



AUSTIN PRESBYTERIAN
THEOLOGICAL SEMINARY

STUDENT HANDBOOK

2007-2008

100 EAST 27TH STREET
AUSTIN, TEXAS 78705-5797

*Published annually by Austin Presbyterian Theological Seminary for use by Faculty, students and staff.
Editor: Deborah Butler, Assistant to the Vice President for Student Affairs*

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Austin Presbyterian Theological Seminary
ACADEMIC CALENDAR 2007-2008

FALL 2007

August 24-25		Presbyterian ordination examinations
August 29-31	8:30 a.m.	New Student Orientation and Registration
August 30		SPM orientation
September 3		Labor Day holiday
September 4	8:00 a.m. 11:00 a.m. 7:00 p.m.	Fall term classes begin Opening Seminary Convocation Celebration of the Lord's Supper Reception following in Stotts Hall
September 10	5:00 p.m.	Last day to add or drop a course
September 26		President's Colloquium
October 15-19		Fall recess
October 23-24		Settles Lectures
November 2-4		Discovery Weekend
November 12-13		Board of Trustees fall meeting
November 22-23		Thanksgiving recess
November 26-29		Registration for spring and summer terms
November 30		Service of Lessons and Carols
December 3-7		Reading period
December 10-14		Final examination period
December 14		Fall term ends; Christmas recess begins

JANUARY 2008

January 2	8:00 a.m.	January term begins
January 9	5:00 p.m.	Last day to add or drop a course
January 7-February 1		Doctor of Ministry term
January 21		Martin Luther King Jr. holiday
January 25		Registration of new students
January 25-26		Presbyterian ordination examinations
February 1		Bible Content examination
February 4	12:00 p.m.	January term ends

Austin Presbyterian Theological Seminary
ACADEMIC CALENDAR 2007-2008, cont.

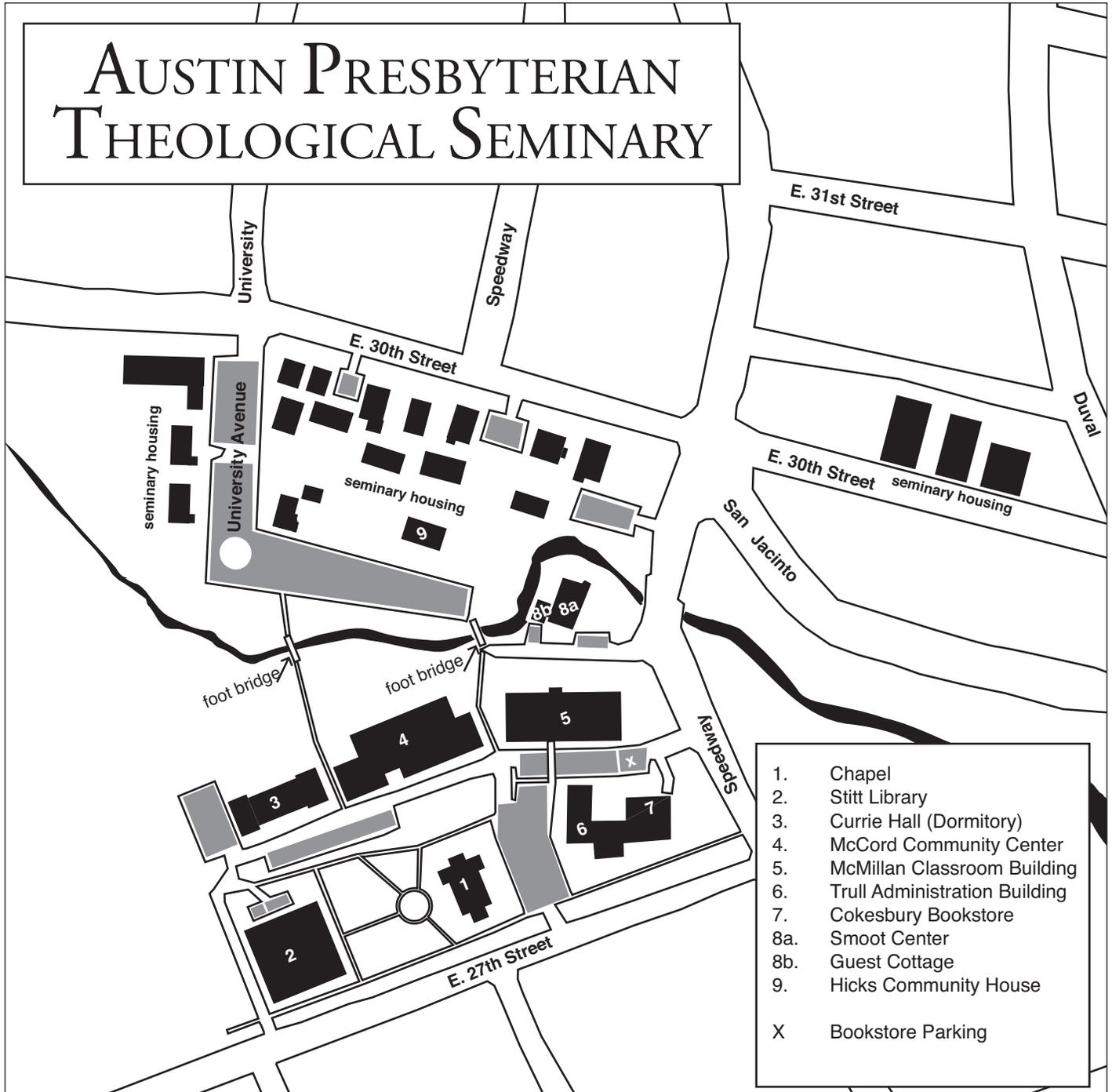
SPRING 2008

February 4-6		Midwinter Lectures
February 11	8:00 a.m. 11:00 a.m.	Spring term classes begin Opening Worship and Celebration of the Lord's Supper
February 12	11:00 a.m.	Seminary worship honoring The Rev. Martin Luther King Jr.
February 15	5:00 p.m.	Last day to add or drop a course
February 22-24		Discovery Weekend
March 10-14		Spring recess
March 21		Good Friday holiday
April 2		President's Colloquium
April 28-May 2		Registration for fall and January terms
May 12-16		Reading period
May 19-23		Final examination period
May 21	5:00 p.m.	Graduating students' work due
May 22	5:00 p.m.	Graduating students' grades due
May 23	5:00 p.m.	Spring term ends
May 23-24		Board of Trustees spring meeting
May 24		Baccalaureate Service
May 25		Commencement

SUMMER 2008

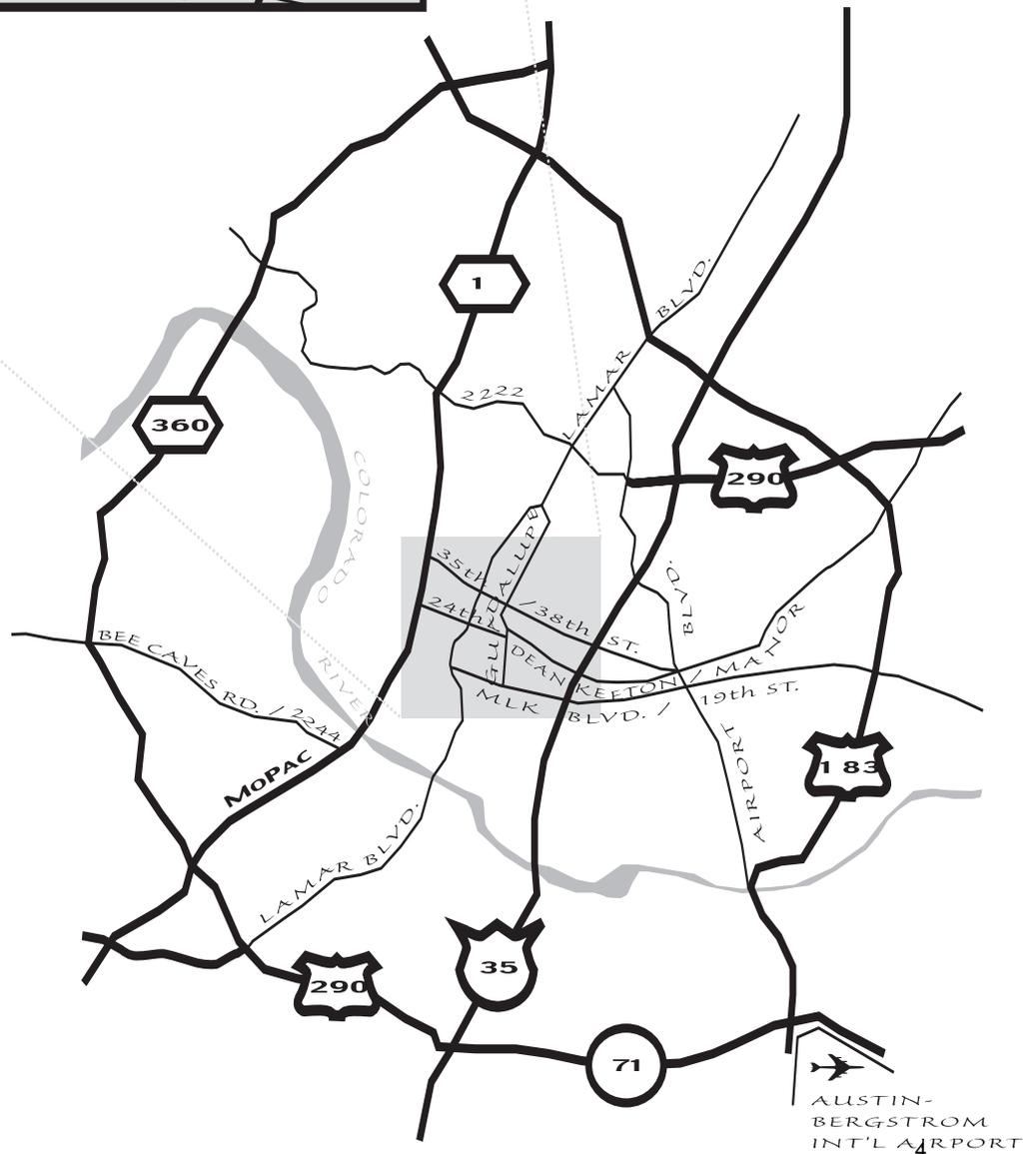
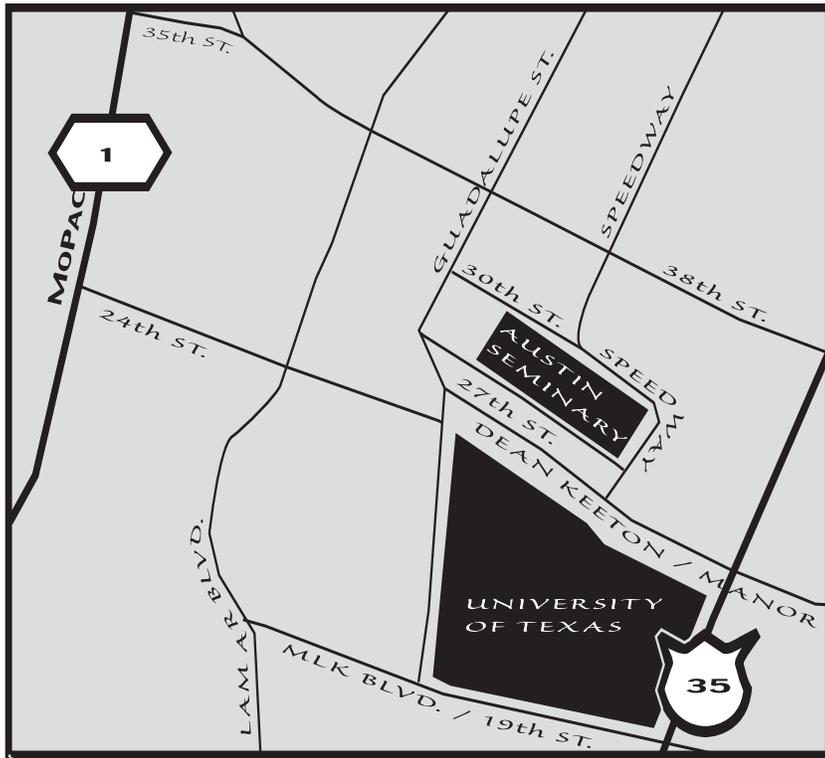
June 2	8:00 a.m.	Summer term begins
June 6	5:00 p.m.	Last day to add or drop a course
June 2-27		Doctor of Ministry term
July 4		Independence Day holiday
August 22		Summer term ends
August 22-23		Presbyterian ordination exams

Campus Map

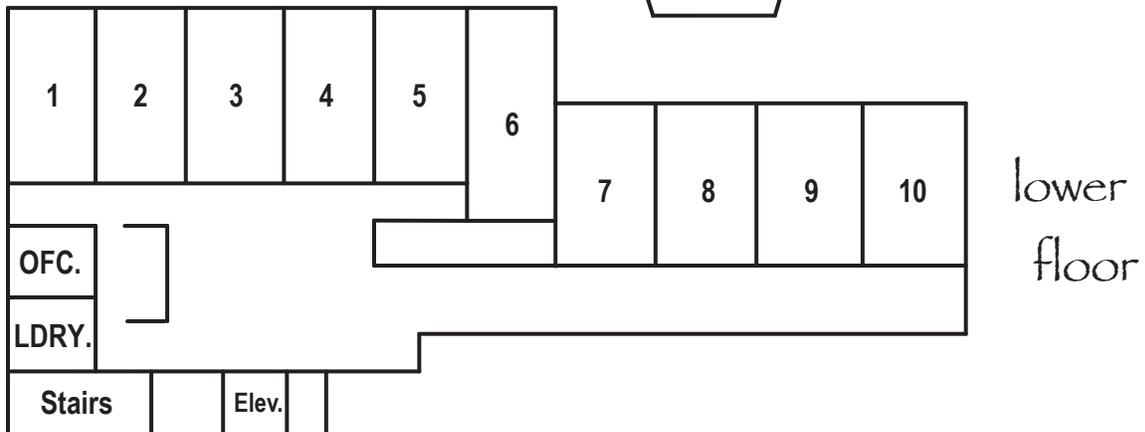
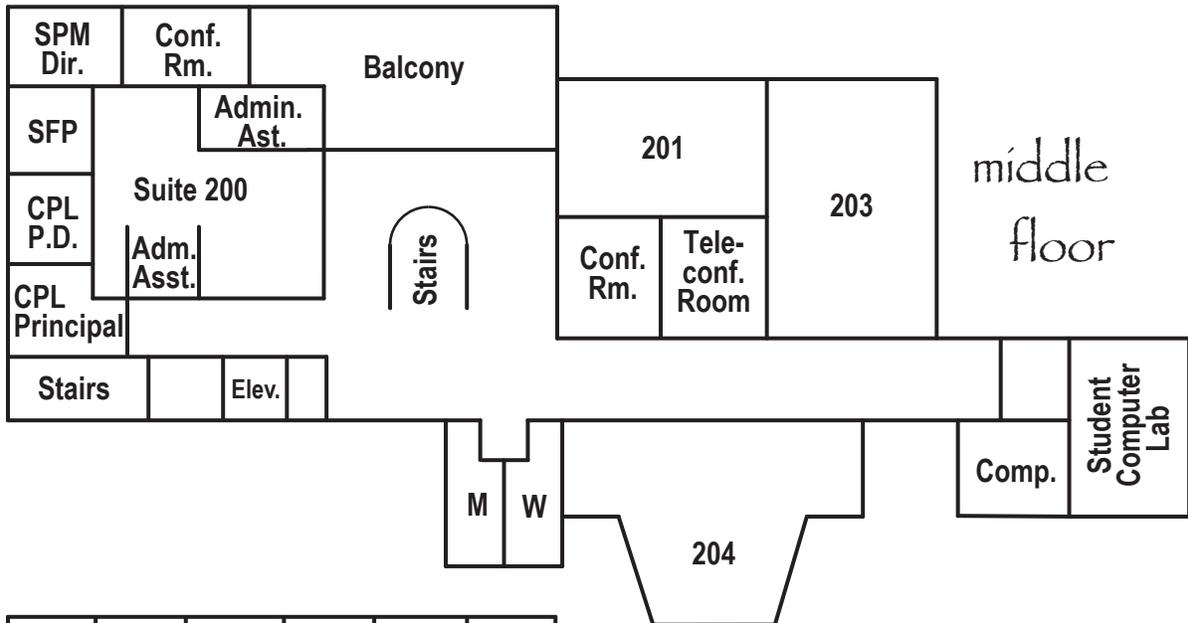
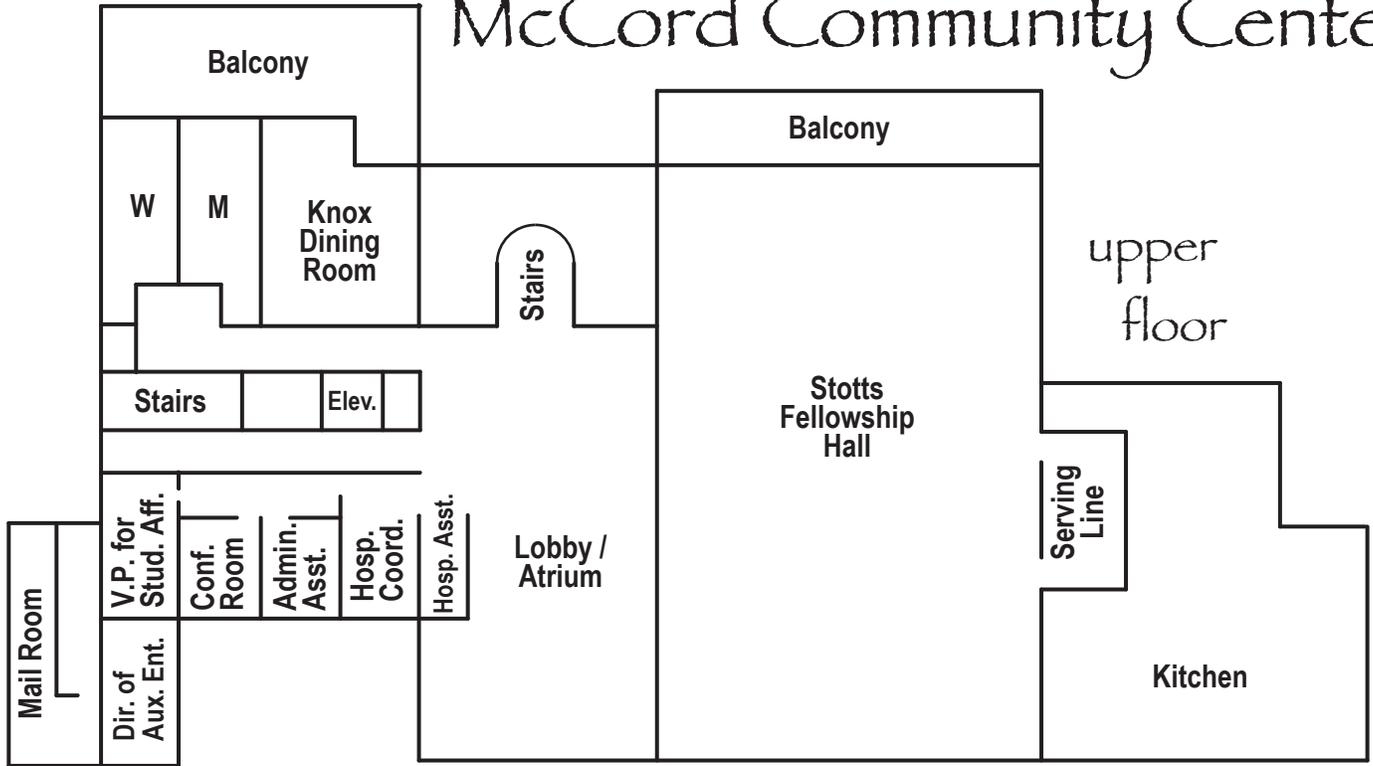


Directions from Austin-Bergstrom International Airport:

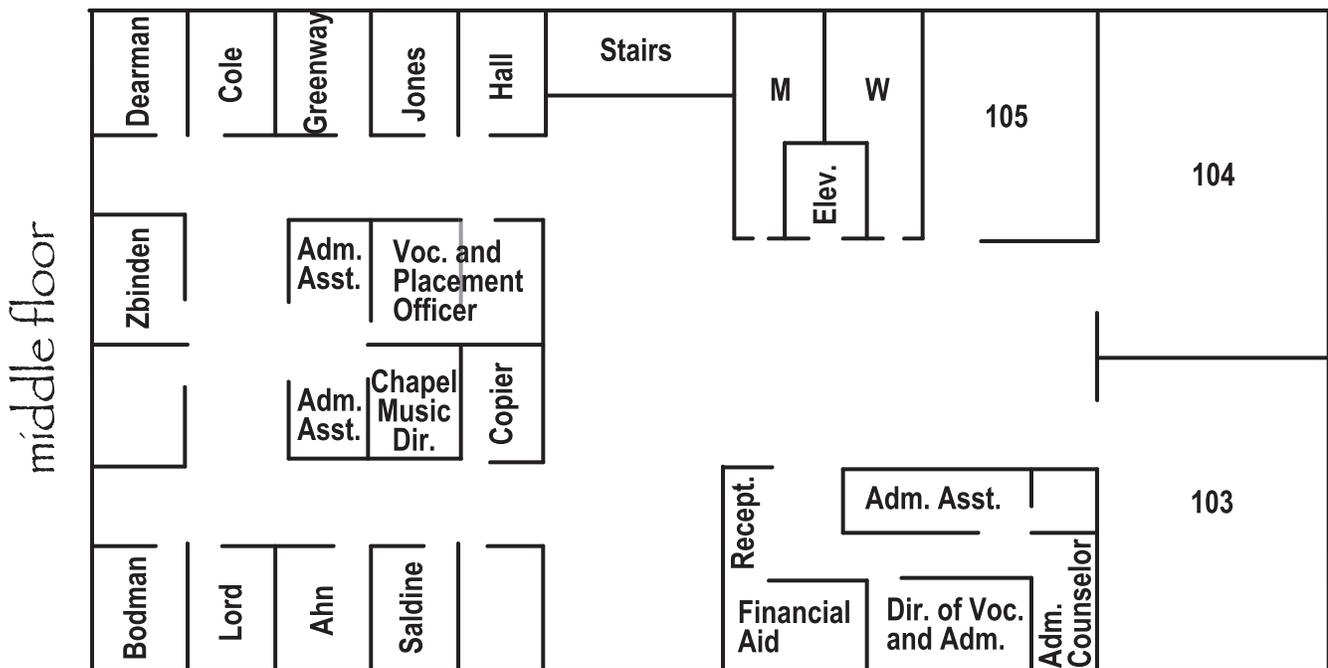
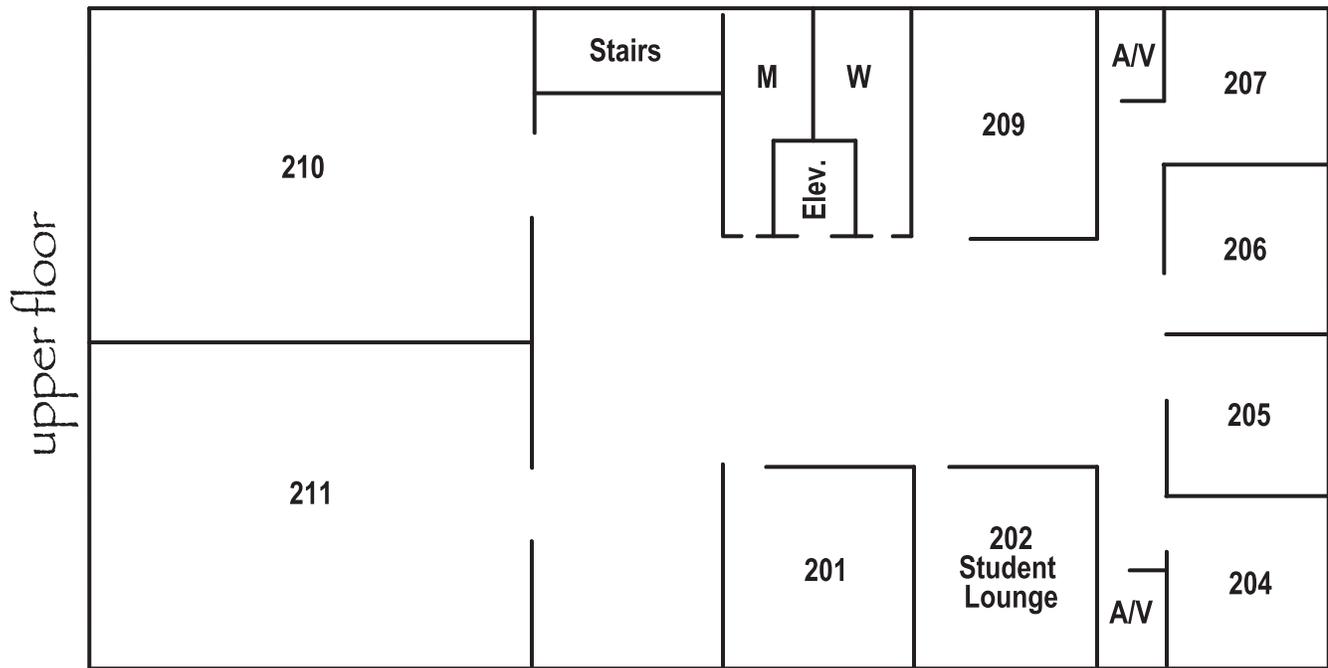
Exit the airport, turn left onto Highway 71 and continue west for one mile. Exit right on Highway 183 North. Continue to Airport Blvd. Take Airport Blvd. to Manor Rd. Turn left on Manor Rd. which becomes Dean Keeton Street (formerly 26th St.) before it crosses under IH-35. Continue west on Dean Keeton Street to the fourth traffic light (Speedway) from the IH-35 overpass. Turn right (north) on Speedway. Go to the first stop sign and turn left on 27th St. The main Seminary entrance is the first drive on your right.



McCord Community Center



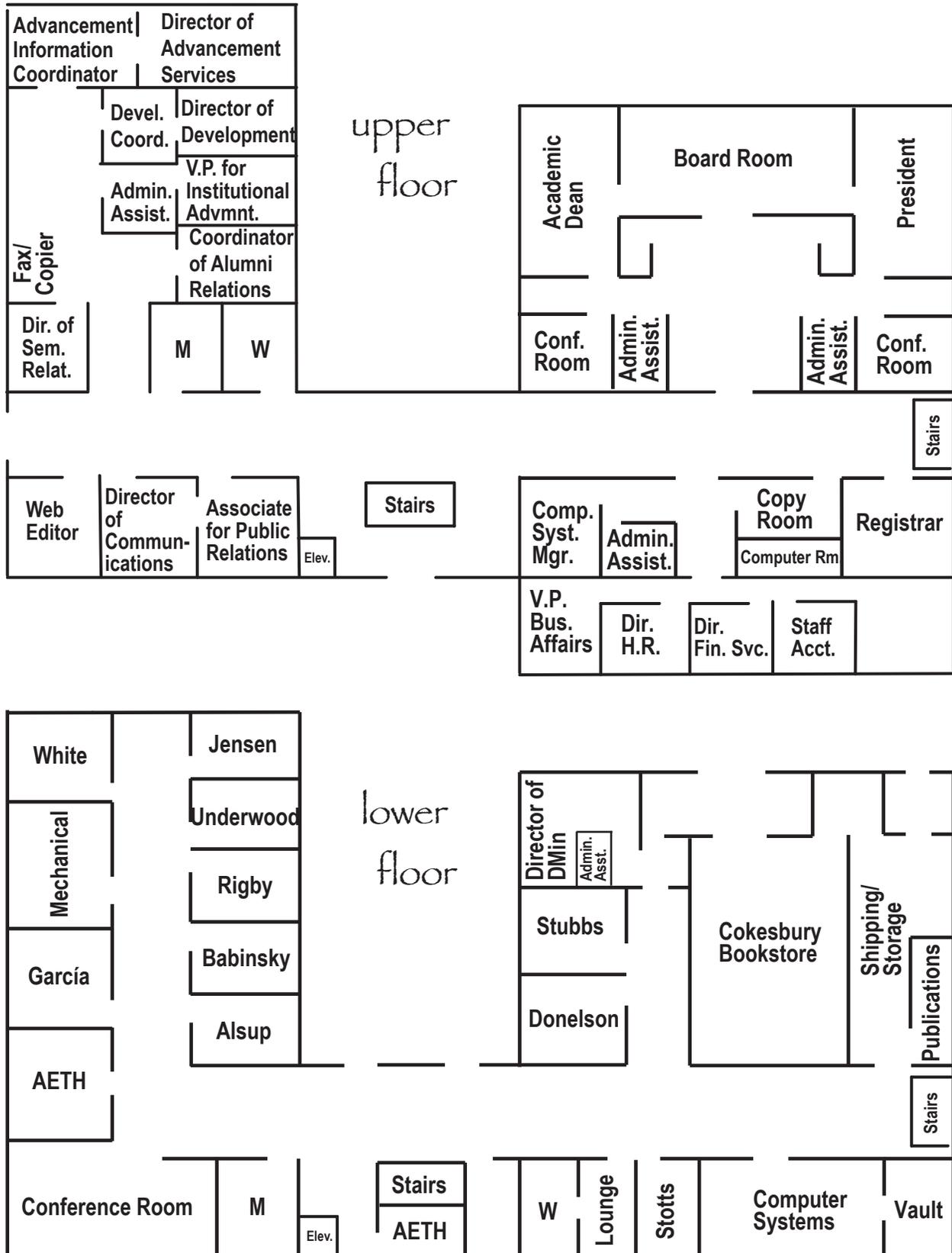
McMillan Classroom Building



lower floor:

racquetball court, weight room, recreation area, student lounge,
maintenance, director of physical plant

Trull Administration Building



**WITH WHOM DO I TALK WHEN
I HAVE A QUESTION ABOUT**

**(512) 404-4+EXT.
ASK**

Academic Calender

Registrar, Jacqueline Hefley, Ext. 826 or
jhefley@austinseminary.edu or
Trull Building

Admissions, Recruitment

Director of Admissions, Jack Barden, Ext. 829 or
jbarden@austinseminary.edu
Admissions Counselor, Jackie Saxon, Ext. 885 or
jsaxon@austinseminary.edu
Administrative Assistant, Lisa Jones, Ext. 827 or
ljones@austinseminary.edu
McMillan Building, Suite 100

Address Change
(Must submit a form to
McCord Hospitality Desk,
temporary or permanent,
whether on -or off-campus.)

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley,
Ext. 800 or lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Advisors

Academic Dean, Michael Jenkins, Ext. 822
mjinkins@austinseminary.edu or
Administrative Assistant, Alison Riemersma,
Ext. 821 or ariemersma@austinseminary.edu
Trull Building

After-Hours Facility Access
(After-Hours Use and Security Agreement
Form must be signed, prior to release of
codes.)

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley,
Ext. 800 or lholley@austinseminary.edu
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Alumni/ae Association

Coordinator of Alumni/ae Relations,
Georgia Smith, Ext. 801 or
gsmith@austinseminary.edu
Trull Building

Alumni/ae Addresses

Advancement Information Coordinator,
Hannah Beck Ext. 805 or
hbeck@austinseminry.edu
Trull Building

(512) 404-4+EXT.

Audio-Visual Equipment -
Presentation Support
(Complete request form)

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley,
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Auditing Classes

Registrar, Jacqueline Hefley,
Ext. 826 or jhefley@austinseminary.edu
Trull Building

Barth and Grill Café

Director of Auxiliary Enterprises, Renee Menke,
Ext. 872 or rmenke@austinseminary.edu
McCord Building, Upper Level

Babysitting for Community events

Babysitting Coordinator, Megan Doshier,
206-419-1326 (cell) or
megan.doshier@austinseminary.edu

Bicycle Barn
(student bicycle storage, access code required)

Hospitality Assistant, Lisa Marie Holley, Ext.
800 or lholley@austinseminary.edu or
Director of Auxiliary Enterprises, Renee Menke,
Ext. 872 or rmenke@austinseminary.edu McCord
Building, McCord Hospitality Desk

Bible Content Exam
(Fees required)

Vocation and Placement Officer, John Evans,
Ext. 830 or jevans@austinseminary.edu or
Administrative Assistant, Sharon Pawlik,
Ext. 832 or spawlik@austinseminary.edu
McMillan Building, Lower Level, West

Bill Payments (see Student Account Payments)

Book Grants

Director of Financial Aid, Glenna Balch, Ext.
828 or gbalch@austinseminary.edu
McMillan Building, Suite 100

Bookstore/Cokesbury

June Gardner, 476-9914 or
cokesbury@austinseminary.edu
Trull Building

Buddy Program

Coordinators, Keith Hudson, Laura Elly Hudson,
keith.hudson@austinseminary.edu
or laura.hudson@austinseminary.edu or
480-3110 or Megan Doshier,
megan.doshier@austinseminary.edu

Bulletin Boards (Community)

Students may post announcements and notices on
the bulletin boards in the mail room.

(512) 404-4+EXT.

Calendar - Events on Campus

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley,
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Call Process (see Ecclesiastical Endorsement)

Campus Card/ID Card

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley,
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Candidacy (see Ecclesiastical Endorsement)

Child Care - After School Care

Director of Austin Seminary After School
Program, Caressa Murray, 972-743-6446 or
caressa.murray@austinseminary.edu
Hicks Community House

Child Care Subsidy

Director of Financial Aid, Glenna Balch, Ext.
828 or gbalch@austinseminary.edu
McMillan Building, Suite 100

Chapel Choir

Director of Chapel Music, Kevin McClure,
Ext. 842 or kmcclure@austinseminary.edu
McMillan Building, Room 119

Christian Leadership Education

Principal of the College of Pastoral Leaders and
Director of Christian Leadership Education, Janet
Maykus Ext. 862, or
jmakus@austinseminary.edu or
Administrative Assistant, Hilda Harnden, Ext.
858 or hharnden@austinseminary.edu,
McCord Building, Lower Level

Clinical Pastoral Education (C.P.E.)
(Field Education)

Director of Supervised Practice of Ministry,
David Johnson, Ext. 860 or
dwjohnson@austinseminary.edu
Administrative Assistant, Hilda Harnden, Ext.
858 or hharnden@austinseminary.edu
McCord Building, Lower Level

(512) 404-4+EXT.

Clothes Closet	Hospitality Assistant, Lisa Marie Holley, Ext. 800 or lholley@austinseminary.edu or Hospitality Coordinator, Jackie McCully, Ext. 867 or jmccully@austinseminary.edu McCord Building, McCord Hospitality Desk
Code of Conduct for Students	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu McCord Building, Upper Level
College of Pastoral Leaders	Principal of College of Pastoral Leaders, Janet Maykus, Ext.862 or jmaykus@austinseminary.edu Director of Professional Development of the College of Pastoral Leaders, Nancy McCranie, Ext. 863 or nmccranie@austinseminary.edu Administrative Assistant, Galynn Borges, Ext. 857 or gborges@austinseminary.edu McCord Building, Lower Level
Committees and Student Representatives	See page 24
Community E-Mail Announcements from Faculty/Staff	Web Editor, David Pussman, Ext. 809 or dpussman@austinseminary.edu Trull Building Director of Communications, Randal Whittington, Ext. 808 or rwhittington@austinseminary.edu or Associate for Public Relations, Shannon Neufeld, Ext. 810 or sneufeld@austinseminary.edu
Community E-mail Announcements from Students	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu and Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level It is very important that messages be sent to both Ann and Deborah.
Communicating with the Faculty	e-mail faculty using seminary e-mail addresses or Administrative Assistant, Emily Summerfield, Ext. 834 or esummerfield@austinseminary.edu McMillan Building, Lower Level

(512) 404-4+EXT.

Commuter Students	Vice President for Student Affairs, Ann Fields, Ext. 869 afields@austinseminary.edu Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level
Counseling	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level
Course Scheduling/Registration	Registrar, Jacqueline Hefley, Ext. 826 or jhefley@austinseminary.edu Trull Building
Degree Planning Guides (MATS, MDIV, MDIV/MSSW, see Degree Planning Guides section of <i>Student Handbook</i>)	Registrar, Jacqueline Hefley, Ext. 826 or jhefley@austinseminary.edu Trull Building
Directed Study Projects	Academic Dean, Michael Jinkins, Ext. 822 or mjinkins@austinseminary.edu Administrative Assistant, Alison Riemersma, Ext. 821 or ariemersma@austinseminary.edu Trull Building
Discovery Weekends	Director of Admissions, Jack Barden, Ext. 829 or jbarden@austinseminary.edu Admissions Counselor, Jackie Saxon, Ext. 885 or jsaxon@austinseminary.edu Administrative Assistant, Lisa Jones, Ext. 827 or ljones@austinseminary.edu McMillan Building, Suite 100
Dispute with another student	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu or Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level
Doctor of Ministry Program	Director of the Doctor of Ministry Program, David Jones, Ext. 121 or djones@austinseminary.edu or Administrative Assistant, TBD Trull Building, Lower Level

(512) 404-4+EXT.

Ecclesiastical Endorsement
(Candidacy, Call Process, Placement)

Vocation and Placement Officer,
John Evans, Ext. 830 or
jevans@austinseminary.edu
McMillan Building, or
Administrative Assistant, Sharon Pawlik, Ext.
832 or spawlik@austinseminary.edu
McMillan Building, Lower Level, West

Emergencies
(See Campus Security Guidelines and Policies
section for more detailed information)

McCord Desk Business Hours:

M-F 8:30 a.m. -10:00 p.m.
Sat. 10:00 a.m.-10:00 p.m.
Sunday 3:00 p.m.-10:00 p.m.

Call 911 **and** phone the McCord Desk
512-404-4800 during regular business
hours. If after-hours contact security officer on
duty 10:00 p.m.-6:00 a.m. seven days a week
at 512-415-5511.

Non-emergency police assistance
(See Campus Security Guidelines and Policies
section for more detailed information)

McCord Desk Business Hours:

M-F 8:30 a.m. -10:00 p.m.
Sat. 10:00 a.m.-10:00 p.m.
Sunday 3:00 p.m.-10:00 p.m.

Call 311 **and** phone the McCord Desk
512-404-4800 during regular business hours.
If after-hours contract the security officer on duty
10:00 p.m.-6:00 a.m. seven days a week at
512- 415-5551.

Employment (On-Campus)

Director of Financial Aid, Glenna Balch, Ext.
828 or gbalch@austinseminary.edu
McMillan Building, Suite 100

Events Sign-Up Sheets

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley,
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Emergency Financial Aid

Vice President for Student Affairs,
Ann Fields, Ext. 869 or
afields@austinseminary.edu
Administrative Assistant, Deborah Butler, Ext.
868 or dbutler@austinseminary.edu
McCord Building, Upper Level

Facilities Reservations/online
www.austinseminary.edu/portal/forms
(classrooms, private dining rooms, chapel)

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley,
Ext. 800 or lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

(512) 404-4+EXT.

FAX Machine

FAX number for student's use:
512-479-0738

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley,
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Food Service (See Barth and Grill Café)

Financial Aid/Scholarships

Director of Financial Aid, Glenna Balch, Ext.
828 or gbalch@austinseminary.edu
McMillan Building, Suite 100

Gifts to the Seminary

Vice President for Institutional
Advancement, Open, Ext. 803
or
Director of Development, Donna Smith,
Ext. 806, or donna.smith@austinseminary.edu
Trull Building

Guest Rooms

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Health Insurance
(required)

PC(USA) students who are under care of a
presbytery, contact PC(USA) Board of Pensions
: 1-800-773-7752
Non-Presbyterian and international students
contact their insurance carrier.
Contact Ann Fields or Deborah Butler with
questions.

Hicks Community House Reservations

Babysitting Coordinator, Megan Doshier
206-419-1326 (cell) or
megan.doshier@austinseminary.edu

Housing (see Student Housing)

Human Resources

Director of Human Resources, Lori Rohre, Ext.
815 or lrohre@austinseminary.edu
Trull Building

ID Card (See Campus Card)

(512) 404-4+EXT.

Independent Study Projects

Academic Dean, Michael Jinkins,
Ext. 822 or mjinkins@austinseminary.edu
Administrative Assistant, Alison Riemersma,
Ext. 821 or ariemersma@austinseminary.edu
Trull Building

International Student Program/Orientation

Vice President for Student Affairs,
Ann Fields, Ext. 869 or
afields@austinseminary.edu
Administrative Assistant, Deborah Butler, Ext.
868 or dbutler@austinseminary.edu
McCord Building, Upper Level

Internships (see Supervised Practice of Ministry)
Internships and housing (see Student Housing)

KAIROS - Community Newsletter
www.austinseminary.edu/portal

Editor, *KAIROS*,
Meredith Kemp, 799-1462
or meredith.kemp@austinseminary.edu

Leave of Absence

Academic Dean, Michael Jinkins, Ext. 822 or
mjinkins@austinseminary.edu
Administrative Assistant, Alison Riemersma,
Ext. 821 or ariemersma@austinseminary.edu
Trull Building

Library Card (See Campus Card)

Library Study Carrels

Public Services Librarian, Lila Parrish, Ext. 878
or lparrish@austinseminary.edu
Stitt Library

Locked Out of your apartment/dorm room?

(See Student Lockout Assistants)

Lockers
(Lockers located in McMillan Building)

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Lost and Found

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

(512) 404-4+EXT.

Mid-Winter Lectures

Director of Seminary Relations, David Evans,
Ext. 802 or levans@austinseminary.edu or
Coordinator of Alumni/ae Relations, Georgia
Smith, Ext. 801 or gsmith@austinseminary.edu
Trull Building

Mail Boxes/On Campus - Campus Mail Room
(Fee for replacement key is \$10.00)

Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
or Hospitality Assistant, Lisa Marie Holley
Ext. 800 or
lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk

Maintenance Requests/Work Order Forms

Complete forms and leave at the
McCord Building, McCord Hospitality Desk

Mid-Week Manna - Community Fellowship
Wednesdays - 11:00 a.m. - 12:00 noon
Stotts Fellowship Hall

President of the Student Body, Monica Hall
940-642-6787 (cell) or
monica.hall@austinseminary.edu

Name Change - Official

Registrar, Jacqueline Hefley, Ext. 826 or
jhefley@austinseminary.edu
Trull Building

Noise Complaint

Director of Physical Plant, Jim Many, Ext. 871 or
jmany@austinseminary.edu
McMillan Building, Basement Level or
call the McCord Desk, Ext. 800 if you are unable
to reach anyone in the maintenance area.

Notary Public
(no charge)

Nancy Reese, President's Office, Ext. 823 or
nreese@austinseminary.edu or
Trull Building

Ordination Exams
(fees required)

Vocation and Placement Officer, John Evans,
Ext 830, or jevans@austinseminary.edu or
Administrative Assistant, Sharon Pawlik,
Ext. 832 or spawlik@austinseminary.edu
McMillan Building, Lower Level, West

Overnight Housing (see Guest Rooms)

(512) 404-4+EXT.

Parents Night Out Program

Babysitting Coordinator, Megan Doshier,
206-419-1326 (cell) or
megan.doshier@austinseminary.edu

Parking tags for guests
(provide license #, make and
model of car. See pages 38-39
fees and qualifications).

Hospitality Assistant, Lisa Marie Holley
Ext. 800 or lmairie@austinseminaray.edu
McCord Building, Hospitality Desk

Parking stickers for students, faculty and staff and
on-campus Student Visitor Guest hangtag

Hospitality Assistant, Lisa Marie Holley
Ext. 800 or lmairie@austinseminary.edu
McCord Building, Hospitality Desk or
Director of Auxiliary Enterprises, Renee Menke,
Ext. 872 or rmenke@austinseminary.edu
McCord Building, Annex

Part-time Study

Academic Dean, Michael Jinkins,
Ext. 822 or mjinkins@austinseminary.edu
Administrative Assistant, Alison Riemersma,
Ext. 821 or ariemersma@austinseminary.edu
Trull Building

Pastoral Care/Community Concerns

Vice President for Student Affairs,
Ann Fields, Ext. 869 or
afields@austinseminary.edu
Administrative Assistant, Deborah Butler, Ext.
868 or dbutler@austinseminary.edu
McCord Building, Upper Level

Pets on campus
(see policy in Student Handbook and
Housing Handbook)

Vice President for Business Affairs, Kurt
Gabbard, Ext. 816 or
kgabbard@austinseminary.edu
Trull Building or
Director of Auxiliary Enterprises, Renee Menke,
Ext. 872, or rmenke@austinseminary.edu
McCord Building, Annex

Phonathon

Coordinator for Alumni/ae Relations, Georgia
Smith, Ext. 801 or gsmith@austinseminary.edu
Trull Building

Photocopying
(Locations for student use are:
McCord Hospitality Desk and Stitt Library)

Hospitality Assistant, Lisa Marie Holley, Ext.
800 or lholley@austinseminary.edu
McCord Building, McCord Hospitality Desk
Hospitality Coordinator, Jackie McCully,
Ext. 867 or jmccully@austinseminary.edu
McCord Building, McCord Hospitality Desk or
Public Services Librarian, Lila Parrish,
Ext. 878 or lparrish@austinseminary.edu
Stitt Library

(512) 404-4+EXT.

Photocopying - problems with copiers	Director of Auxiliary Enterprises, Renee Menke, Ext. 872 or rmenke@austinseminary.edu McCord Building, Annex
Placement (see Ecclesiastical Endorsement)	
Postage Stamps	Hospitality Assistant, Lisa Marie Holley, Ext. 800 or lholley@austinseminary.edu McCord Building, McCord Hospitality Desk
Pulpit Supply	Director of Supervised Practice of Ministry, David Johnson, Ext. 860 or djohnson@austinseminary.edu Administrative Assistant, Hilda Harnden, Ext. 858 or hharnden@austinseminary.edu McCord Building, Lower Level
Racial Ethnic Ministries	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu or Administrative Assistant, Deborah Butler, Ext. 868 dbutler@austinseminary.edu McCord Building, Upper Level
Reading and Writing Skills	Director of Writing and Reading Skills Development, Light German, 478-4743 or lgerman@austinseminary.edu or Administrative Assistant, Johnnie Walker-Little @ Huntington Surrey School, 478-4743 (For information, you may also contact Alison Riemersma in the Dean's office for information, Ext. 821 or ariemersma@austinseminary.edu).
Recreation - on Campus - Facility Access	Hospitality Assistant, Lisa Marie Holley Ext. 800 or lholley@austinseminary.edu or Director of Auxiliary Enterprises, Renee Menke, Ext. 872 or rmenke@austinseminary.edu McCord Building, McCord Hospitality Desk
Recreation - off Campus/ (Associate Memberships available through University of Texas/Rec. Sports. See Deborah Butler if you are interested in a guest pass).	Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu or Vice President for Student Affairs, Ann Fields Ext. 869 or afields@austinseminary.edu McCord Building, Upper Level
Registration	Registrar, Jacqueline Hefley, Ext. 826 or jhefley@austinseminary.edu Trull Building

(512) 404-4+EXT.

Security Concerns	Director of Physical Plant, Jim Many, Ext. 871 or jmany@austinseminary.edu McMillan Building, Basement Level
Security - After Hours (See Campus Security Guidelines and Policies section of the Student Handbook)	Night Security (10:00 p.m. - 6:00 a.m.) 512-415-5551 seven day a week Regular McCord Building Business Hours M-F 8:30 a.m - 10:00 p.m. Saturday 10:00 a.m. - 10:00 p.m. Sunday 3:00 p.m. - 10:00 p.m.
Sexual Harassment	Vice President for Student Affairs, Ann Fields, Ext. 869, or afields@austinseminary.edu or Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level
Spiritual Direction	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu or Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level
Spiritual Formation Certification	Director of the Certificate in Spiritual Formation Program, David Johnson, Ext. 860, or djohnson@austinseminary.edu or Administrative Assistant, Hilda Harnden, Ext. 858, or hharnden@austinseminary.edu McCord Building, Lower Level
Spiritual Formation Groups	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu or Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level
Spouses' Group (see Student Groups, Community Edge)	
Students/Academic Records	Registrar, Jacqueline Hefley, Ext. 826 or jhefley@austinseminary.edu Trull Building
Student Accounts	Senior Staff Accountant, Marti Harris, Ext. 813 or mharris@austinseminary.edu Trull Building, Business Office

(512) 404-4+EXT.

Student Accounts Dispute Resolution	Director of Financial Services, Brent Boyer, Ext. 811 or bboyer@austinseminary.edu Trull Building, Business Office
Student Diaconate - Student Deacons	Student Body President, Monica Hall, 940-642-6787 or monica.hall@austinseminary.edu
Student/Staff Directory (available late September)	Director of Communications, Randal Whittington, Ext. 808 or rwhittington@austinseminary.edu or Trull Building
Student Government/Elections	President of Student Body, Monica Hall, 940-642-6787 or monica.hall@austinseminary.edu or Election Commissioner, Greg Amen, 480-0129 or greg.amen@austinseminary.edu
Student Groups:	
Acts 2:42 Fellowship	Student Representatives, TBD
Choir	Student Representative, Monica Hall, 940-642- 6787 or monica.hall@austinseminary.edu
Community Edge (Couples and Family Ministry)	Spouse Representative, Alyssa Kirwan, 407-592-1372 (cell) or alysfafca@yahoo.com
Corpus Christi	Student Representatives, Joseph Moore, 323-9566 or joseph.moore@austinseminary.edu or Linda Berard, 512-868-7229 or linda.berard@austinseminary.edu
Faithful Flyers	Student Representative, Emily Owen, 499-8548 or emilyowen@austinseminary.edu
Fore God	Student Representative, Sarah Feltman, 515-570-6893 (cell) or sarah.feltman@austinseminary.edu
KAAPTS (Koreans at APTS)	Student Representative, Isaac Pyo, 382-6489 or isaac.pyo@austinseminary.edu
Methodist Student Group	Student Representatives, Paul Dubois, 482-0139 or paul.dubois@austinseminary.edu or Lisa Straus, 402-1200 or lisa.straus@austinseminary.edu

<i>Student groups continued</i>	(512) 404-4+EXT.
Multi-Cultural Student Association	Student Representative, Melody Oltmann, 934-2088 or melody.oltmann@austinseminary.edu
Singles Group	Student Representative, Sherry Higdon, 482-8283 or sherry.higdon@austinseminary.edu
The Intentional Community at Austin	Student Representatives, Keith Hudson, Laura Hudson, 480-3110 or keith.hudson@austinseminary.edu or laura.hudson@austinseminary.edu or Megan Doshier, 206-419-1326 (cell) or megan.doshier@austinseminary.edu
Women in Ministry	Student Representative, Debbie Garber, 503-807-8423 or debbie.garber@austinseminaray.edu
If you are interested in forming a student group	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level
Student Housing (See Housing Handbook)	Director of Auxiliary Enterprises, Renee Menke, Ext. 872 or rmenke@austinseminary.edu McCord Building
Student Housing Pest Control Request (Sign in log book at McCord Desk)	Hospitality Assistant, Lisa Marie Holley Ext. 800 or lholley@austinseminary.edu McCord Building, McCord Hospitality Desk
Student Life	Vice President for Student Affairs, Ann Fields, Ext. 869 or afields@austinseminary.edu Administrative Assistant, Deborah Butler, Ext. 868 or dbutler@austinseminary.edu McCord Building, Upper Level or Student Life Committee Chair, Ellen Babinsky
Student Lockout Assistants	Student Assistants, Krista Ingram, 417-6554 or Chris Kirwan, 407-592-1373 (cell)
Student Lounges	McMillan Building, Room 202 and Basement Level
Student Computer Labs	McMillan Building, Student Lounge, Room 202; McCord Building, middle floor; Stitt Library, 2 nd floor.

(512) 404-4+EXT.

Student Payroll
(checks are put in campus mailboxes)

Director of Financial Services, Brent Boyer,
Ext.811 or bboyer@austinseminary.edu
Trull Building

Supervised Practice of Ministry

Director of Supervised Practice of Ministry,
David Johnson, Ext. 860 or
djohnson@austinseminary.edu
Administrative Assistant, Hilda Harnden, Ext.
858 or hharnden@austinseminary.edu
McCord Building, Lower Level

Student Senate Monthly Meetings
(Dates published in *KAIROS*
weekly calendar, all students welcome.)

President of the Student Body, Monica Hall,
940-642-6787 (cell) or
monica.hall@austinseminary.edu

Telephones
(local calls only)

Student Lounge, McMillan Building,
Room 202, Upper Level

Pay-Phone

McCord Building, Mail Room

Theological Education Sunday

Coordinator of Alumni/ae Relations
Georgia Smith, 801 or
gsmith@austinseminary.edu
Trull Building

Timesheets - Student Employment

Director of Financial Aid, Glenna Balch, Ext.
828 or gbalch@austinseminary.edu
McMillan Building, Suite 100

Timesheets - Teaching Assistants,
Research Assistants and Tutors

Academic Dean's Office,
Administrative Assistant, Alison Riemersma,
Ext. 821 or ariemersma@austinseminary.edu
Trull Building

Transcript Requests
(\$5.00 fee)

Registrar, Jacqueline Hefley, Ext. 826 or
jhefley@austinseminary.edu
Trull Building

Transfer of Credit

Associate Dean for Student Academic Affairs,
Ellen Babinsky, Ext. 850 or
ebabinsky@austinseminary.edu
Trull Building, Room 109

Transient problems or concerns
(See Policy on Transients in Campus Security
Guidelines and Policies section in the Student
Handbook)

Direct the person to an office campus pay
phone located on San Jacinto street next to the
Posse East so that he/she may call 211 for
assistance (no coins are necessary).

(512) 404-4+EXT.

Travel Seminars
(Gunther Scholarship requests)

Academic Dean, Michael Jinkins,
Ext. 822 or mjinkins@austinseminary.edu
Administrative Assistant, Alison Riemersma,
Ext. 821 or ariemersma@austinseminary.edu
Trull Building

Veterans Administration Benefits

Registrar, Jacqueline Hefley, Ext. 826 or
jhefley@austinseminary.edu
Trull Building

Vocational Resources

Vocation and Placement Officer, John Evans,
Ext 830, or jevans@austinseminary.edu or
Administrative Assistant, Sharon Pawlik,
Ext. 832 or spawlik@austinseminary.edu
McMillan Building, Lower Level, West

visas/I-20 forms

Director of Financial Aid, Glenna Balch, Ext.
828 or gbalch@austinseminary.edu
McMillan Building, Suite 100

Weather Emergency

The seminary follows the Austin Independent School
District (AISD) [policy for weather emergencies](#). Call
the McCord Desk, 512-404-4800 for a recorded
message.

Vice President for Business Affairs, Kurt
Gabbard, Ext. 816 or
kgabbard@austinseminary.edu

Web Portal

(announcements, campus life, *Kairos*, calendar,
Barth & Grill menu, community events/pictures,
student portal, items for sale)

www.austinseminary.edu/portal
Managed by Web Designer, David Pussman,
Ext. 809 or dpussman@austinseminary.edu
Communications Office, Trull Building

YOUR STUDENT SENATORS ARE:

MONICA HALL- SENIOR - STUDENT BODY PRESIDENT

MEREDITH KEMP -SENIOR SENATOR

RYAN PAPPAN - SENIOR SENATOR

SARAH FELTMAN - MIDDLE SENATOR

DAN JEAN - MIDDLE SENATOR

MATS SENATOR WILL BE ELECTED DURING THE FIRST FOUR WEEKS OF THE FALL SEMESTER 2007

JUNIOR SENATORS WILL BE ELECTED DURING FIRST FOUR WEEKS OF THE FALL SEMESTER 2007

_____ and _____

YOUR STUDENT REPRESENTATIVES SERVING ON COMMITTEES ARE:

ADMISSIONS COMMITTEE

Renee Roederer, Scott Wiperman

PROGRAM OF STUDY COMMITTEE

Lisa Straus, Laura Walters

STUDENT LIFE/STANDING COMMITTEE

Keith Hudson

WORSHIP COMMITTEE

Melissa Koerner, Matthew Thompson

BOOKSTORE COMMITTEE

Stephen Cheney

LIBRARY COMMISSION

Brian Dees, Debbie Garber

ELECTION COMMISSIONER

Greg Amen

FINANCIAL AID COMMISSION

Derek Forbes

A General Guide of Whom To See and Where to Find Them

The following is a list of campus offices and some of their student-related responsibilities. It is not meant to be a definitive list but an abbreviated directory to assist you as you live and study within the seminary community.

HOURS

Seminary offices are open weekdays from 8:30 a.m. to 5:00 p.m. from September through May. Summer hours are 8:30 a.m. to 4:00 p.m. Our switchboard number is (512) 404-4800. The Cokesbury Bookstore is ordinarily open from 9:00 a.m. to 4:00 p.m., Monday through Friday. Cokesbury's phone number is (512) 476-9914. For library hours see the Stitt Library section in the Table of Contents.

OFFICE OF ACADEMIC AFFAIRS Trull, Upper Level, Presidential Suite

Academic Dean

Handles all academic matters: faculty, degree programs, courses of study. (Note that registration and class scheduling are handled by the Registrar's office.)

Associate Dean for Student Academic Affairs, Trull 109

Works closely with the Office of Academic Affairs on matters such as transfer of credit, waivers of requirements, extensions and other student concerns related to course work. Has primary responsibility for MATS program.

Associate Dean for Seminary Effectiveness, Stitt Library

Leads the seminary's work in institutional effectiveness and accreditation planning.

Associate Dean for the Houston Extension Program, Saint Philip Presbyterian Church, Houston, Texas

Coordinates all aspects of the Houston Extension Program.

Administrative Assistant to the Office of Academic Affairs

Handles appointments with the Dean; coordinates end-of-semester course evaluation forms; processes time sheets for teaching assistants; receives Gunther scholarship requests.

Registrar, Trull, Upper Level

Maintains student academic records; coordinates registration, creates class schedule and information packets; reports enrollment figures; processes transcripts; assists students with tracking their program of study; edits *Catalogue*; processes Veterans Administration Education Benefits applications.

BOOKSTORE, Trull, Lower Level, East end. See Cokesbury Bookstore.

ADMISSIONS, McMillan, Lower Level, East. See STUDENT AFFAIRS.

ADVANCEMENT SERVICES, Trull, Upper Level. See Institutional Advancement

AUXILIARY ENTERPRISES, McCord, Upper Level, see Business Affairs

BUSINESS AFFAIRS, Trull, Upper Level

Vice President for Business Affairs

Administrative responsibility for institutional accounting, finance and investments, operations, physical plant, computer information services, human resources.

Administrative Assistant to the Office of Business Affairs

Schedules appointments for the Vice President for Business Affairs.

Director of Human Resources

Responsible for all aspects of Human Resources.

Director of Financial Services

Oversees the daily accounting operations, including accounts payable, accounts receivable, cash management, financial reporting, general ledger and payroll. In addition, manages the annual audit, the compilation of the annual budget, and the Seminary's investment activity.

Senior Staff Accountant

Processes payroll for staff and students, serves as the Great Plains contact person for reporting and business portal questions. Provides help with student account concerns/questions, and with the analysis of account activity within Seminary departments. Process accounts payable, accounts receivable and expense reports.

Director of Physical Plant, McMillan Maintenance Shop, Basement Level

Oversees all aspects of buildings and grounds, maintenance, and safety and security.

Director of Auxiliary Enterprises, McCord, Upper Level, Annex

Oversees student housing and all aspects of hospitality services, food service, copiers, campus cards, telephones, mail service, audio-visual services, and parking permits.

Hospitality Coordinator, McCord, Upper Level

Oversees facilities usage and reservations, catering, guest rooms, mail services, Campus Cards, parking permits, and the master calendar of events involving the seminary community and/or facilities; fulfills audio-visual requests; coordinates weddings and special events.

Hospitality Assistant, McCord, Upper Level

Issues temporary parking permits to guests, distributes guest room and mailbox keys, handles changes of address, receives maintenance request forms, accepts clothes closet donations, manages lost and found, operates seminary switchboard, issues and accepts payments for Campus Cards, and supervises package deliveries.

Maintenance Staff

Make repairs on seminary facilities including seminary housing. Work orders (maintenance requests forms) are submitted at the McCord Hospitality Desk.

CHRISTIAN LEADERSHIP EDUCATION, see College of Pastoral Leaders

COKESBURY BOOKSTORE, Trull, Lower Level, East end

Manager

Responsible for day-to-day operation of Cokesbury, requisition and maintenance of inventory and supervision of staff.

COLLEGE OF PASTORAL LEADERS, McCord, Lower Level

Principal of the College of Pastoral Leaders and Director of Christian Leadership Education

Administrative responsibility for oversight of workshops clinics, and conferences sponsored by the college.

Director of Professional Development of the College of Pastoral Leaders

Assists pastors in meeting their spiritual and professional needs through peer groups coordinated by the College of Pastoral Leaders.

Administrative Assistant for the College of Pastoral Leaders

Schedules appointments for the College of Pastoral Leaders and coordinates registration materials and events of the College of Pastoral Leaders.

COMMUNICATIONS, Trull, Upper Level. See Institutional Advancement

DOCTOR OF MINISTRY, Trull, Lower Level

Director of the Doctor of Ministry Degree Program

Oversees recruitment and all aspects of the program.

Administrative Assistant the Doctor of Ministry Program

Schedules appointments for the Director of the Doctor of Ministry program, produces mailings, and coordinates and organizes all aspects of various courses, maintaining filing system and calendar.

FACULTY

Offices are found in the McCord, McMillan, and Trull buildings. Full credentials can be found in the *Catalogue*.

FACULTY ADMINISTRATIVE ASSISTANT, McMillan, Lower Level, West

FINANCIAL AID, See Student Affairs.

INSTITUTIONAL ADVANCEMENT, Trull, Upper Level

Vice President

Administrative responsibility for all fund raising and public relations efforts for the seminary.

Director of Seminary Relations

Administrative responsibility for church constituency and alumni/ae relations, including the Austin Seminary Association.

Director of Development

Directs fund raising for operating and endowed funds that support scholarships, buildings, faculty compensation, etc.

Director of Advancement Services

Manages computerized database, prospect research, and donor and alumni files.

Coordinator of Alumni/ae Relations

Coordinates events such as Theological Education Sunday, Donor Day, Class Reunions and other on- and off-campus alumni/ae events.

Development Coordinator

Coordinates strategic planning, analytical assessment, and creative visioning of initiatives to expand and strengthen the fund development program building Austin Seminary's annual fund through support from churches, governing bodies, alumni/ae, and friends.

Administrative Assistant to the Office of Institutional Advancement

Provides administrative support to the Vice President and Directors of the Office of Institutional Advancement.

Advancement Information Coordinator

Records donor and gift information, updates mailing addresses of alumni/ae and constituents, coordinates bulk mailings, produces reports from the constituent database.

Director of Communications

Responsible for developing strategies and products for an effective communications and publicity program through print and electronic media (including production of seminary publications: *Windows*, *Insights*, brochures, seminary directory, PR pieces, and news releases related to the seminary community.)

Associate for Public Relations

Responsible for the creative concept of Seminary communications products and for design and production support.

Web Editor

Provides content and support for the Seminary's external and internal electronic communications program. Also responsible for content of information available on the student portal for community calendar, *Kairos* student newsletter, postings for students wanting to sell items, outside job postings, seminary events, student groups. All available at www.austinseminary.edu/portal

MAINTENANCE, see Business Affairs.

PUBLIC RELATIONS/SEMINARY RELATIONS, Trull, Upper Level. See Institutional Advancement.

PULPIT SUPPLY, See Supervised Practice of Ministry.

PRESIDENT, Trull, Upper Level, Presidential Suite

President

Handles general matters including faculty, board of trustees and seminary policies.

Executive Assistant to the President

Assists the President and is the President's liaison to the Seminary community.

Organist/Choirmaster

Organist for Chapel services and other seminary community worship services and events; directs Chapel choir.

Vocation and Placement Officer, Lower Level, West

Counsels with students regarding candidacy processes, arranges preparation sessions for PC(USA) inquirers/candidates taking ordination exams, organizes senior seminars on entry-into-ministry issues, and assists seniors in "first call" placement; liaison with Committees on Preparation for Ministry and Committees on Ministry; contact for Pastor Nominating Committees and alumni/ae in placement process, and with PC(USA) denominational offices (Examinations, Call Referral, Leadership Connection) and PLSE initiative.

Assistant to the Office of Vocation and Placement

Manages most aspects of the day to day operations of the Vocation & Placement Office including coordinating and processing materials and information about PC(USA) Inquiry/Candidacy, Ordination Exams, senior placement activities and senior seminars.

RACIAL/ETHNIC MINISTRIES, see Student Affairs

REGISTRAR, see Academic Dean

SEMINARY RELATIONS, Trull, Upper Level. See Institutional Advancement

SUPERVISED PRACTICE OF MINISTRY, McCord , Lower Level

Director of Supervised Practice of Ministry and Director of Certificate in Spiritual Formation Program

Coordinates Supervised Practice of Ministry (SPM) assignments, including Clinical Pastoral Education; (CPE) available to discuss options for satisfying the Supervised Practice of Ministry requirement in the M.Div. program.

Coordinator of Certificate in Spiritual Formation Program

Plans and implements the Spiritual Formation Program classes.

Administrative Assistant to the Director

Handles paperwork for SPM program; makes pulpit supply assignments.

STUDENT AFFAIRS

Vice President for Student Affairs, McCord, Upper Level

Available for personal counseling; oversees racial/ethnic ministries; provides referrals for professional counseling and spiritual direction; coordinates community-wide events; handles community-related grievances and concerns; oversees production of *Kairo*; leads new student orientation. Provides support for the Community Edge Group and other student groups. Oversight of ASAP program for seminary children, as well as other childcare and support for seminary families.

Assistant to the Vice President for Student Affairs

Manages appointments and correspondence for the Vice President; coordinates student orientation; student handbook editor; liaison to the Office of Vocation and Admissions in preparation for entering students; coordinates services for ecumenical students; coordinates student services survey; coordinates entering and graduating student questionnaires; coordinates special events sponsored by the Office for Student Affairs.

ADMISSIONS AND FINANCIAL AID OFFICE, McMillan, Lower Level, East

Director of Admissions

Manages the student recruitment area and directs admission to all programs of study; coordinates prospective student visitation and Discovery weekends; serves as academic advisor to special students.

Director of Financial Aid

Processes financial aid and student loan applications; provides student information on part-time and temporary job opportunities; refers students to outside sources of funding; coordinates Student Employment program; processes government documentation for international students.

Admissions Counselor

Works with the Director of Admissions in the recruitment efforts of the Seminary and assists applicants with admission process.

Administrative Assistant to the Office of Admissions

Manages the office and student assistants under the direction of the Director of Admissions; handles initial inquiries and requests for admission materials from prospective students; maintains admissions records and database.

SWITCHBOARD, see Business Affairs

VOCATION AND PLACEMENT, see President.

GENERAL INFORMATION – NONACADEMIC

In Alphabetical Order by Topic

ADDRESS CHANGES (temporary or permanent, whether on - or off-campus)

Mail received at the 100 East 27th Street address may be forwarded to students who are not on campus for a January or summer term or an internship once payment arrangements have been made through the Hospitality Desk in the McCord building. All address changes, temporary or permanent, must be submitted on a form to the Hospitality Desk in the McCord building.

AUSTIN SEMINARY AFTER-SCHOOL PROGRAM (ASAP)

Austin Seminary provides after-school care for seminary children ages 2 years - 6th grade through the Austin Seminary After-school Program (ASAP) . The program is regularly offered Monday through Thursday from 3:00-5:30 p.m. The fee is \$3.75 a day per child or \$7.50 a day per family for the children of students, and \$7.50 a day per child or \$14.75 a day per family for the children of faculty and staff. The programs are offered when Austin Seminary and the Austin public schools (AISD) are in session, and special programs will be offered when Austin Seminary is in session and the Austin public schools are not. The programs will be offered at the Hicks Community House, and at least one parent must remain on the seminary campus while their child is in the program. Families may apply with the ASAP Director, who works with the Vice President for Student Affairs

(fees are subject to change each academic year).

AUDIO-VISUAL REQUESTS

To reserve audio-visual equipment (TV, DVD, VCR, sound system, smart cart, projector, etc.) for an event, fill an Audio-Visual Request form, available online at www.austinseminary.edu/portal/forms. The Hospitality Coordinator will process your request and assign a student worker to set up and operate the equipment for your event.

AUSTIN SEMINARY ASSOCIATION (Alumni/ae)

The Association is an organization for graduates, former students, and all persons interested in the promotion of quality theological education at and through Austin Seminary. Various projects, as well as an annual meeting and banquet, are sponsored by the Association and the Director of Seminary Relations.

BARTH AND GRILL CAFÉ, see Dining Hall

CALENDAR

To place events on the seminary calendar or to discuss scheduling an event, contact the Hospitality Coordinator at the McCord Hospitality Desk. The Hospitality Coordinator maintains the master calendar on which are posted all meeting and guest room reservations as well as all seminary-sponsored and seminary-related events. Postings for the weekly calendar must be submitted by 11:00 a.m. on Wednesdays for Friday publication.

A weekly calendar of all events on campus is distributed campus-wide each Friday through *Kairos* and the campus portal at www.austinseminary.edu/portal. The weekly calendar is produced by the Hospitality Assistant, and all items for the calendar must be submitted by 11:00 a.m. each Wednesday.

CAMPUS CARD/ID CARD

All students, faculty, and staff are issued a photo ID card. This card serves as an ID card, a debit card, and a library card. Your Campus Card may be used as a debit card to purchase items in Barth and Grill or to make copies at designated campus copiers (see Photocopying section). At the beginning of each semester, all students taking nine (9) or more credits must pay a \$25.00 Campus Card charge when paying tuition. The \$25 is immediately added to the student's Campus Card account and can be used to purchase food in Barth and Grill or copies from selected copiers on campus. The Campus Card account is separate and distinct from your student account in the Business Office. At the McCord Hospitality Desk, you may deposit additional funds to your Campus Card using, cash, check, credit card, or funds from your student account. *Funds deposited to your Campus Card cannot be refunded.*

CAMPUS EMPLOYMENT, see Student Employment.

CHAPEL

When the Shelton Chapel is open and not otherwise being utilized, it is available to students for prayer and meditation.

CHILD CARE SUBSIDY

Limited assistance is available to qualifying students to subsidize child care costs. Children enrolled in preschool, after-school care, Community Schools, Extend-a-Care, and Parks and Recreation after-school programs are eligible. Children not of school age are given priority. Subsidies are extremely limited and based on financial need. Interested students should contact the Financial Aid Office.

CHILDREN'S PROGRAMS, see ASAP Program

CHRISTIAN LEADERSHIP EDUCATION

The Principal Of The College of Pastoral Leaders and Director of Christian Leadership Education, and the Director of Professional Development for the College of Pastoral Leaders plan and coordinates Christian leadership education events for constituents of Austin Seminary.

CLOTHES CLOSET

The seminary operates a clothes closet which makes available donated clothes to the seminary community (and sometimes donations include some really nice stuff!). The Clothes Closet is located in Currie Hall. Contact the Hospitality Assistant at the McCord Hospitality Desk to access the Clothes Closet. Clothes not used by the seminary community are donated to Austin area community outreach programs.

CODE OF CONDUCT FOR STUDENTS, appears in seminary policies and procedures in this handbook.

COMMUNICATIONS

The Director of Communications is available to assist with questions relating to the distribution of photographs or biographical data to churches or groups where you may be preaching or visiting. This office also produces the Seminary directory and maintains the Seminary website.

COMMITTEES, see Faculty Committees in this section.

COMMUNITY HOUSE, see Hicks Community House.

COMPUTERS

Students may use the computers in the Student Lounge located in the McMillan Building. These computers are for students to check their e-mail and view the internet. To print or work on papers, use the computers in Stitt Library. A new student computer lab is to be added in the McCord building, middle floor level. It is anticipated to be ready by fall 2007. Wireless access is available in the McCord building, McMillan building, and Stitt Library.

COUNSELING

The Vice President for Student Affairs is available for counseling as well as referrals for counseling and spiritual direction. Please refer to the Counseling Program section of this handbook for more information.

DECLARATION OF INTENT

As an instrument of the church, the Seminary is not merely an institution for academic study, and membership in it is not granted in answer solely to the private interest or personal decision of those who present themselves for admission, however thoroughly qualified academically. Both for faculty and student, membership in the community is by invitation and commitment. The call of God and the approbation of God's people are appropriately attended by a declaration of one's commitment and an acknowledgment of one's obligation to make full use of all means to the cultivation of the gifts of God for fulfilling the ministries to which one has been called. This occurs not only by devotion to study, but also by responsible participation in the whole of the community's varied life of worship and work, as well as by the exercise of personal prayer.

The Seminary, therefore, invites its students to sign the following statement, which has been adopted by the faculty:

Declaration of Intent

"In recognition of the claims of God upon me and in reliance upon God's grace, I declare my intention to live responsibly in this community, to be persistent in the pursuit of learning, diligent in prayer and praise, responsive to the needs of my fellow members, and open to their efforts to contribute to my equipment for the service of Christ."

DINING HALL

Students, faculty, staff and visitors are welcome to bring their own food or to purchase a meal from Barth and Grill, the café in Stotts Fellowship Hall. Meals may be purchased with cash or Campus Card Dollars. Barth and Grill is open for breakfast, lunch, and dinner Monday through Thursday and for breakfast and lunch on Friday. Please visit the campus portal at www.austinseminary.edu/portal to see the menu and the specials of the day.

ECCLESIASTICAL RELATIONS, contact the Vocation and Placement Officer.

EMERGENCY FINANCIAL AID, consult with the Vice President for Student Affairs.

EMERGENCIES

In case of emergency, or if you feel you are in immediate danger, or to report a serious crime that has just occurred, **immediately call 9-1-1.**

For **non-emergency police** assistance, call **3-1-1.**

To report a crime or emergency on campus during normal business hours, call the **McCord front desk**/campus switchboard at **512-404-4800** (extension “800” on the campus phone system). The McCord Desk hours are currently:

Monday-Friday 8:30 a.m. – 10:00 p.m.

Saturday 10:00 a.m. – 10:00 p.m.

Sunday 3:00 p.m. – 10:00 p.m.

The **contract security officer** is on duty 10:00 p.m. to 6:00 a.m., seven days a week, and can be reached at **512-415-5551.**

The **“on call” Maintenance Staff** person can be reached at **512-563-1363**

Other Phone Numbers:

The **Director of Physical Plant (James Many)** can be reached at 512-404-4871 (office phone) or 512-563-7257 (cell phone).

The **Maintenance Department** can be reached at 512-404-4881 (office phone).

Maintenance Supervisor David Hill can be reached at 512-563-7256 (cell phone).

Maintenance Staff Member James Helt can be reached at 512-563-7279 (cell phone).

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President for Business Affairs, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the campus e-mail system to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Business Affairs (404-4816, kgabbard@austinseminary.edu).

In the case of a weather emergency that prevents the seminary from opening, Austin Seminary follows the Austin Independent School District Policy (AISD) for school closings. Call the Austin Seminary main switchboard, 404-4800, for a recorded message and/or watch your local news stations.

EMPLOYMENT (off-campus)

Some assistance in helping students and spouses of students find off-campus employment is available in the Financial Aid Office. In addition, the pre-orientation packet distributed to entering students prior to arrival on campus contains a list of contacts for employment in the Austin area. Extra copies are available from the Student Affairs Office.

FACILITIES

To use any Seminary facilities (meeting rooms, guest rooms, Shelton Chapel, etc.) reservations must first be made through the Hospitality Coordinator. Submit an online Room Reservation Request form, available at www.austinseminary.edu/portal/forms. The Hospitality Coordinator will then process your request and let you know when your reservation is completed.

FACULTY COMMITTEES/COUNCILS

The following are the faculty committees/councils of Austin Seminary. A list of the student members currently serving on committees is available in the “With Whom Do I Talk?” section of this handbook. Each faculty committee has student representatives elected by the student body.

Admissions - has responsibility for and reports to faculty concerning admission of students to all programs of study; makes recommendations to faculty concerning changes in admissions policies.

Bookstore - advises the Cokesbury Bookstore on matters pertaining to its operation on the APTS campus; communicates to the faculty matters of interest or concern to the Cokesbury Bookstore.

Financial Aid - sets policies for student financial aid; serves as advisory committee to the Financial Aid Office on matters of student financial aid; available to hear appeals related to aid awards

Library Commission - advises the library director on library policies and provides a voice for student and faculty concerns regarding library services and collections.

Program of Study - makes recommendations to faculty concerning degrees, curriculum, course offerings, changes in degree programs, nomenclature, catalogue descriptions and interpretations, and academic calendar.

Student Life and Student Standing - provides a channel of communication in non-academic areas for students to faculty and administration; makes recommendations to Faculty concerning any student problems requiring full faculty attention; has responsibility for and reports to faculty alleged violation of Code of Conduct for Students.

Worship - makes recommendations to faculty concerning all matters related to the corporate worship at the seminary, including ordering and securing leadership, and providing oversight.

SPM Council - recommends policies and course offerings in Supervised Practice of Ministry; provides oversight to implementation of faculty’s decisions with respect to SPM program.

FACULTY, CONTACTING

Each course syllabus contains information on how to contact the professor, including office hours, on-campus telephone extension and e-mail address. It is also helpful for you, the student, to communicate to the professor how best to contact you with time-sensitive information such as class cancellations.

When you must miss class, notify your professor directly, or through the Faculty Secretary. In case of illness, it is the student’s responsibility to indicate directly to the professor when and why he/she must be absent from a class. All faculty and staff have voice-mail and e-mail. Telephone extensions and e-mail addresses are noted in the seminary directory. In case of illness or extended absence notify the Vice President for Student Affairs, extension 869 or the Registrar, extension 826.

FAX

Students may send faxes at the McCord Hospitality Desk. The FAX number is 512-479-0738.

FINANCIAL AID

The student financial aid program is administered by the Financial Aid Committee and carried out by the Director of Financial Aid .

GRIEVANCE PROCEDURES

Students with grievances related to their life and work in the seminary are asked to speak first with the person with whom the student has a problem or the administrator into whose hands are entrusted the policies causing or related to the grievance. Where it is not clear to whom one should turn, contact the Academic Dean for academic matters or the Vice President for Student Affairs for other matters.

HICKS COMMUNITY HOUSE

In addition to hosting the ASAP program, the Hicks Community House is used for other seminary childcare needs. The Community House may also be used by seminary families for events with children. Reservations may be made with the babysitting coordinator for APTS.

HOUSING

The seminary housing program is coordinated by the Director of Auxiliary Enterprises. For policies and guidelines related to seminary housing, consult the Housing Manual, distributed to all students living on campus and available to anyone from the Director of Auxiliary Enterprises. See Housing Handbook section.

If a housing matter of concern to you is not covered in the manual, please consult the Director of Auxiliary Enterprises. If your seminary housing unit is in need of repair, a work order (form to be completed) can be filed with the Hospitality Assistant at the McCord Hospitality Desk.

ILLNESS (also see Medical Assistance in this section)

In case of illness, it is the student's responsibility to indicate directly to the professor when and why he/she must be absent from a class. All faculty and staff have voice-mail and e-mail. Telephone extensions and e-mail addresses are noted in the seminary directory. In the matter of extended absences (three days or more) due to illness or other reasons, the Registrar's office should be notified. The Registrar will record excessive absences only when the professor so indicates.

INSTITUTIONAL ADVANCEMENT

Through our institutional advancement program, Austin Seminary seeks the financial support of individuals, churches and foundations. Students, faculty and staff are often key liaisons in making contact with prospective donors.

INSURANCE

Health insurance is required of all students enrolled in a degree program at Austin Seminary. The seminary itself does not offer a policy. Presbyterian students who are under care of a presbytery may contact PC (USA) Board of Pensions at 1-800-773-7752. Other students should contact their insurance carrier. **Proof of insurance must be presented to Deborah Butler, Office for Student Affairs.**

INTERNSHIPS AND HOUSING

Students completing a year-long internship may be eligible for additional housing HELP points based on the number of months of the internship. See Housing Handbook for more detailed information and discuss with the Director of Auxiliary Enterprises.

KAIROS

KAIROS, the community newsletter of Austin Seminary, is published weekly during the fall and spring terms when classes are in session. The deadline for submitting news or an article to *KAIROS* is ordinarily each Wednesday before noon. Articles should be e-mailed to the editor.

LOCKERS

Lockers are available in the McMillan building for commuters students to store their books and other belongings. Students can claim any empty locker and must provide their own combination lock.

LIBRARY, see the Stitt Library section of this handbook.

LOST AND FOUND

The McCord Hospitality Desk serves as the lost and found department for the seminary.

MAIL/MAIL ROOM

The Seminary mail room, located in the McCord Community Center to the left of the main entrance, is supervised by the Hospitality Coordinator at the McCord Hospitality Desk. All students, degree and non-degree, are assigned mailboxes and keys at the beginning of the semester. To replace a lost key, see the hospitality assistant at the McCord Hospitality Desk. There is a \$10.00 charge for a replacement key.

All students receive intracampus mail in their mailboxes, and in addition, students living in Currie Hall receive first-class mail. Ordinarily, first-class mail is delivered to student boxes by 3:00 p.m. Mondays through Friday, barring delays in delivery. Packages too large to fit in student mailboxes may be picked up at the McCord Hospitality Desk. Mail is picked up each weekday from the U.S. postal box, located next to the campus mailboxes. See the U.S. postal box for current collection times. Stamps may be purchased from the Business Office receptionist desk during working hours.

The closest U.S. Post Offices are north of campus at Speedway and 43rd St. and at 3570 North Lamar. A larger postal facility with expanded pickup hours is located at the corner of Guadalupe and 6th streets. The main postal facility, with even more frequent pickup times, is located in northeast Austin at 8225 Cross Park Drive.

Mail received at the 100 East 27th Street address may be forwarded to you while you are away for a January or summer term or an internship once payment arrangements have been made with the Hospitality Coordinator at the McCord Hospitality Desk. All address changes, temporary or permanent, must be submitted on a checkout form to the Hospitality Coordinator at the McCord Hospitality Desk.

MEDICAL ASSISTANCE

The seminary strongly encourages every student to form a relationship with a primary-care physician soon after arrival in Austin. This physician will then be available to give or mediate help as needed in any emergency. A list is provided of some dentists and physicians who are accepting seminary student referrals. See section 8.

If you do not establish a relationship with a medical professional in Austin, you can receive help at the emergency rooms of :

Brackenridge Hospital (emergency: 324-7010; main: 324-7000)

Children's Hospital of Austin at Brackenridge (emergency: 324-8010; main: 324-8000), both located at 1400 N. IH 35

Heart Hospital of Austin, 3801 North Lamar Blvd. (emergency: 407-7700; main: 407-7000)

North Austin Medical Center, 12221 N. Mopac (emergency: 901-1100; main: 901-1000)
Round Rock Medical Center, 2400 Round Rock Avenue (emergency: 341-6428; main: 341-1000)
St. David's Hospital 919 East 32nd (emergency: 397-4240; main: 476-7111)
Seton Medical Center, 1201 West 38th (emergency: 324-1010; main: 324-1000)
Seton Northwest Hospital, 11113 Research Blvd. (emergency: 324-6010; main: 324-6000)
South Austin Hospital, 901 W. Ben White Blvd. (emergency: 448-7160; main: 447-2211)
Help is also available at any one of a number of minor emergency centers listed in the Southwestern Bell Yellow Pages. In case of emergencies, please also contact the Vice President for Student Affairs.

NOTARY PUBLIC

There is no charge for this Should you require the services of a Notary Public, you can currently find one on campus in the Office of the President.

PARKING

Each student is required to have a parking sticker for his or her vehicle in order to park on campus. Off-campus students are eligible for one parking permit at no cost. Additional permits may be purchased for \$25.00 per permit. On-campus students are eligible for one parking permit per licensed driver in household. There is a \$25.00 fee per permit for additional parking permits for on-campus students. Additionally, on campus students are issued one Campus Housing Visitor hangtag. Visitors to campus housing may park in any of the resident lots or in the Hicks lot with this hangtag. This hangtag must be displayed in the visitor's vehicle at all times during their visit to campus. Replacement hangtags are \$25.00. Parking permits are issued at the beginning of each academic year and are valid for a 1-year period. Be prepared to give the color, year, make, model, and license plate number for each vehicle in order to receive the permit.

Student parking is available throughout campus; please refrain from parking in spaces labeled for faculty, staff or visitors. All visitors to campus must display either a temporary parking pass from the McCord Hospitality Desk or a Campus Housing Visitor hangtag. If you have any questions or need to replace your permit, contact the Hospitality Assistant.

NOTICE: ANY CAR PARKED ON SEMINARY PROPERTY IMPROPERLY AND/OR WITHOUT A SEMINARY-ISSUED PARKING STICKER OR CURRENT VISITOR HANGTAG PERMIT WILL BE TOWED.

There are 15- minute parking spaces designated on the campus. These spaces are to be used for short-term, loading/unloading parking ONLY. Flashers must be on. Failure to comply with the guidelines for 15-minute parking may result in the vehicle being towed.

PETS ON CAMPUS

Austin Presbyterian Theological Seminary is dedicated to providing a safe and friendly environment for its community members and visitors to our campus. While it is recognized that many pets are well-behaved, there are people who may have allergies or fears that could cause a pet to interfere with the ability of those individuals to complete their work or their studies.

It is the policy of Austin Presbyterian Theological Seminary that pets will not be allowed in Seminary buildings.

Exceptions: This policy does not apply to service animals brought to campus to provide assistance to persons with disabilities. Pets are allowed in student housing under certain circumstances (See Housing Handbook.).

All pets on Seminary property must be kept on leashes at all times.

Pets must not be left unattended while on Seminary property (i.e., in automobiles or outside buildings). Owners of pets shall be held responsible for any personal or property damage inflicted by their pets. Owners or caretakers of pets must clean up after their pets.

PHOTOCOPYING

Students may make photocopies at the following locations: McCord Hospitality Desk or Stitt Library. The fee for copies will be charged to your Campus Card.

PLACEMENT, see the Vocation and Placement Officer.

POSTAL SERVICES, appears in Mail/Mail Room in this section.

RECREATION OPPORTUNITIES (Austin Seminary)

Austin Seminary maintains, on the lower level of the McMillan Building, locker rooms for women and men, a racquetball court, a basketball court, pool and ping-pong tables, student lounge area, and a physical fitness room. The physical fitness room is equipped with competition and incline press benches, dumbbells, free weights, mats, exercise bikes and other exercise equipment. This equipment is available to all seminary students, faculty and staff; however, because of the risk of possible injury, children under 12 are not permitted at any time. Children over 12 must be accompanied by an adult. A building access code may be obtained at the McCord Hospitality Desk. An After-Hours Use and Security Agreement Form must be signed prior to receiving a building access code. FOR YOUR SAFETY, instruction in the proper use of the equipment should be obtained from designated trainers.

Two committees of the Student Senate work to support and enhance the recreation and sports opportunities on campus. One committee provides social and recreational activities for the seminary community. These include events such as socials, cookouts, and family activities. The other provides and coordinates recreational sports activities for the seminary community.

RECREATION OPPORTUNITIES (The University of Texas)

Students enrolled at Austin Seminary are eligible to purchase associate memberships to the extensive recreational facilities on the University of Texas at Austin campus, as well as participate in numerous recreational opportunities (canoeing, hiking, and camping trips, to name very few) sponsored by U.T. Recreation Sports. You will receive within the first two weeks of the spring and/or fall terms, a letter from the office of the Vice President for Student Affairs notifying you of eligibility. If you would like to receive a free day pass, contact Deborah Butler in the Office for Student Affairs. The fee is \$200 per semester or \$440 per year. Membership fees are prorated on the first business day of each month. Written notification of eligibility is provided to U.T. by the seminary's Vice President for Student Affairs. Austin Seminary students should then acquire a U.T. ID card. This is accomplished at Gregory Gym on Speedway at 21st Street. Take with you a photo ID and money to cover the fees.

Additional questions about this opportunity can be answered by phoning 471-6370 or visit their website at www.utrecsports.org. Brochures describing recreational opportunities are available at Gregory Gym. While some facilities are located at Gregory Gym, many are found in other location on the U.T. campus.

SEXUAL HARASSMENT

Austin Seminary has a strict policy regarding non-discrimination and anti-harassment, the full text of which appears under Seminary Policies and Procedures - Policy on Non-Discrimination and Anti-

Harassment in the Table of Contents. If you, as a student, feel that you have been sexually harassed by another student, contact the Vice President for Student Affairs immediately, and follow the procedures in the Student Code of Conduct. If you believe that you have been sexually harassed by a faculty member or employee, follow the procedures spelled out in the Non-Discrimination and Anti-Harassment Policy, and contact the student body president or any faculty member or administrator.

STUDENT BODY OFFICERS

Student Body Officers are elected each spring for the coming academic year. The positions are Student Body President; two Representatives from each class: senior, middle and junior, and a representative from the M.A.T.S. degree program; and an Elections Commissioner.

STUDENT AFFAIRS, STUDENT-FACULTY RELATIONS

The Vice President for Student Affairs and the chair of the Faculty Committee on Student Life/ Student Standing are available to assist students in issues related to student affairs, community life, and student-faculty relations.

STUDENT EMPLOYMENT PROGRAM

Students enrolled in the M.A.T.S. or M.Div. degree program are eligible to work on campus through the Student Employment program. The Job Board, located in the lobby by the McCord mailboxes, provides information on student employment opportunities. Students should refer to this information and contact the Financial Aid Office. The Director of Financial Aid supervises this program and is available to answer any questions related to it. Time sheets are also turned in to the Financial Aid Office by the monthly deadline and paychecks are delivered by the Business Office to campus mailboxes.

STUDENT GROUPS

Appears in seminary policies and procedures in this handbook and at www.austinseminary.edu

STUDENT LOUNGES

The lounge in McMillan building, room 202 is equipped with a phone for local service, computers for checking your e-mail and using the internet. Also available is a refrigerator. An additional student lounge and recreation area is located in the basement level of the McMillan building.

TELEPHONES

There is a public service phone for **local** calling in the student lounge located in the McMillan building, room 202 and a pay phone in the McCord building mail room area.

TRANSIENTS

IF YOU ENCOUNTER TRANSIENTS ON CAMPUS. . .

Living, studying and working on the edge of the largest university in the country and in the midst of a large urban area, we will be confronted with issues related to transients on campus. If you are approached by a transient and asked for help, please give that person one of the 211 *Cards* which have been placed in your mailbox and direct the person to the nearest off-campus pay-phone, which is located on San Jacinto next to the Posse East. Do not enable their access to campus. The 211 call is free; no coins are required for the pay phone. For the safety and security of all within our community, do not give the person food, clothing or money; do not attempt to counsel them; and do not invite them into your living

quarters or other seminary facilities or enable their access on campus in any way. Assistance and shelter are available from agencies which the person can reach by dialing 211. If you are interested in giving your own personal assistance to any of these agencies, we encourage you to do so by volunteering your time. If you have any questions, please contact the Vice President for Student Affairs afields@austinseminary.edu or 404-4869.

VETERANS ADMINISTRATION BENEFITS AND RELATIONS, contact the Registrar.

WEB STUDENT PORTAL, www.austinseminary.edu/portal, Your one-stop shop for Austin Seminary information. Includes announcements, *Kairos* student newsletter, student groups, events, photos etc.

COMMUTER INFORMATION

This section addresses some of the needs, issues and concerns specific to commuter students. Commuters are defined as those students who do not live in seminary housing.

The particular focus of this section is to provide information and suggestions which help commuter students to experience the seminary as a “home away from home.” However, the information contained in this section is relevant to all students at APTS; and its content is meant to foster a greater sense of community at our seminary.

FACILITIES

CHAPEL

When the Chapel is open and not otherwise being utilized, it is available to students for prayer and meditation.

DINING HALL

Students, faculty, staff and visitors are welcome to bring their own food or to purchase a meal from Barth and Grill, the café in Stotts Fellowship Hall. Meals may be purchased with cash or Campus Card Dollars. Barth and Grill is open for breakfast, lunch, and dinner Monday through Thursday and for breakfast and lunch on Friday. Please visit the campus portal at www.austinseminary.edu/portal to see the menu and the specials of the day.

HICKS COMMUNITY HOUSE

In addition to hosting the Austin Seminary After-School (ASAP) program, the Hicks Community House is used for other seminary childcare needs. The Community House may also be used by seminary families for events with children. Reservations may be made with the Babysitting Coordinator.

LIBRARY

The Stitt Library publishes a guide of policies and services of the Library, refer to Still Library section.

McCORD COMMUNITY CENTER

This building is home to the Barth and Grill Café located in Stotts Fellowship Hall/Dining Hall, classrooms, a student computer lab, a snack room with vending machines, mail room and mailboxes, a private dining room, shaded patios, areas that can be used for study or conversation, and the offices of Vice President for Student

Affairs, Auxiliary Enterprises Department, Supervised Practice of Ministry and Certificate in Spiritual Formation, the College of Pastoral Leaders, and the Earle W. Crawford Continuing Education Center. McCord Center is available for use by students. After hours, students must use the door with the access code on the main floor. See the staff member on duty at the McCord Hospitality Desk, upper level for access code information. An After-Hours Use and Security Agreement form must be signed by the student prior to the release of the access code. Students are allowed to use the classrooms on the first floor of McCord, subject to availability. A schedule of daily room usage will be located at each door. Groups must make reservations through the McCord Hospitality Desk to use any of the classrooms. Reservations by student study groups may be made only within two weeks of the requested date. Students are responsible for cleaning the white boards after use, emptying the trash of non-paper (food) waste from the classrooms and returning rooms to the original configuration before they leave. Custodial staff is to be given accessibility to the rooms to clean them. A white board is available for student use in the Stotts Fellowship Hall.

McMILLAN CLASSROOM BUILDING

This building is generally opened at 7:30 a.m. on weekdays; it is locked at 5:00 p.m. When a room is not in use or reserved, it may be used by any student for studying or for informal gatherings. For planned gatherings, rooms may be reserved with the Hospitality Coordinator at the McCord Hospitality Desk. The student lounge may not be reserved, thus allowing open access to all students.

Across from the Admissions Office is an elevator.

The basement area contains the Physical Plant Department, men's and women's locker rooms, a racquetball court, pool and ping-pong tables, a weight room, and a basketball court and an additional student lounge area. Information on using the weight training equipment is available from the Administrative Assistant to the Academic Dean located in the Trull Building, Presidential Suite. The after-hour access can be obtained from the staff member on duty at the McCord Hospitality Desk. An After-Hours Use and Security Agreement form must be signed by the student prior to the release of the access code. Student lockers, for storing books and personal belongings, are available and located on the upper level of McMillan and in the men's and women's locker room.

OTHER INFORMATION

AUTO SERVICE

When the need for such services arises, check with other students, staff or faculty. Many have had experience with businesses near the seminary.

BANKING

A convenient banking option is the University Federal Credit Union which welcomes all members of the seminary community to its membership. The main office is at 2244 Guadalupe Street. Call 467-8080 to learn about hours. To become a member you will need a photo ID and your Social Security number. For other banks in the area, please see the Yellow Pages.

COMMUNICATING WITH THE FACULTY

Every student at the seminary is encouraged to communicate their educational goals and needs to the seminary faculty. This is especially important for commuter students who often have special circumstances which need to be brought to a professor's attention.

Make an appointment with your professors as soon as possible. Discuss with them any and all matters related to your full participation in courses. These might include:

- * your vocational and current learning goals
- * your home mailing address and telephone number
- * how to submit written assignments on days you are not on campus
- * how best to communicate time-sensitive information to you if you tend to be off campus several days in a row
- * other arrangements concerning your participation in their course; e.g., small group scheduling, notification of class cancellations, and three-hour reserve materials in the library (see the “Library” section 6).

When you must miss class it is your responsibility to notify your professors directly, through voice-mail, e-mail or the Faculty Secretary. It is wise to check out the preferred means of communication with each faculty member early in the semester. In case of illness or extended absence notify the Vice President for Student Affairs or the Registrar.

PARKING

Each student is required to have a parking sticker for his or her vehicle in order to park on campus. Off-campus students are eligible for one parking permit at no cost. Additional permits may be purchased for \$25.00 per permit. On-campus students are eligible for one parking permit per licensed driver in household. There is a \$25.00 fee per permit for additional parking permits for on-campus students. Additionally, on campus students are issued one Campus Housing Visitor hangtag. Visitors to campus housing may park in any of the resident lots or in the Hicks lot with this hangtag. This hangtag must be displayed in the visitor’s vehicle at all times during their visit to campus. Replacement hangtags are \$25.00. Parking permits are issued at the beginning of each academic year and are valid for a 1-year period. Be prepared to give the color, year, make, model, and license plate number for each vehicle in order to receive the permit.

Student parking is available throughout campus; please refrain from parking in spaces labeled for faculty, staff or visitors. All visitors to campus must display either a temporary parking pass from the McCord Hospitality Desk or a Campus Housing Visitor hangtag. If you have any questions or need to replace your permit, contact the Hospitality Assistant.

NOTICE: ANY CAR PARKED ON SEMINARY PROPERTY IMPROPERLY AND/OR WITHOUT AN APPROPRIATE SEMINARY-ISSUED PARKING STICKER OR CURRENT VISITOR HANGTAG WILL BE TOWED.

There are 15-minute parking spaces designated on the campus. These spaces are to be used for short-term, loading/unloading parking ONLY. Flashers must be on. Failure to comply with the guidelines for 15-minute parking may result in the vehicle being towed.

PUBLIC TRANSPORTATION

Capitol Metro provides a wide variety of bus routes near the seminary. Printed schedules can be picked up at HEB, Randalls’, and the public libraries. Your seminary ID card will qualify you for the student fare on Capitol Metro. Capital Metro’s phone number is 474-1200. You may also visit their website at www.capmetro.org.

Generic MATS Program

Suggestions for the Sequencing of courses

All courses listed below are valued at 6 credits unless indicated otherwise.

FIRST YEAR

FALL TERM (24 credits)

Bi.102 Introduction to the Old Testament
 TH.100 Intro. to the History of Christianity: Apostolic Era to
 1650 (or TH.118 in some spring terms), or Elective
 TH.104 Systematic Theology I
 CM Requirement (see table)
Masters Colloquium (Non-credit. Two terms required.)

Total credits for term: 24
 Cumulative credits: 24

SPRING TERM (24 credits)

Bi.116 Introduction to the New Testament
 CM.Requirement (see table)
 TH.118 Developments in the History of Modern
 Christianity: 1650 to the Present (or TH.100, fall) or
 Elective
 Elective
Masters Colloquium (Non-credit. Two terms required.)

Total credits for term: 24
 Cumulative credits: 48

JANUARY TERM (6 credits)

Elective *
 Total credits for term: 6
 Cumulative credits: 78

SECOND YEAR

FALL TERM (24 credits)

TH.200 Introduction to Christian Ethics
 CM Requirement
 Elective
 Elective
Masters Colloquium (if not taken first year)

Total credits for term: 24
 Cumulative credits: 72

SPRING TERM (24 credits)

TH.206 Theological Reflection on Biomedical Issues
 or TH.296 Moral Issues (offered in alternating years)
 Elective
 Elective
 MATS Integrative Seminar
Masters Colloquium (if not taken first year)

Total credits for term: 24
 Cumulative credits: 102

MATS Table of Required Courses

Academic Departments	Fall Semester Options (offered every fall, unless indicated)	Spring Semester Options (offered every spring, unless indicated)
Biblical Department	Bi.102 Introduction to the Old Testament	Bi.116 Introduction to the New Testament
Department of the Church's Ministry	Three six-credit courses selected from three of the five departmental areas (i.e., I. Christian Education; II. Leadership and Administration; III. Mission and Evangelism; IV. Pastoral Care; V. Preaching and Worship).	
Theological-Historical Department	TH.100 Introduction to the History of Christianity: Apostolic Era to 1650	TH.118 Developments in the History of Modern Christianity: 1650 to the Present (offered in even years)
	TH.104 Systematic Theology I	No spring term option.
	TH.200 Introduction to Christian Ethics	TH.206 Theological Reflection on Biomedical Issues or TH.296 Moral Issues These two courses are offered in alternating years.

* Instead of taking an elective course or a travel seminar during a January term, an MATS student may take 30 credits during a fall or spring term.

Generic MDiv Program

Suggestions for the Sequencing of courses

All courses listed below are valued at 6 credits unless indicated otherwise.

JUNIOR YEAR

FALL TERM (24 credits)

Bi.102	Introduction to the Old Testament	
CM.122	The Church as a Worshiping Community	
TH.100	Intro. to History of Christianity: Apostolic Era - 1650	
TH.104	Systematic Theology I	
Total credits for term:		24
Cumulative credits:		24

SPRING TERM (24 credits)

Bi.116	Introduction to the New Testament	
Bi.118	The Interpretation of Old Testament Texts	
CM.126	Introduction to Preaching	
TH.212	Systematic Theology II	
Total credits for term:		24
Cumulative credits:		56

JANUARY TERM (8 credits)

Bi.108	Elementary Biblical Hebrew	8
Total credits for term:		8
Cumulative credits:		32

SUMMER TERM (12 credits)

Bi.120	Elementary New Testament Greek	8
Total credits for term:		8
Cumulative credits:		64

MIDDLER YEAR

FALL TERM (24 credits)

Bi.216	The Interpretation of New Testament Texts	
Required Courses (see table below)		
<u>Elective Courses</u>		
Total credits for term:		24
Cumulative credits:		88

SPRING TERM (24 credits)

Required Courses (see table below)		
<u>Elective Courses</u>		
Total credits for term:		24
Cumulative credits:		118

JANUARY TERM (6 credits)

<u>Travel Seminar or another Elective</u>		
Total credits for term:		6
Cumulative credits:		94

SUMMER (12 credits) *

<u>Supervised Practice of Ministry in a Congregational Setting</u>		
Total credits for term:		12
Cumulative credits:		130

Upper-level requirements can be satisfied *in either the Middler or Senior years*, most *in either the fall or the spring semesters*. The table below shows required areas of study and the course or courses that satisfy the particular requirement. Students are encouraged to balance required courses between the middler and senior years and to take advantage of elective offerings, most of which are offered only every two or three years.

MDiv Table of Required Courses

One required course in each area listed below:	Fall Semester Options (offered every fall, unless indicated)	Spring Semester Options (offered every spring, unless indicated)
Christian Education	CM.222 Theological and Practical Foundations of Christian Education	CM.220 The Ministry of Education in the Congregation
Christian Ethics	TH.200 Introduction to Christian Ethics	TH.206 Theological Reflection on Biomedical Issues or TH.296 Moral Issues These two courses are offered in alternating years.
Mission and Evangelism	No fall term option.	CM.230 Mission and Evangelism
Pastoral Care	CM.226 Introduction to Pastoral Counseling	CM.224 Introduction to Pastoral Care
World Religions	TH.204 Introduction to World Religions	No spring term option.
Advanced Exegesis	One advanced course in Hebrew or Greek. Advanced Exegesis courses in each language are offered every fall and spring term.	

SENIOR YEAR

FALL TERM (24 credits)

I.314 Senior Preaching (or in spring term)

Required Courses (see previous table)

Elective Courses

Total credits for term: 24

Cumulative credits: 154

SPRING TERM (24 credits)

I.314 Senior Preaching (if not taken in fall term)

Required Courses (see previous table)

Elective Courses

Total credits for term: 24

Cumulative credits: 184

JANUARY (6 credits)

Travel Seminar or Elective

Total credits for term: 6

Cumulative credits: 160

***Supervised Practice of Ministry**

The Supervised Practice of Ministry requirement may be satisfied in an intensive ten-week period in the summer, through a full-year internship (9 to 15 months), or through two semesters in the concurrent Teaching Church program.

The Teaching Church option places the twelve Supervised Practice of Ministry credits within the fall and spring terms, thereby displacing twelve credits of other required or elective work. Students should be aware that in the Teaching Church program they are permitted to register for no more than 24 credits each fall and spring (i.e., Teaching Church, at six credits, and 18 additional credits). This credit restriction is set to ensure that the student's commitment to the Teaching Church program is not intentionally overwhelmed by an overloaded course schedule.

In order to maintain satisfactory progress and complete the degree on schedule, students in Teaching Church must find alternative ways to earn the twelve credits ordinarily taken as summer SPM. Most students use the summer term after the middler year to pursue Clinical Pastoral Education or elective Supervised Practice of Ministry.

• **MDiv/MSSW**

Date Entered:  _____

Projected Completion:  _____

MDiv / MSSW Program of Study

DEPT.	REQUIRED COURSES @ AUSTIN SEMINARY	UTMSSW COURSES																																											
<p>Biblical</p> <p>46 credits</p>	<ul style="list-style-type: none"> <input type="radio"/> Bi.102 Introduction to the Old Testament <input type="radio"/> Bi.108 Elementary Biblical Hebrew (8) <input type="radio"/> Bi.116 Introduction to New Testament <input type="radio"/> Bi.118 Interpretation of Old Testament Texts <input type="radio"/> Bi.120 Elementary New Testament Greek (8) <input type="radio"/> Bi.216 Interpretation of New Testament Texts <input type="radio"/> One advanced exegesis course in O.T. or N.T. (indicate course) 	<p>Of the courses listed below, 54 credits can be applied toward APTS electives. The first digit in the course number indicates value in course hours at UT. 3 UT hours = 6 APTS credits.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COURSE # / TITLE</th> <th style="text-align: right;">Credit Earned ↓</th> </tr> </thead> <tbody> <tr><td>381R</td><td></td></tr> <tr><td>381S</td><td></td></tr> <tr><td>381T</td><td></td></tr> <tr><td>383R</td><td></td></tr> <tr><td>384R (Counted under SPM)</td><td style="text-align: right;">0</td></tr> <tr><td>393R</td><td></td></tr> <tr><td>393R26</td><td></td></tr> <tr><td>382R*</td><td></td></tr> <tr><td>383T</td><td></td></tr> <tr><td>384S (Counted under SPM)</td><td style="text-align: right;">0</td></tr> <tr><td>393R3*</td><td></td></tr> <tr><td>385R</td><td></td></tr> <tr><td>Adv Sel.* (3 hrs)</td><td></td></tr> <tr><td>Adv Sel.* (3 hrs)</td><td></td></tr> <tr><td>Elective* (3 hrs)</td><td></td></tr> <tr><td>385S1 (Counted at left)</td><td style="text-align: right;">0</td></tr> <tr><td>694R Adv. Field Inst.</td><td></td></tr> <tr><td>394S Adv. Field Inst.</td><td></td></tr> <tr><td>Elective* (3 hrs)</td><td></td></tr> <tr><td>UTSSW Total Credits: 102 (or 51 hrs)</td><td></td></tr> </tbody> </table>		COURSE # / TITLE	Credit Earned ↓	381R		381S		381T		383R		384R (Counted under SPM)	0	393R		393R26		382R*		383T		384S (Counted under SPM)	0	393R3*		385R		Adv Sel.* (3 hrs)		Adv Sel.* (3 hrs)		Elective* (3 hrs)		385S1 (Counted at left)	0	694R Adv. Field Inst.		394S Adv. Field Inst.		Elective* (3 hrs)		UTSSW Total Credits: 102 (or 51 hrs)	
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<p>Church's Ministry</p> <p>30 credits</p>	<ul style="list-style-type: none"> <input type="radio"/> CM.122 The Church as a Worshiping Community <input type="radio"/> CM.126 Introduction to Preaching <input type="radio"/> Christian Education requirement <ul style="list-style-type: none"> • __CM.220 or • __CM.222 <input type="radio"/> Pastoral Care requirement <ul style="list-style-type: none"> • __CM.224 or • __CM.226 <input type="radio"/> CM.230 Theology & Practice of Mission & Evang. 																																												
<p>Theological/ Historical</p> <p>30 credits</p>	<ul style="list-style-type: none"> <input type="radio"/> TH.100 History X-ianity/Apostolic Era-1650 <input type="radio"/> TH.104 Systematic Theology I <input type="radio"/> Christian Ethics requirement <ul style="list-style-type: none"> • __TH.200 or • __TH.206 or • __TH.296 <input type="radio"/> TH.204 Introduction to World Religions <input type="radio"/> TH.212 Systematic Theology II 																																												
<p>Inter-departmental</p> <p>12 credits</p>	<ul style="list-style-type: none"> <input type="radio"/> I.314 Senior Preaching <input type="radio"/> 385S1 MSSW Integrative Research Seminar 																																												
<p>SPM</p> <p>via UTSSW</p> <p>12 credits</p>	<ul style="list-style-type: none"> <input type="radio"/> Field Instruction @ UTSSW (6 hours/12 crd.) 	<p>* course may be fulfilled at APTS with permission of MSSW program director.</p> <p>Notes ◆</p>																																											
<p>Total Credits</p>	<p>MDIV • Required: 112 (56) @ APTS + Electives: 54 (27) @ UTSSW/APTS + SPM: 12 (6) @ UTSSW + Integrative Research Seminar: 6 (3) @ UTSSW/APTS = 184 APTS credits.</p> <p>MSSW • An additional 24 hours (48 credits) at UTSSW in required & elective work completes both degrees.</p>																																												

The large table below lists requirements for the UT MSSW with a Clinical Social Work concentration. This MSSW work is combined with Austin Seminary MDiv work, ordinarily according to the following timeline:

Sequencing/Location of Study	Year 1	Year 2	Year 3	Year 4
If student begins with MDiv at APTS	APTS	APTS	UT	UT/APTS
If student begins with MSSW at UT	UT	APTS	APTS	UT/APTS

Of the UT courses listed below, up to 27 hours (the equivalent of 54 Austin Seminary credits) of work not already designated as satisfying an Austin Seminary requirement can be counted towards MDiv electives. The first digit in the course number indicates the number of semester hours at which the course is valued. Three hours at UT is equal to six credits at Austin Seminary.

Term	UT / MSSW Requirements (60 hour program)	Hrs
MSSW	381R Development Across the Life Span: Individuals and Families	3
Sem. 1	381S Foundations of Social Justice: Values, Diversity, Power and Oppression	3
Fall	381T Dynamics of Organizations & Communities	3
	383R Social Work Practice I	3
	384R Field Instruction I (counted toward SPM at APTS)	0
MSSW	393R Clinical Assessment & Differential Diagnosis	3
Sem. 2	393R26 Theories and Methods of Group Intervention	3
Spring	382R* Social Policy Analysis & Social Problems	3
	383T Social Work Practice II	3
	384S Field Instruction II (counted toward SPM at APTS)	0
MSSW	393R3* Theories and Methods of Family Intervention	3
Sem. 3	385R Social Work Research Methods	3
Fall	Advanced CSW Selective* (3 hours)	3
	Advanced CSW Selective* (3 hours)	3
	Elective* (3 hours)	3
MSSW	385S1 Advanced Research in Clinical Social Work (counted under APTS Interdepartmental)	0
Sem. 4	694R Advanced Field Instruction	6
Spring	394S Advanced Field Instruction	3
	Elective*	3
	Total hours, excluding work already applied to Austin Seminary MDiv work:	51

*indicates course may be waived if fulfilled at Austin Seminary and approved by the MSSW program director.

Abbreviations: APTS Austin Presbyterian Theological Seminary
 UTSSW The University of Texas (@ Austin) School of Social Work
 CSW Clinical Social Work
 MDiv Master of Divinity
 MSSW Master of Science in Social Work
 SPM Supervised Practice of Ministry (i.e., MDiv field education)

The large table below lists requirements for the UT MSSW with a Clinical Social Work concentration. This MSSW work is combined with Austin Seminary MDiv work, ordinarily according to the following timeline:

Sequencing/Location of Study	Year 1	Year 2	Year 3	Year 4
If student begins with MDiv at APTS	APTS	APTS	UT	UT/APTS
If student begins with MSSW at UT	UT	APTS	APTS	UT/APTS

Of the UT courses listed below, up to 27 hours (the equivalent of 54 Austin Seminary credits) of work not already designated as satisfying an Austin Seminary requirement can be counted towards MDiv electives. The first digit in the course number indicates the number of semester hours at which the course is valued. Three hours at UT is equal to six credits at Austin Seminary.

Term	UT / MSSW Requirements (60 hour program)	Hrs
MSSW	381R Development Across the Life Span: Individuals and Families	3
Sem. 1	381S Foundations of Social Justice: Values, Diversity, Power and Oppression	3
Fall	381T Dynamics of Organizations & Communities	3
	383R Social Work Practice I	3
	384R Field Instruction I (counted toward SPM at APTS)	0
MSSW	393R Clinical Assessment & Differential Diagnosis	3
Sem. 2	393R26 Theories and Methods of Group Intervention	3
Spring	382R* Social Policy Analysis & Social Problems	3
	383T Social Work Practice II	3
	384S Field Instruction II (counted toward SPM at APTS)	0
MSSW	393R3* Theories and Methods of Family Intervention	3
Sem. 3	385R Social Work Research Methods	3
Fall	Advanced CSW Selective* (3 hours)	3
	Advanced CSW Selective* (3 hours)	3
	Elective* (3 hours)	3
MSSW	385S1 Advanced Research in Clinical Social Work (counted under APTS Interdepartmental)	0
Sem. 4	694R Advanced Field Instruction	6
Spring	394S Advanced Field Instruction	3
	Elective*	3
	Total hours, excluding work already applied to Austin Seminary MDiv work:	51

*indicates course may be waived if fulfilled at Austin Seminary and approved by the MSSW program director.

Abbreviations: APTS Austin Presbyterian Theological Seminary
 UTSSW The University of Texas (@ Austin) School of Social Work
 CSW Clinical Social Work
 MDiv Master of Divinity
 MSSW Master of Science in Social Work
 SPM Supervised Practice of Ministry (i.e., MDiv field education)

ACADEMIC INFORMATION

Please refer to the Austin Presbyterian Theological Seminary *Catalogue* found on our website at www.austinseminary.edu

SEMINARY POLICIES AND PROCEDURES

In Alphabetical Order by Topic

ACADEMIC HONESTY

Academic honesty is essential to the spirit of Christian community in a seminary environment, and such integrity is requisite to productive collegiality among students and faculty as well as for genuine and creative learning. All members of Austin Seminary are expected to practice academic honesty and to hold one another faithful to this mark of scholarly inquiry. No form of cheating, collusion or plagiarism will be tolerated. Students who disregard the basic requirements of academic honesty by any such acts are liable to course failure, and possible dismissal from the seminary.

Modern scholarship in most fields rests upon the work of many individuals, depends upon a great body of common knowledge, and is highly dependent upon the achievements of people who are no longer credited with them individually. Nevertheless, research work, such as that represented by essays, projects, and term papers, is expected to acknowledge indebtedness to the published work of others, as well as to any unpublished sources.

When written work is submitted under an individual's name, it is implied that the ideas, form of expression, supporting arguments, are his or her own, unless by footnote he or she acknowledges indebtedness to another for an idea, an argument, or for the verbiage employed.

It is incumbent upon every writer to acknowledge his or her indebtedness fully, in order to assist the reader to pursue the matter further, and in order to make clear his or her own sense of obligation to others.

There are various forms of indebtedness in scholarly writing. General indebtedness can be acknowledged in a prefatory note, in the bibliography attached to the work, or in the body of the essay.

Particular indebtedness for materials such as quotations, phrases, ideas, and sentences which originated with someone other than the essayist, must be indicated in footnotes. Acknowledgment of indebtedness should disclose the exact source of the material adduced.

All essays should be considered incomplete until a full bibliography of all the sources used has been attached, including unpublished sources such as a professor's lecture, an unpublished essay by the author himself or herself or by someone else. All sources referred to in footnotes should be listed in the bibliography.

When a project or essay is being used to satisfy the requirements of two separate courses, this fact must be clearly stated on the cover of the essay.

The Modern Language Association Handbook should be used to insure that footnotes, bibliographies, etc. are in adequate form to acknowledge all indebtedness to the work of others. Faculty and students are referred to *The MLA Handbook* (Chapter 2 in the Sixth Edition) for an understanding and examples of plagiarism.

Therefore, when a student at Austin Seminary submits an essay, it will be understood that the paper, apart from the obligations indicated, is presented as his or her own work and has been written with full recognition of the above standards.

Instances of academic dishonesty and plagiarism disrupt the spirit of Christian community in a seminary environment. In cases in which the professor has concluded that academic dishonesty has occurred : 1) the professor will discuss the incident with the student and take measures appropriate to the nature of the assignment and course; 2) the professor will submit a written report, together with a copy of the student's work in question,

to the office of the academic dean and registrar. The Dean's office will provide the student with an opportunity to view the professor's report and to respond in writing.

Upon the first incident of academic dishonesty, the associate dean for student academic affairs or the academic dean, at his or her discretion, may refer the student to the Committee on Student Life/Student Standing in executive session, which will make a recommendation to the academic dean and the faculty regarding that student's continuance or dismissal from the Seminary;

3) a subsequent incident of academic dishonesty will result in an additional written report, including an opportunity for the student to respond, and automatic referral to the Committee on Student Life/Student Standing in executive session, which will make a recommendation to the academic dean and the faculty regarding that student's continuance or dismissal from the Seminary.

It is the aim and hope of the seminary that an atmosphere of respect for one another and of commitment to disciplined inquiry will prevail and constructively guide personal and professional development.

DISMISSAL

The faculty may suspend or dismiss any student for reasons including, but not limited to, unsatisfactory academic performance, academic dishonesty, or conduct unbecoming to Christian community. All such actions shall be recorded in the faculty minutes with a statement of the reason(s). A sample Report of Suspected Academic Dishonesty form is on the following page.

NONACADEMIC PROBATION

In the exercise of its oversight of all students, the faculty's Committee on Student Life and Student Standing may place on nonacademic probation any student whose continued enrollment at the Seminary is in question on other than academic grounds. Reasons for such action include persistent failure in moral responsibility, intellectual dishonesty in academic and ministerial tasks, or irresponsibility in financial obligations and dealings.

After review with the student, the committee shall make known by written report to the student and the academic dean its action in placing a student on nonacademic probation. The report shall include the nature of the problem in question, as well as the specific course of probationary discipline which is proposed to the student to correct the difficulties or inadequacies.

Nonacademic probation shall be applied for a period of not more than one calendar year, during which time there shall be full opportunity for the student to meet the conditions of any probationary discipline.

If at the end of the calendar year the student has not corrected the difficulties or inadequacies, the Committee on Student Life and Student Standing shall review the situation with the student and may decide to recommend the student's dismissal to the faculty.

• Report Regarding Academic Dishonesty •

Student _____ Professor _____

Course # and Title _____

Term/Year of course _____ / _____ Date of Incident _____

I. To Be Completed by the Professor:

A. Explanation of incident _____

(Attach copy of work in question)

B. Indicate Action taken by professor (such as required rewrite, lowered grade, failed assignment, course failure). If none, indicate 'No Action Taken.'

Signature of Professor _____ Date _____

II. To Be Completed by the Student:

Student's Response _____

I have read and had the opportunity to respond to this report.

Signature of Student _____ Date _____

• Recommendations •

Recommendation of Professor to the Dean _____

Recommendation of Dean or Associate Dean _____

_____ Date _____ Initials _____

• Committee Referral and Action •

Date referred to committee _____

Action of committee _____

Date of committee action _____

Signature of Chair _____

Copy to: Academic Dean / Student's File (Registrar) / Student / Committee (when referred)

ALCOHOL POLICY

The serving of liquor is prohibited at any official gathering on the campus at any time.

The serving of wine or beer is generally prohibited on seminary property or at official seminary occasions, with the following exceptions:

1. individual living areas in Currie Hall and apartments;
2. Currie Hall common areas (lounge and “backyard”);
3. other outdoor common areas associated with apartments;
4. seminary guests staying in the McCord guest suites in or Smoot Center; and
5. official seminary occasions recommended in advance by the Dean, the Vice President for Business Affairs, the Vice President for Institutional Advancement, or the Vice President for Student Affairs and approved by the President (See form Request for Approval of Alcohol at Official Event on Campus.).
6. Permission for the serving of wine and/or beer may be granted to food service contractors for use of the Mccord Community Center as a venue for receptions.

Any other exception must be approved in writing, in advance, by the President.

Ordinarily seminary employees will not be reimbursed for alcoholic beverages consumed while on seminary business, except when hosting a guest either in Austin or beyond.

**REQUEST FOR APPROVAL OF ALCOHOL
AT OFFICIAL EVENT ON CAMPUS**

Austin Seminary allows wine and/or beer to be served on campus at official seminary occasions if recommended in advance by an administrative officer and approved by the president. The serving of liquor is prohibited at any official gathering on the campus at any time (Alcohol Policy, Student Handbook, p. 57).

This form is to be completed by the official organization or department requesting permission to serve beer or wine at an official event. The form must be submitted to the Dean, the Vice President for Business Affairs, the Vice President for Institutional Advancement, or the Vice President for Student Affairs at least two weeks prior to the event for which permission is requested. The President's Cabinet will make a recommendation to the President regarding permission for serving of alcohol at the event. Final approval rests with the President. Generally, approval will not be granted for alcohol at events at which there is significant participation by children.

If approval is granted for serving alcohol, the following conditions must be met:

Attractive non-alcoholic alternatives to beer and wine must be available and prominently displayed in the same area as the beer or wine.

A member of the sponsoring organization must be stationed at the point where beer or wine is served, to assure that no one who appears intoxicated is served. In any case, a maximum of three glasses of beer or wine may be served to any individual.

Sponsoring Official Organization/Department_____

Location of Event_____

Date of Event_____

Name or Purpose of Event_____

Type of Alcohol To Be Served (Beer or Wine Only)_____

Name(s) of Individual(s) To Be Stationed Where Alcohol To Be Served_____

As president of the aforementioned organization or supervisor of the department, I have read and I understand the requirements enumerated above and agree to abide by them.

Signature of Organization's President_____

Action by President of Austin Seminary (circle one) Approved Denied

Signature of President of Austin Seminary_____Form

Approved by the President's Cabinet June 28, 2007

Campus Security Guidelines and Policies

I. General Security Policies

Austin Presbyterian Theological Seminary seeks to provide a safe and secure campus for its students, employees and guests. The Vice President for Business Affairs administers the campus security program of the Seminary. Buildings are checked regularly by the Maintenance Staff to ensure all areas are properly secured and exterior lighting is functioning properly. The Seminary employs a contract security service to patrol the campus after hours. Other security services are provided in cooperation with other offices within the Seminary including:

- Parking registration for APTS for students, faculty, staff and visitors is administered through the Auxiliary Enterprises Department.
- Security alerts are distributed by e-mail to the campus community by the Office of Business Affairs.
- Photo identification cards are issued for students, faculty and staff through the Auxiliary Enterprises Department.
- Regular inspection of buildings for safety compliance is performed by the Maintenance Staff.

The seminary cooperates fully with the City of Austin Police Department. The seminary relies on participation and cooperation of all students and employees to keep a watchful eye and to report immediately any out-of-the-ordinary occurrences and/or suspicious activity on campus. All residents and employees are requested to observe the following:

- All doors and windows allowing access to residences should be kept locked. All studies and offices should be locked when seminary personnel are not present.
- All employees, residents and guests are urged to lock their vehicles and keep valuables out of sight.
- All campus building (other than residences) will be locked and unlocked only by persons authorized by the Director of Physical Plant. Doors should not be propped open.

II. How To Report a Crime or Emergency

Contact Information

In case of emergency, or if you feel you are in immediate danger, or to report a serious crime that has just occurred, **immediately call 9-1-1.**

For **non-emergency police** assistance, call **3-1-1.**

To report a crime or emergency on campus during normal business hours, call the **McCord front desk**/campus switchboard at **512-404-4800** (extension “800” on the campus phone system). The McCord Desk hours are currently:

Monday-Friday	8:30 a.m. – 10:00 p.m.
Saturday	10:00 a.m. – 10:00 p.m.
Sunday	3:00 p.m. – 10:00 p.m.

The **contract security officer** is on duty 10:00 p.m. to 6:00 a.m., seven days a week, and can be reached at **512-415-5551**.

The **“on call” Maintenance Staff** person can be reached at **512-563-1363**

Other Phone Numbers:

The **Director of Physical Plant (James Many)** can be reached at 512-404-4871 (office phone) or 512-563-7257 (cell phone).

The **Maintenance Department** can be reached at 512-404-4881 (office phone).

Maintenance Supervisor David Hill can be reached at 512-563-7256 (cell phone).

Maintenance Staff Member James Helt can be reached at 512-563-7279 (cell phone).

Reporting

All incidents of alleged criminal offense on campus, including the following, are to be reported both to the Austin Police Department and the seminary’s Vice President for Business Affairs: murder/non-negligent manslaughter, negligent manslaughter, sex offenses-forcible, sex-offenses-non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, weapons offenses, and drug and liquor law violations.

Reports of the above and other alleged criminal offenses made to the seminary Vice President for Business Affairs will be monitored and followed up on by the appropriate administrative office. A statistical record will be kept and an annual report shall be made to the Department of Education, U.S.A., and to the Seminary Community by the Vice President for Business Affairs. All alleged criminal offenses on campus reported to the seminary administration will be reported (if they have not been previously reported) to the City of Austin Police Department.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President for Business Affairs, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the campus e-mail system to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Business Affairs (404-4816, kgabbard@austinseminary.edu).

III. Policy on Transients

Living, studying and working on the edge of the largest university in the country and in the midst of a large urban area, you will likely be confronted with issues related to transients on campus. If you are approached by a transient and asked for help:

- Please give that person one of the 211 Cards which have been distributed (additional cards are available from the Student Affairs Office) and direct the person to the nearest off-campus pay-phone (located on San Jacinto next to the Posse East). The 211 call is free; no coins are required.
- For the safety and security of all within our community, do not give the person food, clothing or money.

- Do not attempt to counsel them.
- Do not invite them into your living quarters or other Seminary facilities or facilitate their access on campus in any way.

Assistance and shelter are available from agencies which the person can reach by dialing 211. If you are interested in giving your own personal assistance to any of these agencies, we encourage you to do so by volunteering your time.

If you encounter or observe a transient or anyone else that causes you to be threatened or uncomfortable or appears to be trespassing, call **9-1-1** immediately. Once you have called the police, please notify the Seminary also by contacting the McCord Desk (**404-4800**), the contract security officer (**512-415-5551**), or the “on-call” Maintenance Staff (**512-563-1363**).

If you are not in immediate danger and you encounter or observe a transient or any other person who does not belong on campus, please notify the Seminary by contacting the McCord Desk (**404-4800**), the contract security officer (**512-415-5551**), or the “on-call” Maintenance Staff (**512-563-1363**). Seminary personnel have been instructed to call the police and pursue criminal trespass charges.

For further information and questions concerning this policy, please contact Kurt A. Gabbard, Vice President for Business Affairs (kgabbard@austinseminary.edu, 404-4816).

rev. 6/7/07

Approved: Vice President for Business Affairs, 6/7/07

CODE OF CONDUCT FOR STUDENTS

Austin Presbyterian Theological Seminary

PHILOSOPHICAL STATEMENT

Austin Presbyterian Theological Seminary (hereinafter, “the Seminary,”) by its mission to educate and equip individuals for the ordained Christian ministry and other forms of Christian service and leadership, upholds particular standards and expectations in behavior for all its members in their life together. These qualities of life are grounded in a common faith in Jesus Christ, within which all people are regarded as children of God and are to be treated accordingly.

AUTHORITY OF SEMINARY TO TAKE APPROPRIATE ACTION

The Board of Trustees of the Seminary has delegated to the President administrative responsibility for the affairs of the Seminary (Bylaws, I Board of Trustees, J). Further, “the whole endeavor of the Seminary shall be the President’s concern, though he or she may delegate responsibilities to others” (Bylaws, II The President of the Seminary, B). “The President . . . is the chief executive officer of the Seminary with overall responsibility for its operation” (Bylaws, IV The Administration, A). “The Faculty may suspend or dismiss any student for reasons such as, but not limited to, unsatisfactory academic performance or reasons set forth in the Student Code of Conduct” (Bylaws, III Faculty, S). The Board of Trustees mandates that, “during residence in all programs of study each student shall abide by such regulations as may be established by the Seminary” (Bylaws, VI Students, D). This Code of Conduct was recommended to the Faculty and the President by the Faculty Committee on Student Life and Student Standing and the Vice President for Student Affairs as part of the responsibility of that position for oversight of all programs and policies related to the care of students (Bylaws, I Board of Trustees, J). The Faculty adopted this as the official Code of Conduct for students at the Seminary on May 19, 2004.

Nothing in this Code of Conduct is meant to limit the power and discretion of the President, acting either on his or her own initiative or at the request of any person or entity, to investigate, consider, and make a final disposition of any matter or issue.

JURISDICTIONAL REACH OF SEMINARY

This Code of Conduct applies to all students of Austin Seminary, including all degree students and all special students (with the exception of formal hearing procedures, which apply only to degree students), whether they are in residence at the Austin campus or elsewhere. Because special students are not degree students, hearings before the Faculty Committee on Student Life and Student Standing and the Faculty and are not necessary because dismissal from a degree program does not apply to them. The behavior of all students must conform to this Code regardless of where such behavior occurs. The context of behavior will be taken into account in deliberations regarding appropriate consequences. It is not necessary for the Seminary to await the disposition of criminal charges or other outside legal proceedings prior to its handling of matters covered under this Code.

BEHAVIORAL EXPECTATIONS

Austin Presbyterian Theological Seminary supports the principle of freedom of expression for its students and respects the right of students to learn. Maintenance of these rights requires that classroom conditions do not impede their exercise. Classroom behavior that seriously interferes with either (1) the instructor's ability to conduct the class or (2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior may be subject to disciplinary action.

Cell phones and pagers must be turned off in all classes. In case of extenuating circumstances on a particular day, such as the serious illness of a family member, a student may request from the instructor in advance an exception to this rule for that day only.

Other forms of misconduct are also breaches of community life. It is not possible to anticipate or list all the forms such misconduct could take. Some examples include, but are not limited to, the following:

1. Discriminating against others on the basis of race, national origin, ethnicity, sex, religion or denomination, color, creed, disability, sexual orientation, marital status or age
2. Harassing or intimidating another
3. Causing physical injury to, or threatening, another
4. Disrupting the peaceful or orderly conduct of lectures, study groups, meetings, or worship services
5. Disrupting living areas of the Seminary. This is especially important with respect to noise in either Currie Hall or in apartments.
6. Bringing complaints against a community member that are spurious or that are intended primarily to harass, retaliate against or defame another
7. Violating the rules of Currie Hall for life in community. Those rules are established by Currie Hall residents and are reviewed annually, at which time they may be revised.
8. Sexual harassment or other inappropriate sexual behavior.
9. Any form of criminal conduct
10. Violating the Seminary's policy on firearms.
11. Serious financial irresponsibility.
12. Failure to follow an administrative directive.
13. Retaliation of any kind against a reporter/complainant, witness or employee of the Seminary for any action taken in the course of a report/complaint, investigation or disposition regarding this Code of Conduct.
14. Other conduct which is unbecoming to or disruptive of Christian community.

Regulations concerning sexual harassment (*Catalogue*, General Information and Policies, Policy on Sexual Harassment), firearms (*Student Handbook*, Section 1, Seminary Policies) and academic dishonesty appear elsewhere and are not included in this Code of Conduct. The procedures for hearings and potential consequences as set forth herein may, however, be utilized in instances of sexual harassment, possession of firearms.

The legal statutes of the State of Texas and the City of Austin, as well as all federal laws, apply on the Seminary's premises. Violation of the statutes of other cities in which students may be pursuing studies; such as for a class, an internship or on a class trip; subjects a student to the provisions of this Code as well.

POSSIBLE CONSEQUENCES FOR BEHAVIOR

Possible consequences for violation of this Code of Conduct include, but are not limited to, the following:

1. administrative requirement for counseling;
2. warning issued orally or in writing by a member of the Administration;
3. written reprimand;
4. interim suspension pending a hearing;
5. suspension from particular classes or activities;
6. suspension from the Seminary for a stated period of time;
7. dismissal from the Seminary

PROCEDURES FOR MAKING A REPORT/COMPLAINT

Reports/Complaints are to be made within fourteen calendar days, excluding official Seminary holidays, after the alleged violation or the reporter's/complainant's knowledge of the alleged violation of the Code of Conduct. In order to make a report/complaint, one must complete a form specifically for this purpose. Such forms may be obtained from the office of the Academic Dean or from the office of the Vice President for Student Affairs. Forms are to be signed and returned either to the Academic Dean or to the Vice President for Student Affairs.

HOW THE CASE WILL BE HEARD AND BY WHOM

The Academic Dean and the Vice President for Student Affairs will consult with one another and make a determination regarding which of them will investigate the allegation of violation of this Code of Conduct.

The investigating officer then will make a careful investigation, which will include an interview with the student in question.

Following the investigation; if the investigating officer imposes discipline involving an administrative requirement for counseling, a warning issued orally or in writing by a member of the Administration, or a written reprimand or interim suspension pending a hearing, the student in question may appeal such a decision to the President.

If the investigating officer recommends suspension from particular classes or activities, suspension from the Seminary for a stated period of time, dismissal from the Seminary with the possibility of readmission once particular deficiencies are remediated or permanent dismissal from the Seminary; this recommendation will be presented to the Faculty Committee on Student Life and Student Standing for a recommendation to the full Faculty.

Prior to a recommendation by the Academic Dean or the Vice President for Student Affairs, the student in question must be offered the opportunity to meet with the Academic Dean or Vice President for Student Affairs,

to hear and to respond to the report/complaint.

If the Academic Dean or Vice President for Student Affairs decides that the case should be presented to the Faculty Committee on Student Life and Student Standing, the investigating officer (Academic Dean or Vice President for Student Affairs) will make a written recommendation to the Committee; such written recommendation to include a description of the alleged behavior, the policy, regulation or guideline which the student is alleged to have violated, and a recommendation for consequences. The Committee will hear the case at its next regular meeting or at a called meeting if the Committee Chair deems it necessary. On the same day that the written recommendation is distributed to the Committee members, a copy of the recommendation will either (a) be hand-delivered to the student in question or (b) placed in that student's campus mail box and mailed to the mailing address on file with the Seminary. The student must be offered the opportunity to meet with the Committee and to present pertinent evidence.

The student may, by notifying the Committee chair in writing at least three (3) calendar days in advance of the meeting, be accompanied by a representative (normally one) of the student's choosing. The Committee Chair may, at his/her sole discretion, limit the number of representatives who may accompany the student to the meeting of the Committee.

After the recommendation and the student's evidence have been presented, the student and the student's representative(s) will be dismissed from the meeting while the Committee deliberates the matter. Following the Committee's decision regarding its recommendation to the Faculty, the student may be invited to return to hear the Committee's decision, or the student may choose to be notified in writing. If the student chooses to be notified in writing, the notification must be placed in U.S. mail and in the student's campus mail box within three (3) calendar days following the Committee's decision.

If the Faculty Committee on Student Life and Student Standing makes a recommendation to the Faculty, the case will be heard at the next regular meeting of the Faculty or at a called meeting of the Faculty, such scheduling to be done at the sole discretion of the President. The student must be notified of the Faculty meeting in writing by hand-delivery or placement of the notice in the student's campus mailbox and U. S. mail to the student's mailing address on file with the Seminary at least five (5) calendar days prior to the meeting. The student may, by notifying the President in writing at least three (3) calendar days in advance of the meeting, be accompanied by a representative (normally one) of the student's choosing. The President may, at his/her sole discretion, limit the number of representatives who may accompany the student to the Faculty meeting. After the recommendation of the Faculty Committee on Student Life and Student Standing has been presented by the Chair of the Committee and the student's response to the recommendation has been presented by the student and/or the student's representative, the student and the student's representative(s) will be dismissed from the meeting while the Faculty deliberates the matter. The Faculty shall decide the appropriate consequence for the behavior. The student must be notified of the Faculty's decision in writing either by hand-delivery or by placement of the decision in the student's campus mail box and U. S. mail to the student's mailing address on file with the Seminary within five (5) calendar days of the Faculty's decision.

DECISION-MAKING CRITERIA/STANDARDS OF PROOF TO BE USED

The Faculty Committee on Student Life and Student Standing and the Faculty will be guided in their decision-making by this Code of Conduct and by the relative severity and/or frequency of the behavior in question. The Faculty Committee on Student Life and Student Standing will base its recommendation upon the preponderance of evidence presented in the Committee meeting; the Faculty will base its decision upon the preponderance of evidence presented in the Faculty meeting. The legal standard of "beyond a reasonable

doubt” is not applicable in these cases.

DEFINITION OF COMMONLY USED TERMS

Days as used herein refers to calendar days, exclusive of Seminary holidays.

The Faculty Committee on Student Life and Student Standing as used herein refers to the full committee, inclusive of student members thereof.

The Faculty as used herein refers to the resident Faculty of the Seminary. It does not include students who regularly attend Faculty meetings.

APPEAL PROCEDURES WITH CRITERIA AND TIMELINES

Though a student may appeal to the President a consequence involving an administrative requirement for counseling, a warning issued in writing by a member of the Administration, a written reprimand or interim suspension pending a hearing; the President may, in his/her sole discretion, decide whether to hear an appeal. Such an appeal must be made within 14 calendar days of the student’s having been informed of the decision and must be made in writing on the form for that specific purpose. This form must be submitted to the President and to the administrative officer (Academic Dean or Vice President for Student Affairs) having made the decision within fourteen (14) calendar days of the student’s oral or written notification of the decision by the Academic Dean or Vice President for Student Affairs. Both matters of fact and the disposition of the matter itself may be appealed. The decision of the Academic Dean or Vice President for Student Affairs to issue an oral warning or to make a recommendation to the Faculty Committee on Student Life and Student Standing may not be appealed. The decision of the President with respect to an appeal to him/her is final and may not be appealed further.

Because the student may present his/her arguments to the Committee, a decision by the Academic Dean or Vice President for Student Affairs to make a recommendation or to make a referral to the Faculty Committee on Student Life and Student Standing may not be appealed.

Because the student may present his/her arguments to the Faculty, a decision by the Faculty Committee on Student Life and Student Standing to make a recommendation to the Faculty may not be appealed.

A decision by the Faculty is final and may not be appealed further.

GENERAL AND SPECIFIC RIGHTS OF COMPLAINANT AND ACCUSED

Any student, student spouse or employee of Austin Presbyterian Theological may file a report/complaint. In the case of a report/complaint by someone outside the Seminary community, the reporter/complainant becomes the student or employee who was first made aware of the behavior in question. The reporter/complainant in such a situation should make every reasonable effort to secure as much information as possible from the outside person who has contacted him/her. The reporter/complainant has the right to report/complain of any behavior which that person believes to be in violation of this Code of Conduct. It is

crucial that the reporter/complainant be allowed to report/complain without the fear of reprisal of any kind. A person's having filed a report/complaint may be utilized as the basis for disciplinary action against the reporter/complainant only in instances in which it has been proved to the satisfaction of the hearing person/body that the report/complaint is spurious or intended to harass.

The accused has the right to be made aware of the substance of the report/complaint, to meet with the Academic Dean or Vice President for Student Affairs prior to any recommendation, to be notified in advance of any recommended action and to have copies of any written material which will be presented to the Faculty Committee on Student Life and Student Standing or to the Faculty. The accused has the right to be present for presentation of the case to the Faculty Committee on Student Life and Student Standing or to the Faculty and to make his/her own presentation in response. The accused does not have the right to be present for deliberations of either the Faculty Committee on Student Life and Student Standing or of the Faculty. The accused has the right to be notified of decisions of the Faculty Committee on Student Life and Student Standing within three (3) calendar days of the decision and of the Faculty within five (5) calendar days of the decision.

OFFENSES AGAINST THE SEMINARY OR THE SEMINARY COMMUNITY

Offenses against the Seminary or the Seminary community may take numerous forms and cannot be enumerated herein. Some examples include, but are not limited to the following: (a) defacement or misuse of Seminary property and (b) intentional misrepresentation of the Seminary's stance on an issue. With respect to offenses against the Seminary or against the Seminary community, the reporter/complainant should be the employee who was first made aware of the alleged offense or that employee's supervisor. Any employee who is aware of such an offense should report it to his/her supervisor; any student who is aware of such an offense should report it to the Vice President for Student Affairs or to the Academic Dean.

OTHER RELEVANT CAMPUS POLICIES THAT FURTHER EXPLAIN EXPECTATIONS

Regulations concerning sexual harassment (*Catalogue*, General Information and Policies, Policy on Sexual Harassment), firearms (*Student Handbook*, Section 1, Seminary Policies) and academic dishonesty appear elsewhere and are not included in this Code of Conduct. The procedures for hearings and potential consequences as set forth herein may, however, be utilized in instances of sexual harassment, possession of firearms.

SAFETY ISSUES

Any retaliation of any type by the accused or by any other person who is a member of the Seminary community against a reporter/complainant, witness or Seminary employee for any action taken in the course of a report/complaint, investigation or disposition regarding this Code of Conduct is expressly forbidden and will be grounds for serious disciplinary action.

REPORT/COMPLAINT OF VIOLATION
OF STUDENT CODE OF CONDUCT

Name of person making report/complaint:

Date of report/complaint:

Date(s) of (a) the behavior giving rise to report/complaint or (b) of the reporter's/complainant's knowledge of such behavior. Specify whether (a) or (b).

Description of behavior giving rise to report/complaint. Please describe in as much detail as possible. Exact quotations are important where it is possible to give them. Include names of witnesses to behavior.

This form is to be returned to the Academic Dean or to the Vice President for Student Affairs within 14 calendar days, excluding official Seminary holidays, of the event giving rise to the report/complaint or of the reporter's/complainant's knowledge of the event. In extraordinary circumstances, the Academic Dean, the Vice President for Student Affairs or the Faculty Committee on Student Life/Student Standing may waive this 14-day deadline.

Signature of person making report/complaint

APPEAL OF A DISCIPLINARY DECISION MADE BY
THE ACADEMIC DEAN OR BY THE VICE PRESIDENT FOR STUDENT AFFAIRS

This form is to be utilized by a student to appeal a decision by the Academic Dean or by the Vice President for Student Affairs in cases in which that decision represents the disposition of the matter. It is expressly not to be used in cases in which the decision by the Academic Dean or Vice President for Student Affairs is a decision to make a recommendation to the Faculty Committee on Student Life and Student Standing. This form must be submitted to the President and to the administrative officer (Academic Dean or Vice President for Student Affairs) having made the decision within fourteen (14) calendar days of the student's oral or written notification of the decision by the Academic Dean or Vice President for Student Affairs.

Name of Student:

Date of Appeal:

Nature of decision being appealed (Attach a copy of the written decision if such exists.):

I attest that the foregoing is true to the best of my knowledge. I have read the entire Code of Conduct, and I believe that this appeal falls within the description of appeals which may be made to the President.

Signature of Student:

DRUG ABUSE AND PREVENTION COUNSELING POLICY

Austin Presbyterian Theological Seminary, in its concern for the growth, equipment and maturation of students, makes counseling services available when such services are indicated. The seminary identifies personnel and institutions. It also provides limited funds to subsidize the cost of services of physicians, therapists and counselors doing substance abuse counseling, treatment and prevention.

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the faculty and trustees of Austin Seminary have adopted and implemented the following program to prevent the illicit use of drugs and the abuse of alcohol by students and employees:

I. Standards of Conduct and Sanctions

Austin Presbyterian Theological Seminary prohibits all employees and students from unlawful possession, use, and distribution of drugs and alcohol on the seminary's property or as part of the seminary's activities. Any such illegal conduct should be reported to the Vice President for Student Affairs if students are involved or to the President's Office if employees are involved. After a hearing, if wrong doing has been established, the seminary will move to impose appropriate sanctions. Those sanctions will include, but will not be limited to, reprimand of the individual or individuals involved, suspension of students or employment and expulsion of students or termination of employees. The administration shall determine those offenses which are of such a nature as to be referred to the civil authorities for investigation and possible prosecution.

II. Health Risks

Numerous health risks are associated with the use of illicit drugs and the abuse of alcohol. Some of these are:

Gastrointestinal effects including ulceration	Cardiovascular, skin and kidney diseases
Risk of "fatty liver" cirrhosis and pancreatitis	Severe neurological effects
Exposure to HIV or AIDS from unsterile needles	Risk to fetus
Increased risk of cancer, especially of the breast, liver and digestive tract	

III. Treatment and Rehabilitation Programs

In the Austin area a number of treatment and rehabilitation centers are available to students and employees. Among numerous treatment centers listed in the Yellow Pages are the following:

The Oaks Treatment Center - 464-0200

Seton Shoal Creek Hospital - 324-2000

St. David's Pavilion - 867-5800

Contact the Vice President for Student Affairs if you have questions regarding treatment and rehabilitation centers. The programs listed above are not endorsed by Austin Seminary.

IV. Applicable Legal Sanctions

The seminary will distribute annually an updated statement of local, state and federal legal sanctions prepared by the Texas Commission on Alcohol and Drug Abuse.

V. Implementation

- A. Annually at the beginning of the fall semester the information listed herein will be distributed to all students and employees.
- B. Biennially this program will be reviewed by the administration to determine its effectiveness, implement changes if they are needed, and ensure that sanctions developed are consistently enforced.

POLICY ON USE OF E-MAIL FOR OFFICIAL SEMINARY CORRESPONDENCE

A. Policy Statement

Electronic mail (e-mail), like postal mail, is a mechanism for official Seminary communication to students. The Seminary will send e-mail communications to all students, and the Seminary will expect that e-mail communications will be received and read in a timely manner.

B. Scope

This policy applies to enrolled students, including Special Students, of Austin Presbyterian Theological Seminary. Official communications using e-mail can include e-mail to a group, such as all master's-level students, or an e-mail message to only one student.

C. E-mail Addresses

Every enrolled student is provided a Seminary e-mail address free of charge. This e-mail address is the destination to which the Seminary will send official e-mail communications.

The Seminary's office of Information Technology (IT) is responsible for providing centrally supported e-mail servers and addresses that assist the Seminary in sending official communications.

A student may choose to forward mail from the austinseminary.edu address to another e-mail account. Instructions for doing so can be found in the Seminary directory inside the back cover. However, the Seminary cannot be responsible for the handling of e-mail by outside vendors (e.g., @aol.com, @hotmail.com). The student forwards e-mail to another address at his or her own risk.

E-mail returned to the Seminary with "User Unknown" is not an acceptable excuse for missed communication.

D. Expectations Regarding Frequency of Reading E-Mail

Students are expected to check e-mail on a frequent and regular basis in order to stay current with Seminary-related communications, recognizing that certain communications may be time critical.

It is recommended that e-mail be checked daily, but at a minimum, twice per week.

Regular e-mail management will also minimize the risk that the in-box will be full, causing the email

to be returned to the sender with an error. Undeliverable messages returned because of either a full in-box or use of a "spam" filter will be considered delivered without further action required of the Seminary.

E. Privacy and Confidentiality

Official Seminary communications sent by e-mail are subject to the same public information, privacy, and records retention requirements as other official Seminary communications.

F. Instructional Uses of E-Mail

Faculty members retain autonomy in determining how e-mail or other forms of electronic communication will be used in their classes, but they must specify the requirements in the course syllabus. Faculty members may expect that students are checking e-mail regularly, and faculty members may use e-mail for their courses accordingly.

G. Authoritative Source

The authoritative source on this policy and responsibility for its implementation rest with the vice president for business affairs.

H. For Assistance

Contact the IT office at (512) 404-4819, or send e-mail to mpence@austinseminary.edu.

POLICY ON ECCLESIASTICAL ENDORSEMENT

Ordinarily students enrolled for the Master of Divinity degree intend to become ordained ministers and plan their seminary training under the supervision of responsible officials of their respective denominations.

Seminary officers, especially the Vocation and Placement Officer and the Registrar, will remind degree candidates of their need to keep in regular communication with their denominational officials and will help them to do so. It is to everyone's advantage to have ecclesiastical endorsement established as quickly as possible.

Presbyterian students who are not under the care of a presbytery when they enter seminary are urged to come under care by the end of their first year of study. However, obtaining and maintaining a proper relationship with church officials or governing bodies are responsibilities of the degree candidate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(The Buckley Amendment)

DIRECTORY INFORMATION/STUDENT DATA FORM

Certain information known as directory information may be disclosed by an institution without violating the Buckley Amendment. (AACRAO Legal Guide) "Directory information" generally includes a student's name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and other similar information (e.g. name of denominational governing body, spouse's name, children's names, classification of student). Some of this information is published in the seminary telephone directory which is intended only for use by the seminary community. For more information please contact the Registrar. If a student does not wish for this information to be released, he or she should contact the Registrar.

EDUCATIONAL RECORDS

Students are entitled to examine their educational records, but they may not remove their files from the Registrar's office. A student must make a written request to view any record.

Student educational records are available upon request to the President, Academic Dean and members of the Faculty who have teaching responsibility.

Authorized government officials may examine the files of any student upon presentation of written request.

Student records and former student records are confidential and are released to third parties, with the exceptions noted above, only by written consent of the student.

The Registrar, upon written request, will provide a transcript to Presbyterian students' Committees on Preparation for Ministry and to the equivalent candidacy-oversight committee for non-Presbyterian students. Ordinarily, a transcript is provided no more often than annually to these committees, and then at the time of the student's annual consultation. There is no charge for this service.

An official transcript can be sent by the Registrar to a designated official, agency, or institution at the written request of any student or former student of the seminary only when the student has met all obligations to the seminary. There is a \$5.00 charge for each copy (with the exception noted in the paragraph above).

With respect to dismissal or withdrawal from the seminary, the student's transcript shall record only the action and the date of such action.

POLICY ON FIREARMS

The carrying or possession of *any type of weapon or firearm* (including pellet guns and BB guns) on the premises of Austin Presbyterian Theological Seminary is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms (other than those who are licensed peace officers). For purposes of this policy, the premises of Austin Seminary are defined as any property, building or portion of a building or property that Austin Seminary owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Austin Seminary is conducting any activity sponsored by Austin Seminary. This includes all parking lots, parking areas, sidewalks and walkways, and all vehicles and equipment owned by Austin Seminary. Any person violating this policy will be required to leave Austin Seminary's premises immediately. Any employee or student found to be in violation of this policy will be subject to discipline, including immediate termination or dismissal. (Revised 6-07)

GRADE APPEALS POLICY

A. ADMINISTERING THE GRADING SYSTEM

The grading system is administered by the faculty charged with the instructional oversight of course offerings within the curriculum. Grades are intended, along with oral and written evaluative comments from the instructor(s), to be objective feedback by which the student, in combination with other factors of learning dynamics, is able to evaluate his or her own level of subject-matter mastery. As people responsible for their own quality education and as mature participants in the evaluation process, students are encouraged to discuss course grades and the multiple factors supporting the evaluation with the instructor(s). This dialogue is part of the institution's understanding of the mutual contract of learning it has through its faculty with the students.

This principle of mutual participation in the evaluation process is a reflection of the community identity stated in our public documents.

It is found in the *Declaration of Intent* which states:

In recognition of the claims of God upon me and in reliance upon God's grace, I declare my intention to live responsibly in this community, to be persistent in the pursuit of learning, diligent in prayer and praise, responsive to the needs of my fellow members, and open to their efforts to contribute to my equipment for the service of Christ.

It is found in the *Statement of Purpose* for the seminary which states:

Austin Presbyterian Theological Seminary is a seminary whose mission is to educate and equip individuals for the ordained Christian ministry and other forms of Christian service and leadership; to employ its resources in the service of the church; to promote and engage in critical theological thought and research; and to be a winsome and exemplary community of God's people.

It is found in the *Inaugural Vows* taken by the President, the Academic Dean, and each Professor of the seminary when, after an arduous search and appointment process, these persons respond affirmatively to questions concerning their trust in Christ, acceptance of Scripture, support of certain doctrinal standards, and then to the

question:

As you study and teach in this institution of the Presbyterian Church (U.S.A.), do you pledge to maintain the best standards of academic integrity, assume pastoral oversight of those committed to your charge, demonstrate a spirit of collegiality, and seek the peace, unity, and purity of the church?

These declarations, statements, and vows represent a pledge and commitment of the highest order to quality education and fairness. The guarantee of their implementation rests solely on the integrity of those who affix their signatures and voice their oath. This means that those administering the grading system stand with the students on the side of academic excellence.

B. GRADE APPEALS POLICY

1. EVALUATION OF STUDENTS' WORK

The evaluation of students' academic work is an integral part of the educational process to be carried out with the utmost seriousness. The process of grading is essentially a private matter between individual students and instructors, ruled by principles of academic proficiency, professionalism and confidentiality.

Grades also have a public dimension. They are, for example, a significant factor in qualifying for fellowships and being accepted in other academic institutions. They also can have an impact on students' self-confidence, and their sense of their own abilities and potentials. It is therefore important for Austin Presbyterian Theological Seminary that students and instructors have confidence in the grading system. Grading a student's work is the responsibility and prerogative of the instructor and, in principle, any alteration in a student's grade rests in the discretion of the instructor.

If a student has a question about a *course* grade received from an instructor, the student may make an appeal in the manner and according to the procedures outlined below. If the grade being appealed is not a failing course grade, the appeal process ends with the appeal to the associate dean for student academic affairs whose decision, in consultation with the academic dean, is final and binding.

2. APPEAL PROCEDURE

1. Appeal to the Instructor

It is in the best interests of the student and the educational process that questions and appeals concerning grades be resolved informally between the student and the professor. A student wishing to make a formal appeal regarding a course grade shall inform the instructor in writing. Ordinarily this should be done as soon as the informal process fails to be satisfactory, and no later than ten business days after the student has received the grade from the registrar. The student has the right to ask the professor to review his/her work (copies of which the student shall provide), and the professor has an obligation to explain the grounds upon which the grade was rendered. The professor may enlist the opinion of another faculty member. Ordinarily the professor shall respond to the appeal in writing, within five business days of receiving the student's written formal request.

2. Appeal to the Associate Dean for Student Academic Affairs

In the event that the appeal to the professor has failed to resolve the matter, the student may, within five business days of receiving the professor's written response, appeal in writing to the associate dean for student academic

affairs. The associate dean, ordinarily within five business days, shall consult with the professor and the student for the purpose of either resolving the case or referring it to the Student Life and Standing Committee. Before this meeting both student and instructor shall present to the associate dean in writing the grounds and reasons for the position each takes.

3. Referral to the Student Life and Student Standing Committee

If the associate dean for student academic affairs determines that the consultation has failed to resolve the matter, then the associate dean, in consultation with the academic dean, shall refer the case in writing, along with all pertinent documents, within five business days, to the chair of the Student Life and Student Standing Committee; or, if the chair is the instructor in question, then to another faculty member on the Committee. The Student Life and Student Standing Committee shall then meet in executive session to receive the referral and to appoint the commission, as recommended by the associate dean, to review and decide the case, placing a copy of the written decision in the office of the registrar and reporting its decision to the faculty.

4. The commission

Ordinarily the commission shall be composed of the chair of the Student Life and Student Standing Committee, who shall preside, and two full-time resident faculty members. One faculty member ordinarily shall be from the same department as the professor whose grade is being questioned and another faculty member ordinarily shall be a member of the Student Life and Standing Committee. Both faculty members will be recommended by the associate dean for student academic affairs, in consultation with the academic dean, to the Student Life and Standing Committee in executive session. The professor whose grade is being questioned will not be a member of the commission. In this case, the associate dean, in consultation with the academic dean, will recommend another faculty member of the Student Life and Standing Committee as chair of the commission. The Student Life and Student Standing Committee shall meet in executive session to receive the referral and to appoint the commission members recommended by the associate dean.

5. Process for hearing a grade appeal

The primary task of the commission is to review all material pertaining to the case and to arrive at a decision regarding the issue. A copy of the written referral shall be placed on file in the office of the registrar and reported to the faculty. No later than the following business day, the associate dean shall submit the written referral to the chair of the Student Life and Standing Committee, and a copy of the written referral shall be delivered to the professor whose grade is being questioned, and shall (a) be hand-delivered to the student or (b) be placed in the student's campus mail box and mailed to the mailing address on file with the Seminary. The student and the professor shall each be offered the opportunity to meet with the commission to present her/his case. Both the professor and student may, by notifying the commission chair in writing at least three (3) business days in advance of the meeting, be accompanied by a representative (ordinarily one) of their choosing. The commission chair, may at his/her sole discretion, limit the number of representatives who may accompany each party to the meeting of the commission. The commission shall examine all written material presented by the student, the faculty member, and the recommendation of the associate dean.

The commission's deliberations shall begin not more than ten business days after being formed by the Student Life and Standing Committee in executive session and shall include a called meeting to hear the cases of both the professor and the student, should they desire such a hearing. After the parties' cases have been presented to the commission, the parties and their representative(s) will be dismissed. The commission will deliberate about the merits of the case based on the materials submitted. The commission shall place its written decision concerning the details of the case on file in the office of the registrar.

The Commission's decision will be communicated in writing to the student and the professor by the chair of the commission and to the faculty in executive session. The authority of the commission shall, in extraordinary

circumstances, include the power to change the grade, but only if there is a clear and convincing evidence to do so. In the event that a grade needs to be changed and the faculty member in question in good conscience cannot do so the academic dean, upon recommendation of the associate dean for student academic affairs, shall sign his or her name to the change. The decision of the commission shall be binding and conclusive on the matter, and there shall be no further appeal on the substantive merits of the case. The parties may, however, seek a review of the process in the manner provided below.

3. REVIEW OF THE PROCESS BY THE ACADEMIC DEAN

If the student or the professor believes she or he has not received a full and fair hearing the student or instructor may, within ten business days of the commission's decision, request a review of the process by the academic dean of the seminary. The purpose of the review is to determine whether all parties have been granted fair process and have had all relevant issues addressed. Should the academic dean determine that there are any issues which have not been adequately considered, the academic dean shall refer the outstanding issues back to the commission for further review, along with any relevant written recommendations.

PETS ON CAMPUS

Austin Presbyterian Theological Seminary is dedicated to providing a safe and friendly environment for its community members and visitors to our campus. While it is recognized that many pets are well-behaved, there are people who may have allergies or fears that could cause a pet to interfere with the ability of those individuals to complete their work or their studies.

It is the policy of Austin Presbyterian Theological Seminary that pets will not be allowed in Seminary buildings.

Exceptions: This policy does not apply to service animals brought to campus to provide assistance to persons with disabilities. Pets are allowed in student housing under certain circumstances (See Housing Handbook.).

All pets on Seminary property must be kept on leashes at all times.

Pets must not be left unattended while on Seminary property (i.e., in automobiles or outside buildings).

Owners of pets shall be held responsible for any personal or property damage inflicted by their pets.

Owners or caretakers of pets must clean up after their pets.

Approved: Administrative Cabinet, 3/9/2007

POLICY ON INCLUSIVE LANGUAGE USE

Austin Presbyterian Theological Seminary is committed to equality for women and men of every racial, religious, and ethnic background. Recognizing that language is a key to understanding and shaping people's perceptions of themselves, of others, and of the God we worship, the Seminary urges students, faculty, and staff to use language in public discourse, in classroom discussions, and in their writings which does not exclude persons on the basis of gender, race, age, economic condition, or handicapping condition.

POLICY ON NON-DISCRIMINATION (Student)

It is the policy of Austin Presbyterian Theological Seminary not to discriminate on the basis of sex, age, race, color, or national and ethnic origin in its educational programs, student activities, student employment or admissions policies, in the administration of its scholarship and loan programs, or in any other school administered programs.

Austin Seminary does not discriminate against applicants with handicapping conditions. The seminary will attempt to make whatever arrangements are necessary to ensure that students with a handicap are able to study and live at the seminary. Persons with a handicapping condition who have questions about the admissions process should contact the Office of Admissions, (512) 404-4827.

POLICY ON NON-DISCRIMINATION AND ANTI-HARASSMENT

The Seminary has adopted a Non-Discrimination and Anti-Harassment Policy, which is stated in its entirety below:

The Seminary is committed to creating a respectful and courteous environment free of discrimination and unlawful harassment of any kind. The Seminary expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by federal or state or local law ("Protected Categories"). This policy applies to all incidents of alleged harassment, including those that occur off-premises or off-hours, where the alleged offender is a supervisor, coworker, or even a non-employee with whom the employee or student is involved, directly or indirectly, in a professional, academic, or business or potential professional, academic, or business relationship. The Seminary does not tolerate sexual or other unlawful harassment by any employee, student, volunteer, vendor, contractor, consultant, customer or visitor. Harassment is a breach of Seminary policy, and a violation of state and/or federal law. In addition to any disciplinary action that the Seminary may take, up to and including termination, offenders may also be personally liable for any legal and monetary damages.

The President of the Seminary has the overall responsibility to maintain effective enforcement of nondiscrimination and anti-harassment policies.

PROHIBITED HARASSMENT

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's race, color, creed, religion, sex, age, disability, national origin, citizenship, marital status or other protected group status. The Seminary maintains a strict policy prohibiting unlawful harassment and discrimination. Without limiting the foregoing, the Seminary will not tolerate harassing conduct that affects tangible job benefits, interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or academic environment. The Seminary is committed to taking all reasonable steps to prevent such harassment and discrimination.

Prohibited harassment includes, but is not limited to, the following types of conduct and activities relating to Protected Categories:

- § Offensive comments, jokes, innuendoes, and other derogatory statements.
- § Foul or obscene language.
- § Staring or stalking.
- § Displaying posters, calendars, photographs, graffiti, cartoons that could incite prejudice or bias against Protected Categories.
- § Unwanted or offensive letters or poems.
- § Offensive E-mail or voice-mail messages.
- § Derogatory remarks, including written or oral references and gossip relating to Protected Categories.

With respect to sexual harassment, the Seminary prohibits unwelcome sexual advances, requests for sexual favors,

and all other verbal, visual or physical conduct of a sexual or otherwise offensive nature, especially where:

§ Submission to such conduct is made either explicitly or implicitly a term or condition of employment;

§ Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

§ Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

COMPLAINT PROCEDURE

The Seminary is determined to resolve possible discrimination and harassment situations as quickly and discreetly as possible. If an employee or student believes a faculty member, instructor, co-worker, manager, vendor, contractor, consultant, customer, visitor, or agent of the organization is harassing or discriminating against him or her, the employee or student is encouraged to tell the offender clearly that the behaviors and actions are unwelcome. The employee should also immediately inform his or her supervisor or the Human Resources Department, or, for students, the Vice President for Student Affairs. All complaints, except complaints against students, will be investigated by the Seminary's Grievance Committee. Complaints against students will be investigated in accordance with procedures set forth in the Student Code of Conduct. If an employee or student does not know who the members of the Seminary's Grievance Committee are, he or she can contact the Human Resources Department, the Student Body President, or any faculty or administrator for referral to the Grievance Committee. Should the alleged harassment occur at a time other than normal business hours, a complaint should be filed as early as practicable on the first business day following the alleged incident. The employee or student should report the facts of the incident, including what happened, how often, and where the incident(s) took place, as well as the names of the individuals and witnesses involved.

Please understand that the Seminary takes complaints of discrimination and harassment very seriously. Thus, although the complaint procedure describes a chain of command for reporting claims, there is no need to follow this chain of command when filing a complaint related to any issue of concern regarding alleged discrimination or harassment, and an employee or student may bypass anyone in his or her direct chain of command and file a complaint or discuss or express any issue of concern with the Human Resources Department, the Vice President for Business Affairs, the Vice President for Student Affairs, or the President at any time. The option of bypassing other procedures shall apply only in cases in which the person against whom a complaint is filed is not a student. In cases in which it is a student against whom a complaint is to be filed, the Student Code of Conduct and the procedures stated therein shall apply.

All harassment and discrimination claims will be investigated in a prompt, impartial, and thorough manner, and the Seminary expects all employees and students to cooperate fully in any investigation. All complaints will be investigated as discreetly and confidentially as possible. If the Seminary finds that discrimination or harassment has occurred, it will take appropriate corrective action up to and including termination of employment of the offending employee (or other appropriate action if the offender is not an employee of the Seminary).

ANTI-RETALIATION POLICY

The Seminary feels very strongly that it is important to provide employees and students with confidential, non-threatening alternatives for registering their concerns without fear of retaliation. The Seminary will not tolerate retaliation against anyone for stepping forward with a concern, complaint, or grievance, or cooperating with an investigation.

A supervisor, employee or student may not retaliate against any other employee or student in any way for registering a concern or complaint or for participating in, or cooperating with, an investigation. Retaliation, in the context of this policy is an adverse employment or academic action against an employee or student because he or she has lodged or supported a complaint. Examples of strictly prohibited retaliatory action include: (1) disciplining, changing the work assignment or grade of, providing inaccurate work information to, or refusing to cooperate or discuss work-related or academic matters with any employee or student because that employee or student has registered a complaint or has participated in, or cooperated with, an investigation; or (2) intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described above.

All employees and students are expected to comply with this policy. Should any supervisor, employee or student act contrary to this anti-retaliation policy, she or he may be subject to disciplinary action up to and including termination (or other appropriate action if the offender is not an employee of the Seminary).

Any implication or threat of retaliation because an employee or student has voiced a complaint or grievance should be brought to the immediate attention of the President.

OFFICIAL RECOGNITION OF STUDENT GROUPS AT AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

In order to be recognized as an official student group of Austin Presbyterian Theological Seminary, a student or group of students must make a request by completing the accompanying form, stating the proposed

1. mission and purpose;
2. primary constituents that the group seeks to serve;
3. faculty or administrator sponsor;
4. objectives;
5. possible activities; and
6. on-campus need the group seeks to address.

This form is to be submitted to the Vice President for Student Affairs, who will then submit the group's request to the President's Cabinet for approval. Only current students may submit such a request.

The President's Cabinet will review the request and decide whether to recognize the group as an official student group. The Vice President for Student Affairs will then convey the Cabinet's decision to the person(s) who have submitted the request.

Considerations for recognizing a student group will include, but not be limited to, the following:

1. clarity of the group's goals and objectives;
2. consistency with the purpose of Austin Seminary, as stated in the catalogue; and
3. uniqueness of the group's purpose and membership as compared to already existing student groups.

All official student groups will be required to submit a form annually on or before October 1 of the academic year, for review by the President's Cabinet. Student groups currently in existence as of May 1, 2004, are grand-parented as official student groups. Each is required, however, to secure sponsorship by a faculty member or administrator and to submit the required form.

REQUEST FOR RECOGNITION OR FOR CONTINUING APPROVAL AS AN
OFFICIAL STUDENT GROUP
OF AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY
to be completed annually and submitted to the Vice President for Student Affairs by October 1 of
each academic year

NAME OF GROUP

NAME OF SPONSOR (Faculty or Administrator)

MISSION AND PURPOSE

PRIMARY CONSTITUENTS TO BE SERVED

OBJECTIVES

POSSIBLE ACTIVITIES

ON-CAMPUS NEED THE GROUP SEEKS TO ADDRESS

DATE OF REQUEST

NAME AND SIGNATURE OF STUDENT(S) SUBMITTING REQUEST

NAME AND SIGNATURE OF SPONSOR

WORSHIP COMMITTEE PROCEDURES AND GUIDELINES

The Worship Committee of the faculty of the Austin Presbyterian Theological Seminary:

- a) makes recommendations to faculty concerning all matters related to the corporate worship at the seminary;
- b) has responsibility for ordering and securing leadership for the corporate worship at the seminary;
- c) provides oversight of the corporate worship at the seminary;
- d) shall consist ordinarily of at least two faculty members, one administrator and two students.

I. CORPORATE WORSHIP

All worship at the seminary is corporate worship, in that all worship is part of the service of God of the body of Christ. This service of God occurs in regularly scheduled and occasional public services, in regularly scheduled and occasional interest group and small group events, in household worship and in private prayer. At the seminary corporate worship includes a variety of such services, events, and opportunities involving the chapel and other venues.

II. OVERSIGHT

The Worship Committee acknowledges the appropriate variety of settings and occasions for corporate worship at the seminary, and exercises oversight taking into account particular circumstances. The committee makes recommendations for action on matters that are subject to ordering by the faculty.

The committee invites and encourages those who plan worship to consult with the committee in regard to arrangements, resources and models for worship. The committee develops and circulates records of members of the seminary community who volunteer to plan and lead worship, including their skills and areas of interest.

The committee seeks to ensure that all services of worship at the seminary are informed by the principle of the corporate service of God, and guided by the conviction that “order for worship should provide for and encourage the participation of all” (Directory for Worship, W-3.1003).

III. REGULAR PUBLIC WORSHIP

The Worship Committee coordinates regularly scheduled public services, including the daily services in the chapel and the annual services that are scheduled by the faculty. The committee recruits leadership for daily chapel and annual services; provides resources and supplies as requested; monitors and reviews arrangements for chapel services; evaluates the annual services; recommends to the faculty a schedule of public worship services for the academic year; submits an annual budget; and reports to the faculty.

The committee annually brings to the faculty for their action the request to the General Assembly for authorization to administer the Lord’s Supper within the seminary.

IV. OCCASIONAL SERVICES AND OTHER PUBLIC WORSHIP

The Worship Committee works provides guidance to persons planning events of worship in addition to regular public services (as in III above). The committee approves use of the chapel for both continuing and occasional events of worship. Requests for use of the chapel should be submitted in writing 48 hours prior to a stated meeting of the committee.

All other use of the chapel where there are or can be negotiated fees to use the facility (i.e., weddings, funerals, concerts and other suitable events) are handled by the Hospitality Coordinator, who has the responsibility for scheduling and maintaining the chapel.

The committee works with the Vice President for Student Affairs to provide public notice of worship events and opportunities. Those who plan worship are asked to notify the committee in regard to scheduling, facilities other than the chapel and publicity for occasional services and opportunities for

worship in addition to the regular public services.

V. LORD'S SUPPER

The Worship Committee reviews requests for celebration of the Lord's Supper and recommends action to the faculty. Such requests should be submitted in writing 48 hours prior to a stated committee meeting. Ordinarily, all occasional celebrations of the Lord's Supper will be considered as part of the liturgical schedule for the academic year recommended to the Faculty by the committee. Review is guided by the general criteria of the *Directory for Worship*:

The Sacrament of the Lord's Supper is appropriate for any special gathering

- (a) when it is authorized by the governing body responsible for the gathering,
- (b) when a minister of the Word and Sacrament presides and other officers of the church are present,
- (c) when it is observed in a service of worship following the preaching of the Word or other form of proclamation authorized by the governing body,
- (d) when it is understood as participation in the life of the whole believing community rather than as a devotional exercise for a few.

The church bears strong witness to the unity of the body of Christ when Christians gather from a number of different churches or diverse ethnic or cultural groups, or in ecumenical assemblies for the celebration of the Lord's Supper.

Ministers of the Word and Sacrament invited to celebrate or participate in the celebration of the Lord's Supper in ecumenical settings have the authority to do so to the extent that the participation does not contradict the Reformed understanding of the Lord's Supper. (W-3.6204-05)

An all-seminary retreat or similar gathering designed primarily for one recognized community, but from which no other constituency is expressly excluded, shall ordinarily be considered to satisfy criterion (4) above.

STATEMENT ON STUDENT PUBLICATIONS

Student publications are authorized and supervised by the administration of the seminary, with immediate administrative responsibility lodged in the Vice President for Student Affairs office. There is one such publication currently. The editor is selected by and works under the supervision of the Vice President for Student Affairs. The seminary pays the student editor. The current student publication is *KAIROS*, a weekly in-house newsletter to publicize events of general interest, to recognize accomplishments of community members, to indicate concerns, and to express viewpoints. Student articles submitted for publication are expected to reflect the standards of the seminary community. Ordinarily, the editor has the responsibility to determine whether materials submitted shall be published. In matters of dispute, persons may appeal editorial decisions to the Vice President for Student Affairs, who shall have the final authority.

INTERNATIONAL and ECUMENICAL STUDENTS

INTERNATIONAL/ECUMENICAL STUDENT ADVISOR:

Academic Dean

INTERNATIONAL/ECUMENICAL STUDENT SEMINARY LIAISON:

Vice President for Student Affairs

PASSPORTS

During the first week of September international students should bring their passport to the Director of Financial Aid so that their visa can be checked. We are required to abide by the United States Governments requirements regarding the Student and Exchange Visitor Information System (SEVIS).

ACADEMIC ADVISING

The Academic Dean must approve the program of study for the fall and spring terms for international students.

PROGRAM OF STUDY AND COURSE WORK LOAD

The United States government requires that all international students take a full load of academic work while they are studying in the United States. At Austin Seminary a full load consists of four courses in the fall and spring terms. International students may fulfill this requirement by combining courses for full credit and for hearer's credit.

DRIVER'S LICENSE

An international student may drive an automobile (not commercial) in the State of Texas as long as he or she has in his or her possession a current legal license for driving from his or her home country. The international student must also have the required automobile insurance. Texas law requires that liability insurance be carried on all automobiles. The student may drive with his or her home country license for one year (12 months) in the State of Texas. The year begins with the date of entry. If you are in Texas longer than one year, you must obtain a Texas driver's license.

Any ecumenical student who has permission from the United States government to be employed while in Austin and wishes to drive a car must have a Texas driver's license within thirty (30) days after arrival in this state. This can be accomplished through the Department of Public Safety, 5805 North Lamar Blvd., 424-2600. Call first for information. If you have any questions about driving a car in the state of Texas, please ask them before you drive!

OFF-CAMPUS EMPLOYMENT

Non-immigrant international students are not allowed to accept employment without permission from the United States Department of Justice, Immigration and Naturalization Service, San Antonio, Texas. Only in rare cases, where need is clearly demonstrated and such employment will not deprive a United States citizen or resident alien of employment, are the officials in the Immigration Service willing to grant permission for non-immigrant international students to work off campus.

Any request for permission to work must be made through the international student advisor at Austin Seminary.

TRIPS TO MEXICO or CANADA

Do not make plans to go to Mexico or Canada without first checking with the Registrar concerning visas, etc. Rules and regulations for crossing international borders and then returning to the United States change from time to time. Travel into either Mexico or Canada without the proper paperwork could seriously jeopardize your status as an international student in the United States.

COUNSELING PROGRAM For Students And Their Families

Austin Seminary provides a counseling program for students and their families. Our experience has shown that such a program has great value, enabling significant achievements in self-understanding and in helping a person cope with the varied pressures to which a seminarian is exposed in their roles as student, spouse, parent, citizen, friend and candidate for ministry.

Members of the seminary's faculty and staff are always available to students and their spouses for counseling. From time to time, however, problems are encountered or questions raised which seem to call for consultation with professionals outside the seminary community. When this occurs, the seminary stands ready to mediate such a relationship and to aid with the financial costs involved.

We are fortunate in having contacts with professionals who are prepared to work with seminarians and their spouses as needs arise. They include representatives from the fields of clinical psychology, psychiatry, spiritual direction and pastoral counseling. The seminary will aid the student or spouse to identify the type of resource which seems most appropriate in any given case.

In the Austin area there are numerous professional counselors and services. The Vice President for Student Affairs is happy to explain options, make referrals and write letters of authorization after consultation with a student.

The fees charged by these professionals vary. The student or spouse, however, should expect to pay 10% of any one-hour individual or group counseling session, with the seminary paying a portion of the remainder.

In order to secure the seminary's subsidy, the student or spouse should contact the Vice President for Student Affairs. If the Vice President for Student Affairs is unavailable, the Academic Dean can be contacted. After permission to proceed is granted, the student or spouse initiates contact with the counselor while the Vice President for Student Affairs writes a letter authorizing the counselor to bill the seminary for its share of the counseling sessions. The seminary will subsidize counseling sessions up to a total cost (for all sessions) of \$200. When this unit of seminary subsidy has been used, permission should be sought before proceeding with further counseling. The counselor bills the student or spouse for his or her share and the seminary for its share. Efforts are made to guard the privacy of persons participating in this program and confidentiality of all conversations are safeguarded, not only as a professional, but also as a personal and sacred trust.

In addition to the administrative officers mentioned above, only those persons whose official relationship to the finances of the program or whose official responsibility for student welfare places them in a "need to know" position will be aware of student or spouse participation. It is expected, furthermore, that normal canons of confidentiality and professional ethics will prevail where the relationship with a given counselor is concerned.

It is impossible to answer, in such a brief description, every question which might arise about this program and the options within it. The Vice President for Student Affairs and the Academic Dean encourage anyone with a question or suggestion to drop by for conversation.

COMMUNITY GUIDELINES

Developed by Resident Students

PREAMBLE

We are a covenant community of faith. It is God's intent that we help one another be successful in the work we have been called to do. As present and future church leaders, members of this community can experience living as Christian neighbors. This not only provides a model for our wider community, but it also provides a foundation which undergirds us in our commitment to bring our future congregations into closer relationship with God. Our attempt to model Christian living helps others to learn to be God's covenant people: to learn to care for one another within our community, our nation and our world. This idea accepts as a basic promise that we are our brothers' and sisters' keepers, reflecting what God wants God's children to become. We are all called to love one another — to nurture and respect one another as we claim our identity as God's loved and loving people.

BEHAVIOR GUIDELINES

1. Respect for one another is important in any community. Language should reflect respect. Profanity, personally derogatory comments, racist remarks, harassment, mean teasing and cruel remarks are never appropriate and are unacceptable behavior.
2. Physical violence of any kind, including cruelty to animals, is never to be tolerated. Children need to be taught that this behavior is harmful to all concerned and unacceptable in this community.
3. Children should be instructed by their parents that when an adult in this community speaks to them, they are to listen. We are responsible for the safety and well-being of one another's children. Let us make a mutual commitment to supervise, model, guide and direct the children's behavior for the benefit of each individual parent/family unit and for the whole community. It would be helpful if adults would communicate with each other when problems arise.
4. In case of emergency, children should be instructed by their parents how to get needed assistance. For example, there should be a designated adult to whom the children may go when a parent is not available.
5. Instruct children to play in identified play areas. Both children and adults should exercise care near others' windows so as not to disturb.
6. All campus buildings are off-limits to children unless accompanied by an adult. In addition, children should not run and play in the hallways of campus apartment buildings.
7. Parents need to acknowledge primary responsibility for supervising the behavior and activities of their own children. Parents are responsible for teaching community guidelines and expected behavior to their children. Parents should take special care to ensure that their children know and understand the guidelines, then provide equitable, but sure consequences for breaking them. Parents should take their children around the campus upon arrival at APTS to establish and indicate personal and seminary boundaries.
8. A student with a complaint regarding another student or student's family should first attempt to settle the matter with that student. If no acceptable settlement is reached, the complainant may contact the Vice President for Student Affairs. If there is still no acceptable settlement, the student may file a complaint with the Faculty Committee on Student Life and Student Standing.

SAFETY GUIDELINES

1. For our safety, the seminary has developed a campus security and guidelines policy. See Campus Security and Guidelines Policy section of the Student Handbook.

2. The two parking lots off East 30th Street are not play areas. Drivers in cars entering off the street may not be able to see small children. Children may play in the Community House parking lot, in the open yard and near play equipment.
3. The creek and the bamboo are not play areas because of poison ivy and other hazards. If toys go into the creek, children should get an adult to help them retrieve them.
4. This is central Austin, the oldest part of the city. Because of its location and its urban surroundings, it is best not to assume that the tranquility of the seminary environment equates to a safe haven for our community members. On this note, it is advised that children should not play outside after dark without adult supervision.

PROPERTY GUIDELINES

1. Respect others' property. Personal property is not community property. Toys, lawn furniture, barbecue grills, bicycles, vehicles, etc., are personal property. Ask permission and instruct children to ask for permission before using others' things. Property owners are responsible for putting up their possessions when through using them. All hazardous materials should be stored appropriately. Hazardous materials can and should be disposed of at the City of Austin Home Chemical Waste Collection Site, 2514 Business Center Drive, 974-4343, Tuesdays and Wednesday 12:00-7:00 p.m. Closed the week of Thanksgiving and Christmas.
2. Seminary property must be respected. Playground equipment, gym equipment and the Community House are provided for this community's enjoyment. This property should not be dismantled or destroyed. Cleaning products, appliances, paper plates, cups, napkins, etc., are in the Community House for use in maintaining that facility. These items are to remain there for community events. It is theft to remove them for personal use. Parents who allow their children to play at community water hydrants should supervise their children and take care that the hydrants are turned off and a mess is not created.
3. After community events, have children clean up their play area. Children are an important part of our community and we need their help as well. We need to let them know their efforts are helpful and appreciated.
4. Balls and other objects are not made to be thrown against houses or vehicles. Accidents do occasionally happen. However, these can be reduced if children play ball in safer areas. If a window breaks, be responsible; notify an adult so repairs may be made.
5. Parents are financially responsible for deliberate acts of destruction by their children to lights, sprinklers, windows, playground equipment, etc. The seminary will request reimbursement for repairs and replacements.
6. Austin has a leash and license law which animal owners should observe. If your animal is particularly excitable, consider exercising it away from children. Dog owners are responsible for cleaning up after their dogs. Cat owners should empty litter boxes in dumpsters or trash cans, but not on the lawn or down the commode. See Housing Handbook section for information regarding pet vaccination requirements.

CONSTITUTION OF THE STUDENT BODY

Preamble

We, the students of the Austin Presbyterian Theological Seminary, in order to promote the equipping of those called as ministers into the service of Jesus Christ and his Kingdom, to encourage the worship of God, to enhance the process of spiritual growth, to form closer bonds of Christian love within the seminary community, to pastorally care for all experiencing the stresses of seminary life, to nurture the families of the Student Body, and to resolve the matters of common concern which arise, do hereby establish this Constitution for the Student Body of the Austin Presbyterian Theological Seminary.

Article I. Name

- Section 1. The name of this organization shall be “The Student Body of the Austin Presbyterian Theological Seminary.”

Article II. Membership

- Section 1. The membership of the Student Body shall consist of all those students currently enrolled in at least one class for credit and all those students on Academic leave, and the spouses and children of such students.
- Section 2. Those members who are currently enrolled students, excepting those matriculated at another institution of learning, shall be called Regular Members. All other members shall be called Associate Members.
- Section 3. There shall be a membership list of Regular Member endorsed by the Secretary of the Student Body, a copy of which shall be kept by the Registrar of the seminary. Any dispute about membership may be appealed to the Registrar for verification. Final appeal may be made to the Student Body at its next meeting in a manner described in the Bylaws.

Article III. Meetings of the Student Body

- Section 1. The Student Body shall have at least two regular meetings each academic year with at least one meeting in the Fall Semester and at least one meeting in the Spring Semester. The time and place for the regular meetings shall be set by the Student Senate. The Student Senate, in a manner described in the Student Body Bylaws may call meetings of the Student Body. Also a Student Body meeting may be called by a petition of one-tenth of the Student Body Membership, three (3) days after said petition is presented to the Student Body President, or the Academic Dean in the absence of the Student Body President, and to all the Regular Members.
- Section 2. A quorum will be deemed met at any Student Body Meeting.
- Section 3. All meetings of the Student Body shall be moderated by the President or Vice-President or by a president pro tempore elected by the Student Body in the absence of the President or Vice-President, in accordance with the latest edition of Robert’s Rules of Order, which shall govern the decision of every question not provided for herein. However, no decision of this organization may contradict the Constitution of the Presbyterian Church (U.S.A.).
- Section 4. All Regular and Associate Members shall have the right to address the Student Body at its meetings in a manner to be prescribed in the Student Body Bylaws. However, only Regular Members may propose actions, nominate officers and vote upon such proposed actions and nominations.
- Section 5. The Secretary of the Student Body shall make a record of all proceedings and actions of the Student Body Meetings. The minutes will be attested to by the Moderator of that Student Body Meeting and the Secretary and preserved in permanent form.

Section 6. The Student Body has the duty to use its powers of association to accomplish the objectives of the organization as they are found in the Preamble. The Student Body Senate shall be the agent of the Student Body in the work of achieving its objectives. The Student Body shall have at least two regular meetings each academic year with at least one meeting in the Fall Semester and at least one meeting in the Spring Semester. The time and place for the regular meetings shall be stated in the Student Body By-Laws. The Student Senate, in a manner described in the Student Body By-Laws may call meetings of the Student Body. Also a Student Body meeting may be called by a petition of one-tenth of the Student Body Membership, three (3) days after said petition is presented to the Student Body President, or the Academic Dean in the absence of the Student Body President, and to all the Regular Members.

Article IV. Officers

Section 1. The officers of the Student Body shall be a President, elected from the Student Body, two senators elected from each class, one Master of Arts in Theological Studies program, and an election commissioner. At their first annual meeting, the Student Senate shall select a Vice-President for Administration, A Vice-President for Student Affairs, and a Secretary/Treasurer from its members in the manner set out in the By-Laws.

Section 2. The Student Senate shall have the power to advance the objectives of the organization as stated in the Preamble.

Section 3. The officers of the Student Body shall be elected in the Spring semester, except the senators of the Junior Class, and the Master of Arts in Theological Studies senator, who shall be elected no later than the fourth week of the Fall Semester.

Article V. Amendments

Section 1. All prior Constitutions of the Student Body and its predecessor organizations are hereby repealed.

Section 2. Any Regular Member may propose an Amendment to this Constitution. The process for Amending this Constitution shall be that a copy of any proposed amendment shall be delivered via campus mail to all Regular Members at least two weeks prior to the next stated meeting of the Student Body. At the Student Body meeting any Regular Members shall have the right to move the consideration of the amendment. At least three-fifths of the Regular Members present and voting favorably shall be necessary for the Amendment to be adopted.

Section 3. No Amendment to this Constitution shall contradict the Constitution of the Presbyterian Church (U.S.A.).

Bylaws of the Student Body

A. DUTIES OF OFFICERS

1. President: It shall be the duty of the President to preside over all meetings of the Student Body and to appoint the chairpersons of Standing Committees and any ad hoc committees. The President shall be responsible for calling a meeting of the incoming Junior class for the purpose of electing two senators.
2. A. Vice-President for Administration: The Vice-President for Administration shall be a duly elected Student Body Senator, appointed by the President, subject to approval of the Student Senate. The Vice-President for Administration shall assist the President with the administrative task of the Student Senate and shall act on behalf of the President in the absence of the President.

B. Vice-President for Student Affairs: (student officer not the Seminary administrator). The Vice-President for Student Affairs shall be a duly elected Student Body Senator, appointed by the President, subject to approval of the Student Senate. The Vice-President for Student Affairs shall assist the President with the task of the Student Senate relating to student life and shall act on behalf of the President in the absence of the President and the Vice-President for Administration.
3. Secretary/Treasurer: The Secretary/Treasurer shall be a duly elected Student Body Senator, appointed by the President, subject to approval of the Student Senate. It shall be the duty of the Secretary/Treasurer to record the minutes of all duly called Student Body and Student Senate meetings, to duplicate and distribute to the Student Body such announcements, notices, and minutes as are appropriate, to handle all correspondence that relates to official business of the Student Body as a whole. The Secretary/Treasurer shall disburse funds as directed by the Student Senate, keep accurate records of all receipts and disbursements, and shall submit monthly reports at Student Senate Meetings.
4. Elections Commissioner: The Elections Commissioner shall not be a Student Body Senator. Elected by the Student Body, the Elections Commissioner shall run all Student Body elections at the direction of the Student Senate. The Elections Commissioner is the chair of the Committee on Nominations.

B. DUTIES OF THE COMMITTEES

Any Committee, standing or ad hoc, shall have such duties as are necessary to the efficient and proper administration of its stated purpose, together with any other specific duties and/or powers conferred upon it by the Student Body or the Student Body President. All members of the Student Body are eligible for and may request membership on any committee. Membership on any of the committees involves a commitment of time and willingness to participate in committee meetings and functions. Committee chairpersons will be officers of the Student Body, appointed by the President, excepting the chairperson of the Nominations Committee. Four committees are currently operating under the auspices of the Student Senate. Their functions, listed below, may be modified by a simple majority vote of the Student Senate.

- a. Recreation and Fellowship: This committee provides social and recreational activities for the seminary community. These include events such as socials, cookouts, dances, family activities, and after-chapel fellowships.
- b. Community Care: This committee coordinates community service activities, deals with community concerns which may include grievances. This committee shall oversee the use of the community house and establish a subcommittee to address housing and grounds issues of the Student Body.
- c. Sports: This committee provides and coordinates recreational sports activities for the seminary community. This committee is responsible for communicating with the Student Senate regarding the community's needs regarding sports.

- d. Nominations: This committee will encourage students to run for office according to interest, and to insure that at least two candidates are nominated for each Student Body elected position. This committee is chaired by the Elections Commissioner.

C. STUDENT SENATE

1. Seven members of the Student Body shall be elected Student Senators, two members from each class (junior, middler, senior) and one Master of Arts in Theological Studies candidate with one full year of academic study remaining. Senior and Middler Senators shall be elected by their respective classes on or before the last Wednesday of regularly scheduled classes of the spring term, shall take office immediately after commencement at the conclusion of the Spring Term, and shall hold offices until commencement exercises at the conclusion of the spring term following the fall term in which they are elected.
2. The Student Senate shall meet at least once a month during the Fall and Spring Terms and at such other times as it shall desire. Announcement of all meetings shall be posted conspicuously or distributed to each individual student via campus mail at least three days prior to the scheduled meeting. All meetings of the Student Senate shall be open to any member of the seminary community. The Senate shall assist the President in the performance of his/her duties.
3. Other duties of the senate shall be:
 - a. To provide a communications link between students and various other individuals, organizations and groups of the seminary community.
 - b. To provide an additional forum for consideration of student concerns. Student members of any seminary community organizations shall be invited to report to the Senate periodically and to serve as a resource persons when their areas of interest are included on the Senate agenda.
 - c. To take such action as it shall deem appropriate to insure adequate representation of students in the decisions of the seminary community—to include those officers, committees, or other representatives of the Board of Trustees, Administration, Staff, Faculty, and Student Body.
 - d. To develop policies and guidelines to carry out its business and to implement these Bylaws and the Constitution of the Student Body.
 - e. To perform such other duties as may be assigned to it by the President of the Student Body, or by the Student Body by vote in a Student Body meeting.
 - f. It shall be the duty of the Student Senate to make decisions regarding allocations of monetary resources of the Student Senate budget to various student groups and other permissible entities on a case by case basis. At no point prior to the formal approval of allocation of monies (by a student senate vote) is the student group or entity entitled to any sum. Should a student group desire monies from the student senate, a budget must be submitted in writing to the student senate, outlining the purpose and projected cost for the requested monies. Upon receipt of the budget, the senate will evaluate the request and act based on this evaluation.
4. Four members of the Senate shall be sufficient for a quorum for Senate business. During such times as the junior class has not elected its representatives to the Student Senate, all business must be passed by a unanimous vote.
5. Meetings of the Senate shall be chaired by the President of the Student Body, who will not be considered a member of the Senate and shall not vote except in case of a tie. A majority of members present shall be required for passage of any Senate action except as in (4) above.

6. Elections of the Student Senate and Student Members of Faculty Committees:

- a. In the interest of assuring that there are willing candidates for every elected position, a nominating committee, represented equally by each of the Junior, Middler, and Senior classes, and the M.A.T.S. program and chaired by the Elections Commissioner, will be appointed by the Student Senate and charged to encourage students to run for office according to interest, and to insure that at least two candidates are nominated for each position. The Nominating committee shall not limit nominations and is charged with the obligation to submit for voting all names received in nomination for each office. Nominations shall be received from the floor in addition to the slate offered by the nominating committee.
- b. An election procedure which maximizes student participation shall be adopted by the Student Senate. Once adopted, it shall be delivered via campus mail to all Regular Members at least one month prior to the elections for President and Middler and Senior Senators.
- c. The election of the Student Body President shall be held during the spring semester on or before the last Wednesday of regularly scheduled classes. Any student who enrolled as a full-time student is eligible for the office. The election shall be determined by a majority of the votes cast. In the event no single candidate receives at least 50% of the votes, a runoff election will be held between the two candidates who received the greatest number of votes. If there is a numerical tie for first place, all of those included in the tie shall be included in the runoff election.
- d. The election of two Middler and two Senior Student Senate Representatives shall held in the Spring semester on or before the last Wednesday of regularly scheduled classes. Any student who is enrolled as a full-time student is eligible for the office. Each of the standing classes shall elect only its own two Student Senate Representatives. Representatives shall be determined by the greatest and second greatest number of the votes cast. If there is a numerical tie for either of the two leading candidates, all of those included in the tie will be included in a runoff election.
- e. The election of two Junior Student Senate Representatives and one Master of Arts in Theological Studies Student Senate Representative shall occur no later than the fourth week of Fall semester. Representatives shall be determined by the greatest and second greatest number of the votes cast by members of the Junior class and Master of Arts in Theological Studies students. If there is a numerical tie for either of the two leading candidates for the Junior Class Representative all of those included in the tie will be included in a runoff election.
- f. The election of the Elections Commissioner shall be held during the Spring semester on or before the last Wednesday of regularly scheduled classes. Any student who enrolled as a full-time student is eligible for the office. The election shall be determined by a majority of the votes cast. In the event no single candidate receives at least 50% of the votes, a runoff election will be held between the two candidates who received the greatest number of votes. If there is a numerical tie for first place all of those included in the tie shall be included in the runoff election.
- g. The election of student representatives to Faculty Committees, as outlined in the Faculty Manual, shall be held in the Spring semester, on or before the last Wednesday of regularly scheduled classes. Any student who is enrolled as a full-time student is eligible with the following stipulations: the student representatives on the Admissions Committee shall be two seniors. Representatives shall be determined by the greatest and second greatest number of votes cast. If there is a numerical tie for either of the two leading candidates, all of those included in the tie will be included in a runoff election.
- h. The election of assistants and advisory delegates to the General Assembly of the Presbyterian Church (USA) shall be held in the fall. Election shall be determined by the greatest number of votes according to the positions open for that given year. Eligibility for election will be determined from year to year

and will be consistent with PC(USA) polity.

- i. Regular Members who are serving on internship during the time of elections will be allowed to nominate themselves for any office or offices. Provisions will be made for absentee balloting for such Regular Members.
- j. All elections will be held under the supervision of the Elections Commissioner, at the direction of the Student Senate.

D. MEETINGS OF THE STUDENT BODY

1. Two regular meetings of the Student Body shall be called by the Student Senate during the school year, to be scheduled in the Fall and Spring and to be held on campus. Ten days notice shall be given prior to each regular meeting.
2. Special meetings of the Student Body may be called by a simple majority vote of the Student Senate at any of its meeting. Ten days notice shall be given prior to each special meeting.
3. Any Regular or Associate Member may address the Student Body at its meetings on matters pertaining directly to the items on the agenda. However, only Regular members may propose actions, nominate officers, and vote upon proposed actions and nominations.
4. Disputes concerning membership status may be appealed to the Student Body as provided in the Constitution (II.3). Notification of appeal must be made in writing to the President of the Student Body at least 10 days prior to the next regular or special meeting. A hearing will be conducted before the Student Body. Outcome will be decided by a simple majority of the voting members.

E. AMENDMENTS

Any Regular member may propose amendments to the Bylaws. All proposed amendments to these Bylaws shall be posted conspicuously or distributed to each individual student via campus mail. A two-thirds majority vote of the members present shall be required for adoption.

Constitution and By-Laws Revised 2004
Constitution and By-Laws Revised 2006

Student Diaconate

I. The following Articles inaugurate, organize and institute Austin Presbyterian Theological Seminary's Student Diaconate.

The Ministry and Gifts of Student Diaconate

II. The office of the Deacon, as set forth in Scripture¹, is one of sympathy, witness, and service after the example of Jesus Christ. Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen for this office. The Student Diaconate seeks to meet the needs of and provide pastoral care for students and their families.

III. The Student Diaconate supports and aspires to fulfill the mission of the Student Senate:

- To serve the needs of a student body that is engaged in the work of preparation for ministry in the service of Jesus Christ and his Kingdom
- To encourage the worship of God
- To enhance the process of spiritual growth
- To form closer bonds of Christian love within the seminary community
- To resolve the matters of common concern which arise
- To provide pastoral care of all students and families

Responsibilities of Student Diaconate

IV. The work of the Student Diaconate is a ministry of sympathy, concern and compassion to the students and families of Austin Presbyterian Theological Seminary who have particular needs for care and understanding. Student Deacons respond to students and families in times of joy and times of crisis within the lives of those under their care. Student Deacons are charged with providing care for students and families who are sick, grieving, isolated, or in personal distress. Student Deacons are charged with intentionally praying for the community and maintaining a prayer list. Student Deacons go about their work with discretion and respect for the privacy and confidentiality of all those they serve. Student Deacons send cards, make phone calls, and make hospital and home visitations when appropriate to those under their care. All Student Deacons regularly attend the meetings of the Student Diaconate and participate in planned events and retreats. The Student Diaconate shall maintain a close working relationship with Austin Presbyterian Theological Seminary's Student Senate and Vice-President for Student Affairs.

¹ 1 Timothy 3:1-13; Titus 1:5-9; and 1 Peter 5:1-4.

Organization of Student Diaconate

V. The Student Diaconate of Austin Presbyterian Theological Seminary is organized as a commission of the Student Senate. As a commission, the Student Diaconate is empowered to fulfill its mission and responsibilities as approved by the Student Senate and shall be under its supervision and authority. One representative of the Student Senate shall be an advisory member and serve as a liaison of the Student Diaconate.

VI. The Student Diaconate shall elect a moderator and a secretary from among its members. The moderator shall arrange the meeting times and places, compose an agenda, and moderate each meeting. The secretary shall keep a record of the diaconate's proceedings. The Student Diaconate may elect a Treasurer to oversee any financial responsibilities, such as cards and stamps. The Student Diaconate will meet regularly, or upon the call of its moderator, or as directed by the Student Senate. The Student Diaconate shall meet **at least two times** a semester.

VII. The Student Diaconate is composed of full-time students taking classes on the Austin Presbyterian Theological Seminary campus and spouses of those full time students. If spouses are chosen for the office of deacon, the total number of spouses should comprise no more than **1/4** of the diaconate. Full-time students who have completed two full terms or have Middler or higher status and spouses of those students shall be eligible for the office of Student Deacon.

VIII. The number of Student Deacons shall be based on a deacon-to-APTS-student ratio. There shall be **no more than twenty** APTS students per one Student Deacon. A Student Deacon may resign his or her office at any point by notification to and approval from the Student Diaconate.

Selection of Student Diaconates

IX. The members of the Student Diaconate shall be selected by a Deacon Nominating Committee, to be comprised of **three Deacons** and **three Senators**. The Deacon Nominating Committee will receive nominations from the entire APTS community. Nominations will be made during the first two weeks of April in the Spring Term to the Deacon Nominating Committee. The Deacon Nominating Committee will extend invitations to those selected during the third week of April and seek to finalize the upcoming Student Diaconate by May 1. If time permits, the current and newly selected deacons will meet before the end of the APTS Spring Term.

X. The Deacon Nominating Committee shall strive for diversity in the Student Diaconate regarding gender, race, age, APTS class and campus living locality. The Deacon Nominating Committee will seek to maintain balanced representation of full-time students from the Middler and Senior classes.

Amendments and Effective Date

XI. These Articles of Formation may be amended from time to time by an affirmative vote of two thirds (2/3) of the APTS Student Senate and two thirds (2/3) of the Student Diaconate.

XII. These Articles of Formation shall go into force and effect upon the date of approval by a majority vote of both the APTS Student Senate and the Student Diaconate.

Date of Approval

Student Senate: Approved by a majority vote of the APTS Student Senate on April 4, 2007.

Student Diaconate: Approved by a majority vote of the APTS Student Diaconate on April 10, 2007.

Office of Business Affairs - Process and Procedures

WHO ARE WE?

BUSINESS AFFAIRS

The office of Business Affairs is located in the Trull building and is under the direction of Kurt A. Gabbard, Vice President for Business Affairs, who oversees the accounting, finance and investments, human resources, computing information systems, auxiliary enterprises (hospitality services), and physical plant departments.

Financial Services

The financial services department is located in the Business Affairs suite in the Trull building and includes Ms. Marti Harris, Senior Staff Accountant (who processes accounts payable/receivable, travel and entertainment expense reports, and handles all aspects of student and staff accounts), and Mr. Brent Boyer, Director of Financial Services (who manages all aspects of daily accounting operations, including cash management, general ledger, payroll, and the annual audit and budgets, and oversees the accounts payable/receivable process).

Human Resources

The human resources department is located in the Business Affairs suite in the Trull building and includes Ms. Lori Rohre, Director of Human Resources, who supports the Seminary's employment needs, and Ms. Rose Renteria, Administrative Assistant to the Office of Business Affairs, who processes student payments and supports the work of the Business Affairs office.

Computing Information Systems

The computing information systems office is headquartered in the Business Affairs suite in the Trull building and includes Mr. Mike Pence, Network Administrator; Mr. Paul Hernandez, Senior Technical Associate; and Mr. Joe Haggard, Computer Systems Manager. This department maintains all campus computer systems (faculty, staff, library, and student lounge) including software, hardware, and networking systems.

Auxiliary Enterprises (Hospitality Services)

The auxiliary enterprises office is headquartered at the McCord Hospitality Desk and includes Ms. Lisa Marie Holley, Hospitality Assistant; Ms. Jackie McCully, Hospitality Coordinator; and Ms. Renee Menke, Director of Auxiliary Enterprises. This department handles student housing, guest rooms, facility rentals, audio-visual requests, Campus Card services, mail services, parking permits, telephones, copiers, food service, and the coordination of all campus events.

Physical Plant

The Director of Physical Plant's office is located on the first floor of the McCord building. Mr. James Many, handles student housing and all other physical facilities, including security, maintenance, safety, and planning for future physical plant needs. Mr. Many supervises the maintenance department: Mr. Joe Balandran, Mr. James Helt, Mr. David Hill; Mr. Guadalupe Leal, and Mr. Rodrigo Rosales. The maintenance department ensures that the APTS grounds, facilities, and residences are attractive, well-maintained, and safe.

INTERACTIONS WITH THE BUSINESS AFFAIRS DEPARTMENT

Students will interact with the **financial services** department when they:

- ★ Pay or inquire about their bill.
- ★ Request a withdrawal from their account.
- ★ Request a reimbursement for seminary supported expenses.
- ★ Provide relevant data for payroll processing.

Students will interact with the **computing information systems** department when they:

- ★ Have difficulty with a seminary computer located in the library or the student lounge.

Students will interact with the **human resources** department when they:

- ★ Have been approved for student employment.
- ★ Process employment/termination payroll paperwork (I-9, W-4, payroll processing paperwork).

Students will interact with **auxiliary enterprises (hospitality services)** department when they:

- ★ Move in/out of student housing - sign lease, provide deposits, get keys, assess housing unit.
- ★ Reserve a guest or meeting room.
- ★ Place an audio-visual request.
- ★ Are issued a Campus Card or add money to their Campus Card.
- ★ Pick up or send mail.
- ★ Send faxes.
- ★ Receive parking permits.

Students will interact with the **physical plant** department when they:

- ★ Place a work order for a repair to student housing.

PROCEDURES

Financial Services

- ★ **Student Accounts:** Payments to and withdrawals from student accounts should be made in the Business Affairs office. The Administrative Assistant to the Office of Business Affairs, Ms. Rose Renteria, can prepare receipts and answer any questions about payments or charges to your student account. (Please be advised that your account must be current before you will be allowed to register for the next term or graduate.)
- ★ **Statements:** Statements will be prepared and distributed on or about the middle of each month. Checks (accounts payable and account withdrawals) are processed each Friday.
- ★ **Withdrawals:** When requesting a withdrawal, please check with Ms. Renteria *before* indicating an amount for your withdrawal. Check requests must be received before 5:00 p.m. on Wednesday in order to be included in the check run that following Friday.
- ★ **Student Employment:** Student employment is managed by Ms. Glenna Balch in the Financial Aid office. Timesheets are to be turned in to Ms. Balch for review by the 20th of each month. Payroll checks are placed in student mailboxes after 3:00 p.m. on the last day of the month.

Physical Plant

- ★ **Work Orders:** Work orders may be obtained in the Business Affairs office reception room and at the McCord Hospitality Desk. Please fill out the form with as much detail as possible, and place it in the maintenance “in box” for further processing. Work orders submitted over the phone are discouraged unless there is an emergency.
- ★ **Pest Control:** For those residing in campus housing or who see a pest control issue on the campus, please provide a description of the problem in the binder marked “Chem-Free” located at the McCord Hospitality Desk. Chem-Free services Austin Seminary on the second Friday of each month. If you are allergic to pesticides, please report this condition to the Operations department for alternative pest control treatments.

Auxiliary Enterprises

- ★ **Housing:** For those who are interested in or are currently residing in seminary housing and have questions or concerns, please see Ms. Renee Menke, Director of Auxiliary Enterprises.
- ★ **Dining Hall:** Students, faculty, staff, and visitors are welcome to bring their own food or to purchase a meal from Barth and Grill, the café in Stotts Hall. Meals may be purchased with cash or Campus Card Dollars. Barth and Grill is open for breakfast, lunch, and dinner Monday through Thursday and for breakfast and lunch on Friday.
- ★ **Parking:** Each student is required to have a parking permit for his or her vehicle in order to park on

campus. Off-campus students are eligible for one parking permit at no cost. Additional permits may be purchased for \$25 per permit. On-campus students are eligible for one parking permit per licensed driver in the household. There is a \$25 fee per permit for additional parking permits for on-campus students. Additionally, on-campus students are issued one Campus Housing Visitor hangtag. Visitors to campus housing may park in any of the resident lots or in the Hicks lot with this hangtag. This hangtag must be displayed in the visitor's vehicle at all times during their visit to campus. Replacement hangtags are \$25. Parking permits are issued at the beginning of each academic year and are valid for a 1-year period. Be prepared to give the color, year, make, model, and license plate number for each vehicle in order to receive the permit.

Student parking is available throughout campus; please refrain from parking in spaces labeled for staff or visitors. All visitors to campus must display either a temporary parking pass from the McCord Hospitality Desk or a Campus Housing Visitor hangtag. If you have any questions or need to replace your permit, contact the Hospitality Assistant. NOTICE: ANY CAR PARKED ON SEMINARY PROPERTY IMPROPERLY AND/OR WITHOUT A SEMINARY-ISSUED PARKING STICKER OR CURRENT VISITOR HANGTAG WILL BE TOWED.

There are 15-minute parking spaces designated on the campus. These spaces are to be used for short-term, loading/unloading parking ONLY. Flashers must be on. Failure to comply with the guidelines for 15-minute parking may result in the vehicle being towed.

- ★ **Student Mailboxes:** The seminary mailroom, located in the McCord Community Center to the left of the main entrance, is supervised by the Hospitality Coordinator at the McCord Reception Desk. All students, degree and non-degree, are assigned mailboxes and keys at the beginning of the semester. To replace a lost key, see the Hospitality Assistant at the McCord Desk. There is a \$25 charge for a replacement key. It is very important that all mailboxes remain locked at all times and that students visit and empty their mailboxes regularly. If the lock on your mailbox does not work, please fill out a work order form, and the maintenance staff will take care of it.

- ★ **Campus Card:** All students, faculty, and staff are issued a photo ID card. This card serves as an ID card, a debit card, and a library card. Your Campus Card may be used as a debit card to purchase items in Barth and Grill or to make copies at designated campus copiers (see copying section). At the beginning of each semester, all students taking nine (9) or more credits must pay a \$25 Campus Card charge when paying tuition. The \$25 is immediately added to the student's Campus Card Account and can be used to purchase food in Barth and Grill or copies from designated copiers on campus. The Campus Card account is separate and distinct from your student account in the Business Office. At the McCord Hospitality Desk, you can deposit additional funds to your Campus Card using cash, check, credit card, or funds from your student account. Funds deposited to you Campus Card cannot be refunded.

PAYMENT POLICIES - FAQ

When are funds owed to the institution to satisfy tuition, fees, rent, board, etc?

- ★ Funds owed to the institution are due before the first class day of each academic term. Any balance due that has not satisfactorily been resolved with an approved extended payment plan could result in your being dropped from classes at the end of the add-drop period.

- ★ Rent for seminary housing is billed by the term and is due in full by the above deadlines. Arrangements may be made at the time of signing the lease to pay rent monthly.

Can I register for the next academic term if I have an outstanding balance?

- ★ As per the payment policy outlined in the Catalogue,

“A student’s registration is not complete until satisfactory financial arrangements are made with the Business Affairs for the payment of all seminary charges.”

- ★ Interpreted, this means that a student cannot register for the next term unless he or she has paid up for the current term. A student’s registration will be blocked by the Vice President for Business Affairs until satisfactory arrangements have been made to bring an outstanding balance current.
- ★ Monthly rent must be current at the time the registration process begins in order for a student to be allowed to register for the next term.

What sources of funding are available to pay for a seminary education?

- ★ Students may pay for their seminary education with:
 - ▶ A Stafford Loan
 - ▶ Cash or check
 - ▶ Credit card (MasterCard/Visa/Discover/American Express/Diners Club)
 - ▶ Direct aid funds from a church
 - ▶ A PC(USA) grant, if you are a qualified Presbyterian
 - ▶ Other grant funds from outside organizations
 - ▶ A seminary endowed scholarship grant to cover tuition.
- ★ Students receiving outside aid (non-seminary) to cover the cost of seminary expenses must provide documentation supporting this aid to the Financial Services department.

How are Stafford Loan checks processed?

- ★ Stafford Loans are intended to cover educational expenses. As required by the federal government, the loan check is made payable to both the student and the institution. Therefore, the checks are mailed to the institution for processing and deposit.
- ★ When checks are received, students are notified and must endorse the check in the Financial Aid office. Stafford loan checks are then taken to the Business Affairs office to be deposited, and the student accounts are credited with the funds.
- ★ Students may complete a check request to remove these funds but only after the following expenses have been paid in full -
 - ▶ Tuition for the current term
 - ▶ Registration Fee
 - ▶ Student Activity Fee
 - ▶ Campus Card change for the current term
 - ▶ Barth and Grill (Stotts Dining Hall) charges
 - ▶ Pro-rated rent since the move in date
 - ▶ Rent for the term
 - ▶ Any other fees or assessments that have been posted to the student account and are outstanding at the time the deposit is credited.

★ In summary, seminary debts are satisfied first before loan funds are released to the students.

REFUND POLICIES

General Policy

- ★ All refunds will be offset against any and all amounts owed to the seminary.

Housing and Board

- ★ Students who vacate seminary housing will receive, based on the date of departure, a prorated refund of rent and board charges, when applicable.
- ★ Upon vacating seminary housing, students will receive their deposits within a reasonable amount of time after the housing unit is inspected by seminary staff and the condition of the unit is assessed.
- ★ See Student Housing Handbook for further information.

Tuition

- ★ See Catalog for information and policies on refunds of tuition.

Fees - Masters Level Students

- ★ The onetime application fee and the annual registration fee are non-refundable.
- ★ The Student activity fee is refunded at the rate of 50% for each fall or spring term in which a student does not enroll.

Stafford Loan Refunds

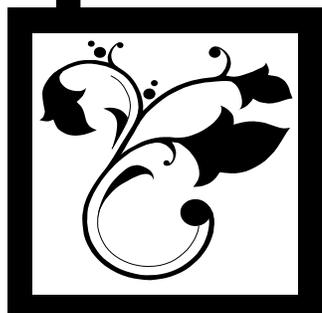
- ★ If a student receives financial aid in the form of a Stafford Loan, a portion of the refund due the student must be returned to the lender, in accordance with federal regulations. Refer to the *Student Financial Assistance Program - Policies and Procedures* manual for details.

STUDENT EMPLOYMENT PROGRAM

PRACTICES AND PROCEDURES

Austin Presbyterian
Theological Seminary

Revised June 2007



**STUDENT EMPLOYMENT PROGRAM
PRACTICES AND PROCEDURES
Austin Presbyterian Theological Seminary**

I. Purpose

The seminary values the participation of students as employees and recognizes that students bring a wealth of experience and skills to the community. The student employment program at Austin Seminary is designed as a resource to allow students the opportunity to work on campus in a variety of positions designed to accommodate students' schedules.

II. Eligibility

- A. Students who (a) have matriculated and are presently enrolled in a master's program for at least 12 credits during the fall/spring semesters and (b) who demonstrate financial need as confirmed by the Financial Aid office are eligible to work in the student employment program. There is no minimum enrollment requirement during the January/summer terms.
- B. A student may not be employed in the student employment program for more than 30 days past the date the student completes degree course work.
- C. A student may work in more than one position on campus; however, the combined hours of all positions worked may not exceed 15 hours a week when classes are in session or 19 hours a week when classes are not in session.
- D. International students are subject to employment regulations of the Bureau of Citizenship and Immigration Services (formerly the INS) in addition to the practices of Austin Presbyterian Theological Seminary.
- E. Special students and Doctor of Ministry students are not eligible to be hired through the student employment program.

III. Position Postings

- A. To have an existing position posted, a supervisor should submit in writing the following information to the Director of Financial Aid:

name of position
position description
days and hours needed
name of supervisor
any additional information related to the position.

- B. If a supervisor wishes to create a new position, the supervisor must secure approval from the Dean or appropriate Vice President.
- C. Position descriptions are posted by the Director of Financial Aid on the Student Employment bulletin board in McMillan Building on an as needed basis. The posting will remain posted until the position is filled or until the supervisor requests in writing that the posting no longer be considered active.

IV. Hiring

- A. A student interested in campus employment should review the job board and/or talk with the Director of Financial Aid about employment opportunities.
- B. To apply for a position, a student should directly contact the person listed as the supervisor. The supervisor may request written information such as a class schedule, list of skills, resume or job history.
- C. The supervisor selects a student to fill a position. The supervisor is responsible for notifying applicants who were not selected that the position has been closed.
- D. The Dean or the Vice President who has responsibility for the particular area must give written approval before the student may be hired.
- E. The supervisor will submit in writing the name of the student(s) selected and the written approval of the Dean or appropriate Vice President to the Director of Financial Aid.
- F. Research assistants, instructional aides, and tutors are employed through the Office of the Academic Dean.

V. Payroll and time sheets

- A. Most positions in the student employment program pay \$7.00 per hour. A select few positions, due to specialized skills utilized, may have a different rate of pay. Rates of pay are determined by the Vice President for Business Affairs and the Director of Financial Aid.
- B. To accept an offer of employment, a student must sign a student employment acceptance form in the Financial Aid Office. A copy of the form will be provided to the student.
- C. Before a student employee may be paid, the student must submit a W-4, I-9 and I-9 related documents to the Financial Aid Office with the acceptance form. The student must submit a direct deposit form authorized by a representative of the student's bank to the Business Office.

- D. Student employees log their hours on a student employment program time sheet. If a student is employed in more than one position, a time sheet for each position should be submitted. Time sheets are available at the Financial Aid Office.
- E. When classes are in session, a total of no more than 15 hours a week may be recorded; when classes are not in session a student may record up to 19 hours a week.
- F. Time sheets are month specific and are due on the 20th of each month. Should the 20th occur during a time when the seminary is closed, time sheets are due the next day that the seminary is open. Both the student and the supervisor must sign the time sheets. Should the supervisor be unavailable, the Director of Financial Aid may sign for the supervisor.
- G. Students are paid by direct deposit on the last business day of each month.

VI. Appraisal of Student Workers

Supervisors will evaluate the performance of each student employee on the Student Employee Performance Appraisal Form on or before April 15th or when a student ceases to be employed. The appraisal form will be submitted to the Director of Financial Aid.

VII. Resignation and Termination

- A. A student is asked to give two weeks notice to the supervisor prior to resigning from any position. This includes January and summer terms. The supervisor will give notice in writing of the student's resignation to the Director of Financial Aid. If the position needs to be posted, refer to III. A.
- B. If a supervisor wishes to cease the employment of a student, the supervisor will give written notification to the Director of Financial Aid and to the Director of Human Resources. Following approval and direction from the Directors of Financial Aid and Human Resources, the supervisor may discharge the student from the position. Unless mitigating circumstances are present, a student ordinarily will have two weeks notice that employment is ending.

VIII. Questions and Concerns

Questions and concerns regarding the student employment program may be addressed to the Director of Financial Aid. Should the student not be satisfied with the response of the Director of Financial Aid, the matter may be addressed to the Vice President for Student Affairs.

AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY
Student Employment Acceptance Form

Last name: _____ First name: _____ Middle initial: _____

Social security # _____ -- _____ -- _____ Date of birth: _____

Current mailing address: _____

Permanent mailing address: _____

Phone number () _____ Gender: _____ Marital status: _____

In which degree program are you enrolled? _____

PLEASE NOTE: In order to be paid, you must complete a W-4 form, I-9 form and submit I-9 related documents to the Financial Aid Office. A direct deposit form authorized by a representative of your bank must be submitted to the Business Office.

I accept the offer of student employment at Austin Presbyterian Theological Seminary. I have been provided with a copy of the *Student Employment Program Practices and Procedures* handbook, and I agree to abide by the policies, practices and procedures. I am aware that all materials and data, whether written, auditory, or visual in nature to which I may have access, are to be treated in a professional and confidential manner. I understand that any breach of confidentiality or abuse of my position my result in disciplinary action.

Signature: _____ Date: _____

Office Use Only

Start date: _____ Position: _____

Department: _____ Pay rate: _____

STUDENT EMPLOYEE PERFORMANCE APPRAISAL

Name of Employee: _____ School Year: _____

Employment Position: _____

Brief description of job: _____

To Be Completed by the Supervisor

Level of Performance					
	Far Above Expectations	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations
Demeanor: Pleasant, interested, enthusiastic					
Initiative: Self-starter, does work on his/her own, demonstrates leadership					
Creativity: Has new ideas, finds new approaches to problems					
Cooperation: Works well with others, does his/her share					
Responsibility: Is punctual, dependable and efficient					
Quality of work: Is accurate and thorough					
Quantity: Produces desired amount of work					

Comments by Supervisor: _____

PLEASE COMPLETE BOTH SIDES OF THIS FORM

To Be Completed by the Student

What has been your most significant accomplishment in your work position?

What has been your least satisfying moment in your work position?

In what areas have you grown?

In what areas can you improve?

What would you change about yourself and/or your work assignment to make this experience more beneficial to you?

Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

**EMPLOYMENT OPPORTUNITIES
IN THE AUSTIN AREA**

www.austin360.com
www.workintexas.com

To further assist you in locating employment, the following information has been gathered. School districts in the immediate Austin area are included on the list.

ATTORNEY GENERAL
HR Office 463-2009
Job Line 463-2024
www.oag.state.tx.us

**AUSTIN COMMUNITY
COLLEGE**
Dial-A-Job Recording 223-
5621
Central Offices:
5910 Middle Fiskville Road
Suite 607
Austin, TX 78752
www.austincc.edu/hr/

**AUSTIN STATE
HOSPITAL and
MENTAL HEALTH
AND MENTAL
SERVICES**
419-2300 (Job Line)
4110 Guadalupe
Austin, TX 78751
www.mhmr.state.tx.us

**TEXAS DEPARTMENT
OF CRIMINAL
JUSTICE**
406-5270
8610 Shoal Creek Blvd.
Austin, TX 78758
www.state.tx.us

**CITY OF AUSTIN
HUMAN RESOURCES
DEPARTMENT**
974-3210
www.cityofaustin.org

**CONCORDIA
UNIVERSITY**
452-7661
3400 IH 35
Austin, TX 78705
www.concordia.edu

**TRAVIS COUNTY
GOVERNOR'S JOB
BANK**
854-9165
1010 Lavaca St. 2nd floor
Austin, TX 78701
www.co.travis.tx.us/jobs

**DEPARTMENT OF
HUMAN SERVICES**
(State)
438-3038
Region VII (Personnel)
701 51st Street
Austin, TX 787536
www.dshs.state.tx.us/

**HOUSE OF
REPRESENTATIVES**
Personnel and Staff
Development
463-0865
Capitol Building
www.house.state.tx.us

**INTERNAL REVENUE
SERVICE**
3651 South IH 35
Austin, TX
www.usajobs.opm.gov

**PARKS AND
WILDLIFE
DEPARTMENT (State)**
389-4954 (Personnel)
4200 Smith School Rd.
Austin, TX 78744
www.tpwd.state.tx.us

**RECORDING FOR THE
BLIND**
(Part time) 323-9390
1314 W. 45th Street
Austin, TX 78705
www.rfbd.org

**ST. EDWARD'S
UNIVERSITY**

Job Line: 448-8541
3001 South Congress
Austin, TX 78704
www.stedwards.edu/humr/jobs.htm

SCHOOL DISTRICTS

(Personnel Offices):
Professional-414-1721
Classified-414-1714
Austin ISD
1111 West 6th Street
Austin, TX 78703-5899
Summer Hours: 7:45-4:45
www.austin.isd.tenet.edu

Del Valle ISD 386-3000
5301 Ross Road, Suite 121
Del Valle, TX 78617
www.del-valle.k12.tx.us

Dripping Springs ISD
Personnel-1-512-858-4905
510 W. Mercer
Dripping Springs, TX 78620
www.dripping-springs.k12.tx.us

Eanes ISD
Job Line 732-9010
601 Camp Craft Road
Austin, TX 78746
www.eanes.k12.tx.us

Georgetown ISD
District Office
943-5000
603 Lakeway Drive
Georgetown, TX 78628
www.georgetown.txed.net

Hays County ISD
(512)268-2141
Kyle, TX 78640
www.hayscisid.net

Lago Vista SD 267-8300
P.O. Box 4929
Lago Vista, TX 78745
www.lagovista.txed.net

Lake Travis ISD
533-6000
3322 S. Ranch Road 620
Austin, TX 78738
www.laketravis.txed.net

Leander ISD 434-5001
Personnel Department
P.O. Box 218
Leander, TX 78646
www.leanderisd.org

Manor ISD 278-4000
P. O. Box 359
Manor, TX 78653
www.manorisd.net

Pflugerville ISD
512 594-0000
1401 W. Pecan
Pflugerville, TX 78660
www.pflugervilleisd.net

Round Rock ISD
464-5000
1311 Round Rock Avenue
Round Rock, TX 78681
www.roundrockisd.org

SETON HOSPITAL
324-4000 (Main number)
1201 W. 38th Street
Austin, TX
www.seton.net

STATE SENATE
463-0400 (Personnel)
Capitol Building
www.senate.state.tx.us/human/Index.htm

**T E X A S S T A T E
UNIVERSITY**
512-245-2111
601 University Dr.
San Marcos, TX 78666
www.txstate.edu

**ST. DAVIDS HEALTH
CARE PARTNERSHIP**
397-4000 Job Line
www.stdavids.com

**TEXAS DEPARTMENT
OF PUBLIC SAFETY**
424-5900
Employment information
5805 North Lamar Blvd.
Austin, TX 78752
www.txdps.state.tx.us

**TEXAS EDUCATION
AGENCY**
463-9139 - Job Line
1701 North Congress
Austin, TX 78701
www.tea.state.tx.us

**TEXAS WORKFORCE
COMMISSION**
463-2214 Personnel
101 E. 15th Street
Austin, TX 78778
www.twc.state.tx.us

**THE UNIVERSITY OF
TEXAS AT AUSTIN**
471-3656 (Applicant
information)
800-687-8086
101 E. 27th St.
Building A (NOA)
Austin, TX 78705
www.utexas.edu

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FINANCIAL AID POLICIES AND PROCEDURES ARE LOCATED ON OUR WEBSITE:
<http://www.austinseminary.edu/admissions/aid.php>

Welcome to the Stitt Library!

One of the oldest and most distinguished theological collections west of the Mississippi, the Stitt Library traces its origins to the second half of the nineteenth century. At present the Library's collection numbers over 150,000 volumes with excellent holdings in most theological subject areas. Particular strengths of the collection are biblical archaeology, biblical studies, patristics, and the continental Reformation. Other well-represented areas include theology, women's studies, minority studies, and pastoral care.

Our automated library system is available through four public access terminals (with a printer) located on the first floor across from the Circulation Desk. There is also an OPAC terminal on the second floor. The online public access catalog (OPAC) is user-friendly, but if you need help just let us know.

Hours

Monday – Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	3:00 p.m. – 11:00 p.m.

Between sessions and during holidays the hours vary. You may call the circulation desk at 404-4879 for detailed information.

Email for circulation: circdesk@austinseminary.edu

The Library is closed on the following days:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Good Friday	Thanksgiving (and Fri. and Sat.)
Easter Weekend	Christmas Eve
Memorial Day	Christmas Day

MICROFORM READING ROOM

All microfilm materials are located on the third floor in the Microform Reading Room. Ask the Circulation Attendant for the key. A reader/printer is available (10¢ per copy). Microfiche are in the CD cabinet on the first floor.

INTERNET ACCESS TO THE ONLINE LIBRARY CATALOG (OPAC)

The OPAC is accessible through the Library's web site at <http://voyager.austinseminary.edu>.

PHOTOCOPIES

There are two photocopiers on the first floor. Copies can be made using the seminary ID card. Users are responsible for observing copyright laws.

BOOKS NOT ON SHELF

If a book should be on the shelf but isn't, readers may submit a search request at the Circulation Desk.

SUGGESTION BOX

Suggestions, complaints, compliments, and requests for book acquisitions may be made in person or at the suggestion box located near the OPAC terminals on the first floor. Please let us know what you think about the Library so we can serve you better.

TELEPHONES

There is no public telephone in the Stitt Library. The nearest pay phone is located in the mailroom of the McCord Center. We do not page or take messages for library users, except in emergencies.

Please refrain from cell phone use in the library.

PUBLIC SERVICES

ARCHIVES & McCOY COLLECTION REFERENCE SERVICES

The Archives are located on the ground floor (basement). Hours are Monday – Friday, 8:00 – 4:00 (closed during lunch). Check posted hours between sessions and for holidays.

BULLETIN BOARD

Please check at the Circulation Desk for permission before posting anything on the Bulletin Board.

COMPUTER ROOM

Four PC computers, Word, and WordPerfect are available for APTS student use in the computer room on the second floor.

ELECTRONIC RESOURCES

The ATLA Religion Database, the Catholic Periodical Literature Index (CPLI), Old Testament Abstracts (OTA), and BibleWorks are available at the four PCs on the first floor near the reference room. The Internet is accessible from the first floor PCs.

The library also has access to the TexShare databases. APTS student and faculty can access some databases remotely. Ask for the authorization and password at the circulation desk.

E-mail may not be accessed in the Library.

INTERLIBRARY LOAN

The Stitt Library offers interlibrary loan services to APTS students and faculty. **All books borrowed through interlibrary loan must be used in the Library.** Ask Circulation staff for the request form.

VCR and TV

A VCR and TV are available at open study carrel #4 for the viewing of VHS that are on reserve or

in the Library's collection. Patrons wishing to use the VCR must check out the equipment (remotes and headphones) at the Circulation Desk. This equipment circulates for three hours.

BORROWING PRIVILEGES

Students, faculty, and staff of the Austin Presbyterian Theological Seminary need only show a Seminary identification card to charge out books without cost. Students, faculty, and staff of the Austin Graduate School of Theology, the Episcopal Theological Seminary of the Southwest, and the Lutheran Seminary must show their current semester identification cards to obtain a Stitt Library card at no charge.

Students, faculty, and staff of the University of Texas must show a valid UT identification card in order to register without cost. UT students need proof of current registration (fee receipt, course schedule) to be issued a Stitt Library card free of charge. Other users can register to use Stitt Library for a \$5.00 fee. There is also a \$5.00 fee to replace any lost library card.

Because we are a small institution serving a large number of seminarians, there are some limits on the number of books that can be borrowed at any given time. Ask the Circulation staff for details.

Stitt Library allows registered patrons to borrow and return materials through the US mail. However, we encourage patrons to try to obtain materials in a library near them or through interlibrary loan.

GENERAL REGULATIONS

Eating, smoking, & bathing are not permitted in the Library. See the Library website for the Library's policies on beverages and electronic devices in the Library.

Shoes must be worn at all times

No animals except guide dogs are allowed in the Library.

Quiet conversation should be limited to the lobby.

CIRCULATION

*The Circulation Desk closes **15 minutes** before the Library closes. All circulation transactions (checkout of materials, payment of fines, new registrations) must be done **before that time**.*

TYPES OF LOANS

For APTS students, the loan period for books is 30 days, and the loan period for audio/visual materials is 14 days. The loan period for all materials charged out to UT students is 14 days. Audio visual materials circulate for 7 days.

Reserve books circulate on three-hour or twenty-four-hour loans. Three-hour reserves charged out no more than two hours before the Library closes may be kept overnight and are due at 9:00 a.m.

the following day.

Periodicals, reference materials, archival materials, books published before 1900, and restricted circulation materials may not be charged out.

OVERDUE FINES

Regular materials	20¢/day per item
Reserve materials	50¢/day or portion of day
Late return of recalled items	\$2.00/day per item
TV/VCR remote & headphones	\$0.25/hr or portion of hr

Stitt Library does not accept IOUs for fines or fees.

Students with unresolved overdue books or fines will be prohibited from registering for the next term or graduating. Fines exceeding \$5 block a patron's borrowing privileges for all materials until the fine is paid.

REPLACEMENT FEES

The charge for all lost items is **\$75.00** (\$50 for the cost of the item and \$25 for processing) regardless of the original cost of the item, its condition when loaned, or its availability. Users must also pay any overdue fines accrued. If the cost of the item exceeds \$50.00, users will be charged accordingly.

RENEWALS

Books that are not overdue may be renewed once. This allows a reader to keep materials for a maximum of two months. You may renew books online by accessing your patron account. The Library catalog URL is <http://voyager.austinseminary.edu>. Menu buttons for patron accounts are on the reconnect page and the search pages of the online library catalog. Patrons can also renew books in person, but **not** by telephone. After being renewed once, library materials must be returned to the library, checked in and returned to the shelf (usually takes about 1 week) before being checked out again.

Overdue books may not be renewed until they are returned and all fines are paid. Fines exceeding \$5 block a patron's borrowing privileges for all materials until the fine is paid.

RECALLS AND HOLDS

An item may be recalled if the borrower has had it for at least ten days. The borrower, whose name is kept confidential, must return the item within seven days. The user requesting the item will be notified upon return.

SECURITY

All books are sensitized to activate an alarm at the exit if they are not properly checked out. Alarms are taken seriously and recorded. A repeated infraction will result in immediate loss of library privileges. During evenings and on weekends, all library patrons must sign in upon entering the library and out when leaving. Patrons must also have a current library card.

Hey Seminary Families! Sign up for:

A.S.A.P.

(Austin Seminary After-school Program)

Austin Seminary will provide after-school care
for seminary kids (2 yr old - 6th grade)

Mondays through Fridays
from 3:00 pm to 5:30 pm
at the Hicks Community House

Program will include:

Outdoor Play, Study Hall for Homework, Crafts, Games & Bible Lessons

Program notes:

- The A.S.A.P. program will be open when Austin Seminary and Austin Independent School District (AISD) are in session.
- The cost for the program is only \$3.75 a day per child or \$7.50 a day per family. Children of Faculty and Staff may participate in the programs as space permits. The cost for Faculty and Staff is \$7.50 a day per child or \$14.75 a day per family.
- Families can sign-up for one to five days a week, schedule to be set with the director.
- At least one parent must be on the Seminary Campus at all times while a child is in the program and can be contacted if necessary. (This is required by state regulations)

Limited Enrollment so Sign-up ASAP!

Contact Caressa Murray, Director, with any questions you may have.

512-708-0568 or 972-743-6446 (cell) or carressa.murray@austinseminary.edu

A.S.A.P. Application

Please complete form and mail or deliver **BY August 13, 2007**

along with \$20 application fee

to: **A.S.A.P. at Austin Seminary**

100 E. 27th Street, Austin TX 78705

Name of Seminarian Parent _____ Class _____

Name of Spouse (if applicable) _____

Address _____ Phone _____

_____ Work # _____

Summer contact if different from above

Address _____ Phone _____

_____ Work # _____

ASAP Sign-up (After School Program for Children 2 yr. -through 6th grade)

Name of Child _____ Grade in Fall _____

Name of Child _____ Grade in Fall _____

Name of Child _____ Age in Fall _____

Name of Child _____ Age in Fall _____

I would like to sign-up child(ren) for ____ days per week (1-5)

Preferred days _____

**You will be contacted by the Program Director about your application by
August 24, 2007**

PRESCHOOL AND CHILDCARE INFORMATION

AUSTIN PRESBYTERIAN SEMINARY AFTER SCHOOL PROGRAM (A.S.A.P.)

Address: Hicks Community House,
Austin Presbyterian Theological Seminary
Phone: (512) 708 – 0568
Ages: 2- 6th grade
www.austinseminary.edu
Location: on-site

ALL SAINTS' EPISCOPAL DAY SCHOOL

209 W. 27th Street Austin, Texas 78705
(512) 472-8866 FAX (512) 477-5215
<http://allsaints-austin.org/aseds.htm#tuition>
Location: less than one block from Austin Seminary

COVENANT PRESBYTERIAN PRESCHOOL AND CHILD'S DAY OUT

Address: 3003 Northland Drive Austin, TX 78757
Phone: (512) 454-8370
Ages: 9 mo – 4 yrs old
www.covenant.org/about_preschool.shtml
Location: 5 miles from Austin Seminary

FIRST PRESBYTERIAN DAY SCHOOL

Address: 8001 Mesa Drive Austin, TX 78731
Phone: (512) 345 - 8961
Ages: 18 months – 5 yr olds
<http://www.fpcaustin.org/school/index.html>
Location: 7-8 miles from Austin Seminary

FIRST UNITED METHODIST

Address: 1201 Lavaca St. Austin, TX 78701
Phone: (512) 478-5709
Ages: 2 mo – 5 yrs old
www.fumcaustin.org/preschool
Location: 1-2 miles from A.P.T.S.

HYDE PARK CHILD PRESCHOOL MOTHER'S DAY OUT

Address: 3901 Speedway Austin, TX 78751
Phone: (512) 465 - 8319
Ages: 2 mo – 4 yrs
<http://www.hpbc.org/cms/index.php?section=196>
Location: less than 1 mile from A.P.T.S.

UNIVERSITY UNITED METHODIST EARLY CHILDHOOD CENTER

Address: 2409 Guadalupe Austin, TX 78701
Phone: (512) 474 - 5101
Ages: 4 mo – 5 yrs
<http://www.uumc.org/children/children.html#ECC>
Location: less than 1 mile from A.P.T.S.

FULL-TIME CARE

FIRST ENGLISH LUTHERAN CHILD DEVELOPMENT CENTER

Address: 3001 Whitis Austin, TX 78705

Phone: (512) 478 - 5424

Ages: 18 mo – 5

<http://www.1stenglish.org/CDC/index.html>

Location: less than 1 block from A.P.T.S.

HYDE PARK BAPTIST CHILD DEVELOPMENT CENTER

Address: 3901 Speedway Austin, TX 78751

Phone: (512) 465 - 8383

Ages: 6 wks – Pre K

<http://www.hpbc.org/cms/index.php?section=185>

Location: less than 1 mile from A.P.T.S.

ST. JAMES' EPISCOPAL SCHOOL

Address: 3701 East Martin Luther King 78751

Phone: (512) 926-4214

www.stjamesaustin.org

Robert E. Lee Elementary

Enrollment: Kindergarten through Grade 6

Special Focus: Geography, Fine Arts Performance

Special Programs:

Great Books Literature	Latin
Philosophy for Children	Artists in the School
Theater Arts Project	UT Art Enrichment Project
Waller Creek Learning Project	Computer Lab
Science Fair	Lee Olympics
Book Fair	Schoolwide Garden and Wildflower Prairie
After-school Child Care Program	Park and Recreational classes after school
Cooperation with UT-Austin	Schoolwide Projects
PTA Support	Weekly Parent Newsletter
Weekly Principal's Breakfast	

Principal: Ms. Elyse Smith
512/414-2098

School Address: 3308 Hampton Road
Austin, Texas 78705
414-2098

www.austinschools.org OR www.austin.isd.tenet.edu

updated 6-07



2007-2008 School Calendar

August 2007

- 13-17 New Teacher Orientation
- 20-22 Staff Development
- 23-24 Planning & Prep
- 27 First Day of Classes

September 2007

- 3 Student & Staff Holiday - Labor Day

October 2007

- 8 Student Holiday - Elem. Parent Conference; Secondary Staff Development

November 2007

- 12 Student Holiday - Staff Development
- 21-23 Thanksgiving Holiday

December 2007

- 21 Student Holiday - Planning & Prep
- 24 Winter Break Begins

January 2008

- 7 Student Holiday - Staff Development
- 8 Classes Resume
- 21 Student & Staff Holiday
Martin Luther King, Jr., Day

February 2008

- 4 Student Holiday - Staff Development
- 25 Student Holiday - Elem. Parent Conference; Secondary Staff Development

March 2008

- 10-14 Spring Break
- 17 Classes Resume
- 21 Student & Staff Holiday; 2nd Bad Weather Makeup Day for Staff Scheduled to Work Beyond June 5

April 2008

- 26 Holiday - Memorial Day; 1st Bad Weather Makeup Day for Staff Scheduled to Work Beyond June 5

June 2008

- 4 Last Day of Classes
- 5 Planning & Prep; 1st Bad Weather Make-up Day for Students
- 6 2nd Bad Weather Make-up Day for Students
1st Bad Weather Make-up Day for Staff Scheduled to End Work on June 5
- 9 2nd Bad Weather Make-up Day for Staff Scheduled to End Work on June 5

Legend

- Student/Staff Holiday
- Planning & Prep/Student Holiday
- Staff Development/Student Holiday
- New Teacher Orientation
- Student Holiday - Elem. Parent Conference; Secondary Staff Development
- + Bad Weather Make-up Day
- First/Last Day of Classes
- } { 9-Weeks
- } | 6-Weeks

S M T W Th F S S M T W Th F S

July 2007

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2008

	1	2	3	4	5	
6	7	{8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2007

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	{27	28	29	30	31	

February 2008

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

September 2007

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2008

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21+	22
23	24	25	26	27	28	29
30	{31					

October 2007

	1	2	3	4	5	6
7	8	{9	10	11	12	13
14	15	16	17	18	19	20
21	{22	23	24	25	26	27
28	29	30	31			

April 2008

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	{21	22	23	24	25	26
27	28	29	30			

November 2007

		1	2	3		
4	5	6	7	8	9	10
11	12	{13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2008

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26+	27	28	29	30	31

December 2007

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	{21	22
23	24	25	26	27	28	29
30	31					

June 2008

1	2	3	4	5	6+	7
8	9+	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

HELPFUL INFORMATION

(austin360.com - Good website for a variety of information about Austin)

Austin Presbyterian Theological Seminary makes no recommendations regarding these services.

UTILITIES ELECTRIC AND WATER (NEW SERVICE): City of Austin Utilities, 701 West 5th Street, Austin, TX 78701 -- 494-9400
SOUTHERN UNION GAS (NEW SERVICE): 422 Congress, Austin, TX 78701 /1-800-700-2443
SOUTHWESTERN BELL TELEPHONE: 800/464-7928. (For TDD Service for the hearing impaired, 1-951-7088)

NEARBY BANKS BANK OF AMERICA:2304 Guadalupe, Austin, TX 78705--708-3050
UNIVERSITY FEDERAL CREDIT UNION:4611 Guadalupe, Austin, TX 78751 -- 467-8080
WELLS FARGO: 2104 Guadalupe, Austin, TX 78705 -- 344-7000

DOCTORS Doctors on this list have been recommended by someone in the community. Some of those listed below are willing to give Seminary students a discount; you will need to inquire. These names are included for information only; the Seminary makes no recommendations.

FAMILY PRACTITIONERS

Dr. Paul Keinarth -- 459-9889
5222 Burnet Road, Suite 200
Austin, TX 78756
Member of University Presbyterian

Dr. Al Lindsey - 472-3161
3200 Red River, Suite 210
Austin, TX 78705
Member of Univ. United Methodist Church

Dr. Robert P. Rapp -- 478-6689
7 Medical Arts Square
Austin, TX 78705

Dr. Robina N. Poonawala 440-8989
1221 W. Ben White Suite 105B
Austin, TX 78704

PEDIATRICIANS

Pediatrics Associates of Austin
Dr. Samuel Mirrop -- 458-5323
1500 W. 38th St., Suite 20
Austin, TX 78731

DENTISTS

Dr. James Fricke, Jr., Oral Surgery -- 454-6725
711 W. 38th St., Suite # A-1
Austin, TX 78705

Dr. John Glennon -- 454-0414
2304 Hancock Dr, Suite One
Austin, TX 78756
www.smileaustin.com

Dr. Tom Hutchinson 453-7244
8118 Shoal Creek Blvd.
Austin, TX 78757
Member of Covenant Presbyterian

Dr. Donna McCoy Ruesink 345-3955
4505 Spicewood Springs Road, Suite 100
Austin, TX 78759
Member of Covenant Presbyterian

ALLERGISTS

Dr. C. Dale Parker -- 454-5821
800 W. 34th Street, Suite 201
Austin, TX 78703
Member of Westminster Presbyterian

GENERAL SURGERY

Dr. Thomas B. Coopwood Sr. -- 478-3402
2911 Medical Arts St., Bldg. #2
Austin, TX 78705

NEARBY VETERINARIANS

Austin Veterinary Hospital -- 476-9191
2908 N. IH 35 (at 30th St.)
Dr. Deborah J. Besch

Austin Vet Care --672-9769
(24 Hour Emergency Care)
4106 N. Lamar
Austin, TX 78756

Spangler Animal Clinic -- 452-7671
5916 N. Lamar
Austin, TX 78752
Dr. S.C. Spangler

NEARBY HOSPITALS:

Brackenridge Hospital - 324-7000
601 E. 15th Street
Austin, TX 78701
www.seton.net

Children's Hospital of Austin - 324-8000
One Children's Place
1400 North I. H. 35
Austin, TX 78701
www.seton.net

Heart Hospital of Austin - 407-7000
3801 North Lamar Blvd.
Austin, TX 78756
www.hearthospitalofaustin.com

Seton Medical Center - 324-1000
1201 W. 38th Street
Austin, TX 78705
Physician Referral Line - 324-4455
www.seton.net

St. David's Medical Center - 476-7111
919 E. 32nd. St.
Austin, TX 78705
www.stdavids.com

AUSTIN PRESBYTERIAN
THEOLOGICAL SEMINARY

Housing Handbook

2007 - 2008
Academic Year

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I. GENERAL INFORMATION

A. STUDENT HOUSING

Austin Seminary's Student Housing consists of multi-unit apartment buildings, duplexes, and one residence hall. 78 units are located on the central campus and 37 units are located within short walking distance. Duplexes and multiplexes make up a major part of the student housing which offers a wide range of options. Family housing duplexes range from two to four bedroom units and are without appliances, although washer dryer hook ups are available. Various single student and married couple housing units are furnished with refrigerators and stoves, and some have dishwashers and microwave ovens.

Among the benefits our student residents enjoy are: subsidized housing rates unmatched in the Austin market; utility expenses for water and gas covered by the Seminary; campus mailboxes for inner-campus communication, and U.S. Postal Service at each residence; travel expenses saved and convenience realized from living with walking distance of classes, the library, and chapel; the Austin Seminary After School Program (ASAP) for children of students; and multiple opportunities to participate actively in the Seminary community.

Currie Hall (29 single-occupancy rooms) is located at the center of the campus and incorporates comfortable arrangements for study, rest and relaxation for residents. All utilities are paid in full. Each room has its own phone jack, thermostat controls and a private bath; and all rooms are furnished with a storage/bed and mattress, a built-in desk, two chairs, a dresser, closet and book shelving. A secured room for storage of large items is located on the lower floor adjacent to the laundry and kitchen/lounge. A stove, microwave oven, refrigerator, and cable television are available for residents in the Currie Lounge. Wireless internet access is available in the building for a fee through a local provider contracted by the Seminary.

B. DEFINITIONS

Full-time Student - A student who has been admitted into the M.Div. or M.A.T.S. degree program and is enrolled for at least 18 credits (full-time basis). Students should be aware that 18 credits is the minimum number required for classification as a full-time student, 30 is the maximum, and 24 credits is the average. In order to complete the M.Div. degree program in three years, or the M.A.T.S. degree program in two years, a student must average more than 18 credits.

HELP points - **H**ousing **E**ligibility **P**riority points indicate the number of months that each individual student can occupy housing on a priority basis.

HERB - **H**ousing **E**ligibility **R**eview **B**oard comprised of the Vice President for Business Affairs (Chair), the Academic Dean, the Vice President for Student Affairs, the Director of Auxiliary Enterprises, the Registrar, and two student representatives. Students who want or need additional HELP points can petition the HERB in writing. The HERB reviews the request, the circumstances and related issues, and makes the final determination on the student's petition.

Intern - A full-time student who is enrolled in a year-long (9 to 15 months) Supervised Practice of Ministry, Clinical Pastoral Education program, or other approved academic endeavor.

M.Div. - Master of Divinity

M.A.T.S. - Master of Arts in Theological Studies

M.Div./MSSW - Master of Divinity (APTS) and Master of Science in Social Work (University of Texas) dual degree program.

Student with Dependents - A student accompanied by his or her married spouse and/or dependent child or children.

Dependant - One 18 years of age or under who is claimed on the student's or spouse's most recent income tax return as a dependent..

Part-time Student - A student in the M.Div. or M.A.T.S. degree program who has the approval of the Academic Dean to carry less than the minimum full-time course load (fewer than 18 credits).

Single Student - An unmarried student; a married student living singly (i.e., without spouse and/or dependent child or children).

Currie Residence Hall - Single student residence hall.

Special Student - A non-degree student enrolled in master's-level course work, full-time or part-time.

C. LEASE CONTRACT

The provisions set forth in this manual, along with the terms outlined in the Lease Contract (a separate document) constitute the terms of the lease agreement. Failure to comply with these provisions will be grounds to immediately terminate a Lease Contract. Both documents are subject to change each academic year.

D. ELIGIBILITY

Housing is assigned on a multi-level, priority based system; some students may need to find off campus housing. Only students enrolled at Austin Seminary in a master's level degree program are eligible for student housing. In general, the size of a student's family determines the size of the housing unit for which that student has priority. There is a limit placed on the maximum length of time that a student is eligible to occupy student housing on a priority basis.

Each student is assigned Housing Eligibility Priority (HELP) points which correspond to the number of months that a student can occupy Seminary housing on a priority basis. M.Div. students are eligible for a maximum of 33 HELP points or 33 months of student-housing occupancy. (The M.Div. degree program is designed to be completed in 33 months of full-time study). M.A.T.S. students are eligible for a maximum of 21 HELP points or 21 months of student-housing occupancy. (The M.A.T.S. degree program is designed to be completed in 21 months of full-time study). Students enrolled in the dual degree program (M.Div./MSSW) may qualify for up to 12 additional HELP points in order to complete their degree (The M.Div./MSSW degree is designed to be completed in 48 months of full-time study.). Students completing a year-long internship may be eligible for additional HELP points based

on the number of months of the internship. Both full-time and part-time students are eligible for campus housing; however, a status change to part-time study may result in the student depleting their HELP points before their program completion. For extraordinary situations, approved by the HERB, additional HELP points may be added to one's housing point allocation.

HELP points are assigned to matriculated students as described below.

1. **New students** entering Seminary for the first time are assigned the maximum number of HELP points corresponding to their degree program (i.e. M.Div. 33; M.A.T.S. 21).
2. **Transfer students** are assigned a prorated number of HELP points based on the number of credits needed to complete the degree. The number of prorated HELP points is tied to the amount of transfer credit awarded by the Academic Dean and is determined at the time transfer credit is awarded based on the following formula: HELP Points Awarded to Transfer Student = Maximum Allowable HELP Points (33 for M.Div. & 21 for M.A.T.S.) X (Number of Credits to Earn the Degree MINUS the Number of Transfer Credits). (Number of Credits to Earn the Degree) PLUS the number of points needed to complete the final term.

Example: A transfer student is admitted into the M.Div program for the Fall Semester (September), and the Academic Dean allows 35 transfer credits to be applied toward the degree at Austin Seminary. The number of HELP Points Awarded is calculated as follows: (33 Maximum Allowable HELP Points) X (184 Credits Needed to Earn the M.Div. MINUS 35 Transfer Credits). (184 Credits to Earn the Degree) = 27. However, 27 HELP Points would result in housing eligibility running out in November. So, one more point is added to make 28 HELP Points available to this transfer student.

3. **Readmitted students** are assigned the maximum number of HELP points corresponding to their degree program less one (1) HELP point for each month that they have previously lived in student housing.

Example: A student is readmitted into the M.Div program. While previously a student at Austin Seminary the student occupied Seminary housing for 16 months. Since a maximum of 33 HELP points are allowed for the M.Div. program, this student is assigned 17 HELP points (33 minus 16).

4. **Married student** couples are considered two individual students and are each assigned their own HELP points.
 - i. When students married to each other enroll in Seminary at the same time, the number of HELP points initially assigned to each is determined as described in item 1.
 - ii. When two current students marry, they each retain the HELP points they have at the time they marry.
 - iii. When the spouse of a current student subsequently enters a degree program at Austin Seminary, he or she is assigned HELP points as described in item 1 above.

One (1) point is subtracted from a student's HELP point total for each month the student is enrolled in the degree program, *regardless of whether the student resides on campus or off campus*, and regardless of the student's full-time or part-time status. As noted above, the maximum allowable HELP points is based on the time it takes to complete the degree program while going to school full time. Taking fewer courses, on average, may result in HELP points being exhausted before degree requirements are completed. Students who run out of HELP points lose their priority status for remaining in student housing. Running out of HELP points can result in the termination of the student's lease and require that the student vacate Seminary housing.

E. PRIORITY–ACCEPTANCE OF ADMISSION

Housing priority for incoming students is based on the date the student accepts the Seminary's offer of admission by submitting the Intent to Matriculate form provided with the acceptance letter. The date this form is received in the Admissions office is the date used for housing priority. For students who are readmitted to a degree program, the most recent date of acceptance of admission is used. Jean Brown Fellows and Scholars have priority over other students requesting a space in Currie Hall.

All new entering students must complete the entire application process, be officially admitted and submit both a signed Intent to Matriculate form to the Admissions Office and the completed housing forms to the Director of Auxiliary Enterprises by the following deadlines to avoid a loss of housing priority:

- i. May 31 for the Fall term;
- ii. September 30 for the January term
- iii. October 31 for the Spring term;
- iv. February 28 for the Summer term.

New entering students unable to meet these deadlines will be considered for housing on a space available, non-priority basis. When campus housing is exhausted, students will need to secure housing off campus.

F. PRIORITY–SIZE OF FAMILY

1. The size of a student's family also affects the student's priority for specific housing units. Married students have the highest priority for apartments. Students with larger families have priority for the larger apartments. The ages and gender of a student's children are considered, but do not affect a student's priority for a particular size of housing unit. Single students have priority of assignment for Currie Residence Hall (and Jean Brown Fellows and Scholars have priority over other single students). Below is a general description of the priority for the various apartments.

- i. Single Students and married students living singly (without spouse):
 - ▶ Priority for Currie Residence Hall single room and for a limited number of designated smaller One-Bedroom apartments.
 - ▶ May be assigned shared housing in multiple-bedroom units.*
- ii. Married Students living with spouse:
 - ▶ Priority for One-Bedroom apartments.

- iii. Families with one child:
 - ▶ Priority for Two-Bedroom apartments
- iv. Families with two children:
 - ▶ Priority for Three-Bedroom apartments and priority over families with one child for Two-Bedroom apartments.
- v. Families with three children:
 - ▶ Priority for Four-Bedroom apartments and priority over families with two children for Three-Bedroom apartments.
- vi. Families with four children:
 - ▶ Priority for Four-Bedroom apartments and priority over families with three children for Four-Bedroom apartments.

*Note: Students sharing an apartment must be of the same gender. Single students will be assigned to shared housing units when all other housing units are full.

- 2. Ordinarily, families with children will not be considered for One-Bedroom apartments, nor will single students or married couples without children be considered for Two-Bedroom apartments. Exceptions will be made by the Director of Auxiliary Enterprises only when it is necessary to maximize the Seminary's usage of housing units. Housing priority is reviewed each spring to maximize housing usage for the fall term and may require that students be moved into housing that fits their priority status.

G. PRIORITY–MISCELLANEOUS FACTORS

- 1. Special Students ordinarily are not eligible for student housing. When housing assignments are made to Special Students, it is for one semester only and is reconsidered on a semester-by-semester basis.
- 2. Additional priority may be granted to meet the special needs and circumstances of a student. Any student who warrants special consideration should discuss his or her circumstances with the Director of Auxiliary Enterprises.

H. ASSIGNMENTS

Housing assignments are made on either a priority or a non-priority basis. An assignment made on a priority basis means that the student ordinarily has the first option to renew his or her lease for that unit at the end of the lease period.

An assignment made on a non-priority basis means that at the end of the lease period the student does not have first option to renew his or her lease and may have to move. The end of the lease period for non-priority assignments varies depending on circumstances.

Housing request forms are distributed to returning students via campus mail in March; assignments for the following academic year are ordinarily made to these students in April. The appropriate deposits (see Deposits), if not already on hand, must accompany the signed Lease Contract. The Lease Contract takes effect when the housing request is approved, the assignment is made, the deposit is collected and the Lease Contract signed. It is important

that requests be returned to the Director of Auxiliary Enterprises by the last working day of March; delay may cause loss of priority.

As a part of the admissions process, new students will be sent a housing application to determine their housing needs. Assignments will be made after (a) the signed Intent to Matriculate form is received in the Admissions Office; (b) the housing application is returned to the Director of Auxiliary Enterprises; and (c) the appropriate deposits are received and recorded in the Office of Business Affairs. Refer to the Priority–Acceptance of Admission section for information regarding application deadlines.

Housing assignments are made by the Director of Auxiliary Enterprises. If a student wishes to appeal the decision of the Director of Auxiliary Enterprises, such appeal must be made *in writing* to the Vice President for Business Affairs. The decision of the Vice President for Business Affairs will be final. Leases are required to be signed prior to issuance of apartment or residence keys. Rents will be prorated based on the move-in date. Utilities must be transferred into the tenant’s name (where applicable) and responsibility within a reasonable time, or charges to the student will be calculated and deducted from his or her student account.

Vacancies that occur during the year may be made available to students. A waiting list will be maintained by the Director of Auxiliary Enterprises for students who are eligible for a particular available unit. Ordinarily, students will not be eligible for a “lateral move” (i.e. moving into an apartment of the same size and configuration). Assignments will be based on the priority order of the students on the waiting list.

The names of new students who will be entering Seminary in the January or the Spring Terms will be automatically placed on the waiting list as their individual housing request forms are returned to the Director of Auxiliary Enterprises. Ordinarily, a student’s name will be removed from the waiting list when he or she is assigned campus housing.

I. TERMINATION & EXTENSION OF THE LEASE CONTRACT

Ordinarily, a lease is terminated on the expiration date that is written into the Lease Contract. Continuing students who plan to remain in campus housing, and have available HELP points, will automatically have their lease extended through August 31, unless other arrangements are requested.

A student pursuing a year-long Supervised Practice of Ministry internship outside the Austin area will ordinarily be required to vacate Seminary housing for the duration of the internship. Students completing an internship within the Austin area may request to remain in campus housing. Such requests will be considered on a space-available basis based on the current and anticipated housing needs for the coming academic year. Requests to remain in campus housing during a year-long internship must be made in writing to the Director of Auxiliary Enterprises. A summer storage rate is available under certain circumstances (see "Summer Storage," p. 6). Otherwise, normal rental rates will apply. The completion of a year-long internship will not jeopardize a student's right to a fourth year of housing privileges (see "Eligibility," p. 2).

Failure to comply with the guidelines set forth in this handbook constitutes grounds to immediately terminate a Lease Contract. Additionally, the Lease Contract will be subject to

termination if at any time during the lease period anything occurs that causes a change in the tenant's eligibility and/or priority for student housing.

A student who begins a semester with a positive number of HELP points but runs out of HELP points before the semester ends will normally be allowed to remain in housing until the end of the semester. In order to remain in campus housing beyond that point, the student must request and be granted additional HELP points from the HERB (Housing Eligibility Review Board).

A request for additional help points must be made in writing to the Director of Auxiliary Enterprises before the student's HELP points are exhausted. The HERB meets as needed and called by the Vice President for Business Affairs. The decision reached by the HERB will be given to the student in writing. If the student is granted additional HELP points by the HERB, a new lease contract will be drawn up reflecting the new date of termination of the lease as needed.

Listed below are examples of reasons a lease can be terminated before the normal annual termination date, or before the date stated in the student's lease. This list is by no means all-encompassing. It serves only to illustrate the types of situations that can cause a lease to be terminated prematurely.

- A student uses up his or her allotted HELP points;
- A student graduates from Seminary;
- A student completes degree requirements;
- A degree student is reclassified as a Special Student;
- A student begins an Intern Year;
- A student withdraws from Seminary;
- A student begins an official leave of absence from Seminary;
- A pet owner fails to post the required pet deposit;
- A student fails to comply with the guidelines in the Housing Handbook.

Tenants are expected to vacate housing by the last day of the month during which their Lease Contract is terminated. Special effort is taken to accommodate graduating students who need extra time to negotiate a call or employment. Under ordinary circumstances, an extension of up to thirty (30) days of the Lease Contract can be granted to those students graduating in May (i.e. until June 30). An extension of the Lease Contract for students completing degree requirements at any other time is dependent upon the circumstances and the availability of housing at that time. Graduates needing an extension beyond May 31st must submit a written request to the Director of Auxiliary Enterprises.

J. DEPOSITS

Students must post and maintain a security/damage deposit and, if applicable, a pet deposit.

- The **security/damage** deposit is \$100.00.
- The **pet** deposit is \$200.00 for each un-caged pet. Caged pets include rabbits, rodents, birds, and fish. Dogs and cats are NOT considered caged pets, even if crated. A student who acquires a pet while in Seminary housing must post the appropriate deposit. Pets are NOT allowed in Currie Hall.

- A **water bed** deposit of \$50.00 is required for each water bed used in an apartment. Water beds are not allowed in Currie Residence Hall or in certain other apartments. (See Water Beds).

These deposits must be posted in order for the Lease Contract to be valid. Failure to post the appropriate deposit may result in the lease being voided and the student losing his or her priority status for housing.

These deposits do not apply to rent, but are held as a guarantee that the student will occupy the unit for the period of the contract and to cover possible damage, loss, or cleaning charges. The deposit is retained as long as the student is enrolled, and it applies to the Lease Contract made each year and to any other period of occupancy. It must be brought up to the full amount on demand if charges have been made against it.

Students making an inner-campus move will have their housing and pet deposits transferred to the new housing unit. If there are chargeable damages to the first unit upon check-out, payment for damages will be deducted from the appropriate deposits on file. The student must then bring the deposit amounts back to the full amount required.

The deposit will be refunded, less any charges, after the student vacates. All of the student's accounts with the Seminary must be clear (i.e., a student's account with the Business Office, loans, bookstore charges, library fines, etc.) before a student's deposit is refunded. A student exit form is available to help students vacate the Seminary free of obligations. Refund checks will be mailed to the forwarding address given to the Business Office within thirty (30) days unless delayed to secure the costs of damage or cleaning.

Charges against the deposit include:

1. Forfeiture of the deposit if the student cancels the contract, fails to occupy, or fails to register. However, if cancellation is made more than thirty days before the date of occupancy, then only one-half will be forfeited.
2. The cost of any repair or replacement made necessary by abuse, negligence, or alterations made to the housing unit.
3. The cost of any cleaning necessary after vacating housing, including the cleaning of appliances.
4. A student's rent is in arrears upon graduation or withdrawal from the Seminary.
5. A student does not exit with the Auxiliary Enterprises department upon leaving the Seminary campus (i.e., arrange for keys to be returned, complete paperwork, schedule walk through of apartment).

A list of standard charges for cleaning and repairs is available from the Director of Auxiliary Enterprises. This list includes most common items, but is not meant to be comprehensive of all possible charges.

K. SUMMER STORAGE

Summer Storage rates are available for students who are living out of town during the summer term while officially enrolled for academic credit (e.g., SPM or CPE) going toward their degree. These rates reduce the hardship of maintaining two residences. The term "Summer Storage" means that no one is living in the housing unit while the student is studying out of town, and that it essentially is being used as storage for the student's personal

property until the student returns to on-campus study. If space permits, storage in the assigned unit will be allowed for a reduced fee during the summer months. All storage arrangements are to be made in advance and *in writing* to the Director of Auxiliary Enterprises on or before April 30. The summer storage rate shall ordinarily be one half of the student's rent per month, and will be applied for a maximum of 10 weeks.

L. OTHER STORAGE

Apartments - The Seminary has neither the space nor the facilities to provide storage for students' excess household goods or personal belongings. Students need to make their own arrangements if storage space is needed. Storage sheds and/or portable buildings may not be erected or placed on campus. Some apartment buildings have some small common storage rooms available on a first-come, first-served basis. The Seminary assumes no liability for items stored in common area storage rooms.

Currie Hall - There is a storage room on the lower floor of Currie Hall in which the residents may store their trunks, suitcases, and boxes. All items stored in this room must be clearly marked with the owner's name. Any empty boxes stored should be broken down in order to maximize the space available to other students. Students using the room for storage should manage and be responsible for the arrangement and cleanliness of the space. Students using the storage room for their belongings do so at their own risk; the Seminary will not be responsible, under any circumstances, for lost, stolen or damaged property belonging to students.

Bicycles - The Seminary provides an on-campus bicycle shed (barn), located behind the 2903/2905 University Avenue apartment complex. Residents may obtain the bike shed lock code from the McCord Desk. Ordinarily, students are responsible for cleanliness and organization of the facility and encouraged to communicate with neighbors and other users of the facility through the Student Senate. Students using the bicycle shed (barn) for their belongings do so at their own risk; the Seminary will not be responsible, under any circumstances, for lost, stolen or damaged property belonging to students.

M. MOVING IN

Contact the Director of Auxiliary Enterprises to schedule the date and time of arrival. Ordinarily students are expected to check in with the Director of Auxiliary Enterprises during regular business hours. On the date scheduled for move-in, after the deposits are received and the Lease Contract is signed, the Auxiliary Enterprises office will issue keys. Keys cannot be issued before the deposits are paid and the lease is signed. If there are changes to a scheduled move-in date, contact the Director of Auxiliary Enterprises immediately to reschedule.

The student should inspect the housing unit and note any problems on the Housing Condition Form checklist provided at the time keys are issued. This checklist should be returned to the Director of Auxiliary Enterprises within 2 weeks of check-in. The checklist will be used upon move-out to assess any damage beyond normal wear and tear for which the student may be held responsible. Fill it out carefully and thoroughly. Failure to complete and return the checklist will result in the student being held responsible for any and all damages to the unit upon move-out, regardless of whether the damages occurred prior to occupancy.

N. FLOOR PLANS

Floor plans for all housing units are available from the Director of Auxiliary Enterprises upon request. Some are also posted on the Seminary web site (Admission and Financial Aid, Housing at <http://www.austinseminary.edu/admissions/floorplans.html>). Not every individual floor plan is posted. Samples of mirror and duplicate plans are on the web site.

O. GRIEVANCE PROCEDURES

Students with grievances related to housing policies are asked to address their concern first with the Director of Auxiliary Enterprises. Should the matter not be resolved satisfactorily at this level, students may then appeal to the Vice President for Business Affairs. Appeals should be made in writing. The decision of the Vice President for Business Affairs will be final.

P. HOUSING HANDBOOK UPDATES

Updates to the Housing Handbook will be announced as changes are made. The latest version of the Housing Handbook will always be available on the Seminary web site. The current version of the Housing Handbook supersedes all previous versions.

II. IN RESIDENCE

A. ALTERATIONS

NO alterations of Seminary property shall be made without prior approval of the Director of Auxiliary Enterprises and/or the Director of Physical Plant. This includes, but is not limited to, installation of equipment such as TV cable or satellite dishes, antenna, ceiling fans, telephone jacks, carpet, construction of outdoor equipment, playscapes, etc. Paint, wallpaper, wallpaper borders, and trim additions are also prohibited. If any such alterations are made, the Seminary may, at its sole discretion, charge the student for the cost of returning the unit to its original state.

B. AUXILIARY ENTERPRISES OFFICE

The Auxiliary Enterprises Office, located behind the mail room on the main floor of the McCord Community Center, is normally open from 8:30 a.m. until 5:00 p.m. During the summer months, the Auxiliary Enterprises Office ordinarily is open from 8:30 a.m. until 4:00 p.m.

C. CARE OF FLOORS

There are many different types of floors in the housing units. Use the right types of cleaners and wax for the type of floor in the residence; the wrong type may cause damage. Confer with the Maintenance Staff if there are questions regarding acceptable cleaners. Remember that wax is a protective coating. Do not let it wear through and avoid a wax build-up. Water leaks should be reported to maintenance upon discovery to minimize damage. Damage resulting from failure to report water leaks on a timely basis can result in forfeiture of the deposit.

D. CLEANING - CURRIE HALL

Each resident is responsible for the care of his or her own quarters. Janitorial service is provided in halls and common areas. Staff will empty wastebaskets that are placed outside the door in the hallway each day (except weekends and holidays). Cleaning implements are available in the custodial closets on each floor. Please return these items promptly after use so that others may also use them.

E. DAMAGE

Beyond normal wear, occupants are responsible for damage to their residence, including bath, plumbing, fixtures, and Seminary-owned equipment (appliances, furniture, etc.). Such damage includes, but is not limited to, burns, stains, cuts, tears, marks, breakage, etc. Damage from forces of nature need to be reported to maintenance immediately so that repairs can be addressed.

F. EMERGENCY

In case of emergency relating to your housing, call Maintenance Department 404-4881. If outside normal hours (after 5:00 PM), call the on-call number 563-1363, or number for the specific problem indicated:

On-Call Maintenance (24-hour on-call person)	563-1363 cell
Student Liaisons for Keys, Lock-outs:	
402-406 E. 30th Street, Krista Ingram	417-5449 home
All other apartments, Chris Kirwan	(407)592-1373
Maintenance Department (AC/Mechanical/Plumbing)	404-4881 shop
James Many, Director of Physical Plant	563-7257 cell
Night Security (contract security guard)	415-5551 cell

In case of other emergency call:

On-Call Maintenance (24-hour on-call person)	563-1363 cell
AMBULANCE	911
FIRE	911
POLICE	911
Police - Non-Emergency	311

(Note: In case of fire, medical or police emergency, also notify the above campus contacts as appropriate.)

G. EQUIPMENT

Many of the apartments are provided with air conditioning equipment, refrigerators, stoves, garbage disposals, dishwashers, microwave ovens, etc. Please do not use any piece of equipment until you have read the available instructions and are sure that you understand its proper operation. If in doubt, ask the Maintenance staff for a demonstration.

H. FIRE

In case of ANY fire not immediately controllable, call the fire department (911). Also notify the campus contacts listed above under EMERGENCY. Prevent fires by recognizing and avoiding hazards. No explosives or flammable liquids should be kept in your housing unit or elsewhere in the building. Never store items in the water heater closet. Avoid accumulating trash. Know the location of fire extinguishers and how to use them. Fire extinguishers and smoke alarms are installed in every apartment and are inspected annually.

I. FIREARMS

The carrying or possession and any type of weapon or firearm (including pellet guns and BB guns) on the premises of Austin Presbyterian Theological Seminary campus is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms (other than those who are licensed peace officers). For purposes of this policy, the premises of Austin Seminary are defined as any property, building or portion of a building or property that Austin Seminary owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Austin Seminary is conducting any activity sponsored by Austin Seminary. This includes all parking lots, parking areas, sidewalks and walkways, and all vehicles and equipment owned by Austin Seminary.

Any person violating this policy will be required to leave Austin Seminary’s premises immediately. Any employee or student found to be in violation of this policy will be subject to discipline, including immediate termination or dismissal.

J. FURNISHINGS

No Seminary furniture or equipment is to be moved (or exchanged), either from your housing unit or from a general use area. A record is maintained of the location of items of furniture. Residents are responsible for any damaged or missing furniture.

K. INSECTS

Help avoid any insect problem through cleanliness and by promptly combating any insects noticed. Sign up sheets for specific insect problems are located at the McCord Hospitality Desk. Pest Control service is scheduled the 2nd Friday of every month. Contact the Director of Physical Plant concerning insect management through Austin Seminary's contract with Chem-Free Organic Pest Control. Should insects become a problem between regular visits, contact the Maintenance department.

L. INSURANCE

Students are strongly encouraged to obtain renter's insurance to cover potential losses related to their personal belongings. The Seminary will not be responsible, under any circumstances (including, but not limited to, fire, flood, or burglary), for the loss, damage or theft of the personal property of students.

M. KEYS

Keys are assigned to students upon move-in. Duplication of any assigned keys is prohibited. Requests for additional keys can be made to the Director of Auxiliary Enterprises. Lost keys should be promptly reported to the Auxiliary Enterprises Office. Return your keys on departure. Leaving keys with neighbors or in the apartment upon vacating is NOT permitted. (Until you have officially turned in your keys, you may be considered in occupancy.) There is a \$10.00 charge for each lost housing or housing mailbox key.

N. LIGHT BULBS

Each housing unit will be fully equipped with light bulbs when a new resident assumes occupancy. The occupant will be responsible for the purchase of replacement bulbs when needed and will be expected to leave bulbs when vacating the unit. Fluorescent tubes in housing will be replaced by maintenance at Seminary cost. Currie Hall residents should report defective fluorescent lights to the Maintenance Department on a work order, for replacement.

O. MAINTENANCE AND REPAIR

Items which need repair or attention should be reported to the Maintenance Staff using a work order form. Except in an emergency (see Emergency section), all requests for maintenance should be made in writing during normal business hours. Work order forms are located in the Business Office (Trull Building) and at the Hospitality Desk, located in the McCord Community Center. After completing the form, place it in the Maintenance "In Box." Most maintenance requests are addressed within 24-48 hours, depending on the nature and severity of the problem.

P. MOVING OUT

A student vacating campus is required to complete an APTS checkout list prior to moving off campus or leaving Seminary. It covers library books, fines, student account balances and a survey sheet from Student Affairs. Forwarding address and contact information, housing, mail and building keys must be turned in to Auxiliary Enterprises department upon leaving. The occupant will be expected to vacate his or her quarters on or before the termination date of the Lease Contract unless other arrangements have been approved at least 30 days earlier and in writing. This is important, as commitments to other occupants are made on this basis. Plan sufficient time for an orderly check-out as follows:

1. Report the departure date to the Auxiliary Enterprises Office at least one week prior to move-out, or as soon as it is known, and schedule a walk-through appointment.
2. The housing unit should be thoroughly cleaned - floors swept and mopped, appliances cleaned inside and out, woodwork cleaned, all trash and discarded items removed and properly disposed.
3. All keys should be turned into the Auxiliary Enterprises Office. Do not leave keys in apartment or with a neighbor.
4. Be sure that a forwarding address is left at the McCord Hospitality Desk or with the Auxiliary Enterprises Office.
5. No furniture or appliances may be left in apartments after move out, Failure to comply may result in disposal fees charged against the student's deposits or the student will be billed.
6. Deposits will be returned only after an inspection and authorization by the Director of Auxiliary Enterprises. In most cases, deposits are returned within 30 days of vacating an apartment unit.

Q. PAINTING

Painting by apartment residents is not permitted. If a unit is in need of paint or repairs, a work order must be filed with maintenance, and a contractor or maintenance will perform the task. Work orders are located at the business office and McCord Hospitality desk. Wallpaper, wallpaper borders, and trim additions are also prohibited. If any such alterations are made, the Seminary may, at its sole discretion, charge the student for the cost of returning the unit to its original state.

R. PERSONAL BELONGINGS

The Seminary will not be responsible, under any circumstances (including, but not limited to, fire, flood, or burglary), for the loss, damage or theft of the personal property of students. Students are strongly encouraged to obtain renter's insurance to cover such losses.

S. PETS

1. **Currie Hall** - No pets are allowed in Currie Hall
2. **Apartment Units** -Students living in campus apartments are permitted to have dogs, cats and certain types of caged pets. A pet deposit of \$200.00 per pet is required for each un-caged pet (See Deposits above.), and a Pet Application form must be completed for all pets (except fish) prior to move-in or acquisition of the pet. Any damage to the apartment unit is subject to being charged to the student, at the sole discretion of the seminary, Pet owners must ensure that their pets do not bother or

disturb other residents; they must clean up after their pets, especially when their pets defecate in the yards or any other public areas.

3. **Rabies Vaccinations** - Pet owners must have proof on file in the Auxiliary Enterprises Office of current rabies vaccination. Proof of vaccinations must be submitted to the Auxiliary Enterprises office within 30 days of moving into Seminary housing or within 30 days of acquisition of a new pet and will be kept on record in the student's file.

The State of Texas rabies vaccination schedule (Texas Administrative Code, Title 25, Part I, §169.29) requires that dogs and cats be:

- vaccinated against rabies by 4 months of age and
- be given a booster one year after the initial vaccination.

Following these first 2 vaccinations, dog & cats can be vaccinated at either 1-year or 3-year intervals, depending on the type of rabies vaccine used. Local ordinances may have more stringent requirements.

4. **Austin Pet Registry** - The City of Austin requires that all dogs and cats more than 4 months old must be registered with Town Lake Animal Center EACH YEAR. Proof of registration must be submitted to the Auxiliary Enterprises office with 30 day of moving into Seminary housing or within 30 days of acquisition of a new pet and will be kept on record in the student's file.

How to Register - Register your pet at Town Lake Animal Center by bringing in your pets' rabies vaccination record, or ask your veterinarian to include Pet Registration when s/he gives your pet its rabies vaccination. Many Austin-area veterinarians participate in the Town Lake Animal Center registration program.

- Registration is \$5 for spayed or neutered pets, and \$15 for intact pets.
- A current rabies vaccination is required in order to register a pet.

Benefits of Registration - Besides being required by law, there are many benefits for your pet if he or she is wearing a current Pet Registration tag. Registered, tag-wearing pets get:

- A free ride home from Animal Protection & Control Officers
- Emergency medical treatment if found injured
- An extended stay at the shelter (at least 10 days instead of usual 3 days)
- Important contact and medical information in our database

5. **Leash Law** - Austin has a city "leash law." It states that every owner of a dog and any person having charge, care, custody, or control of any dog shall restrain such dog from running at large ('81 City of Austin Code, 3-3-2). Employees of the city, as designated by the City Manager, are authorized and empowered to enter upon any land, premises or public place and to take up and impound any dog which is observed by such employee to be running at large. For a list of "leash-free areas" or dog parks, see <http://www.ci.austin.tx.us/parks/dogparks.htm>. The Seminary does not provide fenced areas for dogs.
6. **Pets in public areas and buildings** - Pet owners must clean up after their pets in public areas of the campus. Pets are not allowed in Seminary buildings, except in student residences, subject to the above rules.

T. PUBLIC AREAS

Do not leave any garbage cans, trash, bicycles, furniture or personal belongings in hallways, on stairways, on lawns or on any sidewalk. Children's playthings should not be left lying in public areas. Currie Hall residents are responsible for cleaning the kitchen area - stove, microwave, refrigerator, counter tops, cabinets, etc. Recycling containers are located at various locations on campus. Please break down any boxes going into the dumpster in order

to provide maximum use of the container. Do not deposit furniture or appliances into any of the campus dumpsters.

U. SECURITY

The cooperation and assistance of all residents is requested in maintaining a safe and secure environment. The main entrances to Currie Hall are equipped with electronic combination locks and all outside doors are kept locked at all times. Do not prop open doors! Keep the door to your room or your apartment unit locked when you are not present. Watch your property as well as your neighbor's. Do not hesitate to question the presence of strangers. If you feel that you are in danger or if you observe suspicious activity, call the police, (911), and then promptly notify the Seminary. Austin Seminary has a contract with Initial Security Service to monitor campus buildings and grounds during night hours. They may be called for assistance at 451-5551. For more information on security on campus, see the Seminary's policies on security and campus safety in the Student Handbook, and the annual Clery Act Report, available at the Office of Business Affairs.

V. SUBLETTING

Assigned units may not be sublet or rented out by students at any time.

W. WATER BEDS

Water beds are allowed only in certain ground floor housing units and are never allowed in Currie Hall. An additional \$50.00 housing deposit is required for each water bed in use (See Deposits above.).

III. SERVICES AND SPECIAL FACILITIES

A. ELECTRIC

Students are required to contact Austin Energy (494-9400) to establish electric service in their name for their housing unit. Report any electrical concerns to the Maintenance Staff first. Maintenance will then coordinate with the City of Austin as needed. The Seminary is part of the PowerPartner Program working with Austin Energy to help control demand and cost to all residents. The Seminary has also enrolled in the TheMultifamily Program to enhance services with Austin Energy and control costs.

B. GAS

For housing units with gas appliances, contact Texas Gas Service (1-800-700-2443) to establish service. Report any concerns to the Maintenance Staff first. Maintenance will then coordinate with Texas Gas as needed. For ANY emergency gas leaks, please call 1-800-959-5325. Gas hookups and disconnects for student-owned appliances are the responsibility of the student. The Maintenance Staff will perform this task for fee of \$35.00 each per hookup or disconnect, charged by the Seminary to the student. To arrange for this, the student should put their request in writing on a work order form. Twenty-four hours advance notice is required, and hookups/disconnects will be performed during the normal work week (Monday-Friday). Students may also contract with an outside vendor (plumber) to perform this work at the student's expense.

C. GARBAGE

The apartment areas have two distinct methods of disposing of refuse based on the address. Find your address below and follow the disposal method indicated.

1. **East 30th Street Duplexes** (i.e., 101-A thru F, 105-A thru F, 201-A thru F and 205-A thru F), and 2903 and 2905 University Avenue Duplexes: Each student living in these duplexes pays for trash collection as a part of the utility bill from the City of Austin. Trash is collected on Tuesdays and Fridays, except on holidays, along East 30th Street and University Avenue.
2. **West 30th Street, University Avenue, and 402, 404, and 406 East 30th Street:** The Seminary contracts with a private trash collector to provide Dumpster service for students living in these apartment complexes. Help avoid insects by using plastic trash bags. Put these bags in the Dumpster, never on the ground. Please break down empty boxes before placing them in the Dumpster to help avoid overflow.
3. **Currie Hall:** Janitors will empty wastebaskets that are placed outside the door in the hallway each day (except weekends and holidays).

D. LAUNDRY

Coin operated washers and dryers are available for student use in various locations on the campus.

E. LAWN

The Seminary contracts grounds care for all campus lawns. Lawns to be mowed must be clear of personal items. Any lawn furnishings should be moved periodically to avoid killing the grass. (i.e., pools, grills, large lawn furniture, sandboxes, playscapes, etc.).

F. PARKING

Parking space is provided in a number of parking areas, both on- and off-road, that are conveniently located throughout the apartment area and at the west end of Currie Hall. Never park in a labeled parking space. Please do not park in non-designated areas on campus, or block any driveway or sidewalk. Never park or drive on the grass, especially during move-in or move-out as the sprinkler system may be damaged.

Campus residents are issued one parking sticker per each licensed driver in their household at no cost. Additional parking stickers are \$25.00 each. Additionally, each student in campus housing will receive ONE Campus Housing Visitor hang tag. This hang tag must be displayed in the visitor's vehicle at all times during their visit to the campus. Visitors of campus residents may park in lots designated for student parking. They should not utilize Visitor spaces on the Upper Campus. Contact the Hospitality Assistant at the McCord Hospitality Desk for a parking sticker. You must have a current Austin Seminary parking sticker on your vehicles or vehicles will be towed.

Camper trailers, boats, and RV's are not allowed in Seminary parking areas. Tenants in the 402, 404, and 406 East 30th Street apartments are encouraged to park only one vehicle in the buildings' covered parking areas. Please park any extra vehicles in the uncovered spaces in front or behind the buildings.

If you live in the Seminary apartments or duplexes, either on the central campus or 402-406 E. 30th Street, please walk to the upper campus if you are physically able. DO NOT park in the spaces in the lot behind Currie Hall which are designated for the use of Currie Hall residents.

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