**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 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>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL INFORMATION</strong></td>
</tr>
<tr>
<td>About Austin Grad</td>
</tr>
<tr>
<td>About Austin</td>
</tr>
<tr>
<td>Spiritual Development/Church Attendance</td>
</tr>
<tr>
<td>Chapel</td>
</tr>
<tr>
<td>Ministers’ Sermon Seminar</td>
</tr>
<tr>
<td>Dean of Students</td>
</tr>
<tr>
<td><strong>ACADEMIC LIFE</strong></td>
</tr>
<tr>
<td>Academic Development</td>
</tr>
<tr>
<td>Academic Environment</td>
</tr>
<tr>
<td>Class Attendance and Decorum</td>
</tr>
<tr>
<td>Style and Form of Papers</td>
</tr>
<tr>
<td>Grading</td>
</tr>
<tr>
<td>Grade Reports</td>
</tr>
<tr>
<td>Transcripts</td>
</tr>
<tr>
<td>Completion of Lower-Division Work (Undergraduates)</td>
</tr>
<tr>
<td>Graduation</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Bookstore</td>
</tr>
<tr>
<td>Student-Faculty Relationships</td>
</tr>
<tr>
<td>Student Participation in Decision Making</td>
</tr>
<tr>
<td><strong>EXPECTATIONS OF STUDENTS</strong></td>
</tr>
<tr>
<td>Academic Discipline</td>
</tr>
<tr>
<td>Procedures for Academic Discipline</td>
</tr>
<tr>
<td>Personal Discipline</td>
</tr>
<tr>
<td>Philosophy</td>
</tr>
<tr>
<td>Commitment to Personal Discipline</td>
</tr>
<tr>
<td>Procedures for Personal Discipline</td>
</tr>
<tr>
<td>Disciplinary Measures</td>
</tr>
<tr>
<td>Right of Appeal</td>
</tr>
<tr>
<td>Information Technology (IT) Policies</td>
</tr>
<tr>
<td>General Policies</td>
</tr>
<tr>
<td>General Principles for Appropriate Use</td>
</tr>
<tr>
<td><strong>STUDENT RIGHTS</strong></td>
</tr>
<tr>
<td>Non-Discriminatory Policy</td>
</tr>
<tr>
<td>Notification of Students Rights and Confidentiality of Student Information</td>
</tr>
<tr>
<td>Protecting Student Privacy in Distance Education Courses</td>
</tr>
<tr>
<td>Free Speech</td>
</tr>
<tr>
<td>Peaceful Assembly</td>
</tr>
<tr>
<td>Dissent</td>
</tr>
<tr>
<td>Grievance Procedure</td>
</tr>
<tr>
<td><strong>STUDENT SERVICES</strong></td>
</tr>
<tr>
<td>Tutoring</td>
</tr>
<tr>
<td>Career Guidance</td>
</tr>
<tr>
<td>Student Placement</td>
</tr>
<tr>
<td>Insurance (Health)</td>
</tr>
<tr>
<td>Insurance (Workman’s Compensation)</td>
</tr>
<tr>
<td>Student Organization</td>
</tr>
<tr>
<td>Student Publications</td>
</tr>
<tr>
<td>Use of Name and Logo</td>
</tr>
<tr>
<td><strong>CAMPUS SAFETY &amp; EMERGENCY PROCEDURES</strong></td>
</tr>
<tr>
<td>Facility Safety &amp; Security Features</td>
</tr>
<tr>
<td>Reporting Maintenance &amp; Safety Issues</td>
</tr>
<tr>
<td>Campus Safety &amp; Security Incidents</td>
</tr>
<tr>
<td>Emergency Communication</td>
</tr>
<tr>
<td>Emergency 411 - What to Do</td>
</tr>
<tr>
<td>Campus Carry Policy</td>
</tr>
<tr>
<td><strong>SCHOOL PERSONNEL</strong></td>
</tr>
<tr>
<td>Administration and Staff</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Emeritus Faculty</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Board of Trustees</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

ABOUT AUSTIN GRADUATE SCHOOL OF THEOLOGY
The Austin Graduate School of Theology 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 School 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
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 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.

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 ideas, 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 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 Graduate School of Theology 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 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 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 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

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, (512) 476-2772 x 105, 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 Financial Aid Officer 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 Registrar or Financial Aid Officer, 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 Registrar’s Office and the Financial Aid Office.
• The Registrar’s office 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 Registrar’s Office maintains VA records when applicable.
• The Financial Aid Office 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 Registrar’s office 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 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)
The School 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 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:

Dave Arthur, Vice President
(512) 476-2772; darthur@austingrad.edu

If unavailable and immediate attention is required – contact Carolyn Greene, Receptionist; cgreene@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) -OR- Dial 911 for the Austin Police Department
7640 Guadalupe St.
Austin, TX 78752
(512) 476-2772

If you have any questions or concerns, please contact the School’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 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: Distrations 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

<table>
<thead>
<tr>
<th>For Fire</th>
<th>For Inclement Weather</th>
<th>For Violent Threat/Active Shooter*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Evacuation:</strong></td>
<td><strong>Shelter in Place:</strong></td>
<td><strong>Lockdown Procedure:</strong></td>
</tr>
<tr>
<td>1. <strong>Listen</strong></td>
<td>1. <strong>Get Low</strong></td>
<td>1. <strong>GET Out</strong></td>
</tr>
<tr>
<td>Fire alarm or public announcement will be made.</td>
<td>Go to the lowest level of the building.</td>
<td>Evacuate the facility, if possible/safe.</td>
</tr>
<tr>
<td>2. <strong>Follow</strong></td>
<td>2. <strong>Avoid Windows</strong></td>
<td>2. <strong>CALL Out</strong></td>
</tr>
<tr>
<td>Flashing fire alarm exit signs to the nearest exterior door.</td>
<td>Stay away from windows and glass.</td>
<td>Call 911.</td>
</tr>
<tr>
<td>3. <strong>Stairs</strong></td>
<td>3. <strong>Go to Interior</strong></td>
<td>3. <strong>KEEP Out</strong></td>
</tr>
<tr>
<td>Do not use the elevator! Use outside or inside stairs to exit.</td>
<td>Go to interior rooms and hallways.</td>
<td>Do not lock exterior doors. Close, lock, and barricade interior doors, if possible.</td>
</tr>
<tr>
<td>4. <strong>Exit</strong></td>
<td>4. <strong>Protect Yourself</strong></td>
<td>4. <strong>HIDE Out</strong></td>
</tr>
<tr>
<td>Calmly and quickly exit. Help those who need assistance.</td>
<td>Use arms to protect head and neck.</td>
<td>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.</td>
</tr>
<tr>
<td>5. <strong>Assemble</strong></td>
<td>5. <strong>Keep in the Know</strong></td>
<td>5. <strong>TAKE Out</strong></td>
</tr>
<tr>
<td>In the front or back parking lot.</td>
<td>Be aware of weather conditions and monitor emergency communications.</td>
<td>As a last resort, use anything to distract, disarm, or disable the suspect.</td>
</tr>
</tbody>
</table>

*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,
Stan Reid
President
SCHOOL PERSONNEL

ADMINISTRATION AND STAFF

Stanley G. Reid
President
Dave Arthur
Vice President; Director of Financial Aid
Dawn Bond
Registrar; Director of Admissions
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
BA Program Coordinator and Student Advisor
Jeffrey Peterson
Dean of Students
Keith Stanglin
MA Program Coordinator and Student Advisor

FACULTY

M. Todd Hall
Assistant Professor.
BA, MATS, Austin Graduate School of Theology; MLIS, University of North Texas; PhD, Texas State University. Theological Research, Spiritual Formation, Christian Education.

Daniel Napier
Associate Professor.
BA, Austin Graduate School of Theology; MA, Austin Presbyterian Theological Seminary; PhD, Vrije Universiteit. Theology.

Jeffrey Peterson
Jack C. and Ruth Wright Professor.
BA, MA, Abilene Christian University; MDiv, Princeton Theological Seminary; MA, MPhil, PhD, Yale University. New Testament.

R. Mark Shipp
Pat E. Harrell Professor.
BA, MS, Pepperdine University; MDiv, PhD, Princeton Theological Seminary. Old Testament.

Keith Stanglin
Professor.
BA, Oklahoma Christian University; MDiv, Harding University Graduate School of Religion; PhD, Calvin Theological Seminary. Bible, Historical Theology.
EMERITUS FACULTY

Allan J. McNicol  A. B. Cox Professor, Emeritus.
BA, MA, Abilene Christian University; BD, Yale University; MA, PhD, Vanderbilt

Michael R. Weed  Billy Gunn Hocott Professor, Emeritus.
BA, MA, Abilene Christian University; BD, Austin Presbyterian Theological Seminary; PhD,
Emory University. Christian Theology, Ethics, Church History.

ADJUNCT FACULTY

Dave Arthur  BS, MEd, Texas State University. Christian Counseling.

Dawn Bond  BA, MA, Midwestern State University. English Composition and Literature.

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

Don Kinder  BA, MA, Abilene Christian University; PhD, University of Iowa. Church History and
Theological Studies.

Les Maloney  BA, Lubbock Christian University; MTh, MA, Harding University Graduate School of
Religion; PhD, Baylor University. Old Testament.

Kevin Moore  BA, Lipscomb University; MA, Abilene Christian University; PhD, University of Denver/Ilf

Greg Neill  BBA, Stephen F. Austin State University, MATS, Austin Graduate School of Theology,
DMin (in progress), Abilene Christian University. Christian Ministry

Tom Nuckels  BS, University of the State of New York, Regents College; MS Ministry, Pepperdine
University; DMin, Austin Presbyterian Theological Seminar. Christian Ministry.

Stanley G. Reid  BA, MA, Abilene Christian University; DMin, Perkins School of Theology, Southern
Methodist University. Christian Ministry.

Jim Reynolds  BA, MDiv, Abilene Christian University; ThD, Graduate Theological Union; JD, Southern
Methodist University. Christian Ministry.

Jeremy Stirm  BA, University of Mobile; MA Southwestern Baptist Theological Seminary; ThM, Duke
University Divinity School; PhD, Baylor University. Religion, Theology, and Ethics.

Woody Woodrow  BA, BM Education, Oklahoma Christian; MDiv, MA, DMin, Abilene Christian University.

Michael Young  BS, MS, MDiv, Abilene Christian University; MA, PhD, University of Dallas. Ministry,
Biblical Studies, and Philosophy.
<table>
<thead>
<tr>
<th>Name</th>
<th>City, Texas</th>
<th>Name</th>
<th>City, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roland Beasley</td>
<td>Austin, Texas</td>
<td>Daryl Horton</td>
<td>Austin, Texas</td>
</tr>
<tr>
<td>Mike Blevins</td>
<td>Granbury, Texas</td>
<td>Terry Koonce</td>
<td>Montgomery, Texas</td>
</tr>
<tr>
<td>Bill Bradley</td>
<td>San Antonio, Texas</td>
<td>Rodney Lloyd</td>
<td>Boerne, Texas</td>
</tr>
<tr>
<td>Jerry Christian,</td>
<td>Lampasas, Texas</td>
<td>Dan Snow</td>
<td>Andrews, Texas</td>
</tr>
<tr>
<td>(Chairman)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Davis</td>
<td>Kerrville, Texas</td>
<td>Fred Strietelmeier</td>
<td>Round Rock, Texas</td>
</tr>
<tr>
<td>Jarrod Dyer</td>
<td>Georgetown, Texas</td>
<td>Mark Thompson</td>
<td>Lubbock, Texas</td>
</tr>
<tr>
<td>Amy Fuller</td>
<td>Houston, Texas</td>
<td>Philip Vickers</td>
<td>Fort Worth, Texas</td>
</tr>
<tr>
<td>Elaine Gainey</td>
<td>Rogers, Arkansas</td>
<td>Karen Weber</td>
<td>Johnson City, Texas</td>
</tr>
</tbody>
</table>