Greetings,

It has been said that a theological education should “enable believers to think the faith in order to more fully live the faith.” I believe Austin Grad does this very well. It is why I accepted the call to serve as its president after 25 years of service to the church in local ministry.

During my years of church ministry, I came to appreciate the importance of having church leaders who are thoroughly prepared to be witnesses of the faith in the church and the world. We strive to nurture the faith and lives of those who lead and serve in the name of Jesus, through the power of the Holy Spirit, to the glory of God.

Our goal at Austin Grad is to provide scholarship for the church. Highly qualified professors integrate academic rigor with a concern for the life of faith.

Our student body is marked by diversity in ethnicity, age, and faith traditions. This provides for a dynamic environment and wonderful learning experience.

The interaction between professors and students is at the heart of our mission to promote knowledge, understanding, and practice of the Christian faith by equipping Christians and churches for service in the Kingdom of God.

Please join us on this adventure in theological education!

Grace,

Stan Reid
President
# Academic Calendar

## Fall Semester, 2016
- **All Classes Begin**: August 24
- **Holiday**: September 5
- **1st 8-week Online Session Ends**: October 16
- **2nd 8-week Online Session Begins**: October 17
- **Holidays**: November 24-25
- **Classes End**: December 2
- **2nd 8-week Online Session Ends**: December 11
- **Official Graduation (No Public Ceremony)**: December 17

## Spring Semester, 2017
- **All Classes Begin**: January 17
- **1st 8-week Online Session Ends**: March 12
- **Spring Break**: March 13-17
- **2nd 8-week Online Session Begins**: March 20
- **Holiday**: April 14
- **Classes End**: May 5
- **2nd 8-week Online Session Ends**: May 15
- **Commencement**: May 20

## Fall Semester, 2017 (Tentative)
- **All Classes Begin**: August 23
- **Holiday**: September 4
- **1st 8-week Online Session Ends**: October 15
- **2nd 8-week Online Session Begins**: October 16
- **Holidays**: November 23-24
- **Classes End**: December 1
- **2nd 8-week Online Session Ends**: December 10
- **Official Graduation (No Public Ceremony)**: December 16

## Spring Semester, 2018 (Tentative)
- **All Classes Begin**: January 16
- **1st 8-week Online Session Ends**: March 11
- **Spring Break**: March 12-16
- **2nd 8-week Online Session Begins**: March 12
- **Holiday**: March 30
- **Classes End**: May 4
- **2nd 8-week Online Session Ends**: May 13
- **Commencement**: May 19

(check website for up-to-date information)
## Table of Contents

### I. General Information .................................................. 1
- Mission Statement ......................................................... 1
- Purpose ............................................................................. 1
- Faculty Theological Statement .......................................... 1
- History ............................................................................ 1
- Facilities ........................................................................... 2
- Accreditation ..................................................................... 2
- The City of Austin ............................................................. 2
- Notice ............................................................................... 3

### II. Admissions Policies and Procedures ................................ 4
- To Prospective Students .................................................... 4
- Degree Programs ................................................................ 4
  - On Campus ..................................................................... 4
  - Online ........................................................................... 4
- Procedures for Admission .................................................. 4
  - On Campus ..................................................................... 4
    - Bachelor of Arts in Christian Studies ........................... 4
    - Master of Arts in Theological Studies ......................... 6
  - Online ........................................................................... 7
    - Bachelor of Arts in Christian Studies Degree Completion 7
- General ............................................................................ 9
- Provisional Admission ....................................................... 9
- Special Admission ........................................................... 9
- Auditors .......................................................................... 9
- Immunization Policy ......................................................... 10
  - Exemptions .................................................................... 10
- Non-Discriminatory Policy .................................................. 11

### III. Tuition and Financial Policies ...................................... 12
- Tuition and Fees ............................................................... 12
- Payment Process and Plan ................................................ 12
- Refund Policy and Fees ..................................................... 13
- Financial Responsibility ..................................................... 14
- Financial Aid Refunds ....................................................... 14

### IV. Financial Aid ................................................................. 15
- Funding Your Austin Grad Education .................................. 15
  - Personal Funds .............................................................. 15
  - Austin Grad Scholarships .............................................. 15
# Table of Contents, Continued

Church or Employer Matching .................................................. 15  
Veteran Education Benefits ...................................................... 16  
Federal Financial Aid Programs ................................................ 16  
Applying for Federal Aid .......................................................... 16  
  FAFSA .................................................................................. 16  
  FSA ID .................................................................................. 16  
  FAFSA Priority Deadlines ......................................................... 17  
  Student Eligibility ................................................................. 17  
  Return of Federal Aid Awards ................................................... 17  
  Master Promissory Note .......................................................... 17  
Federal Aid Policies ................................................................. 17  
  Satisfactory Academic Progress for Financial Aid Eligibility ............ 17  
  SAP Definitions for Calculations ............................................... 18  
  Return of Title IV Federal Student Aid ......................................... 19

V. Academic Programs ............................................................... 21  
On Campus ................................................................................. 21  
  Bachelor of Arts in Christian Studies .......................................... 21  
  Master of Arts in Theological Studies ......................................... 22  
Online ....................................................................................... 24  
  Bachelor of Arts in Christian Studies Degree Completion ............... 24

VI. General Academic Information/Policies .................................... 26  
Full-Time, Part-Time Status ......................................................... 26  
Student Employment ................................................................. 26  
Health Insurance ....................................................................... 26  
Resources for Learning ............................................................... 26  
Tutoring Program ..................................................................... 27  
Grading .................................................................................... 27  
Definition of Credit Hour ............................................................ 28  
Transcript Requests ................................................................... 28  
Withdrawal ............................................................................... 28  
Academic Probation ................................................................... 29  
Discontinuance .......................................................................... 29  
Dismissal ................................................................................... 30  
Applying for Graduation ............................................................. 30  
Drug and Alcohol Policy .............................................................. 30  
Grievance Procedure ................................................................. 30  
Notification of Student Rights and  
  Confidentiality of Student Records ............................................ 31
## Table of Contents, Continued

IT Policies ................................................................. 34  
Intellectual Property Rights ....................................... 35  

### VII. Courses of Instruction ........................................... 39  
- Division of Biblical Studies ........................................ 39  
- Division of Church History and Theology ......................... 43  
- Division of Ministry .................................................. 45  
- Division of Christian Studies ...................................... 47  

### VIII. Student Life .................................................... 49  
- Chapel ......................................................................... 49  
- Guest Lecturers .......................................................... 49  
- Student Government .................................................... 49  
- Commencement ........................................................... 49  
- Student Placement ...................................................... 49  
- Student Handbook ...................................................... 49  

### IX. Key Endowments .................................................... 50  

### X. Scholarships and Other Funds ................................. 52  
- Scholarship Funds ...................................................... 52  
- Other Funds and Endowments ....................................... 53  

### XI. Administration, Faculty and Board of Trustees .......... 55  
- Administration .......................................................... 55  
- Faculty ................................................................. 55  
- Emeritus Faculty ....................................................... 56  
- Adjunct Faculty ........................................................ 56  
- Board of Trustees .................................................... 58
I. General Information

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.

FACULTY THEOLOGICAL STATEMENT
We acknowledge one God, the Creator of heaven and earth, revealed in the Old and New Testaments as Father, Son, and Holy Spirit. We believe in the uniqueness and finality of God’s revelation in the life, death, and resurrection of Jesus Christ, and in the ultimate triumph of his kingdom. We believe that the risen Christ continues his ministry to the world through his Spirit in the community of faith; we believe that membership in the body of Christ nurtures Christian faith, is essential to Christian growth, and is necessary for salvation. We acknowledge the Bible as the only rule for Christian faith and practice. We maintain the centrality and importance of Christian preaching to the mission of the church. In continuity with the Restoration tradition of Christian faith and practice, in matters of faith we seek unity; in matters of opinion, liberty; in all things, charity.

HISTORY
The Austin Graduate School of Theology traces its origins to 1917, when the University Avenue Church of Christ established a Bible Chair at the University of Texas. In 1975 this program was expanded with the offering of a bachelor’s degree in Biblical Studies by arrangement with Abilene Christian University. That same year, the Bible Chair was incorporated as the Institute
for Christian Studies (ICS). 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 ICS’s mission in 1992 when a master’s degree was offered by arrangement with Abilene Christian University.

In the fall of 2001, ICS 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 both in churches and in broader society in a variety of capacities including ministry, mission work, teaching, and business.

FACILITIES

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 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.

ACCREDITATION

Austin Graduate School of Theology is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor’s and master’s degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Austin Graduate School of Theology.

THE CITY OF 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 for 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.

NOTICE

Austin Graduate School of Theology reserves the right to amend information contained in this catalogue at any time, including admissions and financial aid policies and procedures and charges for tuition, fees, and other institutional services, at the discretion of the administration or when mandated by regulatory agencies. When such changes do occur, every effort will be made to provide adequate notice to all affected by the changes. In addition, check for updates on our web site at www.austingrad.edu.
II. Admissions Policies and Procedures

To Prospective Students

Austin Grad reserves the right to exercise discretion in granting or denying admission of applicants to any program, including enrollment through Special Admission, on any grounds consistent with its educational standards, its stated purpose and mission, and its understanding of itself as a community of faith.

Degree Programs

On Campus
- Bachelor of Arts in Christian Studies
- Master of Arts in Theological Studies

Online
- Bachelor of Arts in Christian Studies Online Degree Completion

Procedures for Admission

On Campus
Bachelor of Arts in Christian Studies

Students Must
- Have proof of high school completion or diploma equivalent
  o Verified through official school document
- Have completed 24 semester hours of transferable credit, with at least 12 hours completed in the core, including at least 3 hours in an English composition course.
- Have a 2.0 minimum GPA
- Additional assessment may be required based on evaluation of academic history

To Apply
- Submit an Application for Admission
- Submit the $25.00 nonrefundable Application Fee ONLY if submitting a paper application (payable to Austin Grad). The Application Fee is waived for all applications submitted online.
- Submit a 1-2 page typed essay stating goals for ministry and/or reasons for pursuing the BACS.
• Provide official transcripts of all credits attempted and earned through all previously attended institutions of higher education. Institutions should send transcripts directly to Austin Grad rather than the student.
• International students seeking admission should contact the Registrar’s office for additional requirements.
• Students for whom English is a second language must submit a paper-based test score (PBT) of 530 or an internet-based test score (iBT) of 70 or higher on the TOEFL.
• All students accepted into any degree program must sign and return the Letter of Acceptance for their admission to be considered complete.

Residency Requirement
A minimum of 36 hours of coursework must be completed in residence at Austin Grad for students in the BACS degree program.

Assessment Test
All students entering the Bachelor of Arts in Christian Studies degree program are required to take an assessment test to evaluate competencies in general education subjects. Students can check with the Registrar to find the nearest testing location and arrange to take the full Texas Success Initiative (TSI) Assessment test. Students not achieving a satisfactory score may be referred for additional coursework in the relevant subject. Students need to make arrangements to take the assessment test prior to the start of the first semester of enrollment. Students should receive test results at the conclusion and are responsible for delivering these to Austin Graduate School of Theology as soon as possible. Results should be submitted to:

Austin Graduate School of Theology
Admissions Office
7640 Guadalupe St
Austin, TX 78752
Fax #: 512-476-3919
Email: admissions@austingrad.edu

Transfer of Credits for the BACS Degree
Austin Grad accepts transfer hours from regionally accredited institutions. In addition, up to 15 semester-hours of credit from other institutions may be accepted in transfer toward the BA degree in cases where Austin Grad assesses this as equivalent to college-level work. Transfer credit applied to major coursework must be upper-division (Junior, Senior) level. No transfer credit under the grade of C will be accepted.
Austin Grad will accept up to 30 hours of advanced placement through the College Level Examination Program (CLEP) or the College Board Advanced Placement (AP). Minimum credit-granting scores are: CLEP – 50. Students desiring credit for AP courses will need to contact the Registrar’s office for details concerning acceptable AP scores. All students who request credit through CLEP or AP must have official test scores sent directly to the Registrar’s office.

Veterans or active-duty military may be awarded credit for courses or experiences that have American Council on Education (ACE) credit recommendation.

Master of Arts in Theological Studies

Students Must
• Have a bachelor’s degree from a regionally accredited institution
• Have a 2.5 minimum GPA

To Apply
• Submit an Application for Admission
• Submit the $25.00 nonrefundable Application Fee ONLY if submitting a paper application (payable to Austin Grad). The Application Fee is waived for all applications submitted online.
• Submit a 1-2 page typed essay stating goals for ministry and/or reasons for pursuing the MATS.
• Submit three letters of reference, including one from a professor and one from a minister or leader of the congregation where the applicant is actively involved.
• Provide official transcripts of all credits attempted and earned through all previously attended institutions of higher education. Institutions should send transcripts directly to Austin Grad rather than the student.
• Students for whom English is a second language must submit a paper-based test score (PBT) of 550 or an internet-based test score (iBT) of 80 or higher on the TOEFL.
• All students accepted into any degree program must sign and return the Letter of Acceptance for their admission to be considered complete.

Residency Requirement
A minimum of 24 hours of graduate-level coursework must be completed in residence at Austin Grad for students in the MATS degree program.

Transfer of Credits for the MATS Degree
Austin Grad accepts transfer hours from regionally accredited institutions. No transfer credit under the grade of B will be accepted.
Online
Bachelor of Arts in Christian Studies Degree Completion

Students Must

• Have proof of high school completion or diploma equivalent
  o Verified through official school document
• Have completed 24 semester hours of transferable credit, with at least 12 hours completed in the core, including at least 3 hours in an English composition course.
• Priority consideration will be given for students who have completed 48 hours toward non-elective general education requirements.
• Have a 2.0 minimum GPA
• Additional assessment may be required based on evaluation of academic history

To Apply

• Submit an Application for Admission
• Submit the $25.00 nonrefundable Application Fee ONLY if submitting a paper application (payable to Austin Grad). The Application Fee is waived for all applications submitted online.
• Submit a 1-2 page typed essay stating goals for ministry and/or reasons for pursuing the BACS Degree.
• Provide official transcripts of all credits attempted and earned through all previously attended institutions of higher education. Institutions should send transcripts directly to Austin Grad rather than the student.
• All students accepted into any degree program must sign and return the Letter of Acceptance for their admission to be considered complete.

Additional Requirements for International Online Students

• Due to the specialized nature of our school, general education courses (required for the Bachelor of Arts degree - 69 hours total) must be taken at other accredited institutions within your country or the United States. All general education requirements must be completed before applying to Austin Grad.
• Official transcripts sent directly to the Registrar from the institution(s) attended. Austin Grad may request that the application provide an official evaluation of transcripts.
• Students for whom English is a second language must submit a paper-based TOEFL (PBT) test score of 530 or an internet-based test (iBT) score of 70 or higher.
• Due to the expense of converting and transferring international funds, students are required to have payment arrangements approved by Austin Grad. Funds must be received in U.S. dollars and cleared at least one week prior to each term start date.
**Residency Requirement**
A minimum of 36 hours of coursework must be completed through Austin Grad for students in the BACS degree-completion program.

**Assessment Test**
All students entering the Bachelor of Arts in Christian Studies degree program are required to take an assessment test to evaluate competencies in general education subjects. Students can check with the Registrar to find the nearest testing location and arrange to take the full Texas Success Initiative (TSI) Assessment test. Students not achieving a satisfactory score may be referred for additional coursework in the relevant subject. Students need to make arrangements to take the assessment test prior to the start of the first semester of enrollment. Students should receive test results at the conclusion and are responsible for delivering these to Austin Graduate School of Theology as soon as possible. Results should be submitted to:

Austin Graduate School of Theology  
Admissions Office  
7640 Guadalupe St  
Austin, TX 78752  
Fax #: 512-476-3919  
Email: admissions@austingrad.edu

**Transfer of Credits for the BACS Degree**
Austin Grad accepts transfer hours from regionally accredited institutions. In addition, up to 15 semester hours of credit from other institutions may be accepted in transfer toward the BA degree in cases where Austin Grad assesses this as equivalent to college-level work. Transfer credit applied to major coursework must be upper-division (Junior, Senior) level. No transfer credit under the grade of C will be accepted.

Austin Grad will accept up to 30 hours of advanced placement through the College Level Examination Program (CLEP) or the College Board Advanced Placement (AP). Minimum credit-granting scores are: CLEP – 50. Students desiring credit for AP courses will need to contact the Registrar’s office for details concerning acceptable AP scores. All students who request credit through CLEP or AP must have official test scores sent directly to the Registrar’s office.

Veterans or active duty military may be awarded credit for courses or experiences that have American Council on Education (ACE) credit recommendation.
**General**
Priority consideration is given to students who apply for admission no later than July 1 for the Fall semester and no later than December 1 for the Spring semester.

Application documents and fees should be submitted to:

Austin Graduate School of Theology  
Admissions Office  
7640 Guadalupe St  
Austin, TX 78752  
Fax #: (512) 476-3919

**Provisional Admission**
An applicant to a degree program who does not meet all the academic qualifications for that program may be permitted to enroll in the regular course of study on a conditional basis known as Provisional Admission. A Provisional student must enroll in required coursework for their degree program. Undergraduate students must earn at least a 2.0 GPA in their first twelve hours, and graduate students must earn at least a 2.5 GPA in their first twelve hours (which must include one language course).

Upon successful completion of these hours, a Provisional student may attain full admission status. Provisional Students who do not achieve this requirement will be involuntarily withdrawn (see ‘Discontinuance’ in the Academic Programs and Information section of this catalogue). Provisionally admitted students are encouraged to take advantage of the Tutoring Program (see ‘Tutoring Program’ in the Academic Programs and Information section of this catalogue).

**Special Admission**
Special Admission is granted to students taking courses for credit but not enrolled in a degree program at Austin Grad. Students wishing to continue beyond 12 credit hours must request permission through the Registrar’s office. Students who satisfactorily complete 30 credit hours may request a Certificate in Biblical and Theological Studies.

**Auditors**
Students wishing to take courses at Austin Grad without enrolling for academic credit may do so as auditors. Auditors must register and make full payment before attending a class. Students wishing to audit a graduate-level course must have an undergraduate degree or instructor approval. Online courses cannot be audited.
Immunization Policy

The State of Texas has mandated that all new, transfer, readmitted, and special students and students enrolling following a break of at least one long semester are required to provide documentation of immunization to the Admissions Office for meningococcal meningitis.

Exemptions

- Students who are 22 years of age or older by the first day of the start of the semester
- Students enrolled only in online or other distance education courses
- Students not admitted - Auditors, Special Students (non-degree seeking)

The initial meningococcal vaccine or booster must have been administered during the five-year period preceding and at least ten (10) days prior to the first day of the first semester in which the student initially enrolls at an institution.

Appropriate documentation includes: the signature or stamp of a physician, his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered; an official immunization record generated from a state or local health authority; or an official record received from school officials, including a record from another state. Students requesting an exemption for reasons of conscience must submit the Vaccine Waiver Exemption form available by request at Texas Department of State Health Services. An exemption for medical purposes must be obtained from a licensed physician or nurse practitioner, printed on letterhead paper and signed by the appropriate licensed medical professional.

The Admissions Office will provide new students with written notice, along with registration materials regarding (1) the right of the student or of a parent or guardian of a student to claim an exemption from the vaccination requirement, and (2) the importance of consulting a physician about the need for the immunization against bacterial meningitis to prevent the disease. This Office will also monitor all applications to ensure compliance with the law and with AGST policy. The Registrar’s Office will monitor this requirement for readmitted and special students to ensure compliance.

Students who have not provided approved documentation showing that they are in compliance with this AGST immunization policy will not be allowed to attend classes. However, under justifiable circumstances, the Director of Admissions may grant extensions to individual students to extend the date to no more than 10 days after the first day of the semester in which the student initially enrolls.

Vaccine Waiver Exemption: http://www.thecb.state.tx.us/reports/PDF/2602.PDF?CFID=41741027&CFTOKEN=70137814

**NON-DISCRIMINATORY POLICY**

Austin Grad does not discriminate in the administration of its educational or admissions policies, in the award of financial aid through scholarships, grants, work-study or loan programs, or in any other school program. In accordance with federal law, and in the conviction that all people are created in the image of God, Austin Grad admits men and women of all racial, national, and ethnic backgrounds to the rights, privileges, programs and activities accorded and available to all students.

Title IX Coordinator  
7640 Guadalupe St  
Austin TX 78752  
(512) 476-2772 x 105  
TitleIX@austingrad.edu
III. Tuition and Financial Policies

Tuition and Fees

Tuition
On Campus Programs/Courses
Undergraduate and graduate tuition is $350.00 per semester hour. Auditor tuition is $50.00.

Online Programs/Courses
Undergraduate tuition for online courses is $350.00 per semester hour plus a $100 per semester hour online fee. Online courses are not available to audit.

Fees
All students taking courses for credit are assessed a Technology Fee of $100 per semester. In addition, students taking courses on campus are assessed a Facility Use Fee of $75.00 per semester for credit students and $25.00 per semester for Auditors. Both fees are assessed per semester (fall, spring, summer) not per course or 8-week term.

Students also bear costs of textbooks and class materials.

Payment Process and Plan

Payment Process
Payments may be made by mail or at the receptionist’s desk at Austin Grad’s main office in one of the following ways: cash, check, money order, or credit card.

All students are required to make payment arrangements prior to being officially enrolled in classes. If prior semester charges have not been paid in full, the student will not be allowed to register until satisfactory arrangements have been made.

Payment Plan
Students may request to pay tuition charges through Austin Grad’s payment plan. Plans vary to accommodate for course length. Payments are based on charges for tuition and fees less pending financial aid credits (Students must have all required financial documentation completed for financial aid to be considered).

Sixteen-Week Courses
Require a minimum payment of one-third of balance upon registration. The remaining balance will be due in three (3) monthly installments.
Eight-Week Courses (Online)
Require a minimum payment of one-third of balance upon registration; one-third due first week of class and the remaining one-third due by the end of the fourth week.

One- to Four-Week Courses
Full payment must be made prior to the first day of classes.

Students are responsible to track payment dates and make payments on time. There is a $15.00 late fee for payments over five (5) days late. At its discretion, Austin Grad may revoke the payment plan option for students who repeatedly make late payments.

Refund Policy and Fees
Refunds are based on the date of official notice of withdrawal, which is the date the notice is received by the Registrar’s Office. The following refund schedule applies when dropping or withdrawing from a course (based on calendar days, not class days);

Sixteen-Week Courses
- 1st - 14th day: 100% refund (Add/Drop Period)
- 15th - 22nd day: 50% refund
- 22nd - 29th day: 25% refund
- After 29th day: No refund

Eight-Week Courses (Online)
NOTE: Due to non-recoverable costs related to providing online courses, AGST is only able to give a 100% refund through noon on the Wednesday PRIOR to class start.
- 1st - 7th day: 80% refund
- 8th - 14th day: 50% refund
- After 14th day: No refund

One- to Four-Week Courses
- 1st day: 100% refund (Add/Drop Period)
- 2nd - 3rd day: 50% refund
- After 3rd day: No refund

General
Schedule additions or changes after the Add/Drop Period are subject to a $25.00 administrative fee.
Tuition for Auditors, Technology Fees, and Facility Use Fees are non-refundable after the period for 100% tuition refunds.

Dates for the Add/Drop Periods and refund schedules are published on the Austin Grad Academic Calendar each year.

FINANCIAL RESPONSIBILITY

Austin Grad maintains a policy of financial responsibility. All students, including those receiving financial assistance, must make financial arrangements to settle their financial obligations for tuition, books, and loans as those expenses are due. Students may not be allowed to enroll from semester to semester when tuition and other costs from prior semesters are unpaid. Students will not be allowed to graduate until all financial obligations to Austin Grad are discharged. Transcripts will not be issued to students who have outstanding financial obligations to Austin Grad.

FINANCIAL AID REFUNDS

Refunds and repayments involving financial aid will be handled in accordance with federal regulations and institutional policies applicable to the situation (See ‘Financial Aid’ section of Catalogue). Distribution of any remaining federal aid funds will follow applicable federal regulations.
IV. Financial Aid

Austin Graduate School of Theology is committed to practicing and encouraging good stewardship. To foster this, a number of financial aid programs are available to assist students in minimizing or eliminating the need to incur debt while working toward their degree. We invite prospective and continuing students to contact our Financial Aid Office at finaid@austingrad.edu to discuss options and eligibility.

IMPORTANT: Students wishing to utilize financial aid for tuition and fee payment must complete processing prior to published deadlines or make other payment arrangements. Please contact the Financial Aid Office with any questions.

Students who are familiar with the Federal Aid process may wish to go directly to the section, Applying for Federal Aid, on the next page. For those new to federal aid or interested in other types of aid, the following provides an overview of programs and policies.

Funding Your Austin Grad Education

Personal Funds
Personal Funds are those from you or your family. Many of our students work in area churches or secular jobs while working toward their degree. If you are relocating to the Austin area to attend, check with the Dean of Students for potential openings/internships in local churches.

Austin Grad Scholarships
Through the generosity of supporters, a number of scholarship funds have been established to assist students preparing for service in full-time or lay ministry. Individual funds are described in this Catalogue. Eligibility is based upon enrollment in a degree program, financial need, academic history, and ministry involvement or potential. Priority is given to full-time students, but part-time students may also be eligible. To apply, students must complete the Austin Grad Financial Aid Application. Priority is given to applications received by July 1 for fall semesters and November 15 for spring semesters.

The Austin Grad Financial Aid Application is available in the Financial Aid Office or on our web site at www.austingrad.edu. Submit completed application to the Austin Grad Financial Aid Office.

Church or Employer Matching
Students often have supporting churches that pay all or part of their tuition. Austin Grad may match a portion of this support – up to 25% of your full tuition payment. When a matching award is combined with another scholarship award, the total of both may not exceed 25% of tuition. Contact our Financial Aid Office for details. If you plan to work in a secular job while in school, check with your employer for programs that may help fund your education.
Veteran Education Benefits
Austin Grad degree programs are approved for all major veteran education benefits. Veterans, dependents and survivors of veterans may be eligible. Contact our Financial Aid Office for assistance.

Federal Financial Aid Programs
Austin Grad participates in a number of Title IV Federal Student Aid programs. All require the completion of the Free Application for Federal Student Aid (FAFSA - see below).

- Federal Pell and Supplemental Equal Opportunity Grants are based on financial need and available to students working toward their first undergraduate degree.
- The William D. Ford Federal Direct Loan Program provides for Stafford Subsidized and Unsubsidized loans. Repayment of these loans may be deferred while you are attending at least half-time in a degree program.
  - Subsidized loans are awarded according to demonstrated financial need and are available only to undergraduate students. The federal government pays interest while the borrower is enrolled at least half-time in a degree program and during a six-month grace period. Repayment of the loan begins at the end of the six-month grace period after leaving school or dropping below half-time.
  - Unsubsidized loans are awarded regardless of demonstrated need and are available to both undergraduate and graduate students. Interest begins accruing from the date of disbursement. By making interest payments while in school, capitalization of the interest can be avoided. When interest is capitalized, it is added to the principal amount of the loan upon which further interest charges are based.
  - PLUS loans (Parent Loans for Undergraduate Students) are for parents of dependent students. These can be used to supplement other financial aid awarded to a student, such as the Direct Stafford Loan. Repayment of the Direct PLUS Loan is not deferrable. Parents must begin repayment within 60 days after the entire loan has been disbursed.
- Federal Work-Study positions are available to both undergraduate and graduate degree students. Eligibility is based on financial need. Work hours can be adjusted to fit course schedules; however, total hours are usually limited to 3 to 10 per week.

Applying for Federal Aid
- FAFSA
  Complete your Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) each academic year (fall-spring). Request your FAFSA be sent to Austin Grad using school code 017322.

- FSA ID
  To use the FAFSA website, you will need to set up a Federal Student Aid ID (FSA ID) - a username and password. The FSA ID has replaced the PIN number previously used to login and sign the FAFSA.
Your FSA ID will also allow access to your financial aid information at several other Department of Education websites, including nslds.ed.gov and StudentLoans.gov.

- **FAFSA Priority Deadlines**
  Students should complete the FAFSA online at least 45 days prior to start of classes. This allows time to determine eligibility and for any award to be applied as payment at registration. Students submitting their FAFSA after this date may be required to make other payment arrangements to register.

- **Student Eligibility**
  Students must meet certain eligibility requirements to participate in Federal Aid programs. These are outlined in the handbook, “Financial Aid at Austin Grad: Overview and Policies.” The handbook can be obtained through the Financial Aid Office or on Austin Grad’s web site.

- **Return of Federal Aid Awards**
  All students receiving Title IV (Federal) student aid are subject to return a portion of that aid if withdrawing prior to the 60% point of any enrollment period. The amount of funds to be returned, if any, is calculated according to the date of withdrawal and federal guidelines. Federal Work-Study funds already paid are not subject to this policy.

- **Master Promissory Note**
  - Students accepting a loan award through the Direct Loan Program must complete and electronically sign a Master Promissory Note (MPN) with the federal government before any loans will be processed or disbursed (paid) to their account.
  - Loan Counseling: All Direct Loan borrowers must complete electronic Entrance and Exit Counseling as a requirement of their loan agreement. These sessions are intended to provide borrowers with an understanding of their rights and responsibilities under the Direct Loan Program. Entrance Counseling must be completed before the student’s first loan is processed. Exit Counseling is to be completed upon graduation or withdrawal from the program.
  - To complete an MPN and Entrance Counseling, students should log into the Federal Loan web site, StudentLoans.gov, using the PIN number used for their FAFSA.

**Federal Aid Policies**

**Satisfactory Academic Progress for Financial Aid Eligibility**
All students who wish to qualify for federal financial aid while attending Austin Graduate School of Theology are required to maintain satisfactory academic progress (SAP). Satisfactory academic progress has three standards:
Minimum grade point average
Minimum credit hour completion rate
Completion of a degree within a maximum number of credit hours attempted

If a student meets all of these standards, he/she is eligible to be considered for financial aid. If a student does not meet any one of these standards, he/she is not eligible to receive financial aid. The following details these standards.

Minimum Grade Point Average (GPA): See current policies on minimum GPA under General Academic Information/Policies; Academic Probation.

Minimum credit hour completion rate: Students must complete a minimum of 67% of credit hours attempted within the most recent year and cumulatively for all semesters enrolled. Student completion rates are evaluated by the Registrar’s Office after each spring semester.

Completion of a degree within a maximum number of credit hours attempted: Students are eligible to receive financial aid for a maximum of 150% of credit hours required for their degree. Currently, Austin Grad offers two degrees. The Bachelor of Arts in Christian Studies degree is 120 credit hours, which means students must complete these in no more than 180 credit hours attempted. The 36-hour Master of Arts in Theological Studies degree allows up to 54 attempted hours (this number may increase if additional Background Coursework is required).

SAP Definitions for Calculations
• Grades counted as attempted and completed credit hours: A, B, C, D (except transfer credit, which must be a minimum grade of C)
• Grades counted as attempted, but not completed credit hours: F, R, INC, VWD, WF, WP
• Grades not counted in SAP calculations: AU (audit) and all credit by examination grades, i.e. CLEP, Advanced Placement, etc.
• Transfer Credit: At the time of admission, only completed coursework which is accepted toward the degree is counted. All credits attempted taken after admission will be counted in SAP, including both completed and not completed

Probation
Failure to meet SAP will result in probationary status the following semester. A student may receive financial aid for one semester while on probation, but not two consecutive semesters.

Re-establishing SAP and Financial Aid Eligibility
The Financial Aid Office will notify students of their failure to meet SAP. However, each student is responsible for knowing his/her own status, whether or not they receive this notification. Students who fail to meet SAP may re-establish their eligibility in one of two ways. The student can earn the number of credit hours for which they are deficient or improve
their GPA without financial aid. After the deficiency is resolved, the student must submit a written request to the Financial Aid Office to review their eligibility.

**Appeals**

If there were extenuating circumstances, such as illness, that prohibited the student from meeting SAP standards and those circumstances are now resolved, the student may submit a written appeal to the Financial Aid Office. Appeals must include a detailed description of the circumstances that occurred during the semester in which the student failed to meet SAP policy. Any supporting documentation should also be included. Note that students seeking to re-establish financial aid eligibility remain ineligible to receive financial aid or to defer payment until the appeal process is completed. As such, students should be prepared to pay tuition and fees until an appeal has been granted. All appeal decisions by the Financial Aid Office are final.

**Return of Title IV Federal Student Aid**

A student who finds it necessary to completely withdraw from Austin Grad may have to repay a portion or all of their federal aid received. Students are strongly recommended to contact the Financial Aid Office before dropping classes or withdrawing to determine how the change will affect their financial aid award for that semester. Withdrawals may also impact financial aid eligibility for future semester.

Once its determined that a student withdraws or stops attending all classes, the Financial Aid Office will determine whether the student and/or school may have to return Federal Aid that’s been awarded. This will be determined and calculated according to Federal Title IV policies.

**Basis for Determining whether Funds need to be Returned**

The amount of Title IV funds (other than Federal Work-Study) that must be returned to the Title IV programs is based solely on the length of time the student was enrolled before withdrawing. This policy is effective for complete or full withdrawal from a semester in which the student receives Title IV federal funds.

If the student withdraws before 60 percent of the semester has elapsed, a percentage of Title IV funds will be returned to the federal program based on the length of time the student is enrolled prior to withdrawal. For example, if the student withdraws when 50 percent of the semester has elapsed, 50 percent of Title IV funds will be returned to the federal programs. The Financial Aid Office will use required federal Return of Title IV worksheets to calculate the total aid ‘earned’ by a withdrawn student (other examples and sample worksheets are available in the Financial Aid Office). After 60 percent of the semester has elapsed, the student is considered to have earned all aid received for the semester. The number of days used in calculations is based upon the calendar dates for that semester and include weekends and holidays.
**Basis for Determining Date of Withdrawal (used in calculations)**
The return of Title IV funds depends upon the date the student withdraws during the semester. Withdrawal date is defined as one of the following:
- The date the student provided the Registrar’s Office with official notification of withdrawal;
- The mid-point of the payment period or period of enrollment for which Title IV assistance was disbursed is used for a student who does not provide official notification of withdrawal (unless the School can document a later date); or
- The withdrawal date as determined from class attendance records, if available.

If a student stops attending classes, federal regulations require that Austin Grad consider the student withdrawn for financial aid purposes.

**Basis for Determining Which Title IV Funds are to be Returned**
If the withdrawal date results in a percentage of Title IV aid not earned by the student, then return of Title IV aid will occur in the following order:
1) Unsubsidized Federal Stafford Loans
2) Subsidized Federal Stafford Loans
3) Federal PLUS Loans
4) Federal Pell Grants
5) Federal SEOG Grants

**Summary of Return of Title IV Funds Process**
Once a student is determined to have withdrawn or stopped attending, Austin Grad’s Financial Aid Office will use the definitions outlined above to:
- Determine date of withdrawal;
- Calculate the percentage of aid deemed to have been earned by the student;
- Calculate the percentage of aid not earned by the student, which must be returned to federal programs; and
- Contact the student in writing if funds must be returned. Correspondence will include the calculations used to determine the amount the student owes.
V. Academic Programs

On Campus

Bachelor of Arts in Christian Studies

The Bachelor of Arts in Christian Studies (BACS), a liberal arts degree, is especially suited for those pursuing a life of service in the church and for those planning to enter seminary or graduate theological studies. Based on a foundation grounded in the classical liberal arts tradition, it seeks to bring the student through informed study of the Bible and historic Christian faith to mature development of a coherent world view whereby they may function well in the contemporary world.

Student Learning Outcomes
1. The student will show mastery of the biblical story and familiarity with various genres of biblical literature (law, wisdom, gospel, epistle, etc.) and basic methods and principles of biblical exegesis.
2. The student will state the fundamental doctrines of historic Christian faith as summarized in the Apostles’ and Nicene creeds and demonstrate familiarity with major persons and events in the history of Christianity.
3. The student will articulate major elements of a coherent Christian world view and be able to communicate this effectively in a local church or parachurch setting.
4. The student will demonstrate knowledge and use of word processing skills, subscription databases, Bible software, and other electronic study resources.
5. The student will attain the necessary foundations for lifelong learning and competent writing through acquiring broad-based knowledge and skills in the liberal arts.

Course of Study
A minimum of 120 semester hours is required for the BACS, which includes 69 hours of general education courses and 51 hours of major requirements. Students may use undergraduate courses offered at Austin Grad to meet general education elective requirements. Students must complete all other general education coursework at regionally accredited institutions as transfer credit. 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.

I. General Education Requirements (69 semester hours)
   • English Language and Literature - 12 hours (not including Public Speaking; see below)
   • Fine Arts - 3 hours
   • Natural Science - 6 hours
   • Mathematics - 3 hours
   • History - 12 hours (6 Western Civilization; 6 U.S. History)

• Public Speaking - 3 hours
• Philosophy or Classics - 6 hours
• Social Science - 3 hours
• Electives - 21 hours (Austin Grad offers a number of courses that may be used as electives)

II. Major Requirements (51 semester hours)
(P) indicates prerequisites. See course description for details.
• CS 3350 Research and Writing in Theology
• OT 3310 Story of Israel
• NT 3320 Jesus and the Gospels
• NT 3321 Paul and His Letters
• NT 4313 Interpreting the Bible
• 3 hours Elective in Bible
• GRK 3351-52 New Testament Greek (6 hours)
• CH 3312 The Church's History: To the Reformation
• TH 4312 The Church's Faith
• TH 4313 Christian Ethics
• NT 4335 Biblical Theology (P)
• CS 4362 Church in the Contemporary World (P)
• CS 4363 Christian Encounter with Other Cultures
• 9 hours Selected from the Ministry Division

Additional Requirement
• Successful completion of the BA Bible Knowledge Exit Exam in final semester prior to graduation.

M A S T E R  O F  A R T S  I N  T H E O L O G I C A L  S T U D I E S

S t u d e n t  L e a r n i n g  O u t c o m e s
The Master of Arts in Theological Studies (MATS) provides a foundation in biblical and theological studies essential to the responsible practice of Christian ministry. The degree is especially appropriate for persons seeking a specialized ministry in the congregational setting and for those wishing to enhance the effectiveness of their volunteer or lay ministries.

1. The student will interpret passages of the Old and New Testaments in light of their literary, historical, and theological contexts.
2. The student will articulate the fundamental doctrines of the Christian faith reflecting knowledge of major theological traditions (e.g., Catholic, Orthodox, Lutheran, Reformed, Methodist, Baptist, Restoration).
3. The student will demonstrate a readiness to serve as a minister or lay teacher informed by a biblical and theological understanding of ministry.
4. The student will prepare papers, sermons, classes, and other assignments employing research tools such as bibliographic indices and databases in biblical and theological studies (ATLA Religion Index, NT/OT Abstracts, etc.).

The MATS consists of 39 semester hours of graduate-level coursework, distributed among biblical studies, history and theology, and ministry. The course of study is intended to be completed in two (2) years of full-time study, but part-time students may take as many as five (5) years for completion.

Course of Study
The MATS requires the following 15 semester hours of Background Coursework, or their equivalent, which must be satisfactorily completed at the undergraduate or graduate level:

- GRK 3351-52 New Testament Greek (6 hours)
- CH 3312 The Church’s History: To the Reformation
- CS 3350 Research and Writing in Theology
- NT 4313 Interpreting the Bible

MATS Degree Plan (must be graduate-level coursework):
(P) indicates prerequisites. See course description for details.

Biblical Studies (12 hours)
- OT 6301 Reading the Old Testament
- NT 6301 Reading the New Testament
- 6 hours of exegetically intensive text electives, one in each Testament

Church History and Theology (9 hours)
- CH 6303 Traditions in Christian Theology and Ethics (P)
- CH 6305 The Church’s History: Reformation and Modern
- TH 6301 Introduction to Theology (P)

Christian Ministry (9 hours)
- MIN 6301 Introduction to Christian Ministry
- MIN 6302 The Ministry of Preaching (P)
- MIN 6303 From Text to Sermon (P)

Electives (9 hours)
- Only three of the nine hours of electives may be taken in the Biblical Studies division.
Students with undergraduate work deemed adequate as an introduction to a division’s curriculum must substitute the equivalent number of semester hours of graduate-level coursework within the same division.

Additional Requirement
• Successful completion of the MATS Bible Knowledge Exit Exam in final semester prior to graduation.

**Online**

**Bachelor of Arts in Christian Studies Degree Completion**

The Bachelor of Arts in Christian Studies (BACS), a liberal arts degree, is especially suited for those pursuing a life of service in the church and for those planning to enter seminary or graduate theological studies. Based on a foundation grounded in the classical liberal arts tradition, it seeks to bring the student through informed study of the Bible and historic Christian faith to mature development of a coherent world view whereby they may function well in the contemporary world.

**Student Learning Outcomes**
1. The student will show mastery of the biblical story and familiarity with various genres of biblical literature (law, wisdom, gospel, epistle, etc.) and basic methods and principles of biblical exegesis.
2. The student will state the fundamental doctrines of historic Christian faith as summarized in the Apostles’ and Nicene creeds and demonstrate familiarity with major persons and events in the history of Christianity.
3. The student will articulate major elements of a coherent Christian world view and be able to communicate this effectively in a local church or parachurch setting.
4. The student will demonstrate knowledge and use of word processing skills, subscription databases, Bible software, and other electronic study resources.
5. The student will attain the necessary foundations for lifelong learning and competent writing through acquiring broad-based knowledge and skills in the liberal arts.

**Course of Study**
A minimum of 120 semester hours is required for the BACS, which includes 69 hours of general education courses and 51 hours of major requirements. Students may use undergraduate courses offered at Austin Grad to meet general education elective requirements. Students must complete all other general education coursework at regionally accredited institutions as transfer credit.
I. General Education Requirements (69 semester hours)
• English Language and Literature - 12 hours (not including Public Speaking; see below)
• Fine Arts - 3 hours
• Natural Science - 6 hours
• Mathematics - 3 hours
• History - 12 hours (6 Western Civilization; 6 U.S. History)
• Public Speaking - 3 hours
• Philosophy or Classics - 6 hours
• Social Science - 3 hours
• Electives - 21 hours (Austin Grad offers a number of courses that may be used as electives)

II. Major Requirements (51 semester hours)
(P) indicates prerequisites. See course description for details.
• CS 3350 Research and Writing in Theology
• OT 3310 Story of Israel
• NT 3320 Jesus and the Gospels
• NT 3321 Paul and His Letters
• NT 4313 Interpreting the Bible
• 3 hours Elective in Bible
• GRK 3351-52 New Testament Greek (6 hours)
• CH 3312 The Church’s History: To the Reformation
• TH 4312 The Church’s Faith
• TH 4313 Christian Ethics
• NT 4335 Biblical Theology (P)
• CS 4362 Church in the Contemporary World (P)
• CS 4363 Christian Encounter with Other Cultures
• 9 hours Selected from the Ministry Division

Additional Requirement
• Successful completion of the BA Bible Knowledge Exit Exam in final semester prior to graduation.
VI. GENERAL ACADEMIC INFORMATION/POLICIES

FULL-TIME, PART-TIME STATUS

Any undergraduate student taking at least twelve hours per semester is considered a full-time student. Any student taking fewer than twelve hours is considered part-time. Six hours is considered full-time in the Summer Session.

Any graduate student taking at least nine hours per semester is considered a full-time student. Any student taking fewer than nine hours is considered part-time. Six hours is considered full-time in the Summer Session.

STUDENT EMPLOYMENT

The faculty and administration of Austin Grad expect full-time students to maintain a high level of discipline and quality in their academic pursuits. To achieve these goals, full-time employment is discouraged. Students having financial needs may find it necessary to work in order to meet their expenses. To that end, Austin Grad recommends that full-time students be employed no more than 20 hours per week.

HEALTH INSURANCE

Austin Grad strongly recommends that all students have comprehensive health insurance for themselves and their families. To assist on-campus 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.

RESOURCES FOR LEARNING

The David Worley Library is located on the first floor of Austin Grad and currently has 30,000 items in its collection. The collection is highly specialized, with a focus on biblical studies, theology, church history, and practical ministry. The library subscribes to approximately 130 journals and maintains an up-to-date reference collection.

The Jim Beyer Computer Lab provides access to Macs and PCs. Computers are equipped with the latest Bible search software, including Accordance, Gramcord for Windows, Logos, and Bible Windows.
General Academic Information/Policies, Continued

The library maintains membership in the American Theological Library Association (ATLA) and TexShare, the consortium of academic and public libraries in the state of Texas. Through TexShare, students have access to numerous online, full-text databases and also have borrowing privileges at most public and academic libraries throughout Texas. 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.

Tutoring Program

The Tutoring Program is available in order to help ensure the greatest academic success for all students. At any time during the year, a student may contact either the Faculty Chairman or Registrar’s Office for information.

Grading

The work done by students in courses is evaluated and reported by the use of traditional letter grades.

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

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

INC  Incomplete may be given at an instructor’s discretion when requested by a student because the assigned work for a course remains incomplete owing to unusual circumstances. If the work is not finished by the end of the subsequent semester plus one week, the grade automatically changes to F. The summer term counts as one semester for this purpose.
VWD  Voluntary Withdrawal
WP  Voluntary Withdrawal Passing is given when a student withdraws from a course prior to the posted deadlines for that semester.
WF  Voluntary Withdrawal Failing is given when a student withdraws from a course prior to the posted deadlines for that semester.
DEFINITION OF CREDIT HOUR

To comply with federal requirements, to ensure that credit is determined and awarded based on generally accepted practices in the higher education community, and for the purposes of the application of this policy, Austin Grad defines a credit hour:

- As the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:
  - Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester of credit, or ten to twelve weeks for one quarter-hour of credit, or the equivalent amount of work over a different amount of time, or
  - At least an equivalent amount of work as required outlined in item 1 for other academic activities as established by the institution, including laboratory work, internships, practical, and other academic modes of delivery, such as distance and online, leading to the award of credit hours.

As in generally accepted practice, a credit hour is assumed to be a fifty-minute (not sixty-minute) period.

TRANSCRIPT REQUESTS

To request an Austin Grad transcript, contact the Registrar’s Office. Requests must be in writing and include the signature of the person whose record is being requested. Cost is $5.00 per request (first request free for graduates). Transcripts are not issued until all overdue balances with Austin Grad are paid in full.

WITHDRAWAL

A student who withdraws from school after the official add/drop period is required to submit a written withdrawal request to the Registrar. A student may request withdrawal no later than four weeks before the last day of the semester. If the student does not request approval, a grade of F may be recorded for the courses in which they are registered. A student voluntarily withdrawing may return without reapplying within one year following the last work in residence, provided the
withdrawal occurred after completion of work at the close of a semester or was arranged with official approval.

ACADEMIC PROBATION

A student’s continued enrollment is a privilege based not only on scholastic performance, but also upon a student’s health. If it is determined that withdrawal is in the best interest of the student and Austin Grad, a student shall be asked to withdraw. In such cases, there shall normally be no academic penalty for the semester in which the student is enrolled. The Registrar shall inform the student in writing of the effective date of the involuntary withdrawal and shall explain the procedure for readmission.

Students admitted into a degree program, as well as any student admitted on conditional status, are placed on academic probation for any of the following reasons:
- Failure to maintain a 2.0 GPA both cumulatively and in the major;
- Receiving two grades of F in a given semester; or
- Receiving one F in each of two consecutive semesters.

A student receiving two grades of F in a given semester will also be liable for dismissal.

The Registrar monitors each student’s progress. Students placed on academic probation are notified of their status by the Registrar, and a copy of the notice is placed in the student’s file in the Registrar’s Office. During the period of academic probation students are not allowed to assume duties in the Student Government Association.

To be removed from academic probation a student must achieve a cumulative 2.0 grade point average and complete satisfactorily all coursework in the subsequent fall or spring semester in which the student is enrolled. Any student who has been on academic probation in a previous semester and is placed again on academic probation will be liable to dismissal by the faculty.

Should a student become liable for dismissal by the faculty, the Registrar shall notify both the student and Program Coordinator.

DISCONTINUANCE

A student who has not achieved the required cumulative GPA of 2.0 after two consecutive semesters of academic probation will be discontinued. Discontinuance implies no irregularity of conduct or breach of discipline. A student may be readmitted to his or her program of studies after one semester of discontinuance. Readmission will be granted if the student offers satisfactory evidence that their
difficulty, academic or otherwise, has been removed. If the student remains on probation after the first semester of readmission, they are permanently discontinued from Austin Grad.

**DISMISSAL**

Any breach in discipline or action contrary to the best interests of Austin Grad may lead to disciplinary probation or immediate dismissal.

**APPLYING FOR GRADUATION**

A graduation application must be submitted early in the semester in which the student plans to graduate. Required coursework for any Incomplete(s) must be fulfilled by the first school day after Spring Break in order to graduate and participate in graduation exercises in May. A minimum cumulative GPA of 2.0 is required for graduation.

**DRUG AND ALCOHOL POLICY**

The possession, use, or distribution of any controlled substance on or off campus, or the contribution to its use by others will not be tolerated. Austin Grad respects all laws of the United States and the State of Texas concerning the regulation of alcoholic beverages and the manufacture, possession, use, or distribution of any controlled substance by any and all students and employees. All students should be aware of the serious health risks associated with the use of alcohol and illegal drugs. A student voluntarily disclosing an alcohol or drug-related problem will not be automatically dismissed or terminated, but will be considered on an individual basis in a confidential, just manner. A student with an alcohol or drug-related problem may be permitted to remain in school on the condition of participating in an approved counseling and rehabilitation program.

**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.

If a student feels their grievance has not been adequately resolved, (s)he may submit a complaint with the Texas Higher Education Coordinating Board (THECB) and/or the Texas Workforce Commission (TWC).

Students can find instructions for submitting a complaint with either of these state agencies by contacting the following:

THECB: Email: StudentComplaints@thecb.state.tx.us
Mail: Texas Higher Education Coordinating Board
       College Readiness and Success Division
       P.O. Box 12788
       Austin, Texas 78711-2788

TWC: Email: Career.schools@twc.state.tx.us
Mail: TWC - Career Schools and Colleges
      101 East 15th Street, Room 226T
      Austin, Texas, 78778

Notification of Student 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: 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:
IT 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
• 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.
• Are to use only those facilities for which authorization has been granted.
• Should take all reasonable steps to protect the integrity and privacy of the School’s computer resources, including software, data, and security measures.
• Are expected to adhere to copyright laws regarding software, data, and authored files.
• Are expected to respect the privacy of others. This includes abstaining from unauthorized access to email, files, data and transmission.
• 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:
• Any unlawful activity
• 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
• The intentional creation or transmission of material designed or likely to cause annoyance, inconvenience or needless anxiety, or to harass another person
• The intentional creation or transmission of defamatory material about any individual or organization
• 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
• The intentional sending of any message appearing to originate from another person, or otherwise attempting to impersonate another person
• 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
• The deliberate or reckless undertaking of activities such as may result in the following:
  o the unnecessary diversion of staff or network resources
  o the corruption or disruption of other users’ data
  o the violation of the privacy of other users
  o the disruption of the work of other users
  o 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
• Library – report problem first to library staff, which may resolve the problem or contact technical support.
• All other areas – report problems to Vice President’s office.

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
• Creator means the individual or group of individuals who invented, authored, or were other-
wise responsible for creating the intellectual property.

- **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.

- **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.

- **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.

- **Employee** means a person employed or otherwise compensated by the School, including faculty members, staff members, and students.

- **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

- **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.

- **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.

- **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.

- **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.

- **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**

- **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**

- **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:
  - 33-1/3% to the creator;
  - 33-1/3% to the School; and
  - 33-1/3% to the Unit for which it was created, e.g., recruitment office.

- **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:
• Provide oversight of intellectual property management and technology transfer;
• Establish effective procedures for licensing and patenting intellectual property;
• Promote effective distribution and marketing of intellectual property;
• Protect the School’s intellectual property; and
• 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:
• Adhere to the principles embodied in this policy;
• Sign, when so requested by the School, the School’s Intellectual Property Policy Acknowledgment;
• Create, retain, and use intellectual property according to the applicable local, state, federal, and international laws and School policies;
• 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
• 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.
VII. COURSES OF INSTRUCTION

The academic level of a course is indicated by the first digit of the course number: 3 for junior-level courses, 4 for senior-level courses, 6 for master’s-level courses. The second digit of the course number indicates the number of semester hours of credit awarded for the course (usually three).

Under certain circumstances, courses listed below as undergraduate courses may be taken as a graduate-level course and will be given a 5000-level designation. Students enrolled in such courses for graduate credit must have the Registrar’s approval and will be required to complete assignments in addition to those required of undergraduates.

DIVISION OF BIBLICAL STUDIES

GRK 3351  Elementary New Testament Greek 1
Introduction of basic elements of Greek grammar and reading of 1 John in Greek.

GRK 3352  Elementary New Testament Greek 2
Translation and exegesis of selected passages of the Greek New Testament, with emphasis on building vocabulary and introduction of exegetical tools and principles. Prerequisite: GRK 3351.

GRK 4399  Directed Study in Greek
Translation and exegesis of selected passages of the Greek New Testament and other relevant literature, with attention to exegetical tools and principles.

HEB 4399  Directed Study in Hebrew
Introduction of basic elements of Hebrew grammar and reading of selected passages of the Hebrew Old Testament.

HEB 6310  Introduction to Biblical Hebrew 1
Introduction to the basic elements of Hebrew grammar. Introduction to the Hebrew Bible with readings and translation of selected passages.

HEB 6311  Introduction to Biblical Hebrew 2
Continued introduction to Hebrew grammar. Translation and exegesis of selected passages of the Hebrew Old Testament. Emphasis on exegetical principles and tools, including lexica, concordances, and theological dictionaries. Prerequisite: HEB 6310.
COURSES OF INSTRUCTION, Continued

OT 3310 The Story of Israel
A survey of the books of Genesis through 2 Kings. Attention is given to the theological themes of creation, promise, covenant, and judgment introduced in this foundational narrative of Scripture.

OT 3311 The Old Testament Prophets
The prophetic books of the Old Testament, with attention to the literary arrangement, the historical setting, and the theological significance of the prophetic compositions.

OT 4312 Old Testament Psalms and Wisdom
The books of Job, Psalms, Proverbs, and Ecclesiastes, together with poetic passages found elsewhere in the Old Testament. Attention to the forms of the literature and to theological import.

OT 4350 Elective in Old Testament
Focused treatment of a text or topic in Old Testament studies. Course may be repeated for credit when the subject varies.

OT 4399 Directed Study in Old Testament
Directed study on a subject selected in consultation with the instructor.

OT 6301 Reading the Old Testament
Exegetical introduction to the Scriptures of the Old Testament, with attention given to their literary, historical, and theological dimensions. Emphasis on information foundational to responsible interpretation. Must be taken prior to an Old Testament exegetically intensive course.

OT 6302 Torah
Exegetical and theological investigation of one or more books of the Pentateuch, with attention to possibilities for preaching and teaching in the church.

OT 6303 Historical Books
Exegetical and theological investigation of one or more of the books of Joshua, Judges, Samuel, Kings, Chronicles, Ezra, Nehemiah, and Esther, with attention to possibilities for preaching and teaching in the church.

OT 6304 The Prophets
Exegetical and theological investigation of one or more of the prophetic books, with attention to possibilities for preaching and teaching in the church.
COURSES OF INSTRUCTION, Continued

OT 6305  Psalms and Wisdom Books
Exegetical and theological investigation of one or more of the books of Psalms, Job, Proverbs, Ecclesiastes, Song of Solomon, and Lamentations, with attention to possibilities for preaching and teaching in the church.

OT 6306  Old Testament Theology
Systematic survey of Old Testament teaching on God, the creation, the election of Israel, covenant, redemption, and other major topics.

OT 6308  Seminar in Biblical Archaeology
An introduction to the methods, terminology and tools of archaeology in Israel. This course is offered in conjunction with an archaeological study tour of Israel.

OT 6309  Special Topics in Old Testament Studies
Treatment of an issue or issues of importance for the interpretation of the Old Testament. Course may be repeated for credit when the topic varies.

OT 6399  Directed Study in Old Testament
Directed study on a subject selected in consultation with the instructor.

NT 3320  Jesus and the Gospels
A survey of the ministry of Jesus Christ as presented in the four Gospels. Emphasis will be given to the historical context of Jesus’ ministry in ancient Judaism, the literary character of each of the canonical witnesses, and the theological significance of their testimony.

NT 3321  Paul and His Letters
A survey of the canonical letters of Paul within the framework of his apostolic ministry. Attention to the character and structure of each of Paul’s canonical letters, the historical circumstances of their composition and preservation, and the theological significance of these earliest examples of Christian exhortation.

NT 4313  Interpreting the Bible
Introduction to the history, literature, and interpretation of the Christian Scriptures as a witness to the faith of the Church. Attention given to issues of language, genre, text, canon, representative approaches to biblical interpretation, and practical steps involved in biblical exegesis.
Courses of Instruction, Continued

NT 4335 Biblical Theology
An examination of major themes uniting the Old and New Testaments as one canon of Scripture. Prerequisites for undergraduate students: OT 3310, NT 3320, and NT 3321.

NT 4350 Elective in New Testament
Focused treatment of a text or topic in New Testament studies. Course may be repeated for credit when the subject varies.

NT 4399 Directed Study in New Testament
Directed study on a subject selected in consultation with the instructor.

NT 6301 Reading the New Testament
Exegetical introduction to the Scriptures of the New Testament, with attention given to their literary, historical, and theological dimensions. Emphasis on information foundational to responsible interpretation. Must be taken prior to a New Testament exegetically intensive course.

NT 6302 Synoptic Gospels
Exegetical and theological investigation of one or more of the Gospels of Matthew, Mark, and Luke, with attention to possibilities for preaching and teaching in the church.

NT 6303 Johannine Literature
Exegetical and theological investigation of the Gospel and Letters of John, with attention to possibilities for preaching and teaching in the church.

NT 6304 Acts
Exegetical and theological investigation of the sequel to Luke’s Gospel, with attention to possibilities for preaching and teaching in the church.

NT 6305 Pauline Letters
Exegetical and theological investigation of one or more letters of Paul, with attention to possibilities for preaching and teaching in the church.

NT 6306 General Letters
Exegetical and theological investigation of one or more of the books of Hebrews, James, Peter, and Jude, with attention to possibilities for preaching and teaching in the church.
Courses of Instruction, Continued

NT 6307  Revelation
Exegetical and theological investigation of the Apocalypse, with attention to possibilities for preaching and teaching in the church.

NT 6308  New Testament Theology
Systematic survey of the major theological complexes of the New Testament (Paul, John, Synoptics, etc.).

NT 6309  Special Topics in New Testament Studies.
Treatment of an issue or issues of importance for the interpretation of the New Testament. Course may be repeated when topic varies.

NT 6399  Directed Study in New Testament
Directed study on a subject selected in consultation with the instructor.

Division of Church History and Theology

CH 3312  The Church’s History: To the Reformation
A survey of the history of Christianity from the subapostolic age to the Protestant Reformation, with attention to events, institutions, people, and doctrines that continue to shape the church.

CH 4350  Elective in Church History
Focused treatment of a topic in the history of the Christian church. Course may be repeated for credit when the subject varies.

CH 4399  Directed Study in Church History
Directed study on a subject selected in consultation with the instructor.

CH 6303  Traditions in Christian Theology and Ethics
Survey and evaluation of influential approaches to theology and ethics in the history of Christian theology, including the Augustinian, Thomist, Lutheran, Reformed, and Wesleyan traditions. May also be taken for theology credit; see TH 6303.

CH 6304  Special Topics in Church History
Treatment of an issue or issues of importance in the history of Christianity.
CH 6305  *The Church’s History: Reformation and Modern*  
The history of Christianity in its cultural setting from the Protestant Reformation to the twentieth century. Attention is given to Protestant and Roman Catholic developments in Europe and America.

CH 6399  *Directed Study in Church History*  
Directed study on a subject selected in consultation with the instructor.

TH 4312  *The Church’s Faith*  
An introduction to the basic theological task. This will involve a survey of basic Christian concepts and selected Christian doctrines as set forth by theological treatises.

TH 4313  *Christian Ethics*  
An introductory course in Christian ethics. Relevant biblical and historical resources are examined and fundamental themes identified and traced through the Christian moral tradition. The Christian witness on selected issues such as war, racism, and abortion is considered.

TH 4350  *Elective in Theology*  
Focused treatment of a topic of theological study. Course may be repeated for credit when the subject varies.

TH 4399  *Directed Study in Theology*  
Directed study on a topic in theology selected in consultation with the instructor.

TH 6301  *Introduction to Theology*  
Orientation to the task of doctrinal theology in the life of the Christian Church. Attention given to major issues associated with the doctrine of God, Christ, sin, and the church. Prerequisite: CH 3312.

TH 6302  *Theological Ethics*  
Discernment and moral choice in the context of Christian commitment. Attention given to abortion, euthanasia, capital punishment, the use of force, and other topical questions.

TH 6303  *Traditions in Christian Theology and Ethics*  
Survey and evaluation of influential approaches to theology and ethics in the history of Christian theology, including the Augustinian, Thomist, Lutheran,
Courses of Instruction, Continued

Reformed, and Wesleyan traditions. (May also be taken for Church History credit; see CH 6303.) Prerequisite: CH 3312.

TH 6304 Special Topics in Theology
Treatment of an issue or issues of importance in the formulation of doctrine. Course may be repeated for credit when topic varies. Prerequisite: TH 6301.

TH 6399 Directed Study in Theology
Directed study on a subject selected in consultation with the instructor.

Division of Ministry

MIN 3310 Marriage and Family
An investigation of the biblical perspectives on marriage and family. Judeo-Christian thinking on sex and marriage in the context of the ancient world and the significance of the biblical witness in relation to contemporary concerns.

MIN 4306 Teaching and Preaching
This course provides instruction in the preparation and delivery of lessons based on the Bible with Bible classes and sermons in the local congregation as well as the study of the theology of preaching. Students will be expected to present several lessons and sermons before their peers in class lab situations.

MIN 4320 Ministries in the Local Church
An overview of the educational opportunities available in the local church. Special attention will be paid to the employees of innovational ministries in urban churches. The course will involve visits and interaction with appropriate ministries in the general area.

MIN 4340 Ministry in Social Programs
A survey of vocational opportunities for those who seek to practice ministry in the context of private or public agencies. Special attention will be given to work in the area of counseling and opportunities in mental health and correctional agencies.

MIN 4350 Elective in Ministry
Focused treatment of a topic relevant to Christian ministry. Course may be repeated for credit when the subject varies.
**Courses of Instruction, Continued**

**MIN 4350i  Christian Counseling**
A basic introduction to the field of Christian counseling with practical applications for laypersons. Various views of the biblical and secular foundations of human personality are presented, as well as a discussion of the intersection of theology and psychology. The course provides a comprehensive review of practical strategies to help those suffering, having difficulty coping, and/or seeking change.

**MIN 4360  Ministry in a Medical Setting**
This course will focus upon the growing interaction between theology and the practice of medicine in institutional settings. Students will be instructed about appropriate practices of visitation and ministry in a multitude of settings in modern hospitals and nursing care operations.

**MIN 4399  Directed Study in Ministry**
A directed study on a special topic or subject selected in consultation with the professor.

**MIN 6301  Introduction to Christian Ministry**
A comprehensive overview of the work of the Christian minister, including biblical and theological foundations of ministry, aspects of ministerial practice, and disciplines appropriate to the vocation of Christian service.

**MIN 6302  The Ministry of Preaching**
The work of the preacher in the life of the church introduced through lectures, discussions, and laboratory practice. Prerequisites: NT 4313, Old Testament or New Testament exegetically intensive course (or concurrent).

**MIN 6303  From Text to Sermon**
Intensive examination of exegetical preaching, with practice in the identification of a sermon focus from the biblical text, development of the focus into a sermon text incorporating one's exegesis, and delivery of the message in a manner appropriate to the text. Prerequisite: MIN 6302.

**MIN 6304  Christian Worship**
The corporate worship of God in the Christian tradition in historical and theological perspective, including practical considerations involved in the planning and organization of congregational worship.
COURSES OF INSTRUCTION, Continued

MIN 6305  Christian Mission
History and theological rationale for the mission of the church to the nations, with
consideration of the practical requirements of mission in foreign and domestic
settings.

MIN 6306  Christian Evangelism
Consideration of the evangelistic mission of the Christian congregation, with
emphasis on the role of the minister as facilitating evangelistic witness.

MIN 6307  The Ministry of Teaching
Historical, theological, and practical perspectives on the formation of Christians
through the teaching ministry of the church.

MIN 6308  Pastoral Care and Counseling
Study of the counseling ministry in and beyond the congregational setting, with
attention to the relations and tensions between Christian understandings of the
human and current psychological theories of the person, the distinction between
spiritual counsel and contemporary varieties of therapy, guidelines for referral,
and practical problems in the ministry of counseling.

MIN 6309  Special Topics in Ministry
Treatment of an issue or issues of importance in the history of Christianity.

MIN 6310  Ministry Internship
Supervised practice of ministry in a congregational or extra-congregational
setting.

MIN 6399  Directed Study in Ministry
Directed study on a subject selected in consultation with the instructor.

DIVISION OF CHRISTIAN STUDIES

CS 3328  The Greatest Story Ever Told: An Introduction to the Bible as Literature
The course is a general introduction and orientation to the Bible. It includes a
survey of its composition, transmission, and translation, as well as its influence
on Western history. The course will also survey the content of the Bible, offering
a general orientation to the major divisions, genres, themes, and overarching
story.
CS 3350  Research and Writing in Theology
The course provides an introduction to the knowledge, tools, and skills required for a disciplined study of theology and preparation for ministry. This will include developing reading comprehension and writing skills through assignments and exercises throughout the semester. Students will acquire research skills necessary for theological study. Additionally, students will become familiar with resources (print and other media) for theological research.

CS 4362  Church in The Contemporary World
As the church enters the third millennium in which Christ has been named as Lord, the tension between the church and the world has seldom been so great. This course prepares students for effective discipleship in the community of faith. Lectures, readings, and class discussions identify significant challenges and opportunities for effective Christian witness in the contemporary world, and class writing projects afford opportunity for students to develop their own perspective on crucial issues facing all churches and all Christians. Prerequisites: NT 4335, CH 3312, and TH 4312.

CS 4363  Christian Encounter with Other Cultures
An historical and theological study of the encounter between Christianity and other world religions. Christian encounters with Hinduism, Buddhism, Judaism, Islam, and atheistic secularism will be assessed, with particular attention to recent developments in the global south and to the inception and development of Islam and its conflicted relationship with Christianity.
VIII. STUDENT LIFE

CHAPEL

Regular chapel services are scheduled during the Fall and Spring semesters. It is expected that students meet regularly for worship in chapel.

GUEST LECTURERS

Special resource people are invited on occasion for public lectures and informal meetings and discussions. Through interaction with these persons who engage in special ministries or have experience in some special area, the students’ learning experience is broadened.

STUDENT GOVERNMENT

The Student Government Association exists to foster the spiritual, social, and academic well-being of the student body and is an important part of the life of Austin Grad. The student body elects the Association leadership each spring. Officers meet regularly and represent the concerns of the student body. Some of the activities of the student government include organizing student events, such as the annual Christmas party, as well as providing feedback from students on such matters as the student commons area and weekly chapel.

COMMENCEMENT

Commencement exercises are held in May to honor those who have completed degree programs and recognize those who have made outstanding contributions to the work of Austin Grad.

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 check the boards around campus and with the administrative offices downstairs for ministry opportunities.

STUDENT HANDBOOK

The Student Handbook, which fully explains practice, policies, and procedures governing student life, is available to all students from the Administrative Office and on the Austin Grad web site.
IX. KEY ENDOWMENTS

A. B. Cox Chair
This endowed professorship was created in memory of Dr. A. B. Cox (1884-1967), a noted researcher and educator at the University of Texas. In his nearly forty years of service as an elder of the University Avenue Church of Christ and as a vigorous supporter of the Bible Chair Program and the Campus Ministry, Dr. Cox provided leadership for broadening the ministry of the Bible Chair to include training for ministers and missionaries.

Pat E. Harrell Chair
Dr. Pat Harrell (1930-1978) was Director of the Bible Chair at the University of Texas from 1971 until his death. His vision led to the expansion of that program and laid the foundation for the emergence of the Austin Graduate School of Theology.

Billy Gunn Hocott Chair
The Hocott professorship was established as a memorial to Billy Gunn Hocott (1916-1979) to honor her years of support of Austin Grad. A graduate of the University of Texas, Mrs. Hocott was widely known for her willing and generous support of many church works, particularly what is now Austin Graduate School of Theology and international missions.

Claude R. Hocott Teaching Fund
The Claude R. Hocott Teaching Fund was established in memory of Dr. Hocott in honor of his many years of loyal service and support to the Austin Graduate School of Theology. The Hocott family and friends established the fund to support teaching of the Bible. Dr. Hocott, who served as Chancellor, and his wife, Judy, were generous friends of Austin Grad.

Harrison A. Mathews Chair
The Mathews Chair was established in 1988 as a memorial to Harrison A. Mathews (1917-1963), who served as minister of the University Avenue Church of Christ from 1956 until his death in 1963. He saw the challenge of the church’s ministry of higher education and encouraged the development of a strong academic program in Christian studies for students in the Austin area.

James Lee Weber Endowment Fund
This endowment, supporting the office of the President and other administrative activities, was established in 1999 in memory of Jim Weber, who died in 1993. Jim was a spokesman and leader of the Advisory and Development Board (now the Partners and Friends) for more than 10 years.
and an active participant in many Austin Grad activities. He was also a respected member of the legal community and the Texas Christian Lawyers Association.

**Jack C. and Ruth Wright Chair**
The Wright Chair was established in 1991 to honor Jack and Ruth Wright for their immeasurable service to Austin Graduate School of Theology. The Wrights have been generous financial supporters for many years and have served on the Administrative and Development Board since 1979. After his retirement from industry in 1985, Mr. Wright contributed full-time service to Austin Grad first as Vice President and later as Vice Chancellor. He has also served as a member of Austin Grad’s Board of Trustees.
X. SCHOLARSHIPS AND OTHER FUNDS

SCHOLARSHIP FUNDS

Gunn Scholarship
This fund was established in honor of Lily Turner Gunn.

Horn Scholarship
In memory of Norman L. Horn, a friend and spiritual supporter of many students at the University of Texas. Mr. Horn gave many hours of volunteer service to Austin Grad.

Marshburn Scholarship
The Jack Mitchell Marshburn Fund was established in memory of the infant son of Tom and Ann Marshburn, former students of Austin Grad.

Millican Scholarship
Established in honor of Bill T. Millican, long-time member of Austin Grad’s Administrative and Development Board and former Trustee.

Placke Scholarship
Named in memory of Will and Maude Placke, active leaders in the Church of Christ in Yoakum, Texas.

Robinson Scholarship
Established to honor Luke Robinson, a long-time executive in state government and supporter of the church and Austin Grad.

Showalter Scholarship
Established in memory of G. H. P. Showalter, a prominent minister and business leader in Austin and editor of The Firm Foundation. Mr. Showalter was one of the founders of the Bible Chair in 1917.

Sloan Scholarship
Established by family and friends of W. A. Sloan, a long-time elder of the University Avenue Church of Christ and supporter of Austin Grad.
Sweet Scholarship
Named in honor of R. B. and Thelma Sweet, both active members of the University Avenue Church of Christ for many years. Mr. Sweet served as a minister and as an elder for the congregation.

Widener Scholarship
Established by Ward and Sarah Widener, long-time members of the University Avenue Church of Christ.

Weed Scholarship
Initiated by the Holland Street Church of Christ in San Marcos, Texas, to honor Maurice A. Weed II for his years of faithful service as pulpit minister.

OTHER FUNDS AND ENDOWMENTS

Ann Watson Memorial Fund
Established in memory of Ann Watson, Austin Grad librarian and wife of Dr. Paul Watson, a former faculty member at Austin Grad.

Horstman Library Fund
Established in honor of Albert B. Horstman, former elder at the University Avenue Church of Christ.

Jesse Fox Teaching Fund
Named in honor of Jesse E. Fox through a bequest. Mr. Fox was a long-time member of the University Avenue Church of Christ.

Lowrie Mission Fund
Named in honor of Stewart Lowrie, long-time member of the University Avenue Church of Christ and of its Missions Committee, this fund was created in 1996 to encourage and aid in the proclamation of the Gospel in areas “where Christ has not already been named.”
Rawlings Library Endowment
The Mary Rawlings Library Endowment had its origin in a bequest which was used to create an endowed library fund, the income from which is dedicated to library acquisitions.

Ben Shilcutt Teaching Fund
This fund honors the memory of Ben Shilcutt, a loyal member of the Advisory and Development Council until his death in 1996. The fund supports the teaching of Bible and related subjects to those preparing for the ministry, mission work, and other vocations.

Thompson Bible Teaching Fund
This fund honors Dr. James Thompson and his wife, Carolyn. Dr. Thompson came to the Bible Chair as a teacher in 1974 and served from 1987 to 1993 as President of the Institute for Christian Studies, now Austin Graduate School of Theology. It is dedicated to the support of teaching Bible and biblical studies at Austin Grad.

Floy Thompson Memorial Publications Fund
Named in memory of Mrs. Floy Holland Thompson (1914-1990), mother of Dr. Gary Thompson and Dr. James Thompson and for many years a faithful member of the Glenwood Church of Christ in Tyler, Texas. This endowment supports publication of the faculty journal, Christian Studies, and other publications.

Michael R. Weed Scholarship Fund
This fund honors the many years of dedicated teaching by Michael R. Weed to the students of Austin Grad.
XI. ADMINISTRATION, FACULTY AND BOARD OF TRUSTEES

ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanley G. Reid</td>
<td>President</td>
</tr>
<tr>
<td>David Worley</td>
<td>Chancellor</td>
</tr>
<tr>
<td>Dave Arthur</td>
<td>Vice President; Director of Financial Aid</td>
</tr>
<tr>
<td>Dawn Bond</td>
<td>Registrar; Director of Admissions</td>
</tr>
<tr>
<td>Woody Woodrow</td>
<td>Online Facilitator</td>
</tr>
<tr>
<td>M. Todd Hall</td>
<td>Director of Library; BA Program Coordinator and Student Advisor</td>
</tr>
<tr>
<td>Neil Haney</td>
<td>Director of Development</td>
</tr>
<tr>
<td>Renee Kennell</td>
<td>Assistant for Development and Public Relations; Faculty Assistant; Webmaster</td>
</tr>
<tr>
<td>Stephanie Byers</td>
<td>Bookstore Manager; Library Assistant</td>
</tr>
<tr>
<td>Debbie Koehn</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>R. Mark Shipp</td>
<td>Faculty Chair</td>
</tr>
<tr>
<td>Jeffrey Peterson</td>
<td>Chapel Coordinator</td>
</tr>
<tr>
<td>Daniel Napier</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Keith Stanglin</td>
<td>MA Program Coordinator and Student Advisor</td>
</tr>
</tbody>
</table>

FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Todd Hall</td>
<td>Instructor. BA, MATS, Austin Graduate School of Theology; MLIS, University of North Texas; PhD, Texas State University. Bible, Theological Research.</td>
</tr>
<tr>
<td>Daniel Napier</td>
<td>Assistant Professor. BA, Austin Graduate School of Theology; MA, Austin Presbyterian Theological Seminary; PhD, Vrije Universiteit. Theology.</td>
</tr>
<tr>
<td>Jeffrey Peterson</td>
<td>Jack C. and Ruth Wright Professor. BA, MA, Abilene Christian University; MDiv, Princeton Theological Seminary; MA, MPhil, PhD, Yale University. New Testament.</td>
</tr>
</tbody>
</table>
Stanley G. Reid  
Senior Instructor.  
BA, MA, Abilene Christian University; DMin, Perkins School of Theology, Southern Methodist University. Christian Ministry.

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

Keith Stanglin  
Associate 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 University. New Testament, Biblical Theology.

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.

Ken Berry  
BA, MDiv, Abilene Christian University; MA, MPhil, Yale University. Biblical Theology.

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

Larry Hall  
BA, Abilene Christian University; MA, Pepperdine University. Christian Ministry.
Armando Hernandez BA, Pepperdine University; MA, Marriage and Family Institute, Abilene Christian University. Christian Counseling.

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 School of Theology. Christian Studies and New Testament.

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

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

Paul Riddle BBS, Abilene Christian University; BS, University of Texas; MDiv, Yale University; DMin, Austin Presbyterian Theological Seminary. Christian Ministry.


David Worley BA, MA, Abilene Christian University; MDiv, PhD, Yale University. Bible.
BOARD OF TRUSTEES

Roland Beasley        Austin, Texas
Mike Blevins          Granbury, Texas
Bill Bradley          San Antonio, Texas
Jerry Christian, Chairman  Lampasas, Texas
John Davis             Kerrville, Texas
Jarrod Dyer            Midlothian, Texas
Bruce Evans            Granbury, Texas
Amy Fuller             Houston, Texas
Elaine Gainey          Austin, Texas
Terry Koonce           Montgomery, Texas
Rodney Lloyd           Boerne, Texas
Joe Ritchie            Belton, Texas
Dan Snow               Andrews, Texas
Fred Strietelmeier     Round Rock, Texas
Mark Thompson          Lubbock, Texas
Karen Weber            Johnson City, Texas