A.
Director, Global Engagement Office

PAUL M. STEPHENS, Ph.D.
Director of Institutional Effectiveness & Strategic Planning

Business Affairs

TBA
Director of Human Resources and Risk Management

DAVID P. HAY, M.S.
Director of Campus Safety and Security

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Assistant Vice President for Business Affairs

PAUL J. DUPREE, M.S.
CIO, Assistant Vice President of Information Technology Services

SUE J. McKEOWN, B.A., C.P.A.
Controller

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Director of Physical Plant

RANDALL W. RICHARDSON
Director of Capital Construction & Planning

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Director of Alumni Relations

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Associate Vice President for Development and Campaign Operations

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Director of Marketing and Communication

PAUL NISWANDER, B.A.
Senior Leadership Gifts Officer

CAROLYN L. RIDLEY, M.A.
Senior Leadership Gifts Officer

STUART A. SMITH, M.A.R.
Senior Planned Giving Officer

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Director of Financial Aid

BRANDON COMBS, M.P.A.
Director of Undergraduate Admissions

BRENDA WEATHERALL, M.B.A.
Director of Enrollment Systems

Student Development

CAROL J. AMEY, R.N., B.A.

Director of Student Health Services

KEVIN BELLEW, M.S.

Associate Dean of Wholeness and Wellness

JOE W. BRUNER, M.S.Ed.

Associate Dean for Community Life

JEANETTE D. DAVIS, B.A.

Director of Conference Services and Campus Events

R. TRENT ELLSWORTH, M.A.

Director of Center for Adventure Leadership

GREG K. HASELOFF, M.Div., M.A.

Associate Dean for Campus Ministries and Campus Chaplain

ESTHER JADHAV, M.Div., Th.M.

Director of Intercultural Programs

MICHELLE KRATZER, M.S.W.

Director of Center for Career and Calling

MARK A. PERDUE, M.S.

Director of Athletics

PAUL M. STEPHENS, Ph.D.

Associate Dean for Student Leadership Development

ASBURY UNIVERSITY FULL TIME FACULTY

(Year following title indicates appointment to faculty)

GEORGE B. ALLEN

Assistant Professor of Marketing (2014)

B.S., Oral Roberts University, 1977;

M.B.A., Oral Roberts University, 1979

D.B.A., Kennesaw State University, 2014

KEVIN L. ANDERSON

Professor of Bible and Theology (2002)

B.A., Trinity Bible College, 1988;

M.Div., Nazarene Theological Seminary, 1993;

Ph.D., London Bible College, 2001

NEIL D. ANDERSON

Professor of Bible and Theology (1996)

B.A., Asbury University, 1988;

M.Div., Asbury Theological Seminary, 1991;

M.Ph., Drew University, 1994;

Ph.D., Drew University, 1999

BOBBY R. BALDRIDGE

Professor of Biology (1994)

B.S., University of Kentucky, 1978;

B.S., Tuskegee University, 1981;

D.V.M., Tuskegee University, 1982

GREGORY A. BANDY

Assistant Professor of Media Communication (2001)

B.A., Asbury University, 1976;

M.A., University of Georgia, 1979

KEITH A. BARKER

Professor of Art (2000)

B.A., Asbury University, 1992;

M.F.A., Savannah College of Art and Design, 2000

VICKI P. BELL

Professor of Music Theory (1993)

B.M.E., University of Kentucky, 1976;

M.M., University of Kentucky, 1984;

Ph.D., University of Kentucky, 1998

SARAH E. BELLEW

Assistant Professor of Social Work (2016)

BSW, Roberts Wesleyan College, 1995

M.S.W., University of Kentucky, 1997

AMY B. BESSIN

Instructor of Library Science (2013)

Instructional Services Librarian

B.A., Taylor University, 2007;

M.A., Western Kentucky University, 2009

M.S.L.S., University of Kentucky, 2013

SHARON BIXLER

Assistant Professor of Middle/Secondary Education (2016)

B.A., Georgetown College, 1989;

M.Ed., Georgetown College, 2008

JOE M. BLACKBOURN

Professor, Education (2016)

B.S., Mississippi State University, 1971;

M.S.Ed., University of Central Missouri, 1973;

Ph.D., Mississippi State University, 1985

BARRY R. BLAIR

Associate Professor of Media Communication (2009)
B.S., Kentucky Christian University;
M.F.A., Middle Tennessee State University, 2011

CHRISTOPHER T. BOUNDS

Professor of Theology (2016)
BA, Asbury University, 1988
M.Div, Asbury Theological Seminary, 1991
MPhil, Drew University, 1994
PhD, Drew University, 1997

BENJAMIN F. BRAMMELL

Associate Professor of Biology (2010)
B.S., Eastern Kentucky University, 1998;
M.S., Tennessee Technological University, 2000;
Ph.D., University of Kentucky, 2005

BRUCE M. BRANAN

Professor of Chemistry (2000)
B.S., University of North Carolina, Greensboro, 1989;
Ph.D., Ohio State University, 1994

DEVIN G. BROWN

Professor of English (1996)
B.A., Culver-Stockton College, 1975;
M.A., Eastern Illinois University, 1978;
M.A., University of Florida, 1979;
Ph.D., University of South Carolina, 1994

KEVIN J. BROWN

Associate Professor of Finance (2013)
B.S., University of Indianapolis, 2000;
M.B.A., University of Indianapolis, 2002;
M.Litt., St. Andrews University, 2008;
Ph.D., University of Glasgow, 2012

CLAIR A. BUDD

Professor of Christian Ministries (1989)
B.A., Eastern Nazarene College, 1974;
M.R.E., Nazarene Theological Seminary, 1979;
Ph.D., Oregon State University, 1989

DON E. BURGESS

Professor of Physics (1993)
B.S., Pennsylvania State University, 1980;
Ph.D., Ohio State University, 1990

BONITA S. CAIRNS-DESCOTEUX

Professor of Social Work (2007)
B.A., Asbury University, 1974;
M.Ed., Worcester State College, 1976;
M.S.W., University of Connecticut, 1981;
Ed.D., University of Rochester, 1994

JILL C. CAMPBELL

Assistant Professor of Music Education & Voice (2013)
B.M.M.E., University of Kentucky, 2000;
M.M., University of Kentucky, 2005
Ph.D., University of Kentucky, 2016

STEPHEN K. CLEMENTS

Associate Professor of Political Science (2008)
B.A., Asbury University, 1983;
M.A., University of Chicago, 1991;
Ph.D., University of Chicago, 1998

LISA K. CLIFTON

Associate Professor of Social Work (2014)
B.S.W., Morehead State University, 1992;
M.S.W., University of Kentucky, 1994;
J.D., Northern Kentucky University, 2004

DAVID L. COULLETTE

Professor of Mathematics (2000)
B.A., Asbury University, 1981;
M.S., University of Central Florida, 1984;
Ph.D., Florida State University, 1992

C. TIMOTHY CROOK

Associate Professor of Education (2002)
B.A., Asbury University, 1975;
M.A.Ed, Georgetown College, 1980;
Ed.D., Spalding University, 2011

CHERYLL E. CROWE

Associate Professor of Mathematics Education (2013)
B.S., Asbury College 2003;
M.A.Ed., Georgetown College, 2005;
Ph.D., University of Kentucky, 2008

JEFFREY A. DAY

Associate Professor of Theatre (2003)
B.A., Northern Kentucky University, 1991;
M.F.A., University of Utah, 2001

JANET B. DEAN

Associate Professor of Psychology (2008)
B.A., University of Akron, 1992;
M.A., Asbury Theological Seminary, 1994;
M.Div., Asbury Theological Seminary, 1997;
M.A., Ohio State University, 2001;
Ph.D., Ohio State University, 2003

OWEN P. DICKENS

Professor of Bible and Theology (1982)
B.A., Asbury University, 1975;
M.Div., Asbury Theological Seminary, 1979;
M.A., Brandeis University, 1984;
Ph.D., Brandeis University, 1992

GLEN P. FLANIGAN

Associate Professor of Instrumental Music (2001)
B.S., Asbury University, 1983;
M.S., University of Illinois at Urbana Champaign, 1984;
Ph.D., University of Kentucky, 2008

SUZANNE O. GEHRING

Assistant Professor of Library Science (2001)
Head of Instructional and Archival Services
B.A., Asbury University, 1965;
M.S.L.S., University of Kentucky, 2000

MARK A. GILL

Associate Professor of Business Administration (2011)
B.S., Randolph-Macon College, 1991;
M.S., Virginia Commonwealth University, 1998;
Ph.D., Arizona State University, 2005

CHARLES E. GOBIN

Professor of English (1996)
B.A., University of Georgia, 1982;
M.A., University of Florida, 1989;
Ph.D., University of Florida, 1994

ALESHA L. GRAVES

Assistant Professor of Accounting (2016)
BS, Georgetown College, 1999
MS, University of Connecticut, 2012

PAUL V. HAMILTON

Associate Professor of Economics (2012)
B.S., University of Kentucky, 1991;
M.A., Indiana University, 1996;
Ph.D., Indiana University, 2002

SARAH E. HOGENCAMP

Assistant Professor of Media Communication (2013)
B.A., Asbury University, 2003
M.F.A., National University, 2014

GAY L. HOLCOMB

Associate Professor of Psychology (2005)
B.A., Asbury University, 1997;
Ph.D., University of Kentucky, 2004

HEATHER W. HORNBEAK

Professor of Media Communication (2016)
BA, Union University, 2004
M.F.A., Azusa Pacific University, 2016

BRIAN C. HULL

Associate Professor of Youth Ministries (2008)
B.A., Olivet Nazarene University, 1996;
M.R.E., Nazarene Theological Seminary, 1998;
Ph.D., Asbury Theological Seminary, 2014

MARCIA L. HURLOW

Professor of English and Journalism (1983)
B.A., Baldwin-Wallace College, 1974;
M.A., Ohio State University, 1977;
Ph.D., Ohio State University, 1979;
M.F.A., Goddard College, 1986

MICHAEL G. HYLEN

Associate Professor of Educational Leadership (2013)
B.S., Northeastern University, 1982;
M.Ed., University of Missouri, 1996;
Ph.D., University of Missouri, 2008

ELIZABETH B. JONES

Assistant Professor of Communication (2014)
B.A., Grove City College, 2005
M.A., Ball State University, 2007
Ph.D., Ohio State University, 2014.

MICHAEL J. KANE

Professor of Business/Marketing/Accounting (2013)
B.A., Wofford College, 1977;
M.B.A., University of South Carolina, 1979;
Ph.D., University of South Carolina, 1986

ELISE K. KEARNS

Assistant Professor of Exercise Science (2014)
B.S., Miami University of Ohio, 2000;
M.S., Washington University in St. Louis, 2002

JACOB G. KLEIN

Assistant Professor, Communication (2014)
B.S. The University of North Carolina Greensboro,
2004; M.F.A., Regent University, 2014

DUK-HYUNG LEE

Professor of Mathematics (2001)
B.S., Inha University, Korea, 1982;
M.A., Arizona State University, 1987;
Ph.D., Arizona State University, 1994

KIMBERLY H. LOWRY

Assistant Professor of Spanish (1992-1998, 1999)
B.A., Transylvania University, 1990;
M.A., University of Kentucky, 1992

CORRENA C. MERRICKS

Assistant Professor of English (2015)
B.A., Asbury University, 2001;
M.A., University of Mississippi, 2004;
Ph.D., University of Mississippi, 2012

GERALD I. MILLER

Professor of Bible and Biblical Languages (1973)
B.A., Asbury University, 1966;
M.Div., Asbury Theological Seminary, 1969;
Ph.D., Johns Hopkins University, 1980

NATHAN T. MILLER

Assistant Professor of Music (2014)
B.A., Asbury University, 2005;
M.M., University of Cincinnati, 2007

K. PAUL NESSELROADE

Professor of Psychology (2002)
B.S., Asbury University, 1990;
M.A., University of Louisville, 1993;
Ph.D., University of Louisville, 1998

JAMES R. OWENS

Professor of Media Communication (1981)
B.A., Asbury University, 1979;
M.S.Ed., Indiana University, 1980;
Ed.S., Indiana University, 1981;
Ph.D., Southeastern University, 1983

MARGARET PARK SMITH

Associate Professor of Art (2008)
B.A., Wheaton College, 1998;
M.F.A., University of Minnesota, 2004

ERIN K. PENNER

Assistant Professor of American Literature (2013)
B.A., Yale University, 2005;
M.A., Cornell University, 2008;
Ph.D., Cornell University, 2012

CLAIRE B. PETERSON

Associate Professor of Philosophy (2011)
B.A., Asbury University, 2004;
M.A., Notre Dame, 2007;
Ph.D., Notre Dame, 2011

KENNETH W. PICKERILL

Professor of Physical Education (1991)
B.S.Ed., Miami University (Ohio), 1970;
M.Div., Asbury Theological Seminary, 1973;
M.A., Ohio State University, 1977;
Ph.D., Ohio State University, 1984

NICHOLAS J. PLACIDO

Associate Professor of Social Work (2008)
B.A., Houghton College, 1976;
M.S.W., Florida State University, 1987;
M.A., Wheaton College, 1998;
Psy.D., Wheaton College, 2002

HAROLD L. RAINWATER

Associate Professor of Recreation (1974)
B.A., Asbury University, 1969;
M.S., Eastern Kentucky University, 1974

ANDREW S. REYNOLDS

Assistant Professor of Social Work (2013)
B.A., Asbury University, 2009;
M.S.W., Asbury University, 2011

BURNAM W. REYNOLDS

Professor of History (1972)
B.A., Asbury University, 1970;
M.A., University of Kentucky, 1972;
Ph.D., University of Kentucky, 1980

RANDY R. RICHARDSON

Associate Professor of Classical Languages (1981-1983, 1993)
B.A., Indiana State University, 1979;
M.A., Indiana State University, 1981

DAVID R. RIEL

Associate Professor of Education (2009)
B.A., Asbury University, 1975;
M.Ed., Xavier University, 1977
Ed.D., Morehead State University, 2014

R. DAVID RIGHTMIRE

Professor of Bible and Theology (1985)
B.A., Bloomfield College, 1975;
M.Div., Asbury Theological Seminary, 1979;
Ph.D., Marquette University, 1987

JONATHAN B. ROLLER

Assistant Professor of Worship Arts (2012)
B.S., Asbury University, 1983;
M.M., Southern Methodist University, 1985;
Ph.D., University of Kentucky, 1995

TOWANNA A. ROLLER

Professor of Mathematics (1991)
B.A., Asbury University, 1983;
M.A., Southern Methodist University, 1985;
Ph.D., Southern Methodist University, 1988

KATRINA B. SALLEY

Instructor of Library Science (2014)
Education Librarian
B.A., Berea College, 1999
M.A., University of Kentucky, 2004
M.S.L.S., University of Kentucky, 2006

MARK D. SCHELL

Professor of Organ and Church Music (1990)
B.A., Asbury University, 1987;
M.C.M., Southern Baptist Theological Seminary, 1990;
D.M.A., Southern Baptist Theological Seminary, 1995

CHRISTOPHER M. SEGRE-LEWIS

Associate Professor of Art (2007)
B.A., Asbury University, 1998;
M.F.A., University of Kentucky, 2005

MARTIN L. SEITZ

Associate Professor of Psychology (1989)
B.A., Asbury University, 1978;
M.Ed., Georgia State University, 1981;
Ph.D., Georgia State University, 1989

WILSON D. SHAFER

Assistant Professor of Chemistry (2017)
B.A., University of Kentucky, 2003;
M.S., Eastern Kentucky University, 2007;
Ph.D., University of Kentucky, 2015

JAMES W. SHORES

Associate Professor of Communication (2015)
B.A., University of North Carolina Chapel Hill, 1985;
M.S., University of North Carolina Chapel Hill, 1994;
Ph.D., Regent University, 2008

MELISSA H. SIARD

Assistant Professor of Equine Studies (2017)
B.A., Asbury University, 2012

DONALD B. SIMMONS

Professor of Communication (1981)
B.A., Asbury University, 1974;
M.A., Ohio University, 1978;
Ph.D., Ohio University, 1981

KIRK S. SIMS

Assistant Professor of Intercultural Studies (2016)
BA, University of Georgia, 1995
M.Div., Asbury Theological Seminary, 1999
Ph.D., Middlesex University, 2016

JOSHUA B. SMITH

Assistant Professor of Graphic Design (2012)
B.A., Wheaton College, 1998;
M.F.A., University of Kentucky, 2012

MICHELLE L. SMITH

Assistant Professor of Sport Management (2016)
BS, Middle TN State University, 1990
MS, University of Kentucky, 2010

H. GLEN SPANN

Professor of History (1992)
B.A., Asbury University, 1978;
M.Div., Asbury Theological Seminary, 1983;
M.A., The Johns Hopkins University, 1989;
Ph.D., The Johns Hopkins University, 1994

DANIEL H. STRAIT

Professor of English (1998)
B.A., Houghton College, 1987;
M.A., Florida Atlantic University, 1991;
Ph.D., Indiana University of Pennsylvania, 1998

LINDA H. STRATFORD

Professor of Art (2000)
B.S., Vanderbilt University, 1980;
M.A., Florida Atlantic University, 1990;
Ph.D., State University of New York at Stony Brook, 2001

MALINDA A. STULL

Associate Professor of Biochemistry (2006)
B.A., Asbury University, 1995;
Ph.D., Penn State College of Medicine, 2003

VINSON H. SUTLIVE

Professor of Exercise Science (2016)
B.A., College of William & Mary, 1977;
M.A. College of William & Mary, 1980;
Ph.D., Indiana University, 1996

DAVID R. SWARTZ

Assistant Professor of History (2010)
B.A., Wheaton College, 1999
M.A., University of Notre Dame, 2006
Ph.D., University of Notre Dame, 2008

AMYKATE SWEENEY

Producer-in-Residence, Media Communication (2016)
BA, Colorado College, 1996
MS, Boston University, 2001

SHELBY G. THACKER

Professor of Spanish (1989)
B.A., University of Kentucky, 1978;
M.A., University of Kentucky, 1980;
Ph.D., University of Kentucky, 1992

DOUGLAS C. WALKER

Professor of Media Communication (1993)
B.A., University of Washington, 1974;
M.A., Wheaton College, 1976;
Ph.D., Indiana University, 1993

JOSEPH F. WALLACE

Associate Professor of Graduate Education (2011)
B.A., Berea College, 1979;
M.A., Morehead State University, 1982;
D.S.L., Regent University, 2007

EMILY S. WALSH

Assistant Professor of Accounting (2007)
B.A., Asbury University, 1998;
M.B.A., Norwich University, 2006
D.B.A., Anderson University, 2013

JENNIFER L. WALZ

Assistant Professor of Library Science (1996)
Head of Research and Distance Services
B.A., Asbury University, 1988;
M.L.S., University of Maryland, College Park, 1990

MICHELE R. WELLS

Associate Professor of Social Work (2009)
B.S., Indiana State University, 1987;
M.S.W., University of Illinois at Chicago, 1996
Ph.D., Regent University, 2016

TODD L. WOLD

Assistant Professor of Communication (2016)
BA, University of Northwestern-St Paul, 1993
MA, Bethel University – 2009

BRITTANY M. WORTHEN

Assistant Professor of Elementary Education (2016)
B.A., Asbury University, 2008;
M.A., Asbury University, 2012

MICHAEL P. YODER

Instructor, Howard Dayton School of Business (2017)
B.A., Whitworth University, 2005;
M.I.M., Whitworth University, 2007;
M.A., Seattle Pacific University, 2014

DONALD A. ZENT

Professor of Piano (1988)
B.M., Indiana University, 1971;
M.M., Indiana University, 1973;
D.M.A., University of Cincinnati, 1988

PAST EMERITI FACULTY

(approved by board of trustees)

JAMES N. BEHNKE April 8, 2006

Professor of Chemistry, 1979-2006; B.S., Central Michigan University, 1967; Ph.D., Michigan State University, 1973

JOHN A. BRUSHABER April 8, 2006

Associate Professor of Biology, 1980-2006; B.A., University of Arkansas, 1966; Ph.D., North Carolina State University, 1970

JAMES E. CURNOW November 1, 2003

– composer-in-residence emeritus –
Composer in Residence, 1974-1981, 1994-2003;
B.S.Ed., Wayne State University, 1966; M.M., Michigan State University, 1970

DONALD D. DONALDSON April 8, 2006

Professor of Choral Music, 1984-2000; B.A., Kansas Wesleyan University, 1960; M.M.E., Wichita State University, 1963; D.M.A., University of Missouri, 1975

JAMES E. HAMILTON April 8, 2006

Professor of Philosophy, 1970-2006; B.A., Houghton College, 1963; M.Div., Asbury Theological Seminary, 1967; M.A., Miami University (Ohio), 1969; Ph.D., State University of New York College at Buffalo, 1972

BEATRICE H. HOLZ November 1, 2014

Professor of Music Education and Voice (1981)
B.M., University of Cincinnati, 1973; M.Mus., University of Hartford, 1978; Ph.D., University of Kentucky, 1996

RALPH R. JOLY April 8, 2006

Professor of English, 1977-2005; B.R.E., William Tyndale College, 1964; M.A., Eastern Michigan University, 1965; Ph.D., University of North Carolina at Chapel Hill, 1973

RONALD L. KOTESKEY October 27, 2001

Professor of Psychology, 1970-2002; B.A., Asbury University, 1963; M.A., Wayne State University, 1966; Ph.D., Wayne State University, 1967

ROY L. LAUTER March 4, 2005

Associate Professor of Education, 1972-2005; B.A., Asbury University, 1964; M.A.Ed., University of Kentucky, 1969

EDWARD H. MCKINLEY November 2, 2013

Professor of History, 1970-2010; B.A., University of California, Berkeley, 1965; M.A., University of

Wisconsin, 1966; Ph.D., University of Wisconsin, 1971

RUDY L. MEDLOCK November 2, 2013

Professor of Art, 1971-2008; B.S., Indiana State University, 1965; M.F.A., Indiana University, 1970

ROBERT R. MOORE October 27, 2001

Professor of Bible and Theology, 1975-2002; B.A., Emory and Henry College, 1969; M.Div., Asbury Theological Seminary, 1972; Ph.D., Emory University, 1982

ALAN E. MOULTON March 4, 2005

Professor of Psychology, 1962-2004; B.A., Asbury University, 1960; M.A., University of Kentucky, 1963; Ph.D., University of Kentucky, 1969

ARTHUR J. NONNEMAN November 2, 2013

Professor of Psychology, 1991-2008; B.A., Northwestern University, 1965; M.S., University of Michigan, 1968; Ph.D., University of Florida, 1970

RICHARD B. REZNIK April 8, 2006

Professor of Chemistry, 1986-2007; B.S., Massachusetts Institute of Technology, 1964; M.S., Case Western Reserve University, 1968; Ph.D., Case Western Reserve University, 1970

W. PHILIP THORNTON March 8, 2008

Professor of Missions and Sociology, 1980-2008; B.A., Asbury University, 1968; M.Div., Asbury Theological Seminary, 1972; Ph.D., Southern Methodist University, 1981

J. PAUL VINCENT November 1, 2014

Professor of English (1976)
B.A., Roberts Wesleyan College, 1970; M.A., State University of New York College at Buffalo, 1971; Ph.D., Syracuse University, 1979

RONALD G. WELLING October 27, 2001

Professor of Mathematics, 1965-1967, 1970-2000; B.A., Asbury University, 1957; M.S., Kansas State University, 1959; Ph.D., Indiana University, 1973

FRANK H. WILBUR March 8, 2008

Professor of Biology, 1988-2007; B.S., Washington and Lee University, 1965; Ph.D., University of Virginia, 1970

STANLEY F. WIGGAM April 8, 2006

Dean of Admissions, 1987-2006; Associate Professor of Physical Education, 1965-2006; B.S., Greenville College, 1964; M.S., Eastern Illinois University, 1965

ACADEMIC PROGRAM COORDINATORS 2017-2018

COLLEGES

CAS – College of Arts & Sciences

HDSB – Howard Dayton School of Business

SOCA – School of Communication Arts

SOE – School of Education

Traditional Undergraduate Programs	Coordinator	College
Accounting	Emily Walsh	HDSB
Actuarial Mathematics	David Coulliette	CAS
Adventure Leadership minor	Trent Ellsworth	CAS
Ancient Languages	Randy Richardson	CAS
Art	Keith Barker	CAS
Art Grades P-12	Keith Barker/Tim Crook	CAS/SOE
Associate of Arts Degree	Tim Campbell	CAS
Bible-Theology	David Rightmire	CAS
Biochemistry	Malinda Stull	CAS
Biology	Bobby Baldrige	CAS
Biological Sciences Grades 8-12	Bobby Baldrige/Sharon Bixler	CAS/SOE
Business	Paul Hamilton	HDSB
Chemistry	Bruce Branan	CAS
Chemistry Grades 8-12	Bruce Branan/Sharon Bixler	CAS/SOE
Christian Ministries	Clair Budd	CAS
Coaching minor	Ken Pickerill	CAS
Communication	Jim Shores	SOCA
Computational Mathematics	David Coulliette	CAS
Creative Writing	Marcia Hurlow	CAS
Economics minor	Paul Hamilton	HDSB
Elementary School Grades P-5	Tim Crook	SOE
Engineering Mathematics	David Coulliette	CAS
English	Chuck Gobin	CAS
English as a Second Language minor	Marcia Hurlow	CAS
English Grades 8-12	Chuck Gobin/Sharon Bixler	CAS/SOE
Equine Studies	Harold Rainwater	CAS
Exercise Science	Vinson Suttle	CAS
French	Shelby Thacker	CAS
French Grades P-12	Shelby Thacker/Tim Crook	CAS/SOE
Graphic Design minor	Keith Barker	CAS
Health and PE Grades P-12	Ken Pickerill/Tim Crook	CAS/SOE
History	Burnam Reynolds	CAS
Intercultural Studies	Kirk Sims	CAS
Journalism	Greg Bandy	SOCA
Latin Education P-12	Randy Richardson/Tim Crook	CAS/SOE
LBD/MSD dual certification	Michael Hylan	SOE
Leadership minor	Jim Shores	SOCA
Marketing	George Allen	HDSB
Mathematics	Towanna Roller	CAS
Mathematics Grades 8-12	Cheryl Crowe/Sharon Bixler	CAS/SOE
Media Communication	Jim Owens/Doug Walker	SOCA
Middle School Grades 5-9	Sharon Bixler	SOE
Music	Mark Schell	CAS
Music Grades P-12 (Integrated)	Mark Schell/Tim Crook	CAS/SOE
Philosophy	Claire Brown Peterson	CAS
Photography & Digital Imaging minor	Keith Barker	CAS

Traditional Undergraduate Programs

Physics minor
 Political Science
 Pre-Art Therapy
 Pre-Physical/Occupational Therapy
 Pre-Nursing
 Psychology
 Public Relations minor
 Recreation
 Social Media minor
 Social Studies Grades 8-12
 Social Work
 Sociology
 Spanish
 Spanish Grades P-12
 Sport Management
 Theatre and Cinema Performance
 Worship Arts
 Youth Ministries

Coordinator

Don Burgess
 Steve Clements
 Keith Barker
 Elise Keams
 Bruce Branan
 Paul Nesselroade
 Jim Shores
 Ken Pickerill
 Jim Shores
 Burnam Reynolds/Sharon Bixler
 Lisa Clifton
 Steve Clements
 Shelby Thacker
 Shelby Thacker/Tim Crook
 Mark Gill
 Jeff Day
 Jon Roller
 Brian Hull

College

CAS
 CAS
 CAS
 CAS
 CAS
 CAS
 SOCA
 CAS
 SOCA
 CAS/SOE
 CAS
 CAS
 CAS
 CAS/SOE
 HDSB
 SOCA
 SOCA
 CAS

Adult Professional Studies Programs

Associate of Science Degree
 Business
 Criminal Justice
 Elementary Education
 Instructional Design
 Leadership & Ministry
 Ministry Management Salvation Army
 Organizational Management

Coordinator

Tim Campbell
 Paul Hamilton
 Steve Clements
 Tim Crook
 Josh Fee
 Chris Bounds
 Clair Budd/Mark Gill
 Paul Hamilton

College

CAS
 HDSB
 CAS
 SOE
 SOCA
 CAS
 CAS/HDSB
 HDSB

Graduate Programs

Master of Social Work
 Masters of Business Administration
 Masters of Arts in Communication
 Director of Pupil Personnel
 English 8-12 Alt Certification
 English as a Second Language P-12
 Foreign Language P-12Alt Certification
 Learning and Behavior Disorders P-12
 Literacy Specialist P-12 Endorsement
 Mathematics 8-12 Alt Certification
 Middle School Grades Alt Certification
 Principal Licensure
 Science 8-12 Alt Certification
 Social Studies 8-12 Alt Certification
 Teacher as Leader

Coordinator

Michelle Wells
 Kevin Brown
 Elizabeth Jones
 Michael Hysten
 Michael Hysten
 Marcia Hurlow
 Michael Hysten
 Michael Hysten
 Michael Hysten
 Brittany Worthen
 Michael Hysten
 Michael Hysten
 Joseph Rocky Wallace
 Michael Hysten
 Michael Hysten
 Michael Hysten

College

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 HDSB
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COMPLIANCE

Asbury University does not discriminate on the basis of race, color, gender, age, national or ethnic origin, or disability in the admission of students, educational policies and programs, employment policies, and activities. In addition, Asbury University does not discriminate on the basis of religion in the admission of students and student access to educational programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, Asbury University, Wilmore, KY 40390; 859-858-3511, ext. 2357.

In conformity with the pertinent requirements of ***Title IX of the Education Amendments of 1972*** enacted by the Congress of the United States, Asbury University does not within the context of its religious principles, its heritage, its mission and its goals discriminate on the basis of sex in the areas of employment, admission, educational programs, or other activities. Inquiries concerning the application of Title IX to Asbury University may be addressed to a Title IX Coordinator. A listing of Title IX Coordinators may be found in the Sexual Misconduct policy located on the Asbury University website (www.asbury.edu/student-life/resources/handbook-community-life/general-policies-and-procedures), and as an addendum to the Student, Employee and Faculty Handbooks.

In compliance with the ***Equity in Athletics Disclosure Act (1994)***, Asbury University completes the *Report on Athletic Program Participation Rates and Financial Support Data* (34 CFR 668.47). Copies of this report may be requested from the Director of Athletics, Asbury University.

As required by the ***Student Right-to-Know Act (101-542)***, Asbury University hereby reports that the graduation rate [representing the number of students in the cohort who earned a degree within six years of freshmen matriculation] for the cohort of first-time, full-time freshmen who entered in

Fall 2003 cohort is 65.1%;
Fall 2004 cohort is 62.9%;
Fall 2005 cohort is 70.3%;
Fall 2006 cohort is 75.7%;

Fall 2007 cohort is 64.1%;
Fall 2008 cohort is 65.5%;
Fall 2009 cohort is 62.9%.
Fall 2010 cohort is 63.2%.

The average for these eight cohorts is 66.1%. Questions regarding these statistics should be addressed to the Academic Dean.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Asbury University complies with the Family Education Rights and Privacy Act, 20 U. S. C. § 1232g (FERPA), which affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Asbury University students are considered to be in attendance once they have registered for courses for their initial term of enrollment. These rights include:

1. **The right to inspect and review the student's education records** within 45 days after the day Asbury University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request an amendment of the student's education record/s that the student believes are inaccurate or misleading**, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record that they believe is inaccurate or misleading should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the

school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Asbury University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. School officials are those persons employed by Asbury University in administrative, supervisory, academic, research, instructional, advisory, governance, and support staff functions of the University (including law enforcement unit personnel and health staff). They do not necessarily need to be paid employees of the University; school officials may include students serving on official committees or assisting a school official in performing his or her tasks; contractors, consultants, volunteers or other parties outside of Asbury University to whom Asbury University has outsourced institutional services or functions (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Asbury University. Education records can be released without written consent to Local, State, and Federal agencies as well as contracted agencies that qualify as Asbury University school officials.

4. **The right to file with the U.S. Department of Education a complaint concerning alleged**

failures by Asbury University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Directory Information

Asbury University may release, without the written consent of the student, the following items which have been specified as public or "directory information" for students: name, address, email address, telephone number, major field/s of study, level and classification, enrollment status, dates of attendance, actual and expected graduation date, degrees, honors, scholarships and awards, previous educational institution(s) or agency attended, participation in officially recognized activities and sports, weight and height of athletic team members, and photograph.

However, a currently enrolled student may request under the provisions of the Family Educational Rights and Privacy Act of 1974, that the University not release any directory information about him or her by making written notice to the Office of the Registrar by the end of the drop/add period of the fall semester. Requests for nondisclosure will be honored by the University until notified in writing that the information should no longer be withheld. The student accepts all consequences of having his or her directory information withheld and the institution assumes no liability for honoring the student's instructions that such information be withheld.

For more information regarding FERPA please visit:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

ALL = Asbury University - all university programs
 UND = All Undergraduates - both programs

TUG = Traditional Undergraduate program
 APS = Adult Professional Studies program
 GRAD = Graduate Studies program

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