



# AMERICAN SEMINARY

Policies and Procedures Student Handbook

American Seminary  
admin@americanseminary.net

## **THE AMERICAN SEMINARY**

### **Policies and Procedures and Student Handbook**

Revisions:

Date First Adoption: November 1, 2011

Date Implementation: November 2011

Date Revision June 1, 2018

Date Revision March 1, 2024

The Academic Dean of Education amended all current system procedures effective March 1, 2024 in order to make up to date revisions.

**The Policies and Procedures and Student Handbook:**

This manual has been developed by and for the Board and staff of the American Seminary to assist in their day-to-day educational life. The Policies and Procedures and Student Handbook is an agreement between the Seminary, staff and students concerning their primary attitudes and behaviors. It provides administrative guidelines on management issues and aims to assist in the application of fair and consistent decisions. It also sets out accountabilities and responsibilities for the management of both staff and students. This Policies and Procedures and Student Handbook is designed to provide standardized management practices while employing sufficient flexibility to suit the diverse needs of the Seminary. The Board, Staff and Students are encouraged to familiarize themselves with the relevant Policy and Procedures and Student Handbook protocols and can be read in isolation to other important documents.

The 2024 Revised Policy and Procedures and Student Handbook The 2024 revision affirms the Policies and Procedures and Student Handbook contained in the earlier document but contains some significant changes that makes the Policies and Procedures and Student Handbook more useful to the user.

The key changes are:

- i) a simplification of language to enable ready access and understanding by the user, and
- ii) a change of format to make the Policies and Procedures and Student Handbook consist of stand-alone sections. This means that it can easily be updated as required and new sections can readily be added to the manual. This format also

enables the various sections to be given to those to whom they relate, if needed. Hence some sections will only apply to staff, some to students and other sections to the college community.

Access to Policy and Procedures and Student Handbook All Policies and Procedures and Student Handbook is located on the school's website: [www.americanseminary.net](http://www.americanseminary.net)

We may be contacted at:

**Website:** [www.americanseminary.net](http://www.americanseminary.net)

Phone: 757-744-9540

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

**Mailing Address:**

AMERICAN SEMINARY

Attn: Admissions

Processing Center

1795 North Fry Road Ste. 310

Katy, Texas 77449

**Office Hours:**

Monday – Thursday 10:00 am – 4:00 pm (US: Central Standard Time)

**History:**

The school was established in 1996 as the Christian Institute for Counselor Certification, Inc. an interdenominational, faith-based, Christian counseling program. That non-profit entity exists still today as Institute of Counselor Certification. From that “basic” beginning, the Institute has grown substantially to a full degree granting Seminary that respects the inherent dignity and worth of every life and seeks to ensure that, within the scope of education! Furthermore, it offers an unsurpassed classical biblically-based education experience for all students.

The American Seminary is totally Internet driven. A variety of methods and materials, including websites such as personal faculty web pages, published websites, and external web resources are used for enrichment.

However, the educational experience is Web-Enhanced Courses. Also, like traditional courses there are components to enhance the educational experience. Fully Online courses are conducted entirely and exclusively via the Internet using our online learning system that is both an art and a science. Fortunately, the science part i.e. computers, web study, and various software tools is robust and dependable. The art of online learning lies in creatively applying them to produce an engaging and successful educational experience. The Seminary has the resources to apply the available technology to deliver an exceptional educational experience.

## **Accreditations:**

In November 2015 the Seminary was awarded an accreditation by Transworld Accrediting Commission International, serving the Christian education community for over 30 years. We are excited to be recognized by such an outstanding organization. Our first accreditation recognition was in 2012 by the Council of Private Colleges of America, Inc. (CPCA).

We are a degree granting institution, a member of the Council of Private Colleges of America, Inc. (CPCA), which represents its private, faith-based, and educational institutions before any individual, private or government educational organization. The CPCA is an educational association that provides experienced, educational, quality peer review of the following: faculty, academic curriculum, course development, web site, distance learning processes, campus operations, catalogs, brochures, advertisements, application forms, financial information, and student records and transcripts.

CPCA requires affirmation of compliance with the academic excellence standards of the CPCA patterned after our early historical U.S. educational institutions of higher learning. CPCA standards equal or exceed the minimum standards of many State Departments of Education. This statement taken from our Accreditation recognition/CPCA Sustaining Member since 2012.

## **Students and Staff:**

The Board of Directors offers the following Policies and Procedures and Student Handbook that covers the range of activities carried out by the school. The Policies and Procedures and Student Handbook systematize and standardize the business,

educational format, accreditations and pastoral care aspects so that staff and students have a clear understanding of their rights and responsibilities. It is advisable that all students and staff refer to the Policies and Procedures and Student Handbook frequently as we are advancing constantly in its accreditations. The document is available in a PDF online for all students and staff to view.

The American Seminary's Board of Directors also considered that the Policies and Procedures and Student Handbook should reflect our Mission Statement and Statement of Faith.

**Mission Statement:**

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



## **Statement of Faith - Doctrinal Truth:**

### What We Believe:

- We believe in the Father God Almighty who has created the heavens and the earth.
- We believe that God's original purpose was to create and maintain a universal community in which there would be creativity and productivity in an environment of health, peace, prosperity, and harmony.
- We believe in Jesus Christ, the only begotten Son of God the Father.
- We believe that Jesus was conceived of the Holy Ghost, born of the Virgin Mary, died for the forgiveness of our sins, shedding His precious blood was buried and rose again on the third day. After His resurrection ascended into Heaven, where He now sits at the right hand of God, the Father, interceding for the Church, His Bride.
- We believe in the Holy Spirit, in His work on earth as Teacher, Comforter, and Guide.
- We believe in divine healing provided through the atoning blood of Jesus Christ.
- We believe in the infallible Word of God and in the Living Word, Jesus Christ the Incarnate.

- We believe that the kingdom of God is a present and ongoing reality with in an individual.
- We believe the new covenant is the “Constitution of the Kingdom” and is destined to fill all the earth; this will be accomplished through a Body that will be salt and light in the world.
- We believe that the Body of Christ is the Embassy of the kingdom in the earth with the goal of distributing and exporting the goods of the kingdom of God through its multiple ministries and 3 ambassadors until all the earth is filled with the knowledge of the glory of the Lord as the waters cover the sea.
- We believe that Adam is dead, the devil is defeated, and Jesus is Lord. God is too powerful to fail and that our future is secure.

**Undergraduate Degrees Offered:**

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

**Admission:**

Prospective students are encouraged to apply online at [www.americanseminary.net](http://www.americanseminary.net).

Students must meet the admissions requirements to each program for which they apply.

Students may be accepted into certain programs for which they meet admissions requirements.

The student may be rejected from a different program for which they do not meet the standard admissions requirements.

Prospective students who wish to speak to an Admission's Consultant about the admissions process or admission policies may do so by contacting the American Seminary Office of the Registrar: [registrar@americanseminary.net](mailto:registrar@americanseminary.net).

**Minimum Standing for Admission:**

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

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

Grade of C and Above: Credit will be allowed for those courses in which the undergraduate student has earned a grade of C or higher. Non-transferable Courses:

Here is a list of some of the courses that cannot be granted transfer credit (please keep in mind that this list is not exhaustive):

- Remedial/Developmental courses – sometimes numbered 1-99,
- Pass/Fail courses,
- Continuing Education courses – usually noted by CEU (Continuing Education Units), Workshops, Seminars, and Orientation Courses
- Number of Term hours granted: The number of term hours granted is by the number of hours earned at the institution where the course was taken.
- Quarter credit must be converted to Module-Course credit. A course at another institution may be slightly more or less than the number of hours of the comparable course at the American Seminary. However, if it is significantly less, then the course may not cover the necessary breadth and/or depth of the content necessary.

It is expressly understood that all 10 Module-Courses of the undergraduate degree must be completed to earn a 120-hour degree. It is also understood that any transferable Courses will be added to the total number of credit hours, only upon graduation.

Transferable Courses will only affect credit hours and not GPA. The GPA the student earns in the American Seminary programs are the only grade points which will be considered in the overall GPA. It should be expressly understood that no transfer credit will be given for courses which have a 1.99 or lower course GPA (D below).

The declaration of a major should be chosen by the 9th Course-Module. If a change in a particular program is desired, the student must contact the American Seminary via the registrar – registrar@americanseminary.net. Notification in writing is required from the student.

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

Student Classification Hours toward Graduation Degree Plans:

- Freshman; 0-23.99 hours: Course Module-Courses 1-2
- Sophomore; 24-47.99 hours: Course Module-Courses 3-5
- Junior; 48-71.99 hours: Course 6-8
- Senior; 72 and above hours: Course 9-10

Students who have broken enrollment (did not take at least one Module-Course in the previous academic year or twelve consecutive months) must reapply to American Seminary. It is clearly understood that reasonable progress is required in a twelve-

month period. At least one Module-Course of “course work” must be completed to maintain student status over a twelve-month period. Reasonable progress applies to all students.

Re-application is made via the online application process and the Board will either approve or deny the student for re-admission. An application for a re-application is also keyed with a Business Office Checklist. The Business Office Checklist is used to determine if any outstanding debts for a student. Any debt exceeding \$150 prevents student re-admission. NOTE: Additional admissions requirements may be requested, depending upon a student’s past record.

### **Online Policy and Procedures**

Students shall submit all assignments through the online educational system.

Communication with students via the Internet shall be an integral element of all course work. This may include emails, chats, webinars, online meetings (i.e. Zoom, or Skype.)

Online courses shall include the availability of course content through the online educational system. The quantity of written materials will be sufficient to support assignment activities. All materials that “practically” can be made available online, shall be available online.

The student will need to acquire other materials, independent of the school. Those may be in other media such as books, e-books, CDs / DVDs, Webinars and YouTube.

Furthermore, online courses shall include tests, essays and reading assignments.

Instructors of online courses shall develop, as part of the written syllabus, explanatory material that will guide students in the navigation of their particular course. Examples of topics discussed in the explanatory material include how students must log on; how students submit assignments online; how students communicate questions and how they get assistance, etc. This is accomplished via emailing the registrar at [registrar@americanseminary.net](mailto:registrar@americanseminary.net)

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

The school will provide the following forms of support for online courses:

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

### **Basic Graduation Requirements:**

Students shall submit a “Graduation Application” online at the beginning of the final completion of all 10 Module-Courses.

Students need a 2.0 Cumulative GPA for graduation.

Graduation Application are sent to the registrar: [registrar@americanseminary.net](mailto:registrar@americanseminary.net).

### **Graduation Applications**

It should be expressly understood that all ten (10) Module-Course must be completed regardless of how many credits are being transferred. NO substitutions are allowed.

American Seminary will accept transfer credits from like accredited institutions and will include those credits hours on the student’s final transcript upon graduation. The student should note, however, that these transfer credits will in no way be a substitute for the Modules-Courses required for graduation. They will, instead, enhance the student’s transcript of total credit hours achieved.

It should be expressly understood that the student’s GPA on any and all transfer credit hours is not calculated into the overall GPA for American Seminary.

The Policies and Procedures and Student Handbook is available online at

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



## **Financial Agreement**

Student Financial Agreement:

Students must agree to the terms and conditions of the Student Financial Agreement.

The Student Financial Agreement acknowledges that course registration creates a financial obligation to American Seminary. The agreement also clarifies withdrawal and non-payment conditions.

Any questions regarding the Student Financial Agreement can be directed to [registrar@americanseminary.net](mailto:registrar@americanseminary.net)

Tuition does **NOT** include the books required.

The student's tuition grants all online access for the chosen degree plan of the student.

There are no additional costs or fees beyond the online tuition costs. 6.

All books must be purchased by the student. Please see book list links.

### **Payment:**

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

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

**Financial Obligations:**

I understand and agree that once I am registered for a course or courses at American Seminary, I am solely responsible for the payment of the resulting tuition and any other charges that I have authorized to be posted to my account. I fully understand, acknowledge and agree that regardless of any expected reliance by me on any third-party resource, including - without limitation - financial aid, employer reimbursements, scholarships, or any other external resource.

I am personally responsible for all tuition as a term of my enrollment and remain personally responsible for paying any and all balances due to American Seminary. This agreement constitutes a continuing agreement obligating me to pay all outstanding balances due to the school.

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

I understand that my diploma and/or transcripts will not be mailed to me until all of my financial obligations to the American Seminary have been satisfied. All fees and tuition subject to change. I understand that if my account should lapse into delinquent status, I will receive no transcript, no grades, and will not be allowed to graduate or receive rights and privileges as a graduate until my bill is paid.

Students who have a hold on their account will receive an error message when they attempt to register.

**Withdrawal/Refund Policy:**

All withdrawal requests must be made in writing. The withdrawal period is computed from the date of the student's first payment. The date of withdrawal is the date the letter or email indicating withdrawal is received in the school's office of the Registrar.

Refundable tuition will be paid within thirty-days.

**Schedule of Refund**

During the first ten (10) consecutive days following full payment, the total tuition paid.

After seventeen (17) consecutive days from the date following full payment, 75% of the tuition paid will be refunded.

Registration Termination Fee will be deducted from the refund.

After twenty-five (25) consecutive days from the date following full payment, 50% of the tuition paid will be refunded.

After thirty-two (32) consecutive days from the date following full payment, 25% of the tuition paid will be refunded.

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

**Acknowledgement:**

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

Contact Us:

Phone: 757-744-9540

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

or

[admin@americanseminary.net](mailto:admin@americanseminary.net)

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

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