

STUDENT HANDBOOK

2016-2017

(Revised August 2016)

Austin Graduate School of Theology
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Mission Statement

The Austin Graduate School of Theology is a seminary associated with the Churches of Christ and in conversation with all who confess Jesus as Lord. Our mission is to promote knowledge, understanding and practice of the Christian faith by equipping Christians and churches for service in the Kingdom of God.

Purpose

The Austin Graduate School of Theology (Austin Grad) discharges its mission through a single focus of theological studies that is represented in its two degree programs, the Bachelor of Arts in Christian Studies and the Master of Arts in Theological Studies, as well as through a variety of programs and activities. Courses of study provide instruction for those preparing for service as ministers, missionaries, or other vocations, as well as for university students and other interested persons who may not wish to pursue a degree. Seminars and lecture series provide continuing education for churches and church leaders. Publications incorporating faculty research extend the services of Austin Grad to a wider audience. Regular occasions for community worship, such as chapel services and student association events, place all of these programs and activities in a context of commitment to the glory of God.

Educating individuals in the knowledge and practice of the Christian faith is central to our mission at Austin Grad. In keeping with our mission, we are committed to furthering the academic and spiritual development of each student. We believe that the knowledge of historic Christianity gained by students in the classroom is complemented by the development of character appropriate to Christian discipleship and ministry. Austin Grad strives to provide an environment conducive to both scholarship and moral excellence. With respect to both, we seek to prove thankful recipients of God's grace as extended to us in Jesus Christ.

This handbook details the services Austin Grad provides in support of these goals, as well as the responsibilities that students have as members of this community of study and prayer. We hope that you find it useful and that you will feel free to call on us for help, support and guidance during your period of study.

*Daniel Napier
Dean of Students*

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GENERAL INFORMATION

ABOUT AUSTIN GRAD

The Austin Grad traces its origins to 1917, when the University Church of Christ established a Bible Chair at the University of Texas. In 1975 this program was expanded with the offering of a bachelor's degree in Biblical Studies by arrangement with Abilene Christian University. That same year, the Bible Chair was incorporated as the Institute for Christian Studies. In 1978 an undergraduate program in ministry was initiated for the purpose of training ministers, teachers and missionaries.

Independent accreditation was granted in 1987. Since that time over 200 students have earned an undergraduate degree and are serving throughout North America and five other continents. Graduate theological education was incorporated into the school's mission in 1992 when a master's degree was offered by arrangement with Abilene Christian University.

In the fall of 2001, the school launched its own graduate program, and the Institute for Christian Studies became the Austin Graduate School of Theology. At the same time, the needs of undergraduate students continue to be met through Austin Grad's Bachelor of Arts program. More than 100 graduate degrees have been conferred by Austin Grad. In 2007-2008, Austin Grad relocated, moving from its historic site near the University Avenue Church of Christ and the University of Texas to north-central Austin. The new location allowed for expansion to meet the needs of a growing enrollment and the addition of future programs. Austin Grad's alumni offer Christian witness in both churches and the broader society in a variety of capacities including ministry, mission work, teaching and business.

Austin Grad's campus is located near several of central Texas's major transportation arteries, including Interstate 35, Highway 183, and Loop 1 (MoPac). The campus houses administrative and academic offices, classrooms, a student activity center and the ICS Bookstore. It also affords a large theological library with access to technology resources and a comprehensive collection of databases for religious studies. The campus has ample parking and includes space for future growth.

ABOUT AUSTIN

Founded in 1835 as Waterloo and later renamed for Stephen F. Austin, the city has grown to over 700,000 inhabitants, with over 1.5 million in the surrounding 5-county area.

As the state capital, Austin is the location of numerous state and federal offices. Many colleges and universities stand within a 35-mile radius of the business district.

Numerous museums, historic sites and tourist attractions make Austin an interesting place to visit and live. The city is located on the Colorado River in the foothills of the Texas Hill Country. From Austin the highland lakes stretch upriver for over 150 miles, providing numerous resorts and recreational venues. Central Texas has many campgrounds, large park areas and athletic facilities. Other cultural resources, such as performing arts, countless festivals and sports events contribute to the diversity to which students can be exposed in their theological training.

SPIRITUAL DEVELOPMENT/CHURCH ATTENDANCE

Austin Grad endeavors to foster a climate conducive to individual spiritual growth within the body of Christ. All students are expected to be diligent in attendance and participation in the life of the local church where they worship and serve, in addition to submitting to the direction of the local church's spiritual supervision.

CHAPEL

Chapel services are held weekly at Austin Grad during the fall and spring semesters. No classes are held during chapel period. Faculty, staff and full-time students are expected to make every effort to attend chapel services. It is considered important for a student to be at chapel, not only for the sake of personal spiritual formation, but also because announcements of interest to the Austin Grad community are regularly made at chapel services.

MINISTERS' SERMON SEMINAR

Each year Austin Grad sponsors an annual seminar for ministers from all parts of the country. Faculty and guests lecturers teach classes that aid in sermon preparation. The seminar is usually held following graduation at the end of May. Students are encouraged to attend.

ACADEMIC LIFE

ACADEMIC DEVELOPMENT

Any undergraduate student taking at least 12 hours per semester and any graduate student taking at least 9 hours per semester is considered a full-time student. A student taking less than 12/9 hours respectively is considered a part-time student.

CLASS ATTENDANCE AND DECORUM

The Austin Grad faculty are committed to a respectful and productive classroom environment and require the same commitment from all students. As such, class attendance is essential, and students should conduct themselves appropriately for their intended profession. The following expectations apply:

1. Absences and Tardies
 - A. Three tardies equal one absence.
 - B. More than two unexcused absences may affect a student's grade.
2. Decorum
 - A. Austin Grad is a smoke and tobacco-free campus.
 - B. Arrange excused absences, guests, and taping of lectures with faculty ahead of time.
 - C. Dress modestly and appropriately, as for work in ministry.
 - D. Treat others respectfully and in such a way that will not interfere with learning.

STYLE AND FORM OF PAPERS

All written work submitted to the faculty will be typed, unless otherwise stated by the instructor. The standard format for written work submitted to the faculty is that of Kate L. Turabian, *A Manual for Writers* (7th edition). Students should follow Turabian's standard format when writing research papers and other formal writing. Turabian's guide for written work can be accessed on Austin Grad's website at www.austingrad.edu > Resources > Student > Guide for Written Work

GRADING

The following grading system is in effect at Austin Grad:

- A 90-100 (4.0 GPA) is the highest grade given; it is reserved for work of the highest excellence.
- B 80-89 (3.0 GPA) is given for work of high quality though below the level of highest excellence.
- C 70-79 (2.0 GPA) is given for acceptable work.
- D 60-69 (1.0 GPA) is given for work which, while not demonstrating proficiency in the subject, enables the student to receive credit for the course.
- F Below 60 (0.0 GPA) is given for failure and indicates that no credit can be received for the course except by repetition and achievement of satisfactory work.

Austin Grad also uses the following grades; they do not earn quality points and are not used in grade point averages:

- INC Incomplete may be given at an instructor's discretion when requested by a student because the assigned work for a course remains incomplete owing to unusual circumstances. If the work is not finished by the end of the subsequent semester plus one week, the grade automatically changes to F. The summer term counts as one semester for this purpose.
- VWD Voluntary Withdrawal

WP	Voluntary Withdrawal Passing is given when a student withdraws from a course prior to the posted deadlines for that semester.
WF	Voluntary Withdrawal Failing is given when a student withdraws from a course prior to the posted deadlines for that semester.
NCR	Non-credit course but required for degree.
AU	Audit
R.X	Repeated Course (2 nd letter indicates original grade)
CR	Credit by Exam

GRADE REPORTS

The Registrar's office will mail grade reports (report card) to students within one month after the last day of final exams of any given semester. An instructor may inform a student of his/her grade at the end of the semester. Grades will not be displayed publicly.

TRANSCRIPTS

Austin Grad official transcripts are issued by the Registrar's office. All requests must be in writing and include the signature of the person whose record is being requested. The cost is \$5.00 per official copy. (First request is free for graduating students.) A Transcript Request Form is available in the front office or may be downloaded from Austin Grad's website at www.austingrad.edu > Admissions > Registration & Transcripts. Please note that transcripts are not issued until all overdue balances with Austin Grad are paid in full.

RETENTION, DISPOSAL AND AVAILABILITY OF RECORDS / TRANSCRIPTS

Austin Grad will make transcripts available to other institutions upon written authorization of the student. The Financial Aid Office will make financial transcripts available upon written request from the student. No contents of student files will be made available to third parties without the student's signed authorization, with the exception of those records that are permissible to disclose as outlined in the Family Educational Rights and Privacy Act (FERPA). More information about FERPA can be found under "Notification of Students Rights and Confidentiality of Student Records." Original file materials, including transcripts from other universities, become part of the student's permanent record and may not be returned to the student or released to other institutions.

Austin Grad maintains a permanent file on each student, which is accessible to school officials and to the student upon request. As a permanent file, this information will not be subject to disposal. (For the contents of the permanent file, refer to "Notification of Students Rights and Confidentiality of Student Records" in Austin Grad catalogue.)

COMPLETION OF LOWER-DIVISION WORK (UNDERGRADUATES)

Generally, students are expected to complete all lower-division (general education) coursework by the time they are within 12 hours of completing upper-division (major) coursework for the BA degree. The student is expected to complete lower division requirements in a timely manner and is expected to stay in close communication with the Registrar's office as these courses are completed.

GRADUATION

The graduation ceremony (at the end of the spring semester) is always a highlight of the Austin Grad calendar. All members of the Austin Grad community are expected to be in attendance. Austin Grad requires graduates to attend the graduation ceremony. If a student has an unavoidable conflict, he or she is required to contact the Dean of Students to attain permission for this absence. A student must have successfully completed all required work and have no indebtedness to Austin Grad before his or her diploma is issued. Students within six hours of completing degree requirements may, however, participate in the graduation ceremony. A graduating senior should satisfy all requirements

for incomplete grades from prior semesters by the first school day after spring break in order to graduate in May and participate in graduation exercises.

LIBRARY

The library is open regular hours Monday through Friday. It is closed during chapel. The library is closed on Saturdays and Sundays. Students must comply with library rules. Reference books may not be checked out of the library. The borrower must pay for books lost or otherwise unreturned. Library check-out privileges will be suspended until the borrower's account is settled. In addition, the cost of lost or unreturned books will be added to a student's debt to Austin Grad and must be paid prior to graduation or release of transcripts.

Austin Grad currently has approximately 30,500 volumes in its collection. In addition, Austin Grad has formal library agreements with the other Austin seminaries, providing additional access to hundreds of thousands of volumes relevant to theological study. Through TexShare, Austin Grad students have access to virtually all public libraries and academic libraries in the State of Texas. This includes the nearby University of Texas with about 8 million volumes.

BOOKSTORE

Austin Grad maintains a bookstore to sell textbooks to students and make available essential tools for theological study.

STUDENT-FACULTY RELATIONSHIPS

Austin Grad endeavors to maintain an environment whereby students have easy access to faculty members. The low student-faculty ratio at Austin Grad facilitates this goal. While the atmosphere is informal, it is expected that student-faculty relations will be maintained at all times with courtesy and respect.

STUDENT PARTICIPATION IN DECISION MAKING

The faculty may select second-year students to serve on various standing committees. Students may also be part of the interviewing process for faculty positions. The faculty and administration welcome students' suggestions at all times.

EXPECTATIONS OF STUDENTS

Austin Graduate School of Theology is a community of learning built on a commitment of faithfulness to the Christian story, placing great importance on the practice and development of the moral virtues. Students are expected to conduct themselves in keeping with the highest claims of Christian commitment. Student discipline falls under the categories of Academic and Personal Discipline.

ACADEMIC DISCIPLINE

Academic discipline pertains to the performance and conduct of a student in his or her academic pursuits. The faculty will administer discipline in areas that relate to student performance and conduct in the classroom. Student actions subject to academic discipline include the following:

1. cheating on examinations or other aspects of the student's performance,
2. any deceit or intended distortion of facts designed to mislead the faculty,
3. plagiarism (i.e., the representation of another person's work as the student's own), and
4. classroom disruption.

PROCEDURES FOR ACADEMIC DISCIPLINE

When a student's conduct in class appears to warrant discipline on one of the above four grounds, the instructor of the class will do the following:

1. discuss the violation with the student, presenting the student with the evidence of the violation and giving the student an opportunity to explain or defend the conduct in question,
2. determine whether the violation merits only an oral reprimand, a reduction in grade, or the awarding of a grade of "F" in the course,
3. inform the student of any penalty imposed, of the possibility and of the student's right of appeal of this decision to the Faculty Chair, and
4. inform the Faculty Chair of the incident and of any penalty imposed within the course.

In consultation with the instructor reporting a case of academic discipline, the Faculty Chair will determine whether the action merits consideration by the faculty as a whole. If so, the Faculty Chair will do the following:

1. inform the student that the matter has been referred to the faculty for review, giving the student an opportunity to explain or defend the conduct in question,
2. convene the faculty to consider the action and determine whether the further penalty of academic disciplinary probation (for no more than one semester) or dismissal from Austin Grad is warranted, and
3. inform the student of the faculty's decision and of the student's right of appeal to the President.

A student may appeal to the President for a hearing within one week if he or she is in disagreement with the discipline assessed by the faculty. The President is the final arbiter in matters of academic discipline.

PERSONAL DISCIPLINE

PHILOSOPHY

Austin Grad maintains a Christian discipline, promoting a way of life that is intended to uphold the teachings of Jesus Christ, calling all people to God's truth. Therefore, community life at Austin Grad is a disciplined life. Community standards reflect biblical principles and traditional Christian teaching and encourage students, staff and faculty to live lives of holiness, honesty, decency and civility. The intent of all discipline is to foster learning and personal growth,

especially responsibility for our behavior and accountability for our actions. Our hope is that all people reach maturity in Jesus Christ.

COMMITMENT TO PERSONAL DISCIPLINE

All members of the Austin Grad community pledge to abide by Christian ideals of conduct. Personal discipline pertains to the conduct of students' lives both on and off campus. A student engaging in any activity deemed to be incompatible with Christian lifestyle or not in the best interest of Austin Grad such as, but not limited to, the following shall be subject to discipline, including the possibility of dismissal:

1. Malicious damage, abuse, theft of school or personal property
2. Use of obscene, vulgar, or abusive language
3. Drunkenness
4. Use, possession, or distribution of illegal drugs
5. Sexual immorality, such as the use of pornography, pre-marital sex, adultery, homosexual behavior and all other sexual relations outside the bounds of marriage between a man and a woman
6. Possession or use of firearms, weapons or dangerous chemicals on school property or at school-sponsored activities
7. Any violation of local, state or federal laws, except minor traffic violations

On the basis of Scripture and historic Christian faith, Austin Grad reserves the right to prohibit on campus or in connection with school activities the public advocacy of behavior it considers contrary to biblical and historic Christianity.

Austin Grad seeks to engage matters of student behavior with pastoral concern.

PROCEDURES FOR PERSONAL DISCIPLINE

When a student's conduct, on or off campus, appears to warrant discipline, the Dean of Students will arrange a conference to inform the student of the infraction that warrants discipline, giving the student an opportunity to explain or defend the conduct in question. Upon consultation with the faculty, the Dean will make a determination regarding the appropriate disciplinary action, informing the student of this decision and of the student's right of appeal to the President within one week of the decision.

DISCIPLINARY MEASURES

1. Verbal reprimand
2. Personal disciplinary probation (not to exceed one semester)
3. Dismissal from school

RIGHT OF APPEAL

A student may appeal to the President for a hearing within one week of the Dean's notification. The President is the final arbiter in matters of personal discipline.

USE OF TECHNOLOGY

GENERAL POLICIES

Austin Grad provides computer facilities and access to its computer networks only for purposes directly related to its normal administrative and academic activities. The Information Technology (IT) committee is responsible for the development, operation and maintenance of these resources.

The following policies are governed by the principle that all users are encouraged and expected to exercise responsible, considerate and ethical Christian conduct in their use of any and all of Austin Grad's resources.

Users Defined

These policies apply to all prospective and current students, employed and volunteer staff and faculty, and all others authorized either directly or indirectly to access Austin Grad's IT resources.

GENERAL PRINCIPLES FOR APPROPRIATE USE

Access to Austin Grad's resources is a privilege, not a right. Austin Grad reserves the right to limit, restrict or extend computing privileges and access to its IT resources. Those who do not abide by the policies listed below should expect at least suspension of privileges and possible disciplinary action under standard rules for personal conduct as explained in the Student Handbook.

Users

1. Authorization will be specific to an individual. Any password, authorization code, etc. given to a user will be for his or her use only and must be kept secure and not disclosed to or used by any other person.
2. Are to use only those facilities for which authorization has been granted.
3. Should take all reasonable steps to protect the integrity and privacy of Austin Grad's computer resources, including software, data, and security measures.
4. Are expected to adhere to copyright laws regarding software, data and authored files.
5. Are expected to respect the privacy of others. This includes abstaining from unauthorized access to email, files, data, and transmission.
6. Should properly identify self in any electronic correspondence.

Restrictions

Users are not permitted to use Austin Grad's computer or network facilities for any of the following:

1. Any unlawful activity
2. The intentional creation, transmission, storage, downloading or display of any offensive, obscene, indecent, or menacing images, data or other material, or any data capable of being resolved into such images or material
3. The intentional creation or transmission of material designed or likely to cause annoyance, inconvenience or needless anxiety, or to harass another person
4. The intentional creation or transmission of defamatory material about any individual or organization
5. The intentional sending of any email that does not correctly identify the sender of that email or attempts to disguise the identity of the computer from which it was sent
6. The intentional sending of any message appearing to originate from another person or otherwise attempting to impersonate another person
7. Gaining or attempting to gain unauthorized access to any facility or service within or outside Austin Grad or making any attempt to disrupt or impair such a service
8. The deliberate or reckless undertaking of activities such as may result in the following:
 - A. the unnecessary diversion of staff or network resources
 - B. the corruption or disruption of other users' data
 - C. the violation of the privacy of other users
 - D. the disruption of the work of other users
 - E. the introduction or transmission of a virus into the network

Use is subject at all times to such monitoring as may be necessary for the proper management of the network or for the purpose of investigation of allegations of activity in breach of the law or of Austin Grad's policies. In consideration of this, the Austin Grad reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that is necessary.

Procedures for Reporting Hardware, Software, or Network Issues or Problems

1. Library – report problem first to library staff, which may resolve the problem or contact technical support.
2. All other areas – report problems to Vice President's office.

STUDENT RIGHTS

NON-DISCRIMINATORY POLICY

Austin Grad does not discriminate in the administration of its educational or admissions policies, in the award of financial aid through scholarships, grants, work-study or loan programs, or in any other school program. In accordance with federal law, and in the conviction that all people are created in the image of God, Austin Grad admits men and women of all racial, national and ethnic backgrounds to the rights, privileges, programs and activities accorded and available to all students. Title IX Coordinator: 7640 Guadalupe St, Austin, TX 78752, (512) 476-2772 x 105, titleix@austingrad.edu.

FREE SPEECH

The student's right of free speech and expression is respected at Austin Grad.

PEACEFUL ASSEMBLY

The student's right of peaceful assembly is respected by Austin Grad. Students wishing to organize a peaceful assembly should contact the Dean of Student Services and arrange a time and place for their assembly.

DISSENT

Austin Grad respects students' right of dissent, free inquiry and expression. Conflicting views are entertained, heard and examined regularly in the give and take life of Austin Grad.

EXPLANATION OF POLICIES

Students have the right to an explanation of Austin Grad policies, procedures and decisions, especially in areas where they directly affect students. Announcements are made at chapel services, through the weekly newsletter, and other avenues to inform students.

GRIEVANCE PROCEDURE

Austin Grad is committed to due process in all student matters. Fairness and reasonable consideration of student needs is a benchmark of all administrative, faculty and financial interaction with students.

Any student with a grievance regarding academic, student or financial matters, or any issue related to their life and work at Austin Grad, is encouraged to pursue the following course of action:

1. Attempt to resolve the issue at the primary level first, i.e. speak directly with the person involved or with the administrative officer or faculty member who is responsible for implementing the policy(ies) causing the grievance. If for any reason a student prefers not to resolve the issue in this manner, they may submit their grievance in writing following the procedure outlined in item 2.
2. If the student does not find satisfactory resolution of the situation through direct conversation as described in item 1, then (s)he may submit a written complaint to the Vice President in the case of grievances involving financial or administrative matters, to the Faculty Chair in the case of academic grievances, or to the Dean of Students in the case of student and all other grievances. Within thirty (30) days, the relevant officer will investigate the matter and respond to the student in writing.
3. A student who remains dissatisfied may appeal the decision of the Vice President, Faculty Chair or Dean of Students to the President within fourteen (14) days. The President will review the matter and respond to the student within thirty (30) days. The decision of the President is final in all matters of student grievance.

STUDENT SERVICES

TUTORING

Tutoring is available to any student during the school year. Contact either the Faculty Chairman or Registrar's Office for information.

CAREER GUIDANCE

Formal guidance at Austin Grad falls primarily into two main areas: academic and professional. Academic guidance is the responsibility of the Faculty Chairman. The Dean of Students carries out professional (and personal) guidance. The primary focus is on the future career objectives of the student.

During their senior year, students are encouraged to develop a dossier that will be of use to a future employer. The office of the Dean of Students will assist any student who wishes to compile his or her placement file.

STUDENT PLACEMENT

Students will want to be alert for opportunities to serve upon graduation. Austin Grad makes every effort to make students aware of internships and ministry opportunities as they arise. Interested students should routinely utilize the following services:

1. Faculty Assistance: Letters of recommendation, personal contacts, etc.
2. Dean of Students: Dean is available by appointment for career advising.
3. Information boards and Admin Offices: Ministry openings are posted as received.

INSURANCE (HEALTH)

Austin Grad strongly recommends that all students have comprehensive health insurance for themselves and their families. To assist students, the Financial Aid Office makes available information on a college student health insurance plan. Part-time and full-time students are eligible for this plan. Austin Grad makes this plan available as a service to students and is not affiliated with any health plan provider. All students bear the sole responsibility for assessing this plan or others as providing for their particular needs. International students requesting an F-1 Student Visa must obtain mandated minimum health insurance coverage and proof of coverage prior to commencing enrollment in classes.

INSURANCE (WORKMAN'S COMPENSATION)

Austin Grad provides workman's compensation insurance to cover accidental injuries while on campus. This covers only those in compensated positions, i.e. staff, faculty, work-study students.

STUDENT ORGANIZATION

The Student Association (SA) of the Austin Grad strives to provide for orderly representation and communication of student opinion throughout the Austin Grad community. SA membership is automatic for all registered students. Officers of the SA are elected each year (in April) by the student body. The offices are President, Vice President, Treasurer, and Secretary.

STUDENT PUBLICATIONS

All student publications are under the immediate oversight of the Student Association and are subject to review by the Austin Grad president. Student publications are expected to respect copyright laws, be sensitive to taste and decorum, and to represent the best interests of the school. Austin Grad makes computer and copying facilities available for publications.

The Austin Grad president gives final editorial approval and may withhold publication if it is deemed not to be in the best interest of the school.

USE OF NAME AND LOGO

Any student use, display, or presentation of the name of the Austin Graduate School of Theology (or abbreviation "Austin Grad"), or logo associated with it requires written permission from the administration. This policy is intended to cover all mail outs, newsletters, announcements of informal student gatherings, T-shirts, decals, etc.

CAMPUS SAFETY & EMERGENCY PROCEDURES

Austin Grad is committed to providing a healthy, safe, and secure environment for students, staff, and the public. Please familiarize yourself with the following to help ensure your safety and that of others.

FACILITY SAFETY AND SECURITY FEATURES

1. Smoke and fire sensors throughout the building, which are monitored and reported directly to the municipal fire department.
2. Sprinkler systems cover all inside areas and outdoor attached walkways.
3. Emergency exit signs and lights throughout.
4. Public address system, which may be used during emergencies.
5. Video cameras covering outside walkways and entry areas. These are for recording purposes and not actively monitored.
6. A pass code system at all public entry points to control access. Students are given an access code at the beginning of each semester.

REPORTING MAINTENANCE & SAFETY ISSUES

For safety purposes and to help ensure a quality environment, students and staff are asked to report maintenance, cleanliness and/or safety issues to:

Dave Arthur, Vice President

(512) 476-2772; darthur@austingrad.edu

If unavailable and immediate attention is required – contact Debbie Koehn, Receptionist; dkoehn@austingrad.edu

CAMPUS SAFETY AND SECURITY INCIDENT STATISTICS

Statistics are maintained, updated annually, and submitted to the Department of Education. These statistics are available online, along with other Title IV Federal Aid eligible schools at <http://ope.ed.gov/security/>. This report is also posted on school bulletin boards.

If you know of any violations of law or of incidents that threaten the safety of those using the Austin Grad campus, please report these immediately to:

Administrative Offices

(Receptionist or Vice President)

7640 Guadalupe St.

Austin, TX 78752

(512) 476-2772

-OR-

Dial 911 for the Austin Police Department

If you have any questions or concerns, please contact Austin Grad's Campus Safety Coordinator, Dave Arthur, Room 105.

EMERGENCY COMMUNICATIONS

In case of an emergency or inclement weather, Austin Grad's first priority is to ensure the safety of students and staff. Since accurate information is vital in a crisis, Austin Grad is committed to providing official information as quickly as the situation allows. While it is impossible to prepare for every contingency, the following procedures have been developed to give guidance in an emergency or other potentially dangerous situation.

When an announcement can be made during office hours, such as the need to shut down early because of an incoming ice storm, the information will be:

1. Immediately disseminated to those on campus (announced and posted).

2. Sent to all students via email.
3. Relayed through phone contact (when possible) to students directly impacted, i.e. those who's classes may be canceled.

During other emergencies that delay Austin Grad's opening or results in the campus being closing for the day:

1. Austin Grad's main phone line's voice message will be updated with any relevant information.
2. Faculty and staff will be contacted via previously established phone trees.
3. Students will be contacted through email and/or phone (when practical).
4. In a major crisis, where media may be deluged with school and business closings, students may assume that Austin Grad will follow ACC and UT campus closings.

EMERGENCY 411 - WHAT TO DO

Emergencies can occur with little to no warning. Therefore, we want to impress upon everyone the importance of being vigilant and remaining aware of your environment at all times, especially after dark.

Be Prepared: *Crime happens when there is an opportunity.*

- Do not leave valuables unattended.
- Lock your car doors.
- Have your keys in hand when walking to your car.

Be Alert: *Distractions increase risk.*

- Take notice of your surroundings.
- Park close to the doors that you will be entering and exiting.
- Anytime you notice suspicious activity around the campus or feel threatened in any way, immediately report the activity/threat to AGST staff, faculty, or, if necessary, call 911.

Be Safe: *Distance and numbers reduce risk.*

- Exit to the parking lot as a group or at least in pairs.
- Ask instructors or other staff to see you out to your vehicle.
- Do not confront suspicious persons.

5 AND SURVIVE Safety Tips

<i>For Fire</i>	<i>For Inclement Weather</i>	<i>For Violent Threat/Active Shooter*</i>
<p>Emergency Evacuation:</p> <ol style="list-style-type: none"> 1. Listen Fire alarm or public announcement will be made. 2. Follow Flashing fire alarm exit signs to the nearest exterior door. 3. Stairs Do not use the elevator! Use outside or inside stairs to exit. 4. Exit Calmly and quickly exit. Help those who need assistance. 5. Assemble In the front or back parking lot. 	<p>Shelter in Place:</p> <ol style="list-style-type: none"> 1. Get Low Go to the lowest level of the building. 2. Avoid Windows Stay away from windows and glass. 3. Go to Interior Go to interior rooms and hallways. 4. Protect Yourself Use arms to protect head and neck. 5. Keep in the Know Be aware of weather conditions and monitor emergency communications. 	<p>Lockdown Procedure:</p> <ol style="list-style-type: none"> 1. GET Out Evacuate the facility, if possible/safe. 2. CALL Out Call 911. 3. KEEP Out Do not lock exterior doors. Close, lock, and barricade interior doors, if possible. 4. HIDE Out Shelter in the nearest secured location. Turn off lights and devices indicating that the room is occupied. BE QUIET, and do not respond to anyone at the door. 5. TAKE Out As a last resort, use anything to distract, disarm, or disable the suspect.

**Active shooter events are unpredictable, dynamic, rapidly evolving, multi-variable situations requiring rapid response by law enforcement. The above protocol is sound and generally applicable but must be adapted to the specific situation.*

*View a more detailed explanation of the Active Shooter Protocol at http://www.austingrad.edu/docs/active_shooter.pdf. Also, see the Department of Homeland Security's suggestions on responding to an active shooter at https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf.

*View videos outlining the **Run, Hide, Fight** protocol at <https://www.youtube.com/watch?v=p4IJA5Zpzz4> and at <https://www.youtube.com/watch?v=DFQ-oxhdFjE>

CAMPUS CARRY POLICY

Austin Grad desires to have a safe and secure campus for students, faculty, staff, and guests. The 84th Texas legislature passed what is popularly known as campus carry. Governor Abbott signed it into law on June 13, 2015. The law requires public universities to allow concealed handgun license holders to carry their concealed weapons on public university campuses, subject to certain exceptions. However, private colleges and universities were given the right to opt out of that requirement. The statute also requires all schools to conduct a period of consultation with faculty, staff, and students.

Students, faculty, staff, and the board of trustees at Austin Grad were consulted regarding their thoughts and preferences on this matter. Campus carry has been a controversial topic. Although strong opinions on both sides of the issue were voiced during the consultation process, the administration appreciates the moderation with which those opinions were offered. After the board of trustees meeting on April 15, Austin Grad completed its period of considering whether campus carry should be permitted on its campus.

After reviewing all of the comments and relevant concerns, the administration concluded that Austin Grad should opt out of campus carry. This decision is consistent with its current practice of prohibiting individuals from carrying any type of weapon on campus—a policy that has served Austin Grad well in the past and should do so in the future. This policy does not prohibit individuals from storing their properly licensed handguns in locked vehicles in the Austin Grad parking lot. Having a safe and secure campus environment is important to Austin Grad. All of us have a stake in this. Therefore, students, faculty, staff, and guests are encouraged to practice due diligence.

I appreciate the effort of everyone to live within and fulfill Austin Grad's mission "to promote knowledge, understanding, and practice of the Christian faith by equipping Christians and churches for service in the Kingdom of God."

Grace,
Stan Reid
President

SCHOOL PERSONNEL

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R. Mark Shipp	Faculty Chair
Jeffrey Peterson	Chapel Coordinator
Daniel Napier	Dean of Students
Keith Stanglin	MA Program Coordinator and Student Advisor
M. Todd Hall	Director of Library; BA Program Coordinator and Student Advisor

FACULTY

M. Todd Hall	Instructor. BA, MATS, Austin Graduate School of Theology; MLIS, University of North Texas; PhD, Texas State University. Theological Research.
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Stanley G. Reid	Senior Instructor. BA, MA, Abilene Christian University; DMin, Perkins School of Theology, Southern Methodist University. Christian Ministry.
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- Michael R. Weed Billy Gunn Hocott Professor, Emeritus.
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- Larry Hall BA, Abilene Christian University; MA, Pepperdine University. Christian Ministry.
- Armando Hernandez BA, Pepperdine University; MA, Marriage and Family Institute, Abilene Christian University. Christian Counseling.
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