

Student Handbook

2018 - 2019



A U S T I N
GRADUATE SCHOOL
OF THEOLOGY

STUDENT HANDBOOK

2018-2019

(Revised February 2019)

Austin Graduate School of Theology
7640 Guadalupe Street
Austin, Texas 78752-1333
(512) 476-2772

MISSION STATEMENT

The mission of Austin Graduate School of Theology is to promote knowledge, understanding, and practice of the Christian faith as taught in the Scriptures.

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 Graduate School of Theology. 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. The School 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 the School 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.

Jeffrey Peterson
Dean of Students

TABLE OF CONTENTS

<p>GENERAL INFORMATION..... 5</p> <p style="padding-left: 20px;">ABOUT AUSTIN GRADUATE SCHOOL OF THEOLOGY 5</p> <p style="padding-left: 20px;">ABOUT AUSTIN 8</p> <p style="padding-left: 20px;">SPIRITUAL DEVELOPMENT/CHURCH ATTENDANCE 8</p> <p style="padding-left: 20px;">CHAPEL 8</p> <p style="padding-left: 20px;">MINISTERS’ SERMON SEMINAR..... 8</p> <p style="padding-left: 20px;">DEAN OF STUDENTS..... 8</p> <p>ACADEMIC LIFE..... 9</p> <p style="padding-left: 20px;">ACADEMIC DEVELOPMENT 9</p> <p style="padding-left: 20px;">ACADEMIC ENVIRONMENT 9</p> <p style="padding-left: 20px;">CLASS ATTENDANCE AND DECORUM..... 9</p> <p style="padding-left: 20px;">STYLE AND FORM OF PAPERS 9</p> <p style="padding-left: 20px;">GRADING 9</p> <p style="padding-left: 20px;">GRADE REPORTS 10</p> <p style="padding-left: 20px;">TRANSCRIPTS..... 10</p> <p style="padding-left: 20px;">COMPLETION OF LOWER-DIVISION WORK (UNDERGRADUATES)..... 10</p> <p style="padding-left: 20px;">GRADUATION 11</p> <p style="padding-left: 20px;">LIBRARY 11</p> <p style="padding-left: 40px;">HELPFUL LINKS FOR INTERNET RESEARCH: 11</p> <p style="padding-left: 20px;">BOOKSTORE 12</p> <p style="padding-left: 20px;">STUDENT-FACULTY RELATIONSHIPS 12</p> <p style="padding-left: 20px;">STUDENT PARTICIPATION IN DECISION MAKING 12</p> <p>EXPECTATIONS OF STUDENTS..... 13</p> <p style="padding-left: 20px;">ACADEMIC DISCIPLINE 13</p> <p style="padding-left: 20px;">PROCEDURES FOR ACADEMIC DISCIPLINE..... 13</p> <p style="padding-left: 20px;">PERSONAL DISCIPLINE 14</p> <p style="padding-left: 40px;">PHILOSOPHY 14</p> <p style="padding-left: 40px;">COMMITMENT TO PERSONAL DISCIPLINE 14</p> <p style="padding-left: 40px;">PROCEDURES FOR PERSONAL DISCIPLINE ... 14</p> <p style="padding-left: 40px;">DISCIPLINARY MEASURES 14</p> <p style="padding-left: 40px;">RIGHT OF APPEAL 15</p> <p>INFORMATION TECHNOLOGY (IT) POLICIES..... 15</p> <p style="padding-left: 20px;">GENERAL POLICIES 15</p> <p style="padding-left: 20px;">GENERAL PRINCIPLES FOR APPROPRIATE USE 15</p> <p>STUDENT RIGHTS..... 17</p> <p style="padding-left: 20px;">DISABILITY ACCOMMODATION INFORMATION.. 17</p> <p style="padding-left: 20px;">NON-DISCRIMINATORY POLICY 17</p>	<p>NOTIFICATION OF STUDENT RIGHTS AND CONFIDENTIALITY OF STUDENT INFORMATION.17</p> <p style="padding-left: 20px;">INSPECT AND REVIEW EDUCATION RECORDS17</p> <p style="padding-left: 20px;">REQUEST AN AMENDMENT TO THE EDUCATION RECORD THAT THE STUDENT FINDS INACCURATE.....18</p> <p style="padding-left: 20px;">CONSENT TO RELEASE OR TO RESTRICT DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION, EXCEPT UNDER CERTAIN LIMITED CIRCUMSTANCES WHEN, BY LAW, CONSENT IS NOT REQUIRED.....18</p> <p style="padding-left: 20px;">FILE A COMPLAINT.....19</p> <p>PROTECTING STUDENT PRIVACY IN DISTANCE EDUCATION COURSES.....19</p> <p>FREE SPEECH.....19</p> <p>PEACEFUL ASSEMBLY.....19</p> <p>DISSENT19</p> <p>EXPLANATION OF POLICIES20</p> <p>GRIEVANCE PROCEDURE.....20</p> <p>STUDENT SERVICES21</p> <p style="padding-left: 20px;">TUTORING21</p> <p style="padding-left: 20px;">CAREER GUIDANCE.....21</p> <p style="padding-left: 20px;">STUDENT PLACEMENT21</p> <p style="padding-left: 20px;">INSURANCE (HEALTH)21</p> <p style="padding-left: 20px;">INSURANCE (WORKMAN’S COMPENSATION).....21</p> <p style="padding-left: 20px;">STUDENT ORGANIZATION21</p> <p style="padding-left: 20px;">STUDENT PUBLICATIONS.....21</p> <p style="padding-left: 20px;">USE OF NAME AND LOGO.....22</p> <p>CAMPUS SAFETY & EMERGENCY PROCEDURES23</p> <p style="padding-left: 20px;">FACILITY SAFETY AND SECURITY FEATURES23</p> <p style="padding-left: 20px;">REPORTING MAINTENANCE & SAFETY ISSUES .23</p> <p style="padding-left: 40px;">CAMPUS SAFETY AND SECURITY INCIDENT STATISTICS.....23</p> <p style="padding-left: 20px;">EMERGENCY COMMUNICATIONS24</p> <p style="padding-left: 20px;">STATEMENT REGARDING CAMPUS CARRY26</p> <p>SCHOOL PERSONNEL.....27</p> <p style="padding-left: 20px;">ADMINISTRATION AND STAFF.....27</p> <p style="padding-left: 20px;">FACULTY27</p> <p style="padding-left: 20px;">EMERITUS FACULTY27</p> <p style="padding-left: 20px;">ADJUNCT FACULTY28</p> <p style="padding-left: 20px;">BOARD OF TRUSTEES.....29</p>
---	---

GENERAL INFORMATION

ABOUT AUSTIN GRADUATE SCHOOL OF THEOLOGY

The institution known today as Austin Graduate School of Theology, or Austin Grad, was established in 1917 as an academic chair for biblical instruction in connection with the University of Texas at Austin. Through its robust history, the school experienced a period of time when, for lack of funds during a difficult era, its functions ceased temporarily, but the impulse for creating and maintaining a center where individuals could study and work together to know, understand, practice, and pass on the Christian faith never died. Once reopened, Austin Grad began a period of growth and expansion that has continued to this day, giving promise of a thriving and faithful future, through the grace of God.

(This excerpt and the following timeline are taken from the book, A Cloud of Witnesses, by Libby Weed.)

Timeline

Date	Event	Leadership
October 1917	Institution founded as a Bible Chair connected with The University of Texas under the direction of the elders of University (Avenue) Church of Christ	Allen Booker (A. B.) Barret, Director (d. 1951) George Henry Pryor (G. H. P.) Showalter, Instructor (d. 1954)
1919-1927	Bible Chair continues under new leadership; Roberson continues to teach through 1927, when he leaves to become head of the Bible Department at Abilene Christian College	Charles H. Roberson, Director (d. 1953)
1928-1951	Bible Chair closes as a result of financial constraints and remains closed through Great Depression and war years; in 1940, G. H. P. Showalter expresses hope to church elders for Bible Chair to be reinstated soon	
September 1951	Bible Chair reopens and Director/Instructor is appointed; serves until January 1956 and moves to Abilene for work with family business	Ray McGlothlin, Jr., Director, and Instructor
September 1954	Instructor appointed	Robert L. (Bob) Johnston, Instructor
February 1956	Director appointed; serves through June 1956 and leaves to take faculty position at Abilene Christian College	Robert L. Johnston, Director (d. 2014)
September 1956	Director appointed; serves through 1959 and leaves to pursue graduate studies at the University of Edinburgh; later joins the faculty of Abilene Christian College	Earle McMillan, Director, and Instructor (d. 2013)
August 1959	Director appointed; continues as Instructor through 1971 when he resigns to work with Texas Youth Council as Coordinator of Chaplains (one-year sabbatical in 1969)	Gene Patterson, Director, and Instructor (d. 2014)
1961	Elders appoint a planning committee to explore avenues of development for the university program	
1962	Bible Chair becomes known as Biblical Studies Center, including the work of both Chair and Campus Ministry	
January 1964	Director/professor appointed; serves through October 1964	Ernest P. Laseter, Director (d. 2002)
May 1964	Dedication of Biblical Studies Center building at 108 E. 19 th Street	
April 1965	Director appointed as part-time; becomes full-time in February 1967; serves through June 1970 and leaves for a	David Malone, Director

Date	Event	Leadership
	ministry position in California	
1965	Advisory Development Council created to engage supporters outside the UA Church in advancing the interests of the Biblical Studies Center	
Summer 1969	Property at 1909 University Avenue, adjacent to UA parking lot, purchased and remodeled to become the new BSC building	
August 1969	Professor appointed while Gene Patterson takes one-year sabbatical; Willis leaves for an editorial position at Sweet Publishing in May 1970	Wendell Willis, Professor
August 1970	Director appointed; serves through August 1974 when he leaves for a career in real estate	Gerald Gafford, Director (d. 2018)
September 1971	Professor appointed; later named Academic Director as BSC seeks to expand and recruit teachers with PhD degrees	Pat E. Harrell, Professor and Academic Director
June 1972	Professor appointed; serves through 1974 and leaves for a ministry position in Arlington, Texas	Jim Reynolds, Professor
September 1972	Professor appointed; serves until his retirement in 2012	Allan McNicol, Professor
June 1974	Tower Manor at 1908 University Avenue purchased	
August 1974	Professors appointed as Jim Reynolds leaves and the faculty expands; Thompson serves until 1992, when he leaves for a faculty position at Abilene Christian University; Weed serves until his retirement in 2011	James Thompson, Professor Michael Weed, Professor
December 1974	Administrative Director appointed to administer largest Bible Chair program among the various chairs functioning on the University of Texas campus	Claude Hocott, Administrative Director
July 1975	Professor appointed; serves through August 1985 and leaves for a faculty position at Abilene Christian University	Tony Ash, Professor
Fall 1975	Incorporation as Institute for Christian Studies, offering upper division credit and BA degrees through Abilene Christian University	
Fall 1975	First President appointed; serves in this role through 1985	Claude Hocott, President
January 1977	Pat Harrell named A. B. Cox Professor of Christian Studies	Pat E. Harrell, Professor (d. 1978)
1978	Administrative and Development Board created to provide leadership and support	
1978	Program in Ministry begins	
August 1979	Professor appointed; served through July 1983 and leaves for a ministry position in North Carolina	Paul Watson, Professor
April 1980	First issue of <i>Christian Studies: Scholarship for the Church</i> is published, originally titled <i>Faculty Bulletin</i> ; publication continues to the present day	
May 1982	After an inaugural session in the late 1970s, first Ministers' Sermon Seminar held; continues annual activities and service through the present day	
1983	Certification to award degrees granted to Institute for Christian Studies by the Texas Higher Education	

Date	Event	Leadership
	Coordinating Board	
May 1984	Professor appointed; serves through June 1987 and leaves for a faculty position at Pepperdine University	Rick Marrs, Professor
1985	Candidacy status to confer degrees granted Institute for Christian Studies by the Southern Association of Colleges and Schools Commission on Colleges	
August 1985	President and Vice President appointed; President serves through July 1992 and leaves for a faculty position at Abilene Christian University; Vice President becomes Vice Chancellor in 2001 and serves through 2014	James Thompson, President Jack Wright, Vice President, and later Vice Chancellor (d. 2016)
June 1985	Professor appointed; serves through August 1988 and leaves for a position at Emory University library	Pat Graham, Professor
August 1987	Professor appointed; serves through 1992 and leaves for a mission's role with Eastern European Missions	Douglas Gragg, Professor
December 1987	Accreditation for Institute for Christian Studies to confer degrees granted by SACSCOC	
May 1988	Bible Chair status ends following opinion by Texas Attorney General that the arrangement could violate the separation of church and state	
August 1989	Professor appointed; serves through May 1996 and leaves for a position as head of the Graduate Bible Department at Lipscomb University	Gary Holloway, Professor
1989	Construction begins on new three-story facility for Institute for Christian Studies at 105 E. 20 th Street	
May 1991	Dedication of Institute for Christian Studies building at 105 E. 20 th Street	
August 1992	Professor of Old Testament appointed; continues to serve through the present day	Mark Shipp, Professor
1992	President appointed; serves through 2000 as President and then as Chancellor through 2017	David Worley, President
1992	Institute for Christian Studies begins offering MA degrees through Abilene Christian University	
June 1993	Professor appointed; continues to serve through the present day	Jeffrey Peterson, Professor
1994	Chancellor appointed; serves until his death in 2001	Claude Hocott, Chancellor (d. 2001)
1995	Independent Board of Trustees established; continues to serve to the present day	
1999	Administrator appointed; named Vice President in 2001 and continues to serve to the present day	Dave Arthur, Financial Officer and Vice President
2001	Chancellor appointed; serves until his death in 2017	David Worley, Chancellor (d. 2017)
2001	President appointed; serves until 2003 and leaves to work with Lifeline Chaplaincy	Carson Stephens, President
2001	Master of Arts in Theological Studies degree offered by Institute for Christian Studies	
2002	Name changed to Austin Graduate School of Theology	
2003	President appointed; continues to serve to the present day	Stan Reid, President
2008	New building acquired at 7640 Guadalupe Street	
2008	Library director named; continues to present day as	Todd Hall, Library Director

Date	Event	Leadership
	Librarian and Assistant Professor	
2012	Professors appointed as Michael Weed and Allan McNicol retire (2011 and 2012, respectively); both continue to serve to the present day	Keith Stanglin, Professor Daniel Napier, Professor
2014	Online course offerings begin	
2015	Christian Studies Blog subscription service begins	

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 five-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

The School 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 the School sponsors an annual seminar for ministers from all parts of the country. Faculty and guest 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.

DEAN OF STUDENTS

The Dean of Students is responsible for assisting students with pastoral needs. The Dean also administers discipline related to student conduct, in consultation with the full-time faculty. The Dean oversees Austin Grad's weekly chapel for students, staff, and faculty.

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.

ACADEMIC ENVIRONMENT

Christian academic development necessitates the humble and loving exchange of diverse idea, thoughts, and practices. Thus, the AGST professors expect students to take responsibility for their learning and exhibit courtesy and respect towards their instructors and fellow students. As a part of the AGST community, students will be treated with respect as a human being – regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. The AGST professors are committed to a respectful classroom environment and require the same commitment from all students.

CLASS ATTENDANCE AND DECORUM

The AGST professors 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. AGST 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 the School's website at www.AustinGrad.edu > Resources > Student > Guide for Written Work

GRADING

The following grading system is in effect at the School:

- 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 An 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. The instructor will determine the schedule for completion of the assignments, which will be no later than the end of the subsequent semester. If the student does not complete the work by the assigned deadline, 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 (2nd letter indicates original grade)
- CR Credit by Exam

GRADE REPORTS

The Office of the Registrar 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 Graduate School of Theology official transcripts are issued by the Office of the Registrar. 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 the School's website at www.austingrad.edu > Admissions > Transcripts. Please note that transcripts are not issued until all overdue balances with the school are paid in full.

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 and student records 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.

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 B.A. degree. The student is expected to complete lower division requirements in a timely manner and is expected to stay in close communication with the Office of the Registrar as these courses are completed.

GRADUATION

The graduation ceremony (at the end of the spring semester) is always a highlight of the school calendar. All members of the Austin Grad community are expected to be in attendance. Austin Graduate School of Theology 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 commencement 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 the school and must be paid prior to graduation or release of transcripts.

Austin Grad currently has approximately 30,500 volumes in its collection. In addition, the School has formal library agreements with the other Austin seminaries, providing additional access to hundreds of thousands of volumes relevant to theological study. The library subscribes to about 135 journals (print and microform) and maintains an up-to-date reference collection. In addition, students have access to the ATLA Religion Database and the ATLA Serials (ATLAS) Database. Through ATLAS, students can access more than 211,000 full-text digital articles and book reviews combined. Through TexShare, Austin Grad students also 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.

HELPFUL LINKS FOR INTERNET RESEARCH:

General Studies

Virtual Religion Index: A gateway for online discussions of all things religious

Perseus Library: A massive collection of Greek and Latin primary sources, morphologically tagged for powerful searches

Internet Archive: Full texts of many public domain books

Wabash Center: A collection of multiple resources for general theological studies and teaching

Project Gutenberg: A collection of eBooks available in the Public Domain.

Biblical Studies

OT Gateway: A collection of online resources and links for OT study

NT Gateway: A collection of online resources and links for NT study

Johannine Bibliography: A collection of online resources and links for the study of the 4th Gospel

N. T. Wright page: A collection of N.T. Wright's scholarly and pastoral work

Internet Archive ICC search: Public domain International Critical Commentaries available for download. Internet Archive makes available thousands of resources in the public domain.

Historical Studies

Digitized Puritan Library: A collection of puritan writings from J. I. Packer's library

Christian Classics Ethereal Library: A collection of primary sources

Early Christian Writings: NT, Apocrypha, Gnostics, Church Fathers

Early Church.org: An internet resource for studying the early church

Internet Christian Library: Guide to early church documents

Bibliographies for Theology: Historical theology bibliographies

North American Patristics Society: Early Christian Texts, from NAPS

Christian History: Christianity Today's Church History resources site

Post Reformation Digital Library: Primary sources from the Reformation

BOOKSTORE

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

STUDENT-FACULTY RELATIONSHIPS

The Austin Graduate School of Theology 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 the School is warranted,
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 Graduate School of Theology (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 the School 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.

The School 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.

INFORMATION TECHNOLOGY (IT) POLICIES

GENERAL POLICIES

Austin Graduate School of Theology (School) provides computer facilities, access to its computer networks, and access to its online course management system, 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 Graduate School of Theology'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 the School's IT resources.

GENERAL PRINCIPLES FOR APPROPRIATE USE

Access to the School's resources is a privilege, not a right. The School 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 access only those areas for which authorization has been granted.
- 3) Should take all reasonable steps to protect the integrity and privacy of:
 - a. The School's information technology resources, including software, data, and security measures.
 - b. Student information, including personal and academic information for those taking courses online or on campus.
- 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 the School'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 the School, 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 Graduate School of Theology's policies. In consideration of this, the School 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 or contact technical support.
- 2) All other areas – report problems to Vice President's office.

STUDENT RIGHTS

DISABILITY ACCOMMODATION INFORMATION

At AGST, we realize that God has brought you to us for a special season of growth and preparation, and we are here to serve you during this time. With this understanding, this seminary complies with the Americans with Disabilities Act of 1990, and with Section 504 of the Rehabilitation Act of 1973, regarding students with disabilities.

After acceptance and prior to entering classes, a student with a disability must submit written request for accommodation to the designated Section 504 coordinator at Admin@AustinGrad.edu (dial 512-476-2772 for questions or clarifications). The written request should include documentation from the student's treating health care provider verifying their eligibility under Section 504 of the Rehabilitation Act, stating their need for the accommodation, and proposing the appropriate accommodation(s) that will address the student's needs. AGST reserves the right to request additional documentation if the initial documentation is incomplete, inadequate, or out-of-date, thereby making the student's needs difficult to determine.

AGST handles accommodation requests on a case-by-case basis. When appropriate, the seminary will develop accommodations in consultation with the faculty member for whose course the accommodations are sought. AGST will not modify existing programs to the extent that it would result in a substantial change in the school's curriculum and academic standards or would place an undue financial or administrative burden on the school.

AGST's Grievance Procedures should be utilized to address complaints of disability discrimination, retaliation, harassment, or failure to provide reasonable accommodation.

NON-DISCRIMINATORY POLICY

Austin Graduate School of Theology 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 78752-1333, (512) 476-2772, TitleIX@AustinGrad.edu.

NOTIFICATION OF STUDENT RIGHTS AND CONFIDENTIALITY OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students certain rights with respect to their education records. Under FERPA, students have the right to: Inspect and review their education records, request an amendment to the education record that the student finds inaccurate or misleading, consent to release or to restrict disclosure of personally identifiable information, except under certain limited circumstances when, by law, consent is not required, and file a complaint with the U.S. Department of Education concerning alleged failures by Austin Graduate School of Theology to comply with FERPA requirements.

INSPECT AND REVIEW EDUCATION RECORDS

Students should submit a written request to the registrar or the Office of Financial Aid that identifies the record in which they wish to inspect. Within 30 days, arrangements will then be made for access to the appropriate file(s) notifying the student of the time and place where the record can be inspected. If the records are not maintained by either the Office of the Registrar or the Office of Financial Aid, the student will be advised on the correct person to whom the request should be addressed. Austin Graduate School of Theology is not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review their records. The school may charge a fee for copies.

Student records are maintained in the Office of the Registrar and the Office of Financial Aid.

- The Office of the Registrar maintains a permanent record of each student at Austin Grad. The items kept in the student's permanent file include the application, letters of recommendation for admission, transcripts, personal essay, notices of disciplinary measures, grade reports, registration forms for prior and current years, and other documents pertaining to the student's enrollment. Students have the right to review all documents in this file with the exception of recommendation forms where the student has waived his/her right. In addition, the Office of the Registrar maintains VA records when applicable.
- The Office of Financial Aid maintains the following records for each student where applicable: All federally required documentation for processing and awarding of federal student aid, scholarship awards, and student work study documents. Students may request a statement from this office on the status of their financial standing. Federal Aid records are not required to be maintained more than three years from the date of the student's last award.

REQUEST AN AMENDMENT TO THE EDUCATION RECORD THAT THE STUDENT FINDS INACCURATE

Students have the right to request that Austin Graduate School of Theology correct records which they believe to be inaccurate or misleading.

- The student must ask in writing the custodian of the record to amend the record. The student should identify the part of the record that the student wants changed and specify why it is inaccurate.
- The custodian of record shall decide whether to amend the record as requested within a reasonable time after he or she has received the request.
- If the custodian of record decides not to amend the record, the student has the right to appeal to either the Dean of Students (regarding academic/student matters) or the Vice-President (regarding financial or administrative matters). A response in writing will be provided in 30 days.
- If the student is still dissatisfied, the student has 14 days to request a full review with the President of Austin Graduate School of Theology to challenge the content of the records on the grounds that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
- After the review, if the school still decides not to amend the record, the student has the right to place a statement in the record commenting on the contested information or stating why he or she disagrees with the decision.

CONSENT TO RELEASE OR TO RESTRICT DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION, EXCEPT UNDER CERTAIN LIMITED CIRCUMSTANCES WHEN, BY LAW, CONSENT IS NOT REQUIRED.

Generally, Austin Graduate School of Theology must have written permission from the student before releasing any information from the student's record. The law, however, allows institutions to disclose records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest (persons employed by Austin Graduate School of Theology with whom the school has determined to have legitimate educational interests. 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 responsibility. Officials include those that are employed by the school in an administrative, supervisory, academic, or support staff role.)
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes such as Federal, State, and local authorities
- Appropriate parties in connection with financial aid to a student to determine eligibility, amount, and conditions

- Organizations conducting certain studies for or on behalf of the school that develop, validate, administer tests; administer student aid; and/or improve instruction
- Accrediting organizations to help them carry out their accrediting functions
- To comply with judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Directory information is information not generally considered harmful or an invasion of privacy if disclosed. Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, place of birth, honors and awards, electronic mail address, enrollment status, degrees, and dates of attendance. However, Austin Graduate School currently discloses only the following student information in its Student Directory: name, email address, and telephone number. Students not wanting this information disclosed should indicate so at the time of registration.

FILE A COMPLAINT

The right to file a complaint with the U.S. Departments of Education concerning alleged failures by Austin Graduate School of Theology 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 20202-5901

PROTECTING STUDENT PRIVACY IN DISTANCE EDUCATION COURSES

Austin Graduate School of Theology is committed to protecting student privacy for students enrolled in all courses regardless of the mode of instruction (online, classroom). All of the School’s policies regarding student privacy and information security apply to distance education courses. These are outlined in the School’s Catalogue under ‘Notification of Student Rights and Confidentiality of Student Information’ and ‘IT Policies.’

The Office of the Registrar provides students enrolled in distance education courses with a unique user ID and password to access to the School’s online course management system. Students may change their personal password at any time within this system. Students accept responsibility for the security of their personal passwords and agree not to share access with others.

FREE SPEECH

The student's right of free speech and expression is respected at Austin Graduate School of Theology.

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

EXPLANATION OF POLICIES

Students have the right to an explanation of school 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 chair or Office of the Registrar 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)

The School strongly recommends that all students have comprehensive health insurance for themselves and their families. To assist students, the Office of Financial Aid 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 Graduate School of Theology 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 Graduate School of Theology 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 Graduate School of Theology 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:

Austin Grad Front Desk
(512) 476-2772 or email Admin@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:

The School Campus Safety Coordinator, the front desk, or the Vice President of Administration
7640 Guadalupe St., Austin, TX 78752-1333, (512) 476-2772, Admin@AustinGrad.edu

or

Dial 911 for the Austin Police Department

If you have any questions or concerns, please contact the School's Campus Safety Coordinator.

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 the School's opening or results in the campus being closing for the day:

1. The School'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		
For Fire	For Inclement Weather	For Violent Threat/Active Shooter*
<p>Emergency Evacuation:</p> <ol style="list-style-type: none"> 1. Listen 2. Fire alarm or public announcement will be made. 3. Follow 4. Flashing fire alarm exit signs to the nearest exterior door. 5. Stairs 6. Do not use the elevator! Use outside or inside stairs to exit. 7. Exit 8. Calmly and quickly exit. Help those who need assistance. 9. Assemble 10. In the front or back parking lot. 	<p>Shelter in Place:</p> <ol style="list-style-type: none"> 1. Get Low 2. Go to the lowest level of the building. 3. Avoid Windows 4. Stay away from windows and glass. 5. Go to Interior 6. Go to interior rooms and hallways. 7. Protect Yourself 8. Use arms to protect head and neck. 9. Keep in the Know 10. Be aware of weather conditions and monitor emergency communications. 	<p>Lockdown Procedure:</p> <ol style="list-style-type: none"> 1. GET Out 2. Evacuate the facility, if possible/safe. 3. CALL Out 4. Call 911. 5. KEEP Out 6. Do not lock exterior doors. Close, lock, and barricade interior doors, if possible. 7. HIDE Out 8. 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. 9. TAKE Out 10. 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.

*See the Department of Homeland Security’s suggestions on responding to an active shooter here: https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

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

STATEMENT REGARDING CAMPUS CARRY

Austin Graduate School of Theology (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 the school 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,
Stanley G. Reid
President

SCHOOL PERSONNEL

ADMINISTRATION AND STAFF

Stanley G. Reid	President
Dave Arthur	Vice President; Director of Financial Aid
Elizabeth H. Stanley	Director of Recruiting & Enrollment Marketing
James Fly	Vice President of Development
M. Todd Hall	Director of Library; Faculty Chair
Renee Kennell	Assistant for Development and Public Relations; Webmaster
Stephanie Byers	Bookstore Manager; Library Assistant
Carolyn Greene	Administrative Assistant
R. Mark Shipp	B.A. Program Coordinator and Student Advisor
Jeffrey Peterson	Dean of Students
Keith Stanglin	M.A. Program Coordinator and Student Advisor
<i>Unfilled</i>	<i>Registrar and Director of Admissions</i>

FACULTY

M. Todd Hall	Assistant Professor. B.A., MATS, Austin Graduate School of Theology; MLIS, University of North Texas; Ph.D., Texas State University. Theological Research, Spiritual Formation, Christian Education.
Jeffrey Peterson	Jack C. and Ruth Wright Professor. B.A., M.A., Abilene Christian University; M.Div., Princeton Theological Seminary; M.A., MPhil, Ph.D., Yale University. New Testament.
R. Mark Shipp	Pat E. Harrell Professor. B.A., M.S., Pepperdine University; M.Div., Ph.D., Princeton Theological Seminary. Old Testament.
Keith Stanglin	Professor. B.A., Oklahoma Christian University; M.Div., Harding University Graduate School of Religion; Ph.D., Calvin Theological Seminary. Bible, Historical Theology.

EMERITUS FACULTY

Allan J. McNicol	A. B. Cox Professor, Emeritus. B.A., M.A., Abilene Christian University; BD, Yale University; M.A., Ph.D., Vanderbilt University. New Testament, Biblical Theology.
Michael R. Weed	Billy Gunn Hocott Professor, Emeritus.

B.A., M.A., Abilene Christian University; BD, Austin Presbyterian Theological Seminary; Ph.D., Emory University. Christian Theology, Ethics, Church History.

ADJUNCT FACULTY

Dave Arthur BS, M.Ed., Texas State University. Christian Counseling.

Charlie Johanson B.A., Texas A&M University; M.A., Austin Graduate School of Theology. Christian Ministry.

Don Kinder B.A., M.A., Abilene Christian University; Ph.D., University of Iowa. Church History and Theological Studies.

Les Maloney B.A., Lubbock Christian University; MTh, M.A., Harding University Graduate School of Religion; Ph.D., Baylor University. Old Testament.

Kevin Moore B.A., Lipscomb University; M.A., Abilene Christian University; Ph.D., University of Denver/Ilif School of Theology. Christian Studies and New Testament.

Daniel Napier B.A., Austin Graduate School of Theology; M.A., Austin Presbyterian Theological Seminary; Ph.D., Vrije Universiteit. Theology.

Greg Neill B.B.A., Stephen F. Austin State University, MATS, Austin Graduate School of Theology, D.Min (in progress), Abilene Christian University. Christian Ministry

Tom Nuckels B.S., University of the State of New York, Regents College; M.S. Ministry, Pepperdine University; D.Min., Austin Presbyterian Theological Seminar. Christian Ministry.

Stanley G. Reid B.A., M.A., Abilene Christian University; D.Min., Perkins School of Theology, Southern Methodist University. Christian Ministry.

Jim Reynolds B.A., M.Div., Abilene Christian University; Th.D., Graduate Theological Union; J.D., Southern Methodist University. Christian Ministry.

Jeremy Stirm B.A., University of Mobile; M.A. Southwestern Baptist Theological Seminary; Th.M., Duke University Divinity School; Ph.D., Baylor University. Religion, Theology, and Ethics.

Woody Woodrow B.A., B.M. Education, Oklahoma Christian; M.Div., M.A., D.Min., Abilene Christian University. New Testament and Christian Ministry.

Michael Young BS, M.S., M.Div., Abilene Christian University; M.A., Ph.D., University of Dallas. Ministry, Biblical Studies, and Philosophy.

BOARD OF TRUSTEES

Roland Beasley	<i>Austin, Texas</i>	Daryl Horton	<i>Austin, Texas</i>
Mike Blevins	<i>Granbury, Texas</i>	Terry Koonce	<i>Montgomery, Texas</i>
Bill Bradley	<i>San Antonio, Texas</i>	Rodney Lloyd	<i>Boerne, Texas</i>
Jerry Christian, Chairman	<i>Lampasas, Texas</i>	Dan Snow	<i>Andrews, Texas</i>
John Davis	<i>Kerrville, Texas</i>	Fred Strietelmeier	<i>Round Rock, Texas</i>
Jarrold Dyer	<i>Georgetown, Texas</i>	Mark Thompson	<i>Lubbock, Texas</i>
Amy Fuller	<i>Houston, Texas</i>	Philip Vickers	<i>Fort Worth, Texas</i>
Elaine Gainey	<i>Rogers, Arkansas</i>	Karen Weber	<i>Johnson City, Texas</i>