

STUDENT HANDBOOK

2011-2012

Austin Graduate School of Theology
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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.

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 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.

*Mark Shipp
Dean of Students*

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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, and 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 for numerous resort and recreation facilities. 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.

ACADEMIC LIFE

ACADEMIC DEVELOPMENT

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

CLASS ATTENDANCE AND DECORUM

Class attendance is essential. Students are encouraged to 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. Students are not to smoke or eat in the classroom.
 - B. Students should make prior arrangements with faculty regarding excused absences, guests and taping of lectures.
 - C. Students are expected to dress modestly and in good taste becoming a school that prepares people for work in ministry.

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 is provided to newly admitted students at New Student Orientation and can also be accessed on the School's web site at www.austingrad.edu.

GRADING

The following grading system is in effect at the School:

A	90-100 (4.0 GPA)	WP	Withdrew from course passing
B	80-89 (3.0 GPA)	WF	Withdrew from course failing
C	70-79 (2.0 GPA)	NC	Non-credit course but required for degree
D	60-69 (1.0 GPA) Passing	AU	Audit
F	Below 60 (0.0 GPA) Failure	IP	In Progress
I	Incomplete	CR	Credit by Exam
		Q	Officially dropped from course

A professor may give an "I" at his/her discretion, e.g., serious illness, or incapacitating accident with prolonged recovery. In that event, the student has until the end of the next semester plus one week to complete all outstanding assignments. For **incomplete** grade purposes, a full semester is defined as fall, spring, or summer session and the following timeline applies:

Incomplete grade(s) earned fall semester	→	due end of spring semester plus one week
Incomplete grade(s) earned spring semester	→	due end of summer session plus one week <i>(summer session: June – August)</i>
Incomplete grade(s) earned summer session	→	due end of fall semester plus one week

If the student fails to complete the assignments after a full semester, the "I" will automatically become an "F". Students with two **Incomplete** grades in a semester will usually be required to take a lighter course load the next semester.

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.

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. Please note that transcripts are not issued until all overdue balances with the school are paid in full.

RETENTION, DISPOSAL AND AVAILABILITY OF RECORDS / TRANSCRIPTS

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

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

COMPLETION OF LOWER DIVISION WORK (UNDERGRADUATES)

As a general rule, 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. There are exceptions to the general rule, but in such cases, students must obtain the Registrar's approval before being allowed to take any more upper division classes. 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 30,000 volumes in its collection. In addition, the School has formal library agreements with the other Austin seminaries, providing additional access to 375,000 volumes relevant to theological study. Through TexShare, Austin Grad students have access to virtually all public libraries and academic libraries in the state of Texas. This includes the nearby University of Texas with about 8 million volumes.

BOOKSTORE

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:

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:

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:

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 (AGST) 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 AGST 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 AGST 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, AGST 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 in matters of student behavior with pastoral concern.

PROCEDURES FOR PERSONAL DISCIPLINE

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

DISCIPLINARY MEASURES

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

RIGHT OF APPEAL

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

USE OF TECHNOLOGY

GENERAL POLICIES

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

The following policies are governed by the principle that all users are encouraged and expected to exercise responsible, considerate and ethical Christian conduct in their use of any and all of Austin 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 use only those facilities for which authorization has been granted.
3. Should take all reasonable steps to protect the integrity and privacy of the School's computer resources, including software, data, and security measures.
4. Are expected to adhere to copyright laws regarding software, data, and authored files.
5. Are expected to respect the privacy of others. This includes abstaining from unauthorized access to email, files, data and transmission.
6. Should properly identify self in any electronic correspondence.

Restrictions

Users are not permitted to use 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.

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.

NOTIFICATION OF STUDENTS RIGHTS AND CONFIDENTIALITY OF STUDENT RECORDS

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:

1. Inspect and review their education records,
2. Request an amendment to the education record that the student finds inaccurate or misleading,
3. Consent to release or to restrict disclosure of personally identifiable information, except under certain limited circumstances when, by law, consent is not required, and
4. 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.

1. 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.
2. 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.

1. 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.
2. 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.
3. 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.
4. 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.

5. 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:

1. 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.);
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes such as Federal, State, and local authorities;
4. Appropriate parties in connection with financial aid to a student to determine eligibility, amount, and conditions;
5. Organizations conducting certain studies for or on behalf of the school that develop, validate, administer tests; administer student aid; and/or improve instruction;
6. Accrediting organizations to help them carry out their accrediting functions;
7. To comply with judicial order or lawfully issued subpoena; and
8. 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, address, and telephone number. Students not wanting this information disclosed should indicate so at the time of registration.

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

A complete notification of student's rights under FERPA is posted on the First and Third Floors and on the School's web site.

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.

CAREER PLACEMENT

Austin Graduate School of Theology is an academic institution that prepares students for a professional career in several areas of Christian service or ministry. In order to facilitate career placement, the School encourages each student to utilize the following services:

1. Placement: The President's office assists in the placement process.
2. Career Counseling: Each semester the Dean of Students will be available to students for the purpose of advice and assistance on professional careers.
3. Faculty Assistance: Faculty may also assist in the placement process (e.g., letters of recommendation, personal contacts, etc.).

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.

RECREATIONAL FACILITIES

The University of Texas allows students to participate in their recreational program that includes swimming, volleyball, weight training, etc. Contact the UT recreational department for exact fees or the Registrar for additional information.

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.

EMERGENCY EVACUATION

1. In the event the facilities need to be evacuated, either the fire alarm will sound or an announcement will be made through the School's public address system.
2. If fire alarm is sounding:
 - A. Follow flashing fire alarm exit signs to the nearest exterior doors.
 - B. If on 2nd floor, do not use elevator – use outside stairways or inside stairs outside Hocott Commons.
3. Keep alert for those who might need assistance in exiting.
4. Calmly exit the facility as quickly as possible.
5. Unless otherwise directed, please assemble in either the front or back parking lot area.

INCLEMENT WEATHER CLOSINGS & EMERGENCY COMMUNICATIONS

In an emergency, 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 result 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. Students and others should check available public media, including the following Austin radio and television stations for public announcements concerning Austin Grad.
 - A. Radio: KLBJ (AM 590); KASE (FM 101.7); KVET (FM 98.1)
 - B. Television: KTBC Fox 7 (cable 2); KXAN 36 (cable 4)KEYE 42 (cable 5); NEWS 8

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.

REPORTING MAINTENANCE & SAFETY ISSUES

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

Dave Arthur, Vice President

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

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

CAMPUS SAFETY AND SECURITY INCIDENT STATISTICS

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

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

Administrative Offices
(Receptionist or Vice President)

7640 Guadalupe St.

Austin, TX 78752

(512) 476-2772

OR

Dial 911 for the Austin Police Department

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

INTELLECTUAL PROPERTY RIGHTS

This policy exists to encourage research and innovation, clarify ownership of intellectual property rights, create opportunities for public use of School innovations, and provide for the equitable distribution of monetary and other benefits derived from intellectual property of federal law.

DEFINITIONS

1. **Creator** means the individual or group of individuals who invented, authored, or were otherwise responsible for creating the intellectual property.
2. **Intellectual Property** means any invention, discovery, improvement, copyrightable work, trademark, trade secret, and licensable know-how and related rights. Intellectual property includes, but is not limited to, individual or multimedia works of art of music, records of confidential information generated or maintained by the School, data, texts, instructional materials, tests, bibliographies, research findings, and theses. Intellectual property may exist in a written or electronic form, may be raw or derived, and may be in the form of text, multimedia, computer programs, spreadsheets, formatted fields in records or forms within files, databases, graphics, digital images, video and audio recordings, live video or audio broadcasts, performances, two or three-dimensional works of art, musical compositions, executions of processes, film, film strips, slides, charts, transparencies, other visual/aural aids or CD-ROMS.
3. **Net Income** means the gross monetary payments the School receives as a result of transferring rights in the intellectual property less the School's out-of-pocket expenditures (including legal fees) directly attributable to protecting, developing, and transferring that intellectual property.
4. **Regular Academic Work Product** means any copyrightable work product which is an artistic creation or which constitutes, or is intended to disseminate the results of, academic research or scholarly study. Regular academic work product includes, but is not limited to, books, class notes, theses and dissertations, course materials designed for the web, distance education and other technology-oriented educational materials, articles, poems, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic and sculptural works, or other works of artistic imagination.
5. **Employee** means a person employed or otherwise compensated by the School, including faculty members, staff members, and students.
6. **Specially Commissioned Work** means a work specially ordered or commissioned and which the School and the creator expressly agree in a written instrument signed by them shall be considered as such.

SCHOOL OWNERSHIP

Subject to the exceptions listed below, the School shall be the sole owner of all intellectual property created through the use of School resources or facilities, supported directly or indirectly by funds administered by the School, developed within the scope of employment by employees, agreed in writing to be a specially commissioned work, or assigned in writing to the School.

EXCEPTIONS TO SCHOOL OWNERSHIP

1. **Regular Academic Work Product.** A regular academic work product is owned by the creator and not the School. This subdivision does not apply to a regular academic work product that is assigned in writing to the School or specifically ordered or commissioned and designated in writing by the creator and School as a specially commissioned work.
2. **Course Requirement.** Intellectual property created solely for the purpose of satisfying a

course requirement is owned by the creator and not the School. This subdivision does not apply if the creator assigns ownership rights in the intellectual property to the School in writing or assignment of such ownership rights to the School is made a condition for participation in a course.

3. **Pre-Existing Rights.** If the intellectual property referred to in subdivision 1 and 2 is a derivative of or otherwise uses pre-existing School-owned intellectual property, this section shall not prevent the School from asserting its pre-existing rights.
4. **Contractual Agreements.** For intellectual property created in the course of or pursuant to sponsored research, external sales, industrial affiliates programs, or other contractual arrangements with external (non-School) parties, ownership will be determined in accordance with the terms of the School's agreement with the external party and applicable law.
5. **Outside Consulting Activities.** For intellectual property created in the course of or pursuant to activities that fall within and comply with the School's By-laws, ownership will be determined in accordance with the terms of any agreement governing intellectual property developed pursuant to such activities.

USE OF INTELLECTUAL PROPERTY

1. **Use of Teaching Materials.** In order to facilitate joint work on teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this policy, individuals who contribute teaching materials used in jointly developed and taught School courses thereby grant a nonexclusive, nontransferable license to the School to permit other contributors to the course to continue using those jointly produced teaching materials in School courses.

DISTRIBUTION OF INCOME

1. **Academic Research or Scholarly Study.** Unless otherwise agreed in writing by the School and the creator, in the event that the School receives income from intellectual property that is derived from academic research or scholarly study that is disclosed to and licensed or otherwise transferred by the School's technology transfer unit, and that is not agreed in writing to be a specially commissioned work, any net income will be divided as follows:
 - A. 33-1/3% to the creator;
 - B. 33-1/3% to the School; and
 - C. 33-1/3% to the Unit for which it was created, e.g., recruitment office.
2. **Changes to Distribution.** Changes to the distribution of income to the School and the School department may be appropriate if the income to a department becomes disproportionate compared to the department's budget or if there are administrative organizational changes, including movement of the creator among departments. Decisions about redistribution of income under such circumstances shall be made by the Vice President for Business Affairs in consultation with the President and Faculty Chair.

SCHOOL RESPONSIBILITIES

The School shall have the responsibility to:

1. Provide oversight of intellectual property management and technology transfer;
2. Establish effective procedures for licensing and patenting intellectual property;
3. Promote effective distribution and marketing of intellectual property;
4. Protect the School's intellectual property; and
5. Inform individuals covered by this policy about its provisions.

RESPONSIBILITIES OF APPLICABLE INDIVIDUALS

Employees, all persons receiving funding administered by the School or receiving other compensation from the School, and students regardless of funding or employment status, have a responsibility to:

1. Adhere to the principles embodied in this policy;
2. Sign, when so requested by the School, the School's Intellectual Property Policy Acknowledgment;
3. Create, retain, and use intellectual property according to the applicable local, state, federal, and international laws and School policies;
4. Disclose promptly in writing intellectual property owned by the School pursuant to this policy or created pursuant to sponsored research or other contractual arrangements with external parties as detailed above, and assign title to such intellectual property to the School or its designee to enable the School to satisfy the terms of any applicable funding or contractual arrangement; and
5. Cooperate with the School in securing and protecting the School's intellectual property, including cooperation in obtaining patent, copyright, or other suitable protection for such intellectual property and in legal actions taken in response to infringement.

COMPLIANCE

Failure to comply with the provisions of this policy is a violation and may result in discipline of an employee in accordance with applicable School policies and procedures.

SCHOOL PERSONNEL

ADMINISTRATION AND STAFF

Stanley G. Reid	President
David Worley	Chancellor
Dave Arthur	Vice President; Director of Financial Aid
Neil Haney	Director of Development
Renee Kennell	Administrative Assistant of Development and Public Relations; Webmaster
Celeste Scarborough	Registrar; Director of Admissions
Lauren Porter	Assistant to the Registrar
M. Todd Hall	Director of Library
Matt Porter	Bookstore Manager; Library Assistant
Debbie Koehn	Administrative Assistant
Allan McNicol	B.A. Program Coordinator and Student Advisor
Jeffery Peterson	Faculty Chair; M.A. Program Coordinator and Student Advisor
R. Mark Shipp	Dean of Students

FACULTY

<i>M. Todd Hall</i>	Instructor. B.A., Institute for Christian Studies; M.A.T.S., Austin Graduate School of Theology; M.L.I.S., University of North Texas. Bible, Theological Research.
<i>Allan J. McNicol</i>	A. B. Cox Professor. B.A., M.A., Abilene Christian University; B.D., Yale University; M.A., Ph.D., Vanderbilt University. New Testament, Biblical Theology.
<i>Jeffrey Peterson</i>	Jack C. and Ruth Wright Professor. B.A., M.A., Abilene Christian University; M.Div., Princeton Theological Seminary; Ph.D., Yale University. New Testament.
<i>Stanley G. Reid</i>	Senior Instructor. B.A., M.A., Abilene Christian University; D.Min. Perkins School of Theology, Southern Methodist University. Christian Ministry.
<i>R. Mark Shipp</i>	Pat E. Harrell Professor. B.A., M.S., Pepperdine University; M.Div., Ph.D., Princeton Theological Seminary. Old Testament.
<i>Michael R. Weed</i>	Billy Gunn Hocott Professor. B.A., M.A., Abilene Christian University; B.D., Austin Presbyterian Theological Seminary; Ph.D., Emory University. Theology, Christian Ethics, Church History.

ADJUNCT FACULTY

<i>Thomas Jason Fikes</i>	B.A., M.Div., Abilene Christian University; Ph.D., Fuller Theological Seminary. Church History.
<i>Virgil Fry</i>	B.A., M.A., Abilene Christian University; D.Min., Austin Presbyterian Theological Seminary. Christian Ministry.
<i>Larry Hall</i>	B.A., Abilene Christian College; M.A., Pepperdine University. Christian Ministry.
<i>Armando Hernandez</i>	B.A., Pepperdine University; M.A., Marriage and Family Institute, Abilene Christian University. Counseling.
<i>Daniel Napier</i>	B.A., Austin Graduate School of Theology; M.A., Austin Presbyterian Theological Seminary; Ph.D., Vrije Universiteit. Theology.
<i>Jim Reynolds</i>	B.A., M.Div., Abilene Christian University; Th.D., Graduate Theological Union; J.D., Southern Methodist University. Christian Ministry.
<i>Paul Riddle</i>	B.B.S., Abilene Christian University; B.S., University of Texas; M.Div., Austin Presbyterian Theological Seminary. Christian Ministry.
<i>Jimmy J.M. Roberts</i>	B.A., Abilene Christian College; B.D., Ph.D., Harvard University. Old Testament.
<i>Eddie Sharp</i>	B.A., M.A., D.Min., Abilene Christian University. Christian Ministry.
<i>Keith Stanglin</i>	B.A., Oklahoma Christian University; M.Div., Harding University Graduate School of Religion; Ph.D., Calvin Theological Seminary. Theology.
<i>David R. Worley</i>	B.A., M.A., Abilene Christian University; M.Div., Ph.D., Yale University. Bible.

BOARD OF TRUSTEES

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