The Board of Trustees has adopted the following statement of purpose:

For the glory of God and to proclaim the gospel of Jesus Christ, Austin Presbyterian Theological Seminary is a seminary in the Presbyterian-Reformed tradition whose mission is to educate and equip individuals for the ordained 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.

Published annually by Austin Presbyterian Theological Seminary for use by faculty, students and staff

Editor: Deborah Butler, Administrative Assistant to the Vice President for Student Affairs and Vocation

100 East 27th Street
Austin, Texas 78705-5797
TABLE OF CONTENTS

ACADEMIC CALENDAR 2015-2017 ........................................................................................................ 4
MAPS ................................................................................................................................................. 8
Your Student Senators Are: .............................................................................................................. 14
Student Representatives Serving On Faculty Committees Are: .................................................. 15
A General Guide of Whom to See and Where to Find Them ......................................................... 16
General Information – Nonacademic ............................................................................................ 22
  Commuter Information .................................................................................................................. 38
Academic Information .................................................................................................................... 41
Seminary Policies and Procedures ............................................................................................... 41
  Academic Honesty ....................................................................................................................... 41
  Form for Reporting Academic Dishonesty .................................................................................... 44
  Dismissal ....................................................................................................................................... 45
  Extensions .................................................................................................................................... 45
  Incompletes .................................................................................................................................. 45
  Leave Of Absence ....................................................................................................................... 45
  Merit Award Guidelines ............................................................................................................. 45
  Alcohol Policy .............................................................................................................................. 47
  Campus Security Guidelines and Policies .................................................................................... 49
  Policy on Almsgiving and Persons Soliciting Money or Assistance ........................................... 51
  Student Code of Conduct ............................................................................................................ 53
  Confidentiality Policy .................................................................................................................. 62
  Disability Accommodation Policy ............................................................................................. 62
  Procedure for Requesting a Reasonable Accommodation ......................................................... 62
  Ecclesiastical Endorsement Policy ............................................................................................. 65
  Email Policy For Official Seminary Correspondence ................................................................ 65
  Policy on Weapons ...................................................................................................................... 67
  Grade Appeals Policy .................................................................................................................. 67
  Grade Appeal Form ...................................................................................................................... 70
  Illegal Downloading and Peer-to-Peer File Sharing Policy .......................................................... 71
  Civil and Criminal Penalties for Violating Copyright Laws .......................................................... 71
  Policy on Inclusive Language Use .............................................................................................. 73
  Guidelines for Inclusive Language and Expansive Language Use in Worship ............................ 73
  Intellectual Property Policy ........................................................................................................ 73
  Meningitis Policy ........................................................................................................................ 79
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pets on Campus</td>
<td>80</td>
</tr>
<tr>
<td>Policy on Non-Discrimination and Anti-Harassment</td>
<td>82</td>
</tr>
<tr>
<td>Sexual Misconduct Policy</td>
<td>84</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>93</td>
</tr>
<tr>
<td>Student Groups</td>
<td>94</td>
</tr>
<tr>
<td>Student Publication Statement</td>
<td>96</td>
</tr>
<tr>
<td>Title IX Statement</td>
<td>96</td>
</tr>
<tr>
<td>Worship Committee Procedures and Guidelines</td>
<td>96</td>
</tr>
<tr>
<td>Counseling Program for Students and Their Families</td>
<td>99</td>
</tr>
<tr>
<td>Care Team</td>
<td>100</td>
</tr>
<tr>
<td>Group Spiritual Direction</td>
<td>100</td>
</tr>
<tr>
<td>Constitution of the Student Body</td>
<td>101</td>
</tr>
<tr>
<td>Bylaws of the Student Body</td>
<td>103</td>
</tr>
<tr>
<td>Office of Finance and Administration</td>
<td>107</td>
</tr>
<tr>
<td>Process and Procedures</td>
<td>107</td>
</tr>
<tr>
<td>Interactions with the Finance and Administration Department</td>
<td>108</td>
</tr>
<tr>
<td>Student Employment Program Practices And Procedures</td>
<td>113</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>116</td>
</tr>
<tr>
<td>The Stitt Library</td>
<td>117</td>
</tr>
<tr>
<td>Preschool And Childcare Information</td>
<td>120</td>
</tr>
<tr>
<td>Austin Independent School District Feeder School Information</td>
<td>122</td>
</tr>
<tr>
<td>Robert E. Lee Elementary</td>
<td>122</td>
</tr>
<tr>
<td>Middle/Magnet School Information</td>
<td>123</td>
</tr>
<tr>
<td>High School Information</td>
<td>125</td>
</tr>
<tr>
<td>Austin Independent School Academic Calendar</td>
<td>126</td>
</tr>
<tr>
<td>Helpful Additional Information</td>
<td>127</td>
</tr>
<tr>
<td>Utilities</td>
<td>127</td>
</tr>
<tr>
<td>Nearby Banks</td>
<td>127</td>
</tr>
<tr>
<td>Doctors</td>
<td>127</td>
</tr>
<tr>
<td>Dentists</td>
<td>128</td>
</tr>
<tr>
<td>Allergists</td>
<td>129</td>
</tr>
<tr>
<td>Nearby Veterinarians</td>
<td>129</td>
</tr>
<tr>
<td>Nearby Hospitals</td>
<td>129</td>
</tr>
<tr>
<td>Appendix 1- Housing Handbook 2015-2016</td>
<td>131</td>
</tr>
</tbody>
</table>
# ACADEMIC CALENDAR 2015-2017

## Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1</td>
<td>7:00 p.m.</td>
<td>Special Student orientation</td>
</tr>
<tr>
<td>September 2-4</td>
<td></td>
<td>New student orientation and registration</td>
</tr>
<tr>
<td>September 7</td>
<td></td>
<td>Labor Day holiday</td>
</tr>
<tr>
<td>September 8</td>
<td>8:00 a.m.</td>
<td>Fall term begins</td>
</tr>
<tr>
<td>September 8</td>
<td>11:10 a.m.</td>
<td>Opening Seminary Convocation</td>
</tr>
<tr>
<td>September 8</td>
<td>7:00 p.m.</td>
<td>Celebration of the Lord’s Supper</td>
</tr>
<tr>
<td>September 14</td>
<td>5:00 p.m.</td>
<td>Last day to add or drop a course</td>
</tr>
<tr>
<td>September 30</td>
<td></td>
<td>SPM orientation II</td>
</tr>
<tr>
<td>October 19-23</td>
<td></td>
<td>Fall recess</td>
</tr>
<tr>
<td>November 2-3</td>
<td></td>
<td>Board of trustees fall meeting</td>
</tr>
<tr>
<td>November 6-8</td>
<td></td>
<td>Discovery Weekend</td>
</tr>
<tr>
<td>November 26-27</td>
<td></td>
<td>Thanksgiving recess</td>
</tr>
<tr>
<td>November 30-December 3</td>
<td></td>
<td>Registration for spring and summer terms</td>
</tr>
<tr>
<td>December 4</td>
<td></td>
<td>Advent Vespers</td>
</tr>
<tr>
<td>December 8-11</td>
<td></td>
<td>Reading period</td>
</tr>
<tr>
<td>December 14-18</td>
<td></td>
<td>Final examination period</td>
</tr>
<tr>
<td>December 18</td>
<td></td>
<td>Fall term ends; Christmas recess begins</td>
</tr>
</tbody>
</table>

## January 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>8:00 a.m.</td>
<td>January master’s term begins</td>
</tr>
<tr>
<td>January 12</td>
<td>5:00 p.m.</td>
<td>Last day to add or drop a course</td>
</tr>
<tr>
<td>January 11-22</td>
<td></td>
<td>Doctor of Ministry term</td>
</tr>
<tr>
<td>January 18</td>
<td></td>
<td>Martin Luther King Jr. holiday</td>
</tr>
<tr>
<td>January 22</td>
<td>12:00 p.m.</td>
<td>New student orientation and registration</td>
</tr>
<tr>
<td>January 28</td>
<td></td>
<td>January term ends</td>
</tr>
</tbody>
</table>
# ACADEMIC CALENDAR 2015-2017

## Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1-3</td>
<td>Midwinter Lectures</td>
</tr>
<tr>
<td>February 4</td>
<td>7:00 p.m. Special Student orientation</td>
</tr>
<tr>
<td>February 5-6</td>
<td>Board of trustees retreat</td>
</tr>
<tr>
<td>February 8</td>
<td>Spring term begins</td>
</tr>
<tr>
<td>February 9</td>
<td>Opening Worship and</td>
</tr>
<tr>
<td></td>
<td>Celebration of the Lord’s Supper</td>
</tr>
<tr>
<td>February 12</td>
<td>Last day to add or drop a course</td>
</tr>
<tr>
<td>February 16</td>
<td>Martin Luther King Jr.</td>
</tr>
<tr>
<td>March 14-18</td>
<td>Discovery Weekend</td>
</tr>
<tr>
<td>March 24</td>
<td>Spring recess</td>
</tr>
<tr>
<td>March 25</td>
<td>Maundy Thursday worship service</td>
</tr>
<tr>
<td>March 26</td>
<td>Good Friday holiday</td>
</tr>
<tr>
<td>April 25-28</td>
<td>Good Friday worship service</td>
</tr>
<tr>
<td>April 27</td>
<td>The Paschal Vigil</td>
</tr>
<tr>
<td>May 9-13</td>
<td>Registration for fall and January terms</td>
</tr>
<tr>
<td>May 16-20</td>
<td>SPM Orientation I</td>
</tr>
<tr>
<td>May 16</td>
<td>Reading period</td>
</tr>
<tr>
<td>May 17</td>
<td>Final examination period</td>
</tr>
<tr>
<td>May 20</td>
<td>Final examination period</td>
</tr>
<tr>
<td>May 20-21</td>
<td>Final deadline for graduating students’ work</td>
</tr>
<tr>
<td>May 21</td>
<td>Graduating students’ grades due</td>
</tr>
<tr>
<td>May 22</td>
<td>Spring term ends</td>
</tr>
</tbody>
</table>

## Summer 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 6</td>
<td>Summer master’s term begins</td>
</tr>
<tr>
<td>June 10</td>
<td>Last day to add or drop a course</td>
</tr>
<tr>
<td>June 6-17</td>
<td>Doctor of Ministry term</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>August 26</td>
<td>Summer master’s term ends</td>
</tr>
</tbody>
</table>
## ACADEMIC CALENDAR 2015-2017

### Fall 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30</td>
<td>7:00 p.m. Special Student orientation</td>
</tr>
<tr>
<td>August 31-September 2</td>
<td>New student orientation and registration</td>
</tr>
<tr>
<td>September 5</td>
<td>8:00 a.m. Fall term begins</td>
</tr>
<tr>
<td>September 6</td>
<td>11:10 a.m. Opening Seminary Convocation</td>
</tr>
<tr>
<td></td>
<td>7:00 p.m. Celebration of the Lord’s Supper</td>
</tr>
<tr>
<td></td>
<td>Reception following in Stotts Hall</td>
</tr>
<tr>
<td>September 12</td>
<td>5:00 p.m. Last day to add or drop a course</td>
</tr>
<tr>
<td>September 28</td>
<td></td>
</tr>
<tr>
<td>October 17-21</td>
<td></td>
</tr>
<tr>
<td>October 28-30</td>
<td></td>
</tr>
<tr>
<td>November 7-8</td>
<td></td>
</tr>
<tr>
<td>November 24-25</td>
<td></td>
</tr>
<tr>
<td>November 28-December 1</td>
<td>Registration for spring and summer terms</td>
</tr>
<tr>
<td>December 2</td>
<td></td>
</tr>
<tr>
<td>December 6-9</td>
<td></td>
</tr>
<tr>
<td>December 12-16</td>
<td></td>
</tr>
<tr>
<td>December 16</td>
<td></td>
</tr>
</tbody>
</table>

### January 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>8:00 a.m. January master’s term begins</td>
</tr>
<tr>
<td>January 10</td>
<td>5:00 p.m. Last day to add or drop a course</td>
</tr>
<tr>
<td>January 9-20</td>
<td></td>
</tr>
<tr>
<td>January 16</td>
<td></td>
</tr>
<tr>
<td>January 20</td>
<td>12:00 p.m. New student orientation and registration</td>
</tr>
<tr>
<td>January 26</td>
<td></td>
</tr>
</tbody>
</table>
## ACADEMIC CALENDAR 2015-2017

### Spring 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 30-February 1</td>
<td></td>
</tr>
<tr>
<td>February 2</td>
<td>7:00 p.m. Midwinter Lectures</td>
</tr>
<tr>
<td>February 3-4</td>
<td>Special Student orientation</td>
</tr>
<tr>
<td>February 6</td>
<td>8:00 a.m. Board of trustees retreat</td>
</tr>
<tr>
<td>February 7</td>
<td>11:10 a.m. Spring term begins</td>
</tr>
<tr>
<td>February 10</td>
<td>5:00 p.m. Celebration of the Lord’s Supper</td>
</tr>
<tr>
<td>February 14</td>
<td>11:10 a.m. Martin Luther King Jr. Worship</td>
</tr>
<tr>
<td>February 17-19</td>
<td>Discovery Weekend</td>
</tr>
<tr>
<td>March 13-17</td>
<td>Spring recess</td>
</tr>
<tr>
<td>April 13</td>
<td>11:10 a.m. Maundy Thursday worship service</td>
</tr>
<tr>
<td>April 14</td>
<td>11:10 a.m. Good Friday holiday</td>
</tr>
<tr>
<td>April 15</td>
<td>8:30 p.m. The Paschal Vigil</td>
</tr>
<tr>
<td>April 24-27</td>
<td>Registration for fall and January terms</td>
</tr>
<tr>
<td>April 26</td>
<td>SPM Orientation I</td>
</tr>
<tr>
<td>May 8-12</td>
<td>Reading period</td>
</tr>
<tr>
<td>May 15-19</td>
<td>Final examination period</td>
</tr>
<tr>
<td>May 15</td>
<td>5:00 p.m. Final deadline for graduating students’ work</td>
</tr>
<tr>
<td>May 16</td>
<td>5:00 p.m. Graduating students’ grades due</td>
</tr>
<tr>
<td>May 19</td>
<td>5:00 p.m. Spring term ends</td>
</tr>
<tr>
<td>May 19-20</td>
<td>Board of trustees spring meeting</td>
</tr>
<tr>
<td>May 20</td>
<td>Baccalaureate Service</td>
</tr>
<tr>
<td>May 21</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### Summer 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5</td>
<td>8:00 a.m. Summer master’s term begins</td>
</tr>
<tr>
<td>June 9</td>
<td>5:00 p.m. Last day to add or drop a course</td>
</tr>
<tr>
<td>June 5-16</td>
<td>Doctor of Ministry term</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day holiday</td>
</tr>
<tr>
<td>August 25</td>
<td>Summer master’s term ends</td>
</tr>
</tbody>
</table>
**MAPS**

**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.
**YOUR STUDENT SENATORS ARE:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Body President</strong></td>
<td>Daniel Williams</td>
</tr>
<tr>
<td><strong>Senior Senators</strong></td>
<td>Walter Prescher, Jarell Wilson</td>
</tr>
<tr>
<td><strong>Middler Senators</strong></td>
<td>Jenny Saperstein, Meg Vail</td>
</tr>
<tr>
<td><strong>Junior Senator</strong></td>
<td>Tyler Henderson, Chelsea McCutchin</td>
</tr>
<tr>
<td><strong>MA/MAMP Senator</strong></td>
<td>Ken Snodgrass</td>
</tr>
<tr>
<td><strong>Election Commissioner</strong></td>
<td>Ed Sackett</td>
</tr>
<tr>
<td><strong>Chapel Beadles</strong></td>
<td>Matthew Aldas, Brianna Benzinger</td>
</tr>
<tr>
<td><strong>Chapel Intern</strong></td>
<td>Kevin Henderson</td>
</tr>
<tr>
<td><strong>Kairos Editors</strong></td>
<td>Rebekah Tucker, TBD</td>
</tr>
</tbody>
</table>
**STUDENT REPRESENTATIVES SERVING ON FACULTY COMMITTEES ARE:**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions Commission</strong></td>
<td>Amanda Mackey, Kelly Shoefelt</td>
</tr>
<tr>
<td><strong>Financial Aid Commission</strong></td>
<td>Wendy Manuel</td>
</tr>
<tr>
<td><strong>Library/LIQRE Committee</strong></td>
<td>Tim Browning, Michelle Emerson</td>
</tr>
<tr>
<td><strong>Program of Study Committee</strong></td>
<td>Ben Masters, Janine Zabriskie</td>
</tr>
<tr>
<td><strong>Student Life Committee</strong></td>
<td>Daniel Williams, Jesse Lee, Herald Osorio</td>
</tr>
<tr>
<td><strong>Worship Committee</strong></td>
<td>Jessie Light, Rebekah Tucker</td>
</tr>
</tbody>
</table>
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 AM to 5:00 PM from September through May. Summer hours are 8:00 AM to 5:00 PM. Monday through Thursday and closed on Friday. Our switchboard number is 512-404-4800. For library hours see the Stitt Library section in the Table of Contents.

**Academic Affairs**
Trull, Presidential Suite 207

**Academic Dean**
Handles all academic matters: faculty, degree programs, courses of study, extensions and leave of absence. (Note that registration and class scheduling are handled by the Assistant Dean for Academic Affairs and Registrar’s office.)

**Assistant Dean for Academic Affairs and Registrar**
Trull 208

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 and transfer of credit requests.

**Associate Dean for Seminary Effectiveness**
Stitt Library

Leads the Seminary’s work in institutional effectiveness and accreditation planning.

**Executive Assistant to the Office of the Academic Dean**
Handles appointments with the Dean; coordinates end-of-semester course evaluation forms; processes time sheets for research assistants and instructional aides; receives Gunther scholarship requests.

**Project Coordinator-Ministers Facing Money (MFM)**
McCord Annex-303

Ministers Facing Money (MFM) is a campus-wide effort to equip future ministers for good stewardship and for meeting economic challenges, particularly in regard to debt management. The project coordinator facilitates the MFM Cohort, relates to students regarding personal and professional money management, and assists APTS in institutional efforts to ease debt burdens for students as new types of economic challenges arise.

**Admissions and Financial Aid**
McMillan, Suite 100
Vice President for 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 Associate for Ecclesial Partnerships
Manages off-campus recruitment for all masters-level programs, oversees communication with inquirers and prospective students, and assists with on-campus visitation and Discovery weekends. Specific responsibility to reach out to denominational and church partners in recruitment of potential students, and work with youth as they discern their place in service to the church of God’s world.

Admissions Associate for Campus and Community Partnerships
Responsible for AYAVA House and outreach to Austin-area undergraduates, campus ministries, and service year programs, to identify those who may be ready to pursue theological education as part of their preparation for service and ministry in the church and the world.

Administrative Assistant to the Office of Admissions and Financial Aid
Manages all aspects of the day to day operations and processing of admission applications, materials, reports, events, and in most situations will be responsible for the first impression of the seminary to prospective students. Primary staff support for the Spanish-language Certificate in Ministry program.

Communications
Trull, Upper Level

See Institutional Advancement on page 19

Doctor of Ministry

Associate Dean for Ministerial Formation and Advanced Studies
Trull, Suite 105
Oversees all aspects of the program.

Administrative Assistant to the Office for Ministerial Formation and Advanced Studies
Handles paperwork for program; coordinates program and schedules appointments for the Associate Dean for Ministerial Formation and Advanced Studies.

Education Beyond the Walls
Mccord, Suite 301

Vice President for Education Beyond the Walls
Responsibility for the College of Pastoral Leaders, Fellowships in Pastoral Leadership for Public Life, Revaluing Money, Hispanic Ministries Network at Austin Seminary, lifelong learning and opportunities for pastors, church leaders, and practicing Christians.
Directs The Wesley Connection at Austin Seminary to bring intentional focus to the teachings and practices of the Methodist movement in general and The United Methodist Church in particular. Its aim is to generate broader awareness of Wesleyan thought within the Seminary community, to emphasize the Methodist heritage, and to reinforce connections among Pan-Methodist churches and students, faculty, alumni/ae and practicing clergy.

**Administrative Assistant for Education Beyond the Walls**
Provides administrative support for programs of the department.

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

**Finance and Administration**
Trull, Suite 205

**Vice President for Finance and Administration**
Administrative responsibility for institutional accounting, finance and investments, operations, physical plant, computer information services, human resources, safety and security.

**Director of Human Resources and Operations**
Responsible for all aspects of Human Resources, food service, student housing, and event/facilities coordination.

**Director of Information Technology**
Trull 106

Administrative responsibility for all aspects of computer networks, computers, internet access, printers, cabling, copiers, audio visual equipment and telephone system for the Seminary. In addition, manages the long-term vision for technology, policies, purchasing, vendor management and creation of seminary wide technology efficiencies.

**Network Administrator**
Trull 101

Responsible for all aspects of computer networks, computers, internet access, printers, cabling, audio visual equipment, telephone system and copiers. Includes network administration of internet access, email, viruses, spam, network cabling, 14 servers and 65 software programs; technical support of 130 campus desktops and laptops (faculty, staff, student labs and library); printer maintenance.

**Desktop Support Technicians**
Trull 102

Provides technical assistance for seminary technology including computers, wireless internet, software, printers, audio visual, phones, email, copiers and user training.

**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.

Housing Coordinator/Administrative Assistant to the Office of Finance and Administration
Trull 205
Manages student housing assignments and key distribution, daily mail services, processes student payments, and supports the work of the Finance and Administration office.

Receptionist and Events/Facilities Coordinator
McCord Building, Hospitality Desk
Serves as the main switchboard receptionist and coordinates campus events (meeting rooms, overnight guest housing, and special events), and assists with Campus Card

Maintenance Staff
Make repairs on Seminary facilities including Seminary housing. Work orders are submitted via email at mr@austinseminary.edu

Financial Aid
See Admissions on page 16

Institutional Advancement
Trull, Suite 204

Vice President for Institutional Advancement
Administrative responsibility for all fund raising and public relations efforts for the Seminary.

Director of Development and Institutional Advancement
Manage, coordinate and integrate all efforts of the Institutional Advancement team.

Director of Advancement Services
Manages computerized database, prospect research, and donor and alumni files.

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.)

Director of Marketing and Public Relations
Provides content and support for the Seminary’s external and internal electronic communications program, maintains Seminary website, crafts press releases and oversees all marketing and public relation efforts.

Director of Alumni and Church Relations
Responsible for establishing and maintaining substantive institutional relationships with Austin Seminary alums, constituency congregations, governing bodies and other friends.
Development Officers
Promotes awareness of Austin Seminary’s mission and maximizes philanthropic support from individuals and churches by building, fostering and managing relationships.

Administrative Assistant to the Office of Institutional Advancement
Records donor and gift information, updates mailing addresses of alums and constituents and provides administrative support to the Vice President and Directors of the Office of Institutional Advancement.

Maintenance
See Finance and Administration on page 188

Ministerial Formation and Advanced Studies
Trull 105

Associate Dean for Ministerial Formation and Advanced Studies
Coordinates Supervised Practice of Ministry (SPM) program and placements, including Clinical Pastoral Education (CPE); available to discuss options for satisfying the Supervised Practice of Ministry requirement in the MDiv and MAMP programs.

Administrative Assistant to the Office of Ministerial Formation and Advanced Studies
Handles administration of programs, and schedules appointments for the Associate Dean for Ministerial Formation and Advanced Studies.

Public Relations
Trull 201

See Institutional Advancement on page 19

Pulpit Supply
See Dean for Ministerial Formation and Advanced Studies on page 20

President
Trull, Presidential Suite 206

President
As Chief Executive Officer, the President is responsible for the entire endeavor of the seminary including oversight of the matters of students, faculty, board of trustees and Seminary policies.

The President is the chief representative of the Seminary in all of the various judicatories and precincts of the Presbyterian Church (USA) in and beyond the Southwest.

Executive Assistant to the President
Assists the President and is the President’s liaison to the Seminary community.

Registrar
See Academic Affairs on page 16

Seminary Relations
Trull, Suite 204

See Institutional Advancement on page 19
Student Affairs and Vocation
McCord Suite 200

Vice President for Student Affairs and Vocation
Available for personal counseling; provides referrals for professional counseling and spiritual direction; coordinates community-wide events; handles community-related grievances and concerns; oversees Student Government, production of Kairos and leads new student orientation. Provides support for SoS (Supporters of Seminarians) Group and other student groups. Oversees vocation and placement for all students, counsels with students regarding candidacy processes, 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 Nominating Committees in the placement process, and with denominational offices. Proctors Bible Content exams. Oversees sales of seminary “swag” merchandise.

Administrative Assistant to the Vice President for Student Affairs and Vocation
Manages appointments and correspondence for the Vice President; coordinates student orientation; student handbook editor; liaison to the Office of Admissions in preparation for entering students; coordinates entering and graduating student questionnaires; coordinates special events sponsored by the Office for Student Affairs and Vocation; coordinates “Swag” merchandise sales and mail orders.

Switchboard
See Finance and Administration on page 18

Vocation and Placement
See Student Affairs and Vocation on page 21
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.

Almsgiving and Persons Soliciting Money or Assistance
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 by people asking for money or other material assistance. If you are approached by someone asking for help, please for the safety and security of all within our community:

Do not give out food, clothing or money directly. Instead, please consider giving assistance through one of the following outreach ministries, which the seminary will be happy to introduce you to: Central Mission, Micah 6, or Mobile Loaves and Fishes.

By choosing to work with ministries and organizations such as these who have the special facilities, training and resources to provide assistance to people in need, you will have an opportunity to form meaningful relationships with people from all walks of life, become more familiar with the challenges of life on the streets of Austin, and learn how to provide the types of assistance that will be most helpful.

If you are comfortable, feel free to give anyone asking you for assistance one of the 2-1-1 Texas Cards which have been distributed (additional cards are available from the Student Affairs and Vocation Office) and direct the person to the nearest off-campus pay-phone (located on 2600 Guadalupe at the convenience store). The call is free; no coins are required. This is a program of the Texas Health and Human Services Commission and the United Way for Greater Austin.

• Do not assume you are qualified to counsel them. Attempts to offer unqualified counsel may do more harm than good.

• Do not invite strangers into your living quarters or other Seminary facilities or facilitate their access on campus in any way. Doing so violates the private space of your neighbors without their consent, in ways you cannot completely control.

If you encounter or observe anyone who 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 (512-404-4800), or the “on-call” Maintenance Staff (512-900-1902).

If you are not in immediate danger and you encounter or observe anyone who does not belong on campus, please notify the Seminary by contacting the McCord Desk (512-404-4800) or the “on-call” Maintenance Staff (512-900-1902). Seminary personnel have been instructed to call the police and pursue criminal trespass charges.

For further information and questions concerning this policy, please contact Karen Montgomery, Vice President for Finance and Administration (kmontgomery@austinseminary.edu, 512-404-4816).
Audio-Visual Requests

Almost all classrooms have built-in equipment which requires no additional reservation. To request other audio-visual equipment (TV, Elmo, transparency projector, etc.) send an email to IT@austinseminary.edu. The IT department will process your request.

Austin Seminary Association (Alumni)

The Association is an organization for graduates of Austin Seminary interested in the promotion of quality theological education at and through Austin Seminary. Various projects, as well as an annual meeting and banquet, are arranged by the Institutional Advancement Office.

Calendar

To place events on the Seminary calendar or to schedule an event, contact the Receptionist and Events/Facilities Coordinator at the McCord Hospitality Desk. The Receptionist and Events/Facilities 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 Receptionist and Events/Facilities Coordinator, 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 The Café in Stotts Fellowship Hall 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 The Café in Stotts Fellowship Hall or copies from selected copiers on campus. The Campus Card account is separate and distinct from your student account in the Finance and administration 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 Program on page 37

Care Team

The Care Team serves as a consulting, advising and facilitating body in support of the work of the Vice President for Student Affairs and Vocation (VPSAV) and other administrative offices and committees, concerning the care, support and advocacy for students and their families in difficult situations. The Care Team is not a disciplinary body. See Care Team in the Counseling Program section of this handbook for more information.

Chapel

At the heart of our campus, Shelton chapel is established for the Glory of God and for the Worship of the Seminary Community, in conformity with the polity and theology of the Presbyterian Church (U.S.A.).
It is the policy of the Seminary, as authorized by the Board of Trustees, that the use of the Chapel for worship, weddings, memorial services, prayer services, and observances of the Sacraments shall be in accordance with the *Book of Order* of the Presbyterian Church (U.S.A.). Weddings celebrated in Shelton Chapel shall have demonstrable connection with the Seminary community, and the wedding celebrant must be approved and invited by the Seminary President. “Demonstrable connection” is intended to mean that one member of the marrying couple is a present or former member or family member of the faculty, staff, student body or board of trustees of the Seminary.

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 on Campus**

Austin Seminary takes seriously its responsibility for the safety of all children on the Seminary campus. Children in campus buildings other than student housing facilities designated for families MUST be under the direct supervision of their parent/legal guardian at all times. Children under the age of 12 are not permitted in the Exercise/Physical Fitness Room in McMillan at any time.

**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 Commissions/Committees on page 27

**Computers**

Students have access to computer workstations in several locations on campus. In McMillan, four workstations are available in the student lounge which is accessible during business hours as well as after hours with the building entry code. In McCord, four PC workstations, including a workstation with multimedia presentation software and video transfer capabilities, and an iMac are available in the computer lab on the lower level of the McCord building. The computer lab in the McCord building has secure 24-hour keypad entry and security cameras. In the Library, eight workstations are also available. All of the public computers on campus feature Microsoft Office (Word, Excel and Powerpoint), Word Perfect, Bible Works, and have internet access. There are laser printers at all facilities and paper is available from the McCord desk. Free wireless access is available on campus in the McCord building, McMillan building, and Stitt Library. Students must submit a signed “Seminary Wireless Access Agreement” to the McCord desk to receive the wireless key. Students are required to use their seminary-provided email accounts for all official seminary
correspondence. For more information, please see the Seminary Email Policy in this Student Handbook. Information Technology (IT) staff are available to assist with email issues, student labs, and wireless access issues. If you need assistance, please submit an IT request to IT@austinseminary.edu. If you have an emergency call Mike Pence at 512-404-4819 or Julie Newton at 512-404-4820.

Counseling
The Vice President for Student Affairs and Vocation 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:

“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 in The Café in Stotts Fellowship Hall. Meals may be purchased with cash, credit card, or Campus Card Dollars. (NOTE: purchasing meals on the campus card is tax free, whereas cash and credit are not.) Food service in The Café in Stotts Fellowship Hall is open for breakfast and lunch Monday through Friday. Please visit the campus portal www.austinseminary.edu/portal to see the menu and the specials for the day.

Disability Accommodation
Austin Seminary does not discriminate against students with handicapping conditions that may require disability accommodation. The seminary will attempt to make all reasonable arrangements necessary to ensure that students with disabilities are able to attend class, study, and live at the seminary. See Disability Accommodation Policy in this student handbook for additional information.

Drug Abuse and Prevention Counseling
Austin Presbyterian Theological Seminary, in its concern for the growth, equipment and maturation of students, makes counseling services for students available when such services are indicated. The Seminary identifies personnel and institutions which provide such services. It also provides limited funds to students to subsidize the cost of services of physicians, therapists and counselors doing substance abuse counseling, treatment and prevention.
Ecclesiastical Relations
Contact The Vice President For Student Affairs And Vocation.

Education Beyond The Walls
Austin Seminary students are invited to participate in events offered by Education Beyond the Walls at no cost. Registration is required. Find a schedule at www.austinseminary.edu/beyondthewalls or visit McCord Suite 301.

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 AM – 10:00 PM
Saturday 10:00 AM – 10:00 PM
Sunday 3:00 PM – 10:00 PM

The “on call” Maintenance Staff person can be reached at 512-900-1902

Other Phone Numbers:
Director of Physical Plant  
John Everett 512-404-4871 (office phone) 512-563-7257 (cell phone)
Maintenance Department 512-404-4881 (office phone)
Maintenance Supervisor  
David Hill 512-563-7256 (cell phone)
Maintenance Staff Members 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 Finance and Administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the campus email system to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Finance and Administration 512-404-4816, kmontgomery@austinseminary.edu).

In the case of a weather emergency that prevents the Seminary from opening, you may visit the home page of the Austin Seminary website (www.austinseminary.edu), call the main switchboard number (512-404-4800), and/or watch your local news station for information about possible closure or late opening.

Emergency System - e2Campus
e2Campus emergency notification system that enables you to receive urgent news to your cell phone. Once you sign up for the service, the APTS safety officer can text your cell phone with timely information about emergencies. This notification system will only be used to communicate important information in the event of an emergency situation posing an immediate threat to the campus community or weather closings. To log in go our https://www.e2campus.net/my/austinseminary/ or via our portal at www.austinseminary.edu
Employment (Off-Campus)
Some assistance in helping students and spouses of students find off-campus employment is available in the Financial Aid Office.

Facilities
To use any Seminary facilities (meeting rooms, guest rooms, Shelton Chapel, etc.) reservations must first be made through the Receptionist and Events/Facilities Coordinator in the Finance and administration office. Submit an online Room Reservation Request form, available www.austinseminary.edu/portal

The Receptionist and Events/Facilities Coordinator will then process your request and let you know when your reservation is completed.

Children of faculty, staff and students must be under direct supervision of a parent. For safety reasons, children under 12 years of age are not permitted in the exercise room at any time.

Faculty Advisors
Upon admission to the Masters level degree program, each student is assigned a faculty advisor by the academic dean. See Austin Presbyterian Theological Seminary Catalogue for more information.

Faculty Commissions/Committees
The following are the faculty committees/councils of Austin Seminary. As stated in the Faculty Manual, each faculty committee has student representatives elected by the student body.

Admissions Commission
This commission is responsible for admitting students into the degree programs of the Seminary.

The commission:
1) acts for the faculty to admit students in the MAMP, MATS, MDiv, and DMin programs;
2) nominates to the faculty recipients of fellowships and awards made to entering degree students;
3) brings to the faculty its recommendation for admitting or readmitting students to degree programs whose circumstances or credentials are unusual; (e.g., nonbaccalaureate students)
4) makes recommendations for changes in admissions policies or the Catalogue description of admissions standards; and
5) advises the vice president for admissions on all aspects of the vice president’s work.

Membership: ordinarily three resident faculty members, one of whom shall be the associate dean for ministerial formation and advanced studies; the vice president for
admissions (staff), the director of financial aid (staff), and two senior students (in their final year of study) elected by the student body.

**Financial Aid Committee**
This committee oversees the Seminary’s financial aid policies.

*The committee:*  
1) advises the director of financial aid; and  
2) considers appeals related to need-based financial aid and makes recommendations to the director of financial aid with regard to those appeals.

Membership: at least one resident faculty member, one senior student (in final year of study) elected by the student body, director of financial aid (staff), vice president for finance and administration (staff), vice president for student affairs and vocation (staff), and the assistant dean for academic affairs and registrar (staff).

**Library, Information Quality, and Research Enhancement Committee**
This committee advises the library director on library services and policies, as well as overseeing activities associated with “IQ,” the seminary’s Quality Enhancement Plan for improving information literacy among master’s-level students.

*The committee:*  
1) in concert with the academic dean, reviews and approves library planning documents  
2) makes recommendations to the faculty on library services and policies; and  
3) oversees IQ activities.

Membership: ordinarily two resident faculty members, two students elected by the student body, library director (staff), another librarian (staff).

**Program of Study Committee**
This committee oversees the academic programs of the Seminary.

*The committee:*  
1) makes recommendations to the faculty concerning all aspects of the curricula of degree programs, including courses offered, the shape of degree programs, and the Seminary Catalogue;  
2) recommends for approval by faculty the use of Hoxie Thompson Lectureship Funds;  
3) advises the academic dean and the president on relationships with other academic institutions and associations;  
4) considers and recommends for approval by faculty the academic calendar; and,  
5) receives results of learning assessments from the Student Learning Assessment Commission, discusses, and report to the faculty.  
6) Recommends convocation speakers to the faculty for approval.
Membership: academic dean, one faculty member from each department, the associate dean for ministerial formation and advanced studies, two students elected by the student body, and the assistant dean for academic affairs and registrar (staff).

**Student Academic Standing Committee**

This committee oversees matters relating to student programs of study and student academic standing. It meets upon the call of the chair or the Academic Dean.

The committee:

1) reviews merit-based award recipients for renewal of awards;

2) advises the president on appeals from students regarding merit-based tuition grants;

3) advises the director of financial aid on matters related to merit-based awards;

4) makes recommendations to faculty concerning violations of the Seminary’s policy on academic honesty and other violations of the Student Code of Conduct relating to academic matters; and

5) makes decisions on grade appeals when a failing course grade has been assigned.

6) makes recommendations to faculty to fill vacated merit-based awards.

Membership: ordinarily two members of the resident faculty, assistant dean for academic affairs and registrar (staff); director of financial aid (staff); and the Academic Dean.

**Student Life Committee**

This committee cares for non-academic areas of student life, including student government, diversity, and concerns articulated by students themselves.

The committee:

1) hears from committee members (and those they represent) about community life and events, student housing, and other issues related to student life;

2) makes recommendations to faculty and the administration to enhance student-faculty relationships; and,

3) makes recommendations to faculty as concerns non-academic violations of the Student Code of Conduct.

Membership: ordinarily two members of the resident faculty, president of the student body, one MA and one MDIV student elected by the student body, who is not the president of the student body, vice president for student affairs and vocation (staff), vice president for finance and administration (staff).

**Worship Committee**

This committee provides oversight of the public worship of the Seminary and makes recommendations to the faculty.

The committee:

1) recommends to the faculty a schedule for regular and occasional worship services;

2) recommends to the faculty themes for preaching series;
3) arranges for leadership of chapel worship, making use of the gifts of faculty, students, and Seminary staff; and,

4) evaluates the quality of public worship to encourage the proclamation of the gospel among the Seminary community.

Membership: ordinarily two resident faculty members, two students elected by the student body, chapel intern (when staffed), director of chapel music (staff), the beadle(s) (staff).

Faculty, Contacting

Each course syllabus contains information on how to contact the professor, including office hours, on-campus telephone extension and email address. The student portal will be used to contact students regarding class cancellations. When you must miss class, notify your professor directly. 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 voicemail and email. Telephone extensions and email addresses are noted in the Seminary directory. In case of illness or extended absence notify the Vice President for Student Affairs and Vocation, 512-404-4885 or the Assistant Dean for Academic Affairs and Registrar, 512-404-4826.

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 should speak first with the person causing the grievance. If this initial conversation does not resolve the concerns that are raised, the student should put the grievance in writing. Where it is not clear to whom the written grievance should be addressed, the student should consult the Vice President for Student Affairs and Vocation or the Academic Dean.

Hicks Community House

The Hicks Community House may be used by seminary families for events. Generally no outside group reservations will be booked. Reservations must be made through the online reservation request form found on the Community Portal http://www.austinseminary.edu/portal. If you have questions you may contact the Office of Student Affairs and Vocation office. The Student Affairs and Vocation office approves all requests for Hicks House usage before confirmation is given of a reservation through our online system.

Housing

The Seminary housing program is coordinated by the Housing Coordinator/Administrative Assistant to the Office of Finance and Administration. 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 Housing Coordinator/ Administrative Assistant to the Office of Finance and Administration. See Housing Handbook section. If a housing matter of concern to you is not covered in the manual, please consult the Housing Coordinator/Administrative Assistant to the Office of Finance and Administration. If your Seminary housing unit is in need of repair, an online maintenance request form must be submitted. The form is located at www.austinseminary.edu/portal.
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 voicemail and email. Telephone extensions and email addresses are noted in the Seminary directory. In the matter of extended absences (three days or more) due to illness or other reasons, the Assistant Dean for Academic Affairs and Registrar’s office should be notified. The Assistant Dean for Academic Affairs and Registrar will record excessive absences only when the professor so indicates.

Institutional Advancement

The institutional advancement department seeks to advance Austin Seminary by the priorities set by the board of trustees and cabinet through building relationships and soliciting financial support from individuals, churches, and foundations; establishing a relevant alumni program; producing all printed and electronic communications for the institution, and marketing the institution through appropriate media outlets and other markets.

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 or the Office of Student Affairs and Vocation for information. Incoming Juniors must provide proof of insurance to Deborah Butler, Office for Student Affairs and Vocation, prior to new student registration.

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 Housing Coordinator/Administrative Assistant to the Office of Finance and Administration.

Kairos

KAIROS, the community newsletter of Austin Seminary, is published bimonthly during the fall and spring terms when classes are in session. Articles should be emailed to the editor.

Kairos Editorial Guidelines

Kairos is the voice of the community at Austin Presbyterian Theological Seminary.

No letters which attack individuals or groups will be run in Kairos. This is to be distinguished from letters which might criticize the actions of individuals or groups.

Articles for Kairos should be 300-500 words in length. Longer articles may be edited down or cut at the discretion of the editor.

All articles are expected to adhere to the APTS standard of inclusive and expansive language. Contributors may be asked to edit their pieces to reflect this policy.

Editorial decisions are based on urgency, availability of space and editorial guidelines.

Leave Of Absence

A request for a leave of absence ordinarily is made only for reasons of health, to make possible a period of study in another theological seminary, or to enable the student to
engage in noncredit practice of ministry. Such a request is addressed in writing to the Academic Dean. The Academic Dean considers the recommendation and presents it to the Faculty for approval. A leave of absence is granted for a particular period not to exceed one academic year.

**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/Mailroom**

The Seminary mail room, located in the McCord Community Center to the left of the main entrance, is supervised by the Housing Coordinator/Administrative Assistant to the Office of Finance and Administration. All students, degree and non-degree, are assigned mailboxes and keys at the beginning of the semester. To replace a lost key, see the Housing Coordinator/ Administrative Assistant to the Office of Finance and Administration in the Trull Building. There is a $25.00 charge for a replacement key.

The mailroom is unlocked during normal business hours. Afterhours access can be done by obtaining the code from the McCord front desk.

All students receive intra-campus 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 McCord Hospitality 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 Housing Coordinator/Administrative Assistant to the Office of Finance and Administration. All address changes, temporary or permanent, must be submitted to the Housing Coordinator/Administrative Assistant to the Office of Finance and Administration.

**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 Doctors. If you do not establish a relationship with a medical professional in Austin, you can receive help at the emergency rooms of:
**Brackenridge Hospital**  
601 E. 15th Street  
energency: 512-324-7010  
main: 512-324-7000

**Dell Children's Medical Center**  
4900 Mueller Blvd  
energency: 512-324-0150  
main: 512-324-0000

**Heart Hospital of Austin**  
3801 North Lamar Blvd.  
energency: 512-407-7700  
main: 512-407-7000

**North Austin Medical Center**  
12221 N. Mopac  
energency: 512-901-6053  
main: 512-901-1000

**St. David's Round Rock Medical Center**  
2400 Round Rock Avenue  
energency: 512-341-6428  
main: 512-341-1000

**St. David's Hospital**  
919 East 32nd St.  
energency: 512-544-4240  
main: 512-476-7111

**Seton Medical Center**  
1201 West 38th St.  
energency: 512-324-1010  
main: 512-324-1000

**Seton Northwest Hospital**  
11113 Research Blvd.  
energency: 512-324-6010  
main: 512-324-6000

**South Austin Hospital**  
901 W. Ben White Blvd.  
energency: 512-448-7160  
main: 512-447-2211

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 and Vocation.

**Notary Public**  
Should you require the services of a Notary Public, you can currently find one on campus in the Office of Finance and Administration or the Office of the President. There is no charge for this service.
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 on the north side of the creek (Lower Campus) in designated areas (see Campus Map); during Seminary business hours students are not permitted to park on the Upper Campus or in any other spaces labeled for staff or visitors.

Parking spaces on the Upper Campus, with the exception of Currie Hall resident parking, are available as “open parking” between the hours of 5 p.m.- 7 a.m. Monday-Thursday, and 24 hours during the weekend. Unauthorized vehicles parked in these spaces after 7 a.m. or before 5 p.m. on Seminary business day are subject to towing at the owner’s expense.

All visitors to campus must display either a temporary parking pass from the McCord Hospitality Desk or a Campus Housing visitor hang tag. If you have any questions or need to replace your permit contact the Director of Human Resources and Operations in the Trull Building.

All vehicles parked on Seminary property must be kept in condition of mechanical repair so that it can be moved at any time under its own power. INOPERATIVE VEHICLES WILL BE TOWED AT OWNER EXPENSE.

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

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 some parts of student housing under certain circumstances (See Housing Handbook.).
All pets on Seminary property and not in student housing 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 Vice President for Student Affairs and Vocation

**Postal Services**

see Mail/Mail Room in this section

**Posting Of Flyers**

Austin Seminary community members are welcome to post flyers for events at area congregations and other events that they think might be of personal interest to the community on the bulletin board located in the mailroom in the McCord building. Posting of flyers on the doors/windows of building entrances should be limited to events and activities sponsored by the Seminary and distributed by the Office of Communications. Seminary student groups and student events are to be posted in designated areas in the mailroom and bulletin boards throughout McMillan and not on doors/windows.

**Recreation Opportunities**

(Austin Seminary)

Austin Seminary maintains, in the McMillan Building, locker rooms for women and men, a racquetball court, pool and ping-pong tables, two Student Lounge areas (one on the 2nd floor and one on the ground floor/basement level), and an Exercise/Physical Fitness Room. The Exercise/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 and their immediate family members and to students, faculty and staff of the Seminary of the Southwest. However, because of the risk of possible injury, children under the age of 12 are not permitted in the Exercise/Physical Fitness Room at any time. Children are permitted in the Student Lounge areas but must be under the supervision of their parent/legal guardian at all times. 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 the Executive Assistant to the Academic Dean located in the Trull Building, Presidential Suite.

**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, an email from the office of the Vice President for Student Affairs and Vocation notifying you of eligibility. If you would like to receive a free day pass, contact Deborah Butler in the Office for Student Affairs and Vocation. 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 and Vocation.
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 512-471-6370 or visiting 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 and Vocation 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.

**Sexual Misconduct**

A member of the Austin Seminary community who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed signs of sexual abuse of a child or other protected person as defined by this policy is urged to make a formal report to the Seminary and, if the misconduct potentially constitutes an illegal act, to local law enforcement. Students may report to the Vice President for Student Affairs and Vocation. Employees, volunteers and others may report to the Director of Human Resources and/or the Vice President for Finance and Administration.

**Group Spiritual Direction**

Individuals at Austin Presbyterian Theological Seminary are offered through the Office of Student Affairs and Vocation an opportunity to participate in weekly Group Spiritual Direction. Groups are facilitated by a trained Spiritual Director. Contact the Office of Student Affairs and Vocation if you are interested in the program.

**Student Alumni Email Account**

Upon graduation, students will be given a permanent Alumni email account. This account will be concurrently open with the APTS student account for 60 days after graduation. After 60 days, the APTS student email account will be deleted. Contact the IT department at IT@austinseminary.edu.

**Student Affairs, Student-Faculty Relations**

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

**Student Body Officers**

Student Body Officers are elected by the student body every spring for the coming academic year. The positions are Student Body President; two Representatives from each class: senior, middler and junior*, and a representative from the MATS/MAMP degree program*; and an Elections Commissioner. *These positions are elected by the student body every fall.
Student Employment Program
Students enrolled in the MATS/MAMP 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 Finance and administration office to campus mailboxes.

Student Email Account
Each student is assigned a student email address for electronic communications with faculty, staff and other students. The Seminary uses email for official communications and expects emails to be received and read in a timely manner. See Policy on Email for Official Seminary Correspondence for details. Contact the IT department at IT@austinseminary.edu.

Student Groups
The Official Recognition of Student Groups at Austin Presbyterian Theology Seminary procedure appears in the Seminary policies and procedures section in this handbook and at www.austinseminary.edu/portal

Student Lounges
The lounge in McMillan building, room 202 is equipped with a phone for local service and computers for checking your email 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.

Student Portal
http://www.austinseminary.edu/portal

Your one-stop shop for Austin Seminary information. Includes announcements, Kairos student newsletter, student groups, events, photos, registration and book list information, policies and forms, The Café menu etc.

Student Representatives Serving On Faculty Committees
Students are elected by the student body every spring for the coming academic year. Current Faculty Committees and Commissions include: Admissions, Program of Study, Student Life, Worship, Financial Aid and Library/LIQRE.

Telephones
There is a public service phone for local calling in the student lounge located in the McMillan building, room 202.

Veterans Administration Benefits and Relations
Contact the Assistant Dean for Academic Affairs and Registrar

Weather Emergencies
Visit the home page of the Austin Seminary website (www.austinseminary.edu), call the main switchboard number (512-404-4800), and/or watch your local news station for information about possible closure or late opening.

Wireless Internet Access
Seminary wireless internet access is restricted to seminary students, faculty, guest housing occupants, Stitt Library patrons with library cards and guests at seminary events.
In order to use the wireless network, you will have to sign a wireless agreement form promising not to share the wireless key with anyone, either inside or outside the seminary community and to comply with all APTS policies and guidelines regarding computer use. Wireless agreement forms will be available at the McCord Hospitality Desk, the Stitt Library circulation desk, and the Receptionist desk in the Finance and Administration office in Trull. A password key will be required when you connect to the wireless network; in most cases, you will be prompted for this key when your computer first connects to the APTS wifi network. There are 2 wireless networks on campus for security purposes. “APTS_Students” is for students and any guests and “APTS_Fac_Staff” is for faculty and staff only. Additional instruction sheets on how to connect to a wireless internet access point will be provided on request. If you need further assistance setting up your computer to use the wifi key, please contact IT@austinseminary.edu or Roy Cotton, 512-404-4889; Mike Pence, 512-404-4819; David Perry, 512-404-4863 or Julie Newton, 512-404-4820.

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
At the heart of our campus, Shelton chapel is established for the Glory of God and for the Worship of the Seminary Community, in conformity with the polity and theology of the Presbyterian Church (U.S.A.).

It is the policy of the Seminary, as authorized by the Board of Trustees, that the use of the Chapel for worship, weddings, memorial services, prayer services, and observances of the Sacraments shall be in accordance with the Book of Order of the Presbyterian Church (U.S.A.). Weddings celebrated in Shelton Chapel shall have demonstrable connection with the Seminary community, and the wedding celebrant must be approved and invited by the Seminary President. “Demonstrable connection” is intended to mean that one member of the marrying couple is a present or former member or family member of the faculty, staff, student body or board of trustees of the Seminary.

When the Shelton 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 The Café in Stotts Fellowship Hall. Meals may be purchased with cash, credit card or Campus Card Dollars. NOTE: purchasing meals on the campus card is tax free, whereas cash and credit card are not.) The Café in Stotts Fellowship Hall is open for breakfast and lunch, Monday through Friday. Please visit the campus portal to see the menu and the specials of the day (http://www.austinseminary.edu/portal.)

Hicks Community House
The Hicks Community House may be used by seminary families for events. Generally no outside group reservations will be booked. Reservations must be made through the online reservation request form found on the Community Portal.
http://www.austinseminary.edu/portal. If you have questions you may contact the Office of Student Affairs and Vocation office. The Student Affairs and Vocation office will approve all requests for Hicks House usage before confirmation is given of a reservation through our online system.

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

McCord Community Center
This building is home to the Food Service 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 and Vocation, and the offices of the Vice President for Education Beyond The Walls, which includes the College of Pastoral Leaders. 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 an online reservation request located on the portal at http://www.austinseminary.edu/portal. The Receptionist and Events/Facilities Coordinator will process your request. 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 portable 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, one must make an online reservation request at www.austinseminary.edu/portal. The student lounges may not be reserved, thus allowing open access to all students.

An elevator is located opposite the Office for Admissions.

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 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-hours access code 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 rooms.

Student Lounges
The lounge in McMillan building, room 202 is equipped with a phone for local service and computers for checking your email 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.
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
Though the Seminary recommends no particular institutions, 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 512-467-8080 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 his or her 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 appointments 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 voicemail or email. 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 and Vocation or the Assistant Dean for Academic Affairs and 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 hang tag. Visitors to campus housing may park in any of the resident lots or in the Hicks lot with this hang tag. This hang tag must be displayed in the visitor’s vehicle at all times during their visit to campus. Replacement hang tags 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 on the north side of the creek (Lower Campus) in designated areas (see Campus Map); during Seminary business hours students are not permitted to park on the Upper Campus or in any other spaces labeled for staff or visitors.

Parking spaces on the Upper Campus, with the exception of Currie Hall resident parking, are available as “open parking” between the hours of 5 p.m.- 7 a.m. Monday-Thursday, and 24 hours during the weekend. Unauthorized vehicles parked in these spaces after 7 a.m. or before 5 p.m. on Seminary business day are subject to towing at the owner’s expense.

All visitors to campus must display either a temporary parking pass from the McCord Hospitality Desk or a Campus Housing visitor hang tag.

If you have any questions or need to replace your student permit contact the Director of Human Resources and Operations in the Trull building.

All vehicles parked on Seminary property must be kept in condition of mechanical repair so that it can be moved at any time under its own power. **INOPERATIVE VEHICLES WILL BE TOWED AT OWNER EXPENSE.**

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

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**
Capital 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 512-474-1200. You may also visit their website at [www.capmetro.org](http://www.capmetro.org).

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**ACADEMIC INFORMATION**

Please refer to the Austin Presbyterian Theological Seminary Catalogue found on our website at [www.austinseminary.edu/portal](http://www.austinseminary.edu/portal)

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**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. 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, or an unpublished essay by the author herself or himself or by someone else. All sources referred to in footnotes should be listed in the bibliography.

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.

_A Manual for Writers of Research Papers, Theses, and Dissertations_ (8th Edition) by Kate L. Turabian, should be used to ensure that footnotes, bibliographies, etc. are in adequate form to acknowledge all indebtedness to the work of others. Faculty and students are referred to sections 7-4-7.9, and chapters 15 and 25 of this manual, _Turabian_, for an understanding and examples of plagiarism and for information on proper citation.

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 academic dean, at his or her discretion, may refer the student to the Student Academic Standing Committee, 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 Student Academic Standing Committee, 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. Rev. June 2014
Form for Reporting Academic Dishonesty

- Report Regarding Academic Dishonesty -

Procedures: 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 academic dean, at his or her discretion, may refer the student to the Student Academic Standing Committee, 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 Student Academic Standing Committee, which will make a recommendation to the academic dean and the faculty regarding that student’s continuance or dismissal from the Seminary.

Student__________  Professor__________  
Course # and Title__________________________  Date of Incident__________
Term/Year of course: __________ / __________

I. To Be Completed by the Professor:
   A. Explanation of incident (Attach copy of work in question).

   ________________________________  __________________________
   Signature of Professor__________  Date__________

   B. Indicate Action taken by professor (e.g., 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 Academic Dean

   ________________________________
   Initials__________  Date__________

   Recommendation of the Academic Dean

   ________________________________  Initials__________  Date__________

   • 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)

117C 06/2014
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 Regarding Academic Dishonesty form is on the previous page.

Extensions
A student may submit a request to the Academic Dean for an extension in order to complete the requirements for a particular master’s-level course. Extensions are granted only for very special cases, such as sickness, family emergencies, or other unusual circumstances, but not for requests issuing from the normal pressures of academic life. If the request for an extension is granted, the academic dean will notify the student and the professor in writing. The duration of an extension shall be for no more than three weeks beyond the end of the course. A second such extension may be requested and granted for each course. A grade of I (for Incomplete) is recorded when an extension is granted by the academic dean. If a professor does not submit a final course grade for a student and the student has neither completed the requirements for the course, nor been granted an extension by the academic dean, a grade of F shall be posted. In this instance, the F is not remediable.

Incompletes
An Incomplete is the grade given when a student is granted an extension in a course (see extensions).

Leave Of Absence
A request for a leave of absence ordinarily is made only for reasons of health, to make possible a period of study in another theological seminary, or to enable the student to engage in noncredit practice of ministry. Such a request is addressed in writing to the Academic Dean. The Academic Dean considers the recommendation and presents it to the Faculty for approval. A leave of absence is granted for a particular period not to exceed one academic year.

Merit Award Guidelines
Merit awards are given to students who demonstrate interest in and a strong promise vocationally for leadership in the church, exceptional academic achievement, and leadership ability. Recipients are chosen on the basis of merit and in accordance with the Seminary’s financial aid policies.

Each award is renewable for a period up to three years provided the recipient continues as an MDiv student, maintains a grade point average of 3.5 (4.0 scale), and continues to demonstrate promise for ministry and leadership ability.

Standards
Academic work

Merit Award recipients shall:

- maintain a minimum cumulative GPA of 3.5 in course work.
- take no more than 1 course per year for a grade of Pass/Fail.
• register for full-time study, which means no fewer than 3 6-credit courses per semester. (i.e., 18 credit hours).

Promise for ministry and leadership in the church

Merit Award recipients shall be involved in ministry and leadership locally, regionally, or nationally through Austin Seminary, a local congregation, their denomination, community organization(s), or any combination.

Conduct

Merit Award recipients shall be in compliance with the Student Code of Conduct as outlined in the Student Handbook.

Duration

MDiv merit awards are renewable for a period up to three years, not to exceed 180 credits. The credit limit is subject to the credit maximum policies that govern regular Seminary Tuition Grants. (See the financial aid handbook for details.)

Renewal

Merit Awards are reviewed annually for renewal by the faculty’s Student Academic Standing Committee ordinarily according to the following schedule, although awards are subject to review at anytime.

Early February

• Recipients are contacted and asked to provide a reflection (500 words or less) of their progress toward vocational discernment and a brief list of ways in which they have been involved in ministry and leadership under the terms of Standards – Promise for ministry and leadership in the church above.

March

• The committee meets and reviews individual academic transcripts and brief reflections from recipients.
• Committee makes recommendations regarding renewal of awards.
• Any student for whom there is concern and whose award continuation is in question will be invited to meet with the Student Academic Standing Committee.
• Recommendation is made to faculty for any award to be terminated.
• Recipients are notified of faculty decisions

June

• The academic dean and the assistant dean for academic affairs review transcripts of all recipients after spring grades are posted.
• If necessary, there will be a called meeting of the Student Academic Standing Committee to review awards at risk of being terminated.
Nonacademic Probation

In the exercise of its oversight of all students, the faculty’s Student Life Committee 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 Student Life Committee shall review the situation with the student and may decide to recommend the student’s dismissal to the faculty.

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 or Smoot Center; and
5) official Seminary occasions recommended in advance by the Dean, the Vice President for Finance and Administration, the Vice President for Institutional Advancement, or the Vice President for Student Affairs and Vocation 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 to 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 AN OFFICIAL EVENTS 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 (See Alcohol Policy, in the Student Handbook).

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 Finance and Administration, the Vice President for Institutional Advancement, or the Vice President for Student Affairs and Vocation 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 a 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 _____________________________

Approved by the President’s Cabinet January 28, 2007
Campus Security Guidelines and Policies

Policies Concerning Security of and Access to Campus Facilities

Austin Presbyterian Theological Seminary seeks to provide a safe and secure campus for its students, employees and guests. The Vice President for Finance and Administration administers the campus security program of the Seminary. Campus security is a shared responsibility of the entire campus community; students and employees should be aware that they are responsible for their own safety and the safety of others.

During business hours, the Seminary (excluding certain housing facilities) will be open to students, employees, contractors, visitors, guests and invitees. The Stitt Library has open hours determined by the library staff. During non-business hours, access to Seminary facilities is by key or keycard/key code or by admittance by Seminary staff (e.g. McCord desk staff). The Seminary’s grounds are open 24/7 and are bordered by a public park on the western edge of the campus. There is a significant amount of pedestrian traffic by members of the general public through the campus on a daily basis.

Certain student residential facilities that have perimeter doors or gates are secured 24 hours a day. Access to the interiors and hallways/breezeways of these facilities are by key or keycard. All other facilities are apartment/duplex units which open directly from the unit to the outside. Emergencies may necessitate changes or alternations to any posted building/facilities schedules.

Emergency call stations are located at various points around the campus housing (north of Waller Creek) section of the contiguous campus. The call stations are monitored continuously for emergency calls. Activating the call station by pressing the button will place the caller in touch with help.

Buildings are checked regularly by the Maintenance Staff to ensure all areas are properly secured and exterior lighting is functioning properly. Comments and suggestions regarding security concerns are solicited in the annual Student Services Survey. The Finance and administration office reviews the results of the surveys and other reported areas of concern. Additionally, the Student Life Committee refers areas of concern and the Finance and administration office staff meets weekly to discuss issues of pressing concern. Areas covered in these discussions include security issues such as landscaping, locks, alarms, lighting, communications and emergency procedures.

How to Report a Crime or Emergency

The Seminary encourages the accurate and prompt reporting of all crimes to the Seminary and to the appropriate law enforcement agencies as outlined in the policies and procedures below:

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 “4800” on the campus phone system).
- The “on call” Maintenance Staff person can be reached at 512-900-1902 twenty-four hours/day, seven days/week.
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 Finance and Administration: 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 Finance and Administration will be monitored and followed up on by the appropriate administrative office. Although not required to do so, the Seminary maintains a Campus Crime Log which may be viewed in the finance and administration office. A statistical record will be kept and an annual report shall be made to the U.S. Department of Education and to the Seminary Community by the Vice President for Finance and Administration. 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 Finance and Administration, constitutes a serious or continuing threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued through the Seminary’s e2Campus emergency notification system (see below) and/or by other appropriate means of communication to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Finance and Administration 512-404-4816, kmontgomery@austinseminary.edu).

e2Campus Emergency Notification System

The e2Campus emergency notification system enables you to receive urgent emergency information to your cell phone. Once you sign up for the service, the Seminary can text your cell phone with timely information about emergencies.

☐ You must opt-in to receive mobile phone texts.

☐ Faculty, Staff and Students are pre-registered with APTS email.

All current students (non-DMIN,CIM) with an APTS email address are pre-registered for email alerts to their APTS email addresses. To receive text alerts to your mobile phone, you will need to log-in and provide your phone number and carrier information. Depending on your personal cell phone plan, there may be a fee from your carrier to receive text messages, but there is no charge from the school to use the service.

The service is available to all current students, faculty, staff and families. Just add your spouse/families email or cell phone information to your profile so they receive announcements at the same time. Additional methods of contact can reach your alternative email addresses, RSS reader, wireless PDA or personalized iGoogle home page.

DMIN or CIM students are welcome to sign-up for this service but are not pre-registered. On the login page, click on “I need to create an account” then enter your information.

This notification system will be used to communicate important information in the event of an emergency situation posing an immediate threat to the campus community (such as an “active shooter” or to report school closure or late start due to weather-related or other conditions. This notification system will not be used for general campus announcements.
How To Use e2Campus Emergency Notification System:

1) Go to http://www.e2campus.com/my/austinseminary/ (or click on the e2Campus "Quick Link" on the Austin Seminary portal).

2) Login to your account with your username (do not include @austinseminary.edu):

3) Your username is the same as your APTS email username
   • Faculty and Staff: first initial last name (i.e. T.Wardlaw)
   • Students: firstname.lastname (i.e. Elvis.Presby)

4) Your password is by default set to: stittstottt

Sign up for Text Messages

1) You can sign-up to receive text messages to your mobile phone. Text messages can only be received on cellphones/mobile phones not landline phones.

2) Click on Services tab

3) Enter your mobile phone number and choose your carrier. If you are not sure just make your best guess.

4) Click Add SMS button

5) The e2Campus window will show that you have an UNVALIDATED number.

6) You will receive a text message immediately with a validation code from e2Campus

7) Once you enter your validation code in the box and click Validate, your services will show SMS (Text Messaging) as ACTIVE

Troubleshooting

• If you do not receive a validation code, check your mobile number and your carrier.

• There are 2 options for ATT, Verizon and 3 for Sprint/Nextel – try the other one if the one you chose did not result in receiving a text on your phone.

• Can you receive text messages from other cell phones? Not all cell phones have text messages turned on by default

• You can always text “STOP” to 70359 to stop receiving SMS/text messages from our emergency text message system.

• Contact APTS IT department with any questions.

Policy on Almsgiving and Persons Soliciting Money or Assistance

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 by people asking for money or other material assistance. If you are approached by someone asking for help, please, for the safety and security of all within our community:
• Do not give out food, clothing or money directly. Instead, please consider giving assistance through the work of one of the following outreach ministries, which the seminary will be happy to introduce you to:
  
  o Central Mission
  o Micah 6
  o Mobile Loaves and Fishes

By choosing to work with ministries and organizations such as these who have the special facilities, training and resources to provide assistance to people in need, you will have an opportunity to form meaningful relationships with people from all walks of life, become more familiar with the challenges of life on the streets of Austin, and learn how to provide the types of assistance that will be most helpful.

• If you are comfortable, feel free to give anyone asking you for assistance one of the 2-1-1 Texas cards which have been distributed (additional cards are available from the Student Affairs and Vocation Office) and direct the person to the nearest off-campus pay-phone (located on 2600 Guadalupe at the convenience store). The call is free; no coins are required. This is a program of the Texas Health and Human Services Commission and the United Way for Greater Austin.

• Do not assume you are qualified to counsel them. Attempts to offer unqualified counsel may do more harm than good.

• Do not invite strangers into your living quarters or other Seminary facilities or facilitate their access on campus in any way. Doing so violates the private space of your neighbors without their consent, in ways you cannot completely control.

If you encounter or observe anyone who 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 (512-404-4800), or the “on-call” Maintenance Staff (512-900-1902).

If you are not in immediate danger and you encounter or observe anyone who does not belong on campus, please notify the Seminary by contacting the McCord Desk (512-404-4800) or the “on-call” Maintenance Staff (512-900-1902). Seminary personnel have been instructed to call the police and pursue criminal trespass charges.

For further information and questions concerning this policy, please contact Karen Montgomery, Vice President for Finance and Administration (kmontgomery@austinseminary.edu, 512-404-4816).

approved: Vice President for Business Affairs 6/7/07
revised: 6/18/08, 6/29/09, 6/23/10, 7/5/11, 5/30/12, 6/25/12, 6-7-14
Student Code of Conduct

Introduction

Declaration of Intent
As an instrument of the church, Austin Presbyterian 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:

“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.”

Policy Statement
Austin Presbyterian Theological 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. This Student Code of Conduct outlines behavioral expectations, possible consequences, and the complaint-resolution process for behavior that violates the Code of Conduct.

Policy Jurisdiction
This Code of Conduct applies to all students of Austin Seminary, including all degree students and all Special Students, whether they are in residence at the Austin campus or elsewhere.

Behavior Expectations
Because Austin Seminary is an educational institution and a community of theological inquiry and ministerial formation in the service of the Church of Jesus Christ, it is incumbent upon both professors and students to foster a teaching environment that is conducive for learning and is characterized by mutual respect. To ensure that all participants can give their undivided attention to the instruction at hand, maintaining proper classroom etiquette is crucial.

Austin Seminary also recognizes that the way we relate to each other in this community is a preview of how we will relate in ministry beyond seminary.

Austin Seminary is committed to creating and maintaining an atmosphere where all can work, study, and live together in an atmosphere free of behavioral misconduct. It is not possible to anticipate or list all forms misconduct could take. Below are some examples of behavioral misconduct.
a. Discriminating against others on the basis of race, national origin, ethnicity, sex, religion or denomination, color, creed, disability, sexual orientation, marital status, or age.

b. Disrupting the peaceful or orderly conduct of lectures, study groups, meetings, or worship services. Note that using computers or cell phones during class for any non-class related purposes is prohibited unless expressly permitted by the professor. This includes non-class related use of the Internet, accessing or posting to social media sites (e.g., Facebook, Twitter, etc.) as well as non-Internet based, non-class related uses. Cell phones must be turned off during class. In case of extenuating circumstances on a particular day, a student may request from the instructor an exception to this rule.

c. Causing physical injury to or threatening another.

d. Disrupting living areas of the Seminary. This is especially important with respect to noise in campus Seminary housing areas. Please refer to the Seminary’s Housing Handbook for additional guidelines for those students who live in Seminary housing.

e. Bringing complaints against a community member that are spurious or that are intended primarily to harass, retaliate against, or defame another.

f. Violating the Seminary’s policy on Non-Discrimination and Anti-Harassment as well as violating the policy on Sexual Misconduct.

g. Violating of the Seminary’s policy on Code of Ethics for Computing.

h. Violating the Seminary’s Firearms, Alcohol, or Drug Abuse and Prevention policies.

i. Serious financial irresponsibility.

j. Failure to follow an administrative directive.

k. 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.

l. Mistreatment or willful destruction of Seminary property.

m. Any form of criminal conduct.

n. Other conduct which is unbecoming to or disruptive of Christian community.

**Possible Consequences for Behavior Violating Code of Conduct**

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

1) warning or reprimand issued in writing by the academic dean or the vice president for student affairs and vocation;
2) a requirement for counseling issued in writing by the vice president for student affairs and vocation;
3) non-academic probation;
4) suspension from particular classes or activities, or from the Seminary campus, including Seminary housing, for a stated period of time;
5) termination of on-campus student employment;
6) failure of a course;
7) involuntary leave of absence;
8) dismissal from the Seminary; or,
9) referral to civil authorities for prosecution.

Complaint-Resolution Process

Reporting

Occasions or events may occur where a student, faculty, or staff member wishes to report a student’s violation of the Student Code of Conduct. The following procedures apply:

1) Reports/Complaints should be made to the academic dean or to the vice president for student affairs and vocation. Reports may be made verbally or in writing, although reporters/complainants are encouraged to put their report/complaint in writing using the form provided at the end of this document (and also available in the Office of Student Affairs and Vocation).

2) A student who is the victim of sexual misconduct or who has knowledge of another person being the victim of sexual misconduct or who believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct is urged to make a formal report to the academic dean or to the vice president for student affairs and vocation and to local law enforcement authorities. The Seminary will make every effort reasonably possible to preserve the privacy of an individual who makes a report of potential sexual misconduct, subject to the Seminary’s legal duty to respond to the information reported and the professional role of the person being consulted (See “Sexual Misconduct Policy.”).

3) In addition to the above reporting options, persons wishing to report Student Code of Conduct violations confidentially and in good faith can call the Campus Conduct Hotline at 866-943-5787. (The Campus Conduct Hotline is available 24/7. It is operated by an independent organization, and any calls made through this Hotline are confidential and anonymous. See the Student Handbook for additional information about how the Campus Conduct Hotline works.)

Investigation

The academic dean or the vice president for student affairs and vocation will act as the investigating officer.

This officer will make a careful investigation, which will include an interview with the person who lodged the complaint/report and the student(s) against whom the complaint/report was lodged.

The investigating officer will determine what further action needs to be taken. In cases involving sexual harassment, discrimination, or any form of sexual misconduct (See “Sexual Misconduct Policy”), the investigating officer will coordinate with the Seminary’s Title IX Officer for investigation into possible violation of the Seminary’s Title IX policy.

Actions

Actions Determined by the Investigating Officer

The investigating officer may take one or more of the following actions:
1) issue in writing a warning or reprimand;
2) issue in writing a requirement for counseling;
3) impose suspension from particular classes or activities or from the Seminary campus for a stated period of time.

**Actions Determined by the Student Life Committee or Student Academic Standing Committee**

1) The investigating officer may determine that the case should be referred to either the Student Life Committee or the Student Academic Standing Committee. This referral will include a description of the alleged behavior, the policy, regulation, or guideline which the student is alleged to have violated, and can include a recommendation for consequences.

The designated committee will hear the case at its next regular meeting or at a called meeting if the committee chair deems it necessary.

**Hearing Process**

**Notification of Hearing**

Because the student (the respondent) must be offered the opportunity to meet with the committee and to present pertinent evidence, as soon as possible after receipt of the investigating officer’s referral to the Student Life Committee or Student Academic Standing Committee, the designated committee chair will draft a letter to the student in question.

The letter will outline the charge(s) and will include a copy of the investigating officer’s referral, an invitation to the student to be present at a hearing before the committee in executive session (i.e., without student members), and a proposed format for the meeting.

In short order, the chair will distribute the letter and referral to the student, with copies provided to executive committee members. The student’s letter will either (a) be hand-delivered to the student or (b) placed in the student’s campus mail box with an additional copy mailed to the student’s mailing address on file with the Seminary.

**The Hearing**

1) The matter of the alleged violation of the Student Code of Conduct is heard by the Student Life Committee or Student Academic Standing Committee in executive session (i.e., without student members).

2) In addition to the Respondent, the Complainant may attend.

In cases involving sexual misconduct and/or sexual harassment, the alleged complainant or victim may participate in the hearing via telephone conference call.

Also, by notifying the committee chair, the respondent and/or complainant may be accompanied by a representative (normally one) of the student’s choosing. This notification must be made in writing to the committee chair at least three (3) business days prior to the hearing. The committee chair may limit the number of representatives present. In all cases, the complainant and/or victim will be accorded the same rights to representation as the respondent.

The chair may conduct the hearing if the respondent chooses not to attend. A hearing may proceed if not all witnesses are present.
The chair of the committee will determine the procedure for the hearing, including, but not limited to, a determination about:

- How many persons will appear;
- What information may be represented and how;
- The manner in which witnesses will be questioned;
- The scope of each matter discussed; and
- The amount of time spent on each matter.

The chair may stop questions at any time.

After the period in which the charges are explained, evidence has been presented, questions asked, and the student (respondent) has been given the opportunity to respond, all persons in attendance, except the committee members, will be dismissed. The committee will then deliberate the matter. The standard used by the committee will be the “preponderance of evidence” standard.

**The Student Life Committee or Student Academic Standing Committee’s Decision**

The designated committee may determine consequences including, but not limited to, the following:

1. warning or reprimand issued in writing by the committee;
2. a requirement for counseling issued in writing by the committee;
3. non-academic probation;
4. suspension from particular classes or activities, or from the Seminary campus, including Seminary housing, for a stated period of time;
5. termination of on-campus student employment;
6. recommendation to the Academic Dean for failure of a course or courses;
7. recommendation to the faculty in executive session that the student be placed on an involuntary leave of absence;
8. recommendation to the faculty in executive session that the student be dismissed from the Seminary; or
9. referral to civil authorities for prosecution.

The student may be invited to return to hear the committee’s decision, or the student may choose to be notified via email or in writing. If the student chooses to be notified in writing, the notification will be placed in U.S. mail and in the student’s campus mailbox within three (3) business days following the committee’s decision. At the same time or as close as possible thereto, the complainant will be notified of the outcome of the investigation as well.
Committee Recommendation to Faculty
A recommendation may be made by the designated committee to the faculty in executive session. If so, the case will be heard at their next regular meeting or at a called meeting scheduled at the sole discretion of the president.

The student will be notified in writing of the executive faculty meeting by campus mail with a copy mailed by U.S. mail to the student’s mailing address on file with the Seminary at least three (3) business days prior to the meeting.

Faculty in Executive Session
A recommendation made by the designated committee to the faculty is deliberated by the faculty in executive session.

By notifying the president, the student may be accompanied by a representative (normally one) of the student’s choosing. This notification must be made in writing to president at least three (3) business days prior to the hearing. The president may limit the number of representatives present.

In all cases, the complainant and/or victim will be accorded the same rights to representation as the respondent.

The president will determine the hearing procedure. The procedure ordinarily will include:

- a presentation of the recommendation of the designated committee, made by the committee chair;
- an opportunity for the student, or his or her representative, to respond to the recommendation; and,
- an opportunity for the faculty to ask questions of the student and/or his or her representative.

According to the procedure outlined by the president, and after the student has had an opportunity to respond to the recommendation, the student and the student’s representative(s) will be dismissed from the meeting. The faculty will then deliberate the matter, deciding the appropriate consequences for the behavior in question.

Faculty Decision
The faculty’s decision will be communicated in writing to the student and the complainant via both campus and U.S. mail within five (5) business days of the faculty’s decision.

Decision-Making Criteria and Standards of Proof to Be Used

- The Student Life Committee or Student Academic Standing Committee in executive session and the faculty in executive session 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.
- Student Life Committee or Student Academic Standing Committee 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 to the faculty in executive session.
- The legal standard of “beyond a reasonable doubt” is not applicable in these cases.
Appeal Procedures

Appealing the Decision of the Investigating Officer

- If the course of action determined in response to the report or complaint is decided by the investigating officer, the student in question may appeal the decision to the president.
- The appeal should be made in writing within ten (10) business days of the initial decision.
- The decision of the president with respect to the appeal is final and may not be appealed further.

Appealing a Decision to Refer the Case

- A course of action by the investigating officer to refer the case to the Student Life Committee or Student Academic Standing Committee in executive session cannot be appealed. This is due to the fact that the student in question is given the opportunity to present his or her evidence to the committee.
- A course of disciplinary action determined by the Student Life Committee or Student Academic Standing Committee in executive session cannot be appealed. This is due to the fact that the student in question is given the opportunity to present his or her evidence to the committee.
- A course of action by the Student Life Committee or Student Academic Standing Committee in executive session to make a recommendation to the faculty in executive session cannot be appealed by the student. This is due to the fact that the student in question is given the opportunity to present his/her evidence to the faculty.
- A decision by the faculty is final and may not be appealed further.

General and Specific Rights of Complainant

Any student, spouse of a student, or employee of Austin Presbyterian Theological may file a report/complaint regarding a violation of the Student Code of Conduct.

In the case of a report/complaint made by someone outside the Seminary community, the complainant becomes the student or employee who is first made aware of the violation in question. In this situation, the complainant should make every reasonable effort to secure as much information as possible from the outside source.

The complainant has the right to report any behavior which that person believes is violation of this Code of Conduct. It is crucial that the complainant be allowed to report/complain without the fear of reprisal of any kind.

Lodging a spurious report is a violation of this Code of Conduct.

General and Specific Rights of the Accused

The accused has the right:

1) to be made aware of the substance of the report/complaint;

2) to meet with the investigating officer prior to any recommendation;

3) to be notified in advance of any recommended action;

4) to have copies of any written material that will be presented to the Student Life Committee or Student Academic Standing Committee in executive session or to the faculty in executive session;
5) to be present for any presentation at hearings before the executive session of the Student Life Committee or Student Academic Standing Committee or to the faculty in executive session;

6) to make his/her own presentation in response;

7) to be notified of decisions of the Student Life Committee or Student Academic Standing Committee in executive session within three (3) business days of the decision; and,

8) to be notified of decisions of the faculty in executive session within five (5) business days of the decision.

9) The accused does not have the right to be present for deliberations of either Student Life Committee or Student Academic Standing Committee in executive session or of the faculty in executive session.

Revised approved by Faculty on Wednesday, May 18, 2011

Administrative revisions made by VPSAV in consultation with the Academic Dean – July 2014

Additional revisions authorized by Kurt Gabbard, Vice President for Business Affairs in consultation with Jackie Saxon, Vice President for Student Affairs – Dec. 2014
Austin Presbyterian Theological Seminary
Report of Violation of Student Code of Conduct

- Person making report/complaint: ________________________________
- Administrator accepting report/complaint: __________________________
- Date of incident being reported, if known: _________________________

If date of incident is not known, indicate when you became aware: ___________

- Describe below the incident and behavior which you believe to be in violation of the Austin Seminary Student Code of Conduct. Provide as much detail as possible, using exact quotes when available, and including names of witnesses:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

- Signature of person making report/complaint: _________________________
- Signature of Administrator accepting report: _________________________
- Date of report: _______________________

This form, if accepted by another administrator, should be forwarded to the Academic Dean or the Vice President for Student Affairs and Vocation as soon as possible after completion.
Revised February 16, 2011
Confidentiality Policy

It is the policy of the Seminary to ensure that the operations, activities, and affairs of the Seminary, its employees, students, donors and guests are kept confidential to the greatest possible extent. Student education records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). See Family Education Rights and Privacy Act in this student handbook for more information.

Congratulations and thank you for reading the Student Handbook to this point. Please continue reading to the end. Now that you have found this surprise, stop by the Student Affairs and Vocations (SAV) Office and receive a gift.

Disability Accommodation Policy

Austin Seminary does not discriminate against students with conditions that may require disability accommodation. The Seminary prohibits harassment or retaliation against any individual for requesting an accommodation or filing a complaint related to disability discrimination or failure to accommodate. The Seminary will attempt to make all reasonable arrangements necessary to ensure that students with disabilities are able to attend class, study and live at the seminary.

Disabilities that may require accommodation include but are not limited to the following:

- AD/HD
- Learning Disabilities
- Psychological Disabilities
- Traumatic Brain Injuries
- Visual Impairments
- Mobility Impairments
- Hearing Impairments
- Other Health & Chronic Medical Disabilities
- Temporary Disabilities

Designated Section 504 Coordinator

The Seminary’s designated Section 504 Coordinator who is responsible for administering this policy is:

Dr. David Jensen  
Academic Dean  
Trull Administration Building  
100 E. 27th Street  
Austin, TX 78705  
512-404-4821  
djensen@austinseminary.edu

Procedure for Requesting a Reasonable Accommodation

Students seeking disability accommodation on the basis of a diagnosed disability must submit to the Section 504 Coordinator a written request regarding the need for an
accommodation. This written request should include documentation from the student’s treating health care provider that verifies the student’s eligibility under Section 504 of the Rehabilitation Act (www.hhs.gov/ocr/504.html) the Americans with Disabilities Act (ADA) (www.ada.gov/) and the ADA Amendments Act. (http://www.eeoc.gov/ada/amendments_notice.html). The written request should not disclose the student’s diagnosis or medical condition. It should address proposed accommodations that will address the student’s needs.

The Seminary reserves the right to request additional documentation if the initial documentation the individual provides is incomplete or inadequate to determine the need for accommodations. The Seminary will keep all medical-related information confidential (unless disclosure is necessary for business-related purposes) and will retain such information in separate confidential files.

Accommodations are handled on a case-by-case basis. Reasonable accommodation can be made only after a written request and the written statement have been filed with the Section 504 Coordinator.

The following procedure should be utilized to address complaints of disability discrimination, retaliation, harassment, or failure to provide a reasonable accommodation: any aggrieved individual may file a complaint in writing, containing the name and address of the person filing the complaint and describing the discriminatory act. The complaint shall be filed in the office of the Academic Dean within 30 days after the complainant becomes aware of the allegedly discriminatory act. Should the Coordinator be a party to the complaint, the complaint should be filed with the vice president for student affairs and vocation.

**Drug Abuse and Prevention Counseling Policy**

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

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

**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 and Vocation if students are involved or to the President’s Office if employees are involved. Following the appropriate institutional procedures for investigating Code of Conduct violations for employees (See Employee Handbook.) or students (See Student Code of Conduct.), the Seminary will move to impose appropriate sanctions if a violation is found to have occurred. 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 employment . 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.
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

Treatment and Rehabilitation Programs
The Texas Department of State Health Services Mental Health and Substance Abuse Division (formerly the Texas Commission on Alcohol and Drug Abuse) provides information on substance abuse prevention and intervention information, and substance abuse rules and regulations on their website: http://www.dshs.state.tx.us/mhssa.

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:

Seton Shoal Creek Hospital 512-324-2000
www.seton.net/locations/shoal_creek/

Austin Lakes Hospital 512-544-5253
www.austinlakeshospital.com/

www.drugrehablocator.com/texas/austin is another resource in locating a treatment and rehabilitation center in the Austin area.

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

Employees have access to certain drug and alcohol prevention and treatment resources through the Seminary’s medical insurance provider. Contact the Director of Human Resources for further information concerning resources available to employees.

Applicable Legal Sanctions
The Seminary will distribute annually a description of the applicable legal sanctions under local, state and federal law for the unlawful possession or distribution on illicit drugs and alcohol.

Implementation
1) Annually at the beginning of the fall semester the information listed herein will be distributed to all students and employees.

2) 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. Revised 06-02-2011
Ecclesiastical Endorsement Policy

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 Vice President for Student Affairs and Vocation, 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.

United Methodist students who are not in the Candidacy process are encouraged to begin exploring; http://www.gbhem.org/clergy/choosing-your-path/candidacy offers an overview and guides next steps.

However, obtaining and maintaining a proper relationship with church officials or governing bodies are responsibilities of the degree candidate.

Email Policy For Official Seminary Correspondence

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

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

Email Addresses
Every enrolled student is provided a Seminary email address free of charge. This email address is the destination to which the Seminary will send official email communications.

The Seminary’s office of Information Technology (IT) is responsible for providing centrally supported email 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 email account. However, the Seminary cannot be responsible for the handling of email by outside vendors (e.g., @yahoo.com, @hotmail.com). The student forwards email to another address at his or her own risk.

Email returned to the Seminary with “User Unknown” is not an acceptable excuse for missed communication.

Expectations Regarding Frequency of Reading Email
Students are expected to check email 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 email be checked daily, but at a minimum, twice per week.

Undeliverable messages returned because of either a full in-box or undeliverable error to a forwarded external email address will be considered delivered without further action required of the Seminary.

**Privacy and Confidentiality**

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

Users have no expectation of privacy with respect to any electronic communication and content created, viewed or saved while using Seminary-owned electronic devices. It is extremely important that: (1) all Users who send email messages recognize that there can be no assurance that they will be seen only by the intended addresses; and (2) all Users act carefully, professionally, and responsibly with respect to email messages. Users should take extra care when communicating highly sensitive or confidential information.

Austin Seminary reserves the right to access and disclose all computer files and all messages sent over its email system, for any purpose, including disclosure of any email message or computer file to law enforcement officials, with or without notice to any User(s) who may have created such a computer file or sent or received such messages. It also reserves the right to destroy any and all computer files and messages at any time, subject to limitations required by law enforcement officials or other legal authority.

**Instructional Uses of Email**

Faculty members retain autonomy in determining how email 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 email regularly, and faculty members may use email for their courses accordingly.

**Authoritative Source**

The authoritative source on this policy and responsibility for its implementation rest with the Vice President for Finance and Administration.

**For Assistance**

Contact the IT office by completing an online IT request form IT@austinseminary.edu.

**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 Assistant Dean for Academic Affairs and Registrar.
**Educational Records**

Students are entitled to examine their educational records, but they may not remove their files from the Assistant Dean for Academic Affairs and 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 Assistant Dean for Academic Affairs and 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 Assistant Dean for Academic Affairs and 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 no charge for this service. 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 Weapons**

The carrying or possession of any type of weapon or firearm on the premises of Austin Presbyterian Theological Seminary is strictly and absolutely prohibited by institutional policy and in accord with state law set forth in Section 1, Subchapter H, Chapter 411, Government Code, as amended by Section 411.2031 (also known as S.B. 11). This prohibition expressly includes those persons licensed to carry firearms (other than those who are licensed peace officers). The following weapons are prohibited: pistols, revolvers and rifles (including pellet guns and BB guns), shotguns, armor-piercing ammunition, club or night stick, compound bow, explosive weapons, firearm silencers, illegal knives, knuckles, machine guns, swords, and switchblade knives.

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 6-2015)

**Grade Appeals Policy**

**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:

For the glory of God and to proclaim the gospel of Jesus Christ, Austin Presbyterian Theological Seminary is a seminary in the Presbyterian-Reformed tradition 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.

Evaluation Of Student’s Work And The Grade Appeals Process

Evaluation of Students’ Work

The process of grading is essentially a private matter between individual students and instructors, ruled by principles of academic proficiency, professionalism, and confidentiality. 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. 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).
Grade Appeals

**Appeal to the Instructor (Informal Appeal)**

If a student has a question about a final course grade received, he or she is expected to contact the instructor directly, and within fourteen days from the date posted on the student’s grade report. Students have the right to ask an instructor 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, enlisting the opinion of another faculty member when appropriate. Ordinarily the professor shall respond to the appeal in writing, no more than fourteen days after receiving the student's written request. Should an appeal to the instructor result in a changed grade the instructor shall complete and submit to the academic dean an *Update of Student Academic Record form*.

**Appeal to the Academic Dean (Formal Appeal)**

In the event that the appeal to the professor has failed to resolve the matter, the student may immediately submit a formal appeal in writing to the academic dean, using the *form designed for this purpose*. (Note: If the grade being appealed is a passing course grade, the appeal process ends with the decision of the academic dean.)

To be considered, appeals to the academic dean must meet one or more of the criteria noted on the Grade Appeal Form and appropriate supporting documentation must be provided.

After reviewing the appeal documents, the academic dean consults with the instructor and the student, and may also consult colleagues with expertise in the subject matter. The academic dean communicates the decision in writing to both the student and the instructor. In the case of the appeal of a passing course grade, the academic dean's decision is final.

If the student chooses to appeal the decision of the academic dean, the student submits a written request to the academic dean asking that the matter be referred to the Student Academic Standing Committee. The referral and materials related to the appeal are provided to the chair of the committee and copied to the registrar.

If the instructor whose grade is being questioned is a member of the committee, he or she will be recused. In this case, or if the committee’s faculty members are unavailable to meet, the academic dean will make necessary substitutions.

At its next scheduled meeting, or called meeting, if necessary, the committee convenes to deliberate the case. The instructor and the student will each be offered the opportunity to meet separately with the committee. The committee will review all material pertaining to the case and, after deliberation, arrive at a decision regarding the issue. This decision is communicated in writing to the student and the instructor, with copies to the academic dean and registrar. A decision to change the grade is carried out under the direction of the academic dean. The decision of the committee shall be binding and conclusive on the matter. *(Revised –June 2014)*
# Grade Appeal Form

**Austin Presbyterian Theological Seminary**

**Grade Appeal Form: Formal Appeal Process**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Seminary email:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term &amp; Year Taken:</th>
<th>Grade Received:</th>
<th>Grade Requested:</th>
</tr>
</thead>
</table>

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. 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).

Formal appeals, i.e., those considered by the academic dean, must meet one or more of the criteria listed below. Please indicate which of the following criteria are being used as the basis of the appeal, checking all that apply:

- [ ] Instructor violated the terms of the syllabus.
- [ ] Instructor made an error in calculating or recording a grade.
- [ ] Instructor violated a Seminary policy when he/she gave assignments, administered exams, or assigned grades.
- [ ] Instructor applied an inconsistent grading standard across students.
- [ ] Instructor did not allow the student to complete assignments or exams missed before the student added the course.
- [ ] Instructor violated a written agreement with the student.

The following supporting documentation is required (unless otherwise noted):

- Explanation of what occurred and how the criteria previously noted apply to the situation
- Correspondence from the instructor indicating that the appeal has been denied
- Course syllabus
- Timeline of events relevant to the appeal
- Assignment or exam in question (if applicable)
- Correspondence with instructor (if applicable)
- Copy of appropriate Seminary policy (if applicable)
- Any other documentation supporting the appeal

I declare the information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation of my situation may constitutes academic dishonesty and may make me subject to disciplinary action.

---

Student Signature: ___________________________ Date: __________
Illegal Downloading and Peer-to-Peer File Sharing Policy

It is the policy of the Austin Seminary that users are prohibited from using Austin Seminary’s computer network to illegally download or share copyrighted materials, including music, games, movies and videos. Such activity is illegal and may subject you to a variety of serious penalties. It may also inadvertently expose your confidential information and/or make your computer insecure.

Illegal Downloading Is Strictly Prohibited

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is against the law and may subject students to civil and criminal liabilities. Peer-to-Peer (P2P) file sharing refers to the use of software that allows computer users to connect in to a P2P network to search for shared files on the computers of other users (the "peers") connected to the network.

Civil and Criminal Penalties for Violating Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov/help/faq.

Summary of Austin Seminary’s Policies Regarding Unauthorized P2P File Sharing

Prevention: Austin Seminary is using a Cymphonix web filter on our private network and a Net Equalizer on our public network including wireless access. These bandwidth shaping systems prevents connections to P2P networks.

Education: Austin Seminary will educate and inform the community by making an annual announcement to all students of Austin Seminary’s policy regarding of copyrighted material, including unauthorized peer-to-peer file sharing as required by the 2008 Higher Education Opportunity Act (HEOA). We will supply access to a list of legitimate download services as an alternative.

Austin Seminary cannot protect students from copyright complaints. Austin Seminary may be required by law to disclose information about students to a complainant for use in pursuing legal action against you. When Austin Seminary receives a copyright infringement notice from copyright holders or their attorneys, it takes the necessary steps pursuant to the 1998 federal statute known as the Digital Millennium Copyright Act (DMCA).

Response Procedure: Austin Seminary will accept and respond to all Digital Millennium Copyright Act (DMCA) notices. Upon receiving notification of copyright infringement through a takedown notice, Information Technology department will follow these procedures: The alleged copyright infringer will be identified by reviewing network activity records to
independently validate the legitimacy of the notice. First time offenders are disconnected from the network and sent a notification of infringement, a request to agree not to share copyright material on the network and a warning of the possible consequences of violating United States Copyright Law and Austin Seminary’s Student Code of Conduct policy. A copy of the notice of infringement will also be sent to the Vice President for Student Affairs and Vocation. The user will need to meet with IT department in person to discuss the infringement notice to regain rights to the network. During the disconnection period students will still have access to the network using lab computers. Further infringement violations will be referred to the disciplinary procedure as defined under Austin Seminary’s Student Code of Conduct through the Student Affairs and Vocation office. Austin Seminary does not provide any user identifying information to the sender of the notice unless the notice is accompanied or followed by a lawfully issued subpoena.

Review: This plan will be reviewed annually during policy review. Any changes will be disseminated to the community via the annual HEOA announcement and by updating the Student Handbook. The policy will also be reviewed in the event of any legitimate DMCA notices received from copyright holders.

Alternatives: As alternatives to illegal downloading, there are many legitimate download services available for your use. See http://www.educause.edu/legalcontent for an up-to-date list.

If you have questions about this announcement or P2P applications please contact Julie Newton, Director of IT at 512-404-4820 or jnewton@austinseminary.edu.

Written Plan
Prevention: Austin Seminary is using a Cymphonix web filter on our private network and a Net Equalizer on our private network including wireless access. These bandwidth shaping systems prevents connections to P2P networks.

Education: Austin Seminary will educate and inform the community by making an annual announcement to all students of Austin Seminary’s policy regarding of copyrighted material, including unauthorized peer-to-peer file sharing. We will supply access to a list of legitimate download services as an alternative.

Response Procedure: Austin Seminary will accept and respond to all Digital Millennium Copyright Act (DMCA) notices. Upon receiving notification of copyright infringement through a takedown notice, Information Technology department will follow these procedures: The alleged copyright infringer will be identified by reviewing network activity records to independently validate the legitimacy of the notice. First time offenders are disconnected from the network and sent a notification of infringement, a request to agree not to share copyright material on the network and a warning of the possible consequences of violating United States Copyright Law and Austin Seminary’s Student Code of Conduct policy. A copy of the notice of infringement will also be sent to the Vice President for Student Affairs and Vocation. The user will need to meet with IT department in person to discuss the infringement notice to regain rights to the network. During the disconnection period students will still have access to the network using lab computers. Further infringement violations will be referred to the disciplinary procedure as defined under Austin Seminary’s Student Code of Conduct through the Student Affairs and Vocation office. Austin Seminary does not provide any user identifying information to the sender of the notice unless the notice is accompanied or followed by a lawfully issued subpoena.

Review: This plan will be reviewed annually during policy review. Any changes will be disseminated to the community via the annual HEOA announcement and by updating the
Student Handbook. The policy will also be reviewed in the event of any legitimate DMCA notices received from copyright/legal

Policy on Inclusive Language Use

Austin Presbyterian Theological Seminary is committed to equality for people of every 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 the community’s worship, in public discourse, in classroom discussions, and in their writings that is respectful of persons regardless of gender, race, color, religion, national origin, age, marital status, sexual orientation, economic condition or disability.

Guidelines for Inclusive Language and Expansive Language Use in Worship

Language is a crucial element in the worship of God. The Christian faith is based upon God’s self-giving as the “Word become flesh”—thus the words we use to describe the incarnate Word as well as created beings have considerable power, both to exclude and to affirm and liberate. Although for many the generic use of masculine terms has been accepted practice, its exclusive use may be offensive to many within our community. Further, the use of solely masculine nouns and pronouns for God and of masculine terms for humankind have eclipsed the rich feminine imagery for God and God’s people in scriptures. The Bible utilizes many metaphors: some male, some female, and some generic. The rediscovery of the richness and variety of these metaphors encourages Christians not to settle for literary poverty in the midst of scriptural abundance.

For the above reasons, The Worship Committee urges planners and leaders of worship in Shelton Chapel and elsewhere on campus to use language that is inclusive of humans and other created beings, and expansive in reference to God. That is, nouns and pronouns used to denote human beings should be gender-neutral, and those describing the nature of God should reflect the variety found in the scriptures, thus avoiding the idolatry of limiting the nature of God.

Intellectual Property Policy

The Seminary has adopted an Intellectual Property Policy which is stated in its entirety below:

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

Definitions

1) Creator means the individual or group of individuals who invented, authored, or were otherwise responsible for creating the intellectual property.

2) Intellectual Property means any invention, discovery, improvement, copyrightable work, trademark, trade secret, and licensable know-how and related rights. Intellectual property includes, but is not limited to, individual or multimedia works of art of music, records of confidential information generated or maintained by the Seminary, data, texts, instructional materials, tests, bibliographies, research findings, and theses. Intellectual property may exist in a written or electronic form, may be raw or derived, and may be in the form of
text, multimedia, computer programs, spreadsheets, formatted fields in records
or forms within files, databases, graphics, digital images, video and audio
recordings, live video or audio broadcasts, performances, two or three-
dimensional works of art, musical compositions, executions of processes, film,
film strips, slides, charts, transparencies, other visual/aural aids or CD-ROMS.

3) Net Income means the gross monetary payments the Seminary receives as a
result of transferring rights in the intellectual property less the Seminary’s out-of-
pocket expenditures (including legal fees) directly attributable to protecting,
developing, and transferring that intellectual property.

4) Regular Academic Work Product means any copyrightable work product which is
an artistic creation or which constitutes, or is intended to disseminate the results
of, academic research or scholarly study. Regular academic work product
includes, but is not limited to, books, class notes, theses and dissertations,
course materials designed for the web, distance education and other technology-
oriented educational materials, articles, poems, musical works, dramatic works,
pantomimes and choreographic works, pictorial, graphic and sculptural works, or
other works of artistic imagination.

5) Employee means a person employed or otherwise compensated by the Seminary,
including faculty members, staff members, and students.

6) Specially Commissioned Work means a work specially ordered or commissioned
and which the Seminary and the creator expressly agree in a written instrument
signed by them shall be considered as such.

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

Exceptions to Seminary Ownership
1) Regular Academic Work Product. A regular academic work product is owned by
the creator and not the Seminary. This subdivision does not apply to a regular
academic work product that is assigned in writing to the Seminary or specifically
ordered or commissioned and designated in writing by the creator and Seminary
as a specially commissioned work.

2) Course Requirement. Intellectual property created solely for the purpose of
satisfying a course requirement is owned by the creator and not the Seminary.
This subdivision does not apply if the creator assigns ownership rights in the
intellectual property to the Seminary in writing or assignment of such ownership
rights to the Seminary is made a condition for participation in a course.

3) Pre-Existing Rights. If the intellectual property referred to in subdivision 1 and 2
is a derivative of or otherwise uses preexisting Seminary-owned intellectual
property, this section shall not prevent the Seminary from asserting its
preexisting rights.

4) Contractual Agreements. For intellectual property created in the course of or
pursuant to sponsored research, external sales, industrial affiliates programs, or
other contractual arrangements with external (non-Seminary) parties, ownership
will be determined in accordance with the terms of the Seminary’s agreement with the external party and applicable law.

5) Outside Consulting Activities. For intellectual property created in the course of or pursuant to activities that fall within and comply with the Seminary’s By-laws, ownership will be determined in accordance with the terms of any agreement governing intellectual property developed pursuant to such activities.

Use of Intellectual Property

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

Distribution of Income

1) Academic Research or Scholarly Study. Unless otherwise agreed in writing by the Seminary and the creator, in the event that the Seminary receives income from intellectual property that is derived from academic research or scholarly study that is disclosed to and licensed or otherwise transferred by the Seminary’s technology transfer unit, and that is not agreed in writing to be a specially commissioned work, any net income will be divided as follows:

2) 33-1/3% to the creator;

3) 33-1/3% to the Seminary; and

4) 33-1/3% to the Seminary department that supported the creation of the intellectual property to be spent in support of the creator’s research or other directly related Seminary work.

5) Changes to Distribution. Changes to the distribution of income to the Seminary and the Seminary department may be appropriate if the income to a department becomes disproportionate compared to the department’s budget or if there are administrative organizational changes, including movement of the creator among departments. Decisions about redistribution of income under such circumstances shall be made by the Vice President for Finance and Administration in consultation with the President.

Seminary Responsibilities

The Seminary shall have the responsibility to:

1) Provide oversight of intellectual property management and technology transfer;

2) Establish effective procedures for licensing and patenting intellectual property;

3) Promote effective distribution and marketing of intellectual property;

4) Protect the Seminary’s intellectual property; and

5) Inform individuals covered by this policy about its provisions.
Responsibilities of Applicable Individuals

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

1) Adhere to the principles embodied in this policy;

2) Sign, when so requested by the Seminary, the Seminary’s Intellectual Property Policy Acknowledgment;

3) Create, retain, and use intellectual property according to the applicable local, state, federal, and international laws and Seminary policies;

4) Disclose promptly in writing intellectual property owned by the Seminary pursuant to this policy or created pursuant to sponsored research or other contractual arrangements with external parties as detailed above, and assign title to such intellectual property to the Seminary or its designee to enable the Seminary to satisfy the terms of any applicable funding or contractual arrangement; and

5) Cooperate with the Seminary in securing and protecting the Seminary’s intellectual property, including cooperation in obtaining patent, copyright, or other suitable protection for such intellectual property and in legal actions taken in response to infringement.

Compliance

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

Code of Ethics for Computing

Because the Seminary is an academic and religious community, the faculty, students, and staff of Austin Presbyterian Theological Seminary honor intellectual property, respect the privacy of data, and recognize the rights of others. Individuals who are given access to Seminary computing resources incur the responsibility to use those resources in an ethical manner.

The code of ethics requires all computing activities performed on Seminary equipment to be legal and ethical. The code is based on adherence to the Texas Computer Crime Statute, U.S. copyright laws, and respect for intellectual labor and creativity as vital elements of the academic enterprise. The following list of violations expresses the essence of the ethics code. Those who commit any of these violations may be subject to disciplinary action through existing structures for faculty, students, and staff.

It is a violation of the Seminary Code of Ethics for Computing to:

1) Steal passwords or log onto someone else’s account.

2) Attempt to gain unauthorized access to computing resources or via means not authorized.

3) Give others access (via password or other means) to computing resources to which they are not entitled.

4) Read, execute, modify, or delete any file belonging to someone else without explicit permission from the owner, even if the file is unprotected.
5) Gain privileges or resources beyond authorized limits.

6) Use a system for unauthorized purposes, such as advertising for a commercial organization or running a business.

7) Introduce damaging software such as viruses.

8) Damage hardware, such as by pounding, kicking, or moving it to another location.

9) Send mass electronic mailings. (This consumes large amounts of disk space. There are far more efficient alternatives.)

10) Harass others by sending annoying, obscene, libelous, or threatening messages.

11) Attempt to crash a system or exploit weaknesses in security.

12) Make unauthorized copies of software that is copyrighted.

Software Copyright Compliance

It is the Seminary’s policy to prohibit software piracy and copyright infringements. All staff shall ensure that this policy is enforced.

1) Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.

2) Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on a campus, the institution may incur a legal liability. Also, the institution may find it more difficult to negotiate agreements that would make software more widely and less expensively available to members of the academic community.

3) Unauthorized copying of software can deprive developers of a fair return for their work, increase prices, reduce the level of future support and enhancement, and inhibit the development of new software products.

Only that software which has been purchased through and coordinated with the computing services department shall be installed on Seminary-owned microcomputers. Software that has been legally acquired by individuals outside of normal Seminary software acquisition procedures will not normally be supported by the Seminary computing staff. Software that cannot be shown to be legally obtained is not permitted on Seminary-owned microcomputers.

Respect for the intellectual work and property of others has traditionally been essential to the missions of colleges and universities. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, data bases and code. Faculty, staff, and students who violate Seminary software copyright compliance policies will be subject to disciplinary action.

Intellectual Property and the Legal and Ethical Use of Software

The following statement of principle about intellectual property and the legal and ethical use of software was developed by the EDUCOM Software Initiative for use by individual colleges and universities.
**Software and Intellectual Rights.** Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of the integrity of authorship, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

**Questions about Using Software**

**What about software and the U.S. Copyright Act?**

Software is protected by copyright law unless it has been placed in the public domain. The owner of a copyright holds exclusive right to the reproduction and distribution of his or her work. Therefore, it is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. If the employee has purchased the software, however, they may make a backup for their own use in case the original is destroyed or fails to work.

**Can the employee loan software they purchased?**

If the software came with a clearly visible license agreement, or if the employee signed a registration card, read the license carefully before using the software. Some licenses may restrict use to a specific computer. Copyright law does not permit individuals to run their software on two or more computers simultaneously unless the license agreement specifically allows it. It may, however, be legal to loan the software to a friend temporarily as long as the software is not being used concurrently.

**If software is not copy-protected, is it legal to copy it?**

Lack of copy-protection does not constitute permission to copy software in order to share or sell it. *Non-copy-protected* software enables the user to protect their investment by making a back-up copy. In offering non-copy-protected software, the developer or publisher has demonstrated significant trust in the user's integrity.

**Can the software that is available through facilities on campus be copied so that it can be used more conveniently in the user's room or office?**

Software acquired by colleges and universities is usually licensed. The licenses restrict how and where the software may be legally used by members of the community. This includes, but is not limited to, software installed on all media (hard disks, floppy disks, tapes, CDs), software distributed by a campus lending library, and software available on a campus mainframe or network. Some institutional licenses permit copying for certain purposes. Consult campus authorities for clarification on the use of a particular software product.

**Isn't it legally “fair use” to copy software if the purpose in sharing it is purely educational?**

No. It is illegal for a faculty member or student to copy software for distribution among the members of a class without permission of the author or publisher.

**Alternatives to Explore for Acquisition of Software**

1) Site Licensed and Bulk-Purchased Software. The Seminary may negotiate agreements that make software available either to use or to purchase at special prices. Software available through institutional site licenses or bulk purchases is
subject to copyright and license restrictions, and the user may not make or distribute copies without authorization.

2) Shareware, or “user-supported” software. This is copyrighted software that the developer encourages the user to copy and distribute to others. This permission is explicitly stated in the documentation or displayed on the computer screen. The developer of shareware generally asks for a small donation or registration fee if the user likes the software and plans to use it. By registering, the user may receive further documentation, updates, and enhancements. The user is also supporting future software development.

3) Public Domain Software. Sometimes authors dedicate their software to the public domain, which means that the software is not subject to any copyright restrictions. It can be copied and shared freely. Software without copyright notice is often, but not necessarily, in the public domain. Before copying or distributing software that is not explicitly in the public domain, check with the computing services department.

Restrictions on the Use of Software

Restrictions on the use of software are far from uniform. The user should check carefully each piece of software and the accompanying documentation. In general, users do not have the right to:

1) Receive or use unauthorized copies of software; or

2) Make unauthorized copies of software for others.

For questions not answered in the section about the proper use and distribution of a software product, seek help from the computing services department, the software developer, or the publisher.

Meningitis Policy

Texas Bacterial Meningitis Vaccination Requirement

Pursuant to the Texas Education Code, Section 51.9192, Austin Seminary requires that all entering students (including auditors and Special Students) under the age of 22 provide evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the last five years. The evidence of vaccination must be provided at least 10 days prior to the first day of the term in which the student is entering. Students who are already enrolled who experience a break in enrollment of more than one fall or spring semester must also provide evidence of vaccination. This requirement does not apply to students in distance or online education courses.

Acceptable evidence of vaccination includes:

- the signature or stamp of a physician or his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination does or booster was administered; or

- an official immunization record generated from a state or local health authority; or

- an official record received from school officials at another school.

Notice Of Right To Claim Exemption And The Importance Of Consulting A Physician

You are not required to submit evidence of vaccination if you submit to Austin Seminary:
• an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States in which it is stated that, in the physician’s opinion, the vaccination required would be injurious to the health and well-being of the student; or

• an affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious objection exemption form from the Texas Department of State Health Services must be used (see instructions for obtaining this form on reverse side of this page).

It is important to consult a physician about the need for the immunization against bacterial meningitis to prevent the disease.

Instructions for Requesting a Conscientious Exemption Form from the Texas Department of State Health Services

Online requests to obtain the form must be made through the web submission form posted at [http://webds.dshs.state.tx.us/immco/affidavit.shtm](http://webds.dshs.state.tx.us/immco/affidavit.shtm)

Written requests must be submitted through the U.S. Postal Service, commercial carrier, fax at 512-458-7544, or by hand-delivery to:

Mailing Address:  
DSHS Immunization Branch (MC1946)  
P.O. Box 149347  
Austin, Texas 78714-9347

Hand Deliver:  
DSHS Immunization Branch (MC1946)  
1100 West 49th Street  
Austin, Texas 78756

Hand-delivered requests may be submitted to the DSHS, Immunization Branch, between 8 a.m. and 5 p.m. Mondays through Fridays. ALL affidavit forms will be mailed to you via U.S. Postal Service. No requests will be filled at the time of hand-delivery.

Affidavit form requests will be processed and mailed within one week from the receipt of the request. If additional information is needed in order to process the affidavit, you will be notified;

The letter must include the following information:

- Full name;
- Date of birth;
- Complete return mailing address, including zip code;
- Number of forms requested.

Electronic mail or telephone requests will not be processed by DSHS.

**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 some parts of student housing under certain circumstances (See Housing Handbook.).

All pets on Seminary property and not in student housing 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.

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 (Approved by the Board of Trustees on 5-24-2014).

The Seminary is committed to creating a respectful and courteous environment free of discrimination and unlawful harassment of any kind. It is the Seminary’s policy not to discriminate on the basis of race, color, sex, religion, national origin, age, marital status, sexual orientation, disability, status as special disabled veterans or qualified veterans of the Vietnam era, or status in any group protected by federal or state or local law (“Protected Categories”). In accordance with the Seminary’s “Americans with Disabilities” policy, the Seminary will provide qualified applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship.

The Seminary expressly prohibits any form of unlawful harassment based on race, color, sex, religion, national origin, age, marital status, sexual orientation, disability, status as special disabled veterans or qualified veterans of the Vietnam era, 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, student, or even a non-employee with whom the employee or student is involved, directly or indirectly, in a professional, academic, or business relationship or in a 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 of employment (employee) or dismissal (student), 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, sex, religion, national origin, age, marital status, sexual orientation, disability, status as special disabled veterans or qualified veterans of the Vietnam era, or status in any group protected by federal, state, or local law (“Protected Categories”). 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, etc. that could incite prejudice or bias against Protected Categories.

• Unwanted or offensive letters or poems.

• Offensive Email or voicemail messages.

• Derogatory remarks, including written or oral references and gossip relating to Protected Categories.

The Seminary prohibits unwelcome sexual harassment, sexual violence, 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, grades or academic standing;

• Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment, grades or academic standing; or

• Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or study 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, student, 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 and Vocation. All complaints, except complaints against students, will be investigated by the Seminary’s Grievance Committee in accordance with the Seminary’s Non-Discrimination and Anti-Harassment policy and applicable state and federal laws. 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. The Grievance Committee is an advisory committee to the president. Members are appointed by the president each year. The committee consists of one administrative officer, one faculty representative, one member of the administration and one member of the staff. The president has the option to appoint additional members as warranted. 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.
Department, the Vice President for Finance and Administration, the Vice President for Student Affairs and Vocation, 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 dismissal from the Seminary of the offending student (or other appropriate action if the offender is not an employee or student of the Seminary). If the complaint is not resolved or if the complainant finds the decision to be unsatisfactory, the complainant should contact the President. The complaint will be reviewed and the President will render his or her decision.

Anti-Retaliation

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 of employment or dismissal (or other appropriate action if the offender is not an employee or student 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.

Revised: July 9, 2009

Sexual Misconduct Policy

Approved by Board of Trustees on May 21, 2011 Revised by Vice President for Business Affairs on June 4, 2013

Introduction

For the glory of God and to proclaim the gospel of Jesus Christ, Austin Presbyterian Theological Seminary is a seminary in the Presbyterian-Reformed tradition 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.

Sexual misconduct is an abuse of power and a violation of Christian ethical principles set forth in Scripture. It violates the trust relationships existing between students, faculty, staff, volunteers and others. Sexual misconduct takes advantage of the vulnerability of persons who are less powerful, including children, and violates the mandate to protect the vulnerable from harm.

Policy Statement

Sexual misconduct constitutes behavior that is unacceptable and will not be tolerated at Austin Presbyterian Theological Seminary. The Seminary urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct. A report of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible.

Any instance of child sexual abuse will be immediately reported to the proper legal authority.

All members of the Austin Seminary community, including but not limited to students, faculty (including adjunct faculty), field supervisors, staff, other employees, trustees, volunteers, and independent contractors are subject to this policy.

Violators of this policy will be subject to disciplinary action that may include termination, expulsion, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior. Prosecution by civil authorities may also occur.

Definitions

Sexual Misconduct

This policy defines sexual misconduct as the threat or the commission of behavior used to obtain sexual gratification against another’s will or at the expense of another such as inducing fear, shame, or mental suffering. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person’s will, or when a person is incapable of giving consent. Silence does not in and of itself constitute consent. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age. Under state law, certain individuals are incapable of giving legal consent.

Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault.

Sexual misconduct may also include, but is not limited to, inappropriate sexual touching or sexual malfeasance, defined as: intentional and unwanted physical contact with the breast, buttock, or genital area.

Mutual consent is imperative in any sexual relationship. When consent is not present, sexual relationships become examples of sexual misconduct. The power dynamics between teacher and student, administrator and student, and between work supervisors and those whom they supervise, create an environment where consent is extremely difficult to
establish. Any sexual relationship between teacher and student, administrator and student, director-level seminary employee and student, a seminary employee who supervises student work and student, or a supervisor and an employee he or she supervises, is presumed to be sexual misconduct, and the supervising employee carries the burden of proof to the contrary. The power dynamics of the relationships named above, for the purposes of this policy, extend for one year beyond the termination of those relationships.

This policy does not address acts of sexual harassment which is also considered sexual misconduct but is dealt with in a separate policy.

**Background Checks**

This policy defines background checks for students as, but not limited to, the following:

- Residency history;
- A search for sex-related offenses in an individual’s state(s) and counties of residence for the past seven years;
- A search of the national, state, and county registry of sex offenders; and
- A national, state, and county database search for criminal activity for the past seven years; and

This policy defines background checks for employees, volunteers and other as, but not limited to, the following:

- Residency history;
- A search for sex-related offenses in an individual’s state(s) and counties of residence for the past seven years;
- A search of the national, state, and county registry of sex offenders; and
- A national, state, and county database search for criminal activity for the past seven years; and a review of state and federal databases verifying an individual’s social security number, driver’s license, residency, and prior employment.

**Key Students**

This policy defines Key Students as those students who are in practicum involving protected persons (including all forms of supervised practice of ministry or ministerial field education), resident assistants and students working with protected persons.

**Camp Counselors and Program Leaders**

This policy defines Camp Counselors and Program Leaders as those students, faculty, staff and volunteers who in the course and scope of their employment or service to Austin Seminary conduct activities at or on behalf of the Seminary and come in contact with protected persons.

**Protected Persons**

This policy defines Protected Persons to include minors, developmentally disabled individuals regardless of age and vulnerable individuals regardless of age. Vulnerable individuals include those who are mentally incapacitated, whether temporarily or permanently, for any cause including but not limited to intoxication, drugs, or mental incompetence.
Sexual misconduct with respect to a protected person includes the intent to arouse or satisfy the sexual desires of either the protected person or the perpetrator.

**Minors**
This policy defines minors as those individuals who have not yet reached the age of majority and are not enrolled as students at Austin Seminary.

**Victim**
Victim is the term used to identify the person who is alleged to have been injured by sexual misconduct as defined above.

**Volunteer**
Volunteer is the term used for those who provide services for the Seminary without receiving benefits or remuneration in return. Volunteers include persons elected or appointed to serve on boards, committees, and other groups.

**Confidentiality of Information**
Austin Seminary will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported. The degree to which confidentiality can be protected, however, depends upon the Seminary’s legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before the disclosure of any facts.

As required by law, all disclosures to any Seminary employee of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information. Further information regarding disclosure can be found in Section VIII. B.

**Education And Prevention**

**Background Checks**
Austin Seminary performs pre-employment background checks on all new employees as a condition of employment. Periodic, on-going monitoring of current employees is also performed. The Seminary performs background checks on adjunct faculty as soon as possible after they have been appointed and before they commence working. See the Austin Seminary Employee Handbook for more information.

The Seminary performs background checks on all students at the time of admission; this includes all Key Students as defined above. In addition, the Seminary performs background checks on any camp counselors and program leaders not covered by the above prior to performing the duties or participating in the activity qualifying them for this requirement.

All third-party users of campus facilities, including summer camps, are responsible by contract for complying with these background check standards in regards to their employees, volunteers and subcontractors.

All third-party contractors and vendors are responsible by contract for complying with these background check standards in regards to their employees, volunteers and subcontractors.

**Training**
Sexual misconduct often takes place when there is a power imbalance. A sound sexual misconduct prevention training program prioritizes awareness directly tied to prevention, along with strategies for a proactive response once a warning sign emerges.
Sexual misconduct prevention training is required for members of the Austin Seminary community according to the following schedule:

- Newly hired Title IX Coordinator and campus safety personnel, within 30 days of hire.
- New faculty and staff, within six months of hire;
- All current faculty and staff, biennially;
- Key students, camp counselors and program leaders prior to performing the duties or participating in the qualifying activity;
- Volunteers who come in contact with protected persons – biennially;
- Independent contractors who come in contact with protected persons – biennially.
- Orientation programs for new students, faculty, staff and employees.

**Title IX Coordinator**

The institution’s Title IX Coordinator is Karen Montgomery, Vice President for Finance and Administration, located in the Finance and administration office in the Trull Memorial Administration Building, 100 E. 27th Street, Austin, TX 78705, phone: 512-404-4816, email: kmontgomery@austinseminary.edu.

**Options Following an Act of Sexual Misconduct**

A member of the Austin Seminary community who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed signs of sexual abuse of a child or other protected person as defined by this policy is urged to make a formal report to the Seminary and, if the misconduct potentially constitutes an illegal act, to local law enforcement. Students may report to the Vice President for Student Affairs and Vocation. Employees, volunteers and others may report to the Director of Human Resources and/or the Vice President for Finance and Administration.

Texas law states that any person who believes that a child has been abused or neglected or that an elderly or disabled person has been abused, neglected, or exploited must make a report to civil authorities (See below: “VI. D. Formally Reporting An Act of Sexual Misconduct.”).

Whether or not the individual makes a formal report, all victims of sexual misconduct are urged to seek appropriate help, which may include a medical evaluation and obtaining information, support, and counseling, either on or off campus. Victims should use the resources listed in this policy to assist them in accessing the full range of services available.

**Medical Treatment**

A person who is the victim of sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible.

- For life-threatening conditions, call 911.
- For a list of nearby hospitals, see the Student Handbook and the Employee Handbook.
Medical-Legal Evidence Collection

A person who is the victim of sexual misconduct (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. Victims should seek immediate medical treatment and inform the medical personnel treating them that they are the victim of a sex offense, so that such evidence will be collected. In Texas, victims of sexual assault may have a sexual assault forensic exam without reporting to law enforcement. State law allows you to have the exam up to 96 hours after the sexual assault. Contact SAFEPLACE (512-267-7233, www.safeplace.org) for information on where to obtain an exam.

If you are the victim of a sex offense and you think you might want to have a sexual assault forensic examination, do your best to preserve evidence. Avoid changing clothes, showering, bathing, eating, drinking, using the restroom, douching, washing your hands or brushing your teeth until after you have had the exam. If you have already done any of these things, you can still receive a sexual assault forensic exam. If it is possible you were drugged, but cannot wait to urinate until you arrive at the hospital, collect your first urine in a clean container with a lid and take it to the emergency room or police station with you.

Obtaining Information, Support, and Counseling

Whether or not one makes a formal report, a person who is the victim of sexual misconduct is encouraged to obtain information, counseling, and support. Counselors at a variety of agencies (see below) can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, or filing a report with authorities.

Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct, whether or not an act of sexual misconduct has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual misconduct, or is a third-party.

The degree to which confidentiality can be protected depends upon whether the Seminary has a legal duty to respond to the allegations and the professional role of the person consulted. The scope of confidentiality should be addressed by that professional person before specific facts are disclosed.

When seeking resources for information, support and counseling, Austin Seminary students should contact the Vice President for Student Affairs and Vocation. Employees, volunteers and others should contact the Director of Human Resources.

Links and Resources:

Information, Support and Counseling
Austin Police Department Victim Services – 512-974-5000
www.ci.austin.tx.us/police/victim.htm

SAFEPLACE
512-267-7233
www.safeplace.org

End Violence Against Women International
(509) 684-9800
www.evawintl.org

National Sexual Violence Resource Center
(877) 739-3895 Toll Free
www.nsvrc.org
Formally Reporting an Act of Sexual Misconduct

A person who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed signs of sexual abuse of a child or other protected person as defined in this policy is urged to make a formal report to the designated campus administrator and, in the case of potentially illegal acts, to local law enforcement.

If the victim is a student, the designated administrator is the Vice President for Student Affairs and Vocation:

The Rev. Jackie Saxon
Vice President for Student Affairs and Vocation
McCord Community Center
Suite 200 (2nd Floor)
100 E. 27th Street
Austin, Texas 78705-5797
512-404-4885
jsaxon@austinseminary.edu

If the victim is an employee, volunteer or any other person, the designated administrator is the Director of Human Resources:

Ms. Pamela Benson-Owens
Director of Human Resources
Trull Administration Building
Finance and administration office (2nd Floor)
100 E. 27th Street
Austin, Texas 78705-5797
512-404-4815
powens@austinseminary.edu

Local law enforcement is the Austin Police Department:

Austin Police Department
Main Police Headquarters
715 East 8th Street
Austin, Texas 78701
9-1-1 (emergency)
3-1-1 (non-emergency)
512-974-5000 (to contact Victim Services or a specific person or department)

Reports of abuse or neglect of a child or abuse, neglect or exploitation of an elderly or disabled person may be made to local or state law enforcement or:

Texas Department of Family and Protective Services
1-800-252-5400
https://www.txabusehotline.org
Whether or not a witness or victim elects to report an act of sexual misconduct or signs of sexual misconduct to the police, he or she is urged to make a formal report directly to the appropriate campus administrator above.

In addition to the above reporting options, persons wishing, confidentially and in good faith, to report ethics-related issues such as sexual misconduct may also call the Campus Conduct Hotline® at 866-943-5787.

The Campus Conduct Hotline system is available around the clock, seven days a week. The Hotline is operated by an independent organization, and any calls made through this Hotline are confidential and anonymous. See the Austin Seminary Employee Handbook and the Student Handbook for additional information about the Campus Conduct Hotline.

Policy Enforcement

**Disciplinary Action**

All reported alleged incidents of sexual misconduct will be reviewed and investigated if necessary. If the evidence supports the allegation, the appropriate procedures as described in the applicable handbook for students, faculty and staff will be initiated. The procedures used will depend upon the relationship of the accused to the institution. If the accused is a student, then the applicable procedures from the Student Code of Conduct will be followed. If the accused is an employee or volunteer, the complaint procedures with respect to Non-Discrimination and Anti-Harassment found in the Employee Handbook will be followed. If the accused is a faculty member or administrator, certain sections of the Faculty Manual and the By-Laws of the Seminary may also apply to the handling of any disciplinary action. In all cases, the institution’s Title IX Coordinator will be notified and will coordinate with the investigation regarding possible Title IX violations.

For proven violations, possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, cancellation of contract and/or termination. Other members of the Seminary community who are not subject to an explicit judicial procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of contract or any other means necessary to address the behavior.

**Non-Retaliation**

Austin Seminary prohibits retaliation against any individual who in good faith reports an incident of sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. The Seminary also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by this policy.

**Improper Conduct During an Investigation**

Any member of the Seminary community who provides knowingly false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination of employment, removal from campus, cancellation of contract or any other means necessary to address the behavior.

**Title IX Compliance**

Any action under this policy shall comply with the requirements of Title IX.

Institutional Responses

**Public Information**

All requests from the media, the campus community at large or the general public, for information concerning an alleged incident of sexual misconduct should be directed to the Office of the President (512-404-4823). Failure to comply with this requirement may be
subject to possible sanctions including, but are not limited to, expulsion, suspension, removal from campus, cancellation of contract and/or termination.

**Public Notification of Incidents**

As required by law, Austin Seminary collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, the Seminary also alerts the campus community to incidents and trends of immediate concern.
Smoking Policy

Smoking is prohibited in all Seminary buildings and on Seminary property, except in the following designated smoking areas:

3) Trull – in front of the main entrance to the atrium facing 27th Street.

4) McMillan – outside the middle level opposite the handicap ramp.

5) McCord – in the terrace area near the automatic door on the upper level at the front of the building

6) Stitt Library – north end of the building near the parking lot.

By law, smoking outside is prohibited within 15 feet from any building entrance.

Smoking is not allowed in Currie hall, Anderson House, or in Guest Housing. In all other residential facilities, smoking is permitted within individual apartments.

Employees who are representing the Seminary off-premises must observe the smoking policies of the institutions or constituents they are visiting. Revised 6-13
Student Groups

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 and Vocation, 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 and Vocation 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.

On Campus Fund-Raising by Student Groups

Student groups may do fund-raising for the outside charities (such as the Hill Country Ride for AIDS for the Susan G. Komen Race for the Cure), with the approval of the Vice President for Student Affairs and Vocation.

Student groups may not do fund-raising for individuals or for groups on campus.

Approved by Cabinet 10-14-08
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 and Vocation September 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
Student Publication Statement

Student publications are authorized and supervised by the administration of the Seminary, with immediate administrative responsibility lodged in the Vice President for Student Affairs and Vocation office. There is one such publication currently. The editor and the assistant editor are selected by and works under the supervision of the Vice President for Student Affairs and Vocation. The Seminary pays the student editor and the assistant editor. The current student publication is KAIROS, a bimonthly 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 and Vocation, who shall have the final authority.

Title IX Statement

Austin Presbyterian Theological Seminary does not discriminate on the basis of sex in its education programs and activities. Title IX of the Education Amendments of 1972 prohibits discrimination on this basis in education programs and activities of Austin Seminary. Inquiries concerning the application of Title IX may be referred to the campus title IX coordinator, Ms. Karen Montgomery, Vice President for Finance and Administration, Business Office, Trull Memorial Administration Building, 100 E. 27th Street, Austin, TX 78705, 512-404-4816, kmontgomery@austinseminary.edu

WORSHIP COMMITTEE PROCEDURES AND GUIDELINES

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

1) makes recommendations to faculty concerning all matters related to the corporate worship at the Seminary;

2) has responsibility for ordering and securing leadership for the corporate worship at the Seminary;

3) provides oversight of the corporate worship at the Seminary;

4) shall consist ordinarily of at least two faculty members, one administrator and two students.

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 Shelton Chapel and other venues.

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).

Regular Public Worship
The Worship Committee coordinates regularly scheduled public services, including the daily services in the Shelton 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.

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 Shelton Chapel for both continuing and occasional events of worship. Requests for use of the Shelton Chapel should be submitted in writing 48 hours prior to a stated meeting of the committee.

All other use of the Shelton 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 Receptionist and Events/Facilities Coordinator, who has the responsibility for scheduling the Shelton Chapel.

The committee works with the Vice President for Student Affairs and Vocation 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 Shelton Chapel and publicity for occasional services and opportunities for worship in addition to the regular public services.

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

1) when it is authorized by the governing body responsible for the gathering,

2) when a minister of the Word and Sacrament presides and other officers of the church are present,
3) 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,

4) 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.

**Policy on Inclusive Language Use**

Austin Presbyterian Theological Seminary is committed to equality for people of every 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 the community’s worship, in public discourse, in classroom discussions, and in their writings that is respectful of persons regardless of gender, race, color, religion, national origin, age, marital status, sexual orientation, economic condition or disability.

**Guidelines for Inclusive Language and Expansive Language Use in Worship**

Language is a crucial element in the worship of God. The Christian faith is based upon God’s self-giving as the “Word become flesh”—thus the words we use to describe the incarnate Word as well as created beings have considerable power, both to exclude and to affirm and liberate. Although for many the generic use of masculine terms has been accepted practice, its exclusive use may be offensive to many within our community. Further, the use of solely masculine nouns and pronouns for God and of masculine terms for humankind have eclipsed the rich feminine imagery for God and God’s people in scriptures. The Bible utilizes many metaphors: some male, some female, and some generic. The rediscovery of the richness and variety of these metaphors encourages Christians not to settle for literary poverty in the midst of scriptural abundance.

For the above reasons, The Worship Committee urges planners and leaders of worship in Shelton Chapel and elsewhere on campus to use language that is inclusive of humans and other created beings, and expansive in reference to God. That is, nouns and pronouns used to denote human beings should be gender-neutral, and those describing the nature of God should reflect the variety found in the scriptures, thus avoiding the idolatry of limiting the nature of God.
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 and Vocation 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 $25.00 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 and Vocation. If the Vice President for Student Affairs and Vocation 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 and Vocation 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 Vocation and the Academic Dean encourage anyone with a question or suggestion to drop by for conversation.
Care Team

The Care Team serves as a consulting, advising and facilitating body in support of the work of the vice president for student affairs and vocation, other administrative offices and committees, concerning the care, support and advocacy for students and their families in difficult situations. The Care Team is not a disciplinary body.

The President appoints the Care Team annually. Ordinarily the Care Team is made up of the vice president for student affairs and vocation, the Vice President for Finance and Administration, and two faculty members.

Individuals may refer him or herself to the Care Team, or the referral may be made by an administrator, a faculty or staff member, any member of the Care Team, a spouse or other family member, a pastor or denominational body, another student, or the Faculty Committee on Student Life. Referrals to the Care Team may be made either in person or in writing.

The Care Team may make referrals to whatever type of on-campus service(s), mental health professional(s) or community service(s) the situation may warrant. (Updated 10-14)

CARE TEAM***

Jackie Saxon*, David Johnson, Karen Montgomery, Mona Santandrea
***meet on call of the chair

Faculty Committee Assignments 2015-2016

Group Spiritual Direction

Individuals at Austin Presbyterian Theological Seminary are offered through the Office of Student Affairs and Vocation an opportunity to participate in weekly Group Spiritual Directions. Groups are facilitated by a trained Spiritual Director.

Groups consists of 5-8 individuals

Meeting time is 60 minutes

Commitment is to be present and participatory within the group

Confidentiality within the group is critical

The purpose and intention is to listen to the direction of the Spirit within the lives of these participants and support their commitment to being attentive on a more consistent basis.

If you are interested in participating or forming a group, please contact Jackie Saxon or Deborah Butler in the Office of Student Affairs and Vocation.
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 Assistant Dean for Academic Affairs and Registrar of the Seminary. Any dispute about membership may be appealed to the Assistant Dean for Academic Affairs and 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 (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 (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 or appoint a senator to preside over all meetings of the Student Body and to appoint the chairpersons of Standing Commissions and any ad hoc commissions. The President shall be responsible for calling a meeting of the incoming Junior class for the purpose of electing two senators. The President, in coordination with the Senate, shall also be empowered to dismiss any standing commission if that body is not carrying out their duties as outlined in the bylaws (See: Duties of the Commissions).

2) Secretary: The Secretary 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 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.

3) Treasurer: The 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 Treasurer to 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.

B. Duties Of The Commissions

Any Commission, 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 commission. Membership on any of the commission involves a commitment of time and willingness to participate in commission meetings and functions. Commission chairpersons will be officers of the Student Body, appointed by the President. Four commissions 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.

1) Fellowship: This commission plans and carries out social and recreational activities for the Seminary community. These include events such as socials, cookouts, dances, family activities, and sports.

2) Community Care: This commission is committed to supporting the seminary community through prayer and outreach. Areas of focus, but not limited to, support of the Junior class during their adjustment to seminary life, cards for care for APTS students, staff, faculty, and friends, outreach to those on leave from the seminary, and community wide events that promote well-being.

3) Manna: This commission will plan and coordinate the Manna gatherings. They will utilize ideas offered from the entire seminary community and encourage participation to create an atmosphere of fellowship through various forms of communication.
4) Outreach: This commission is charged with promoting a sense of mission and outreach both within the Austin Presbyterian Theological Seminary community as well as the world at large. They will coordinate and execute these events and continually address the needs of this community and the larger world.

C. Student Senate

1) Seven members of the Student Body shall be elected Student Senators, two members from each class (Junior, Middler, and Senior) and one Master of Arts Student. 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 senator via email or 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:

4) To provide a communications link between students and various other individuals, organizations and groups of the Seminary community.

5) 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.

6) 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.

7) To develop policies and guidelines to carry out its business and to implement these Bylaws and the Constitution of the Student Body.

8) 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.

9) 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.
10) 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.

11) 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.

12) Elections of the Student Senate and Student Members of Faculty Committees:

13) 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 Master of Arts program and chaired by the Elections Commissioner, may be appointed by the Elections Commissioner 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 Elections Commissioner 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 Elections Commissioner.

14) 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.

15) The election of the Student Body President, two Senior and two Middler Student Senate Representatives, and 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 via electronic voting using email and the internet ballot that asks that ALL candidates be ranked by preference. In the event no single candidate receives at least 50% of the votes, an instant runoff will take place and not require a runoff due to the ranking process. This method allows for instant run-off voting and makes overall voting less time-consuming.

16) The election of two Junior Student Senate Representatives and one Master of Arts 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 (Theological Studies) students. The election shall be determined by a majority of the votes cast via electronic voting using email and the internet ballot that asks that ALL candidates be ranked by preference. In the event no single candidate receives at least 50% of the votes, an instant runoff will take place and not require a runoff due to the ranking process. This method allows for instant run-off voting and makes overall voting less time-consuming.

17) 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 Commission shall be two graduating 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.

18) 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.

19) 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 Student [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
Constitution and By-Laws Revised 2009
Constitution and By-Laws Revised 2012
OFFICE OF FINANCE AND ADMINISTRATION

PROCESS AND PROCEDURES

Who Are We?

Finance and Administration
The Office of Finance and Administration is located in the Trull building and is under the direction of Karen Montgomery, Vice President for Finance and Administration, who oversees the accounting, finance and investments, human resources and operations, information technology, and physical plant departments.

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

Human Resources and Operations
The human resources and operations department is located in the Finance and Administration office suite in the Trull building and includes Pamela Benson-Owens, Director of Human Resources and Operations, who supports the Seminary’s employment needs, student housing and food services; Romona Jones, Housing Coordinator/Administrative Assistant to the Office of Finance and Administration, who manages student housing assignments and key distribution, daily mail services, processes student payments, and supports the work of the Finance and Administration office, and Cheryl Manor, Receptionist and Event-Facilities Coordinator, who serves as the main switchboard receptionist and coordinates campus events (meeting rooms, overnight guest housing, and special events), and assists with Campus Card services.

Information Technology
The information technology office is headquartered on the lower level of the Trull Building and includes Julie Newton, Director of Information Technology, Mike Pence, Network Administrator, Roy Cotton, Desktop Support Technician and David Perry, Desktop Support Technician. This department maintains all audio-visual requests, telephones, copiers, and campus computer systems (faculty, staff, library, and student lounge) including software, hardware, and networking systems.

Physical Plant
The Director of Physical Plant’s office is located in the Maintenance Shop on the first floor of the McMillan building. The Director, John Everett, handles student housing and all other physical plant facilities, including security, maintenance, safety, and planning for future physical plant needs. The Director supervises the maintenance department: Danny Contreras, Guillermo Frausto, David Hill, and Rodrigo Rosales. The maintenance department ensures that the APTS grounds, facilities, and residences are attractive, well-maintained, and safe.
INTERACTIONS WITH THE FINANCE AND ADMINISTRATION 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 information technology department when they:

- Have difficulty with a seminary computer located in the library or the student lounge.
- Place an audio-visual request.

Students will interact with the human resources and operations department when they:

- Have been approved for student employment.
- Process employment/termination payroll paperwork (I-9, W-4, payroll processing paperwork).
- Move in/out of student housing - sign lease, provide deposits, get keys, assess housing unit.
- Reserve a guest or meeting room.
- 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 Finance and Administration office. The Housing Coordinator/Administrative Assistant to the Office of Finance and Administration, Romona Jones or the Senior Staff Accountant, Ms. Marti Harris, can prepare receipts for payments to your student account. Ms. Harris, or the Director of Financial Services, Mike Castleberry, can answer any questions regarding 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. Harris before indicating an amount for your withdrawal. Check requests must be received before 12:00 noon on Wednesday in order to be included in the check run that following Friday.

Student Employment: Student employment is managed by 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.

Information Technology
Audio/Visual Requests: Requests for audio/visual needs may be submitted via email (https://it.austinseminary.edu/portal).

Problem with Seminary Computer/Printer: To report a problem with a seminary computer located in the library or the student lounge, please submit a request via email (it@austinseminary.edu).

Human Resources and Operations
Housing: For those who are interested in or are currently residing in seminary housing and have questions or concerns, please see Romona Jones, Housing Coordinator/Administrative Assistant to the Office of Finance and Administration.

Dining Hall: Students, faculty, staff, and visitors are welcome to bring their own food or to purchase a meal from The Café in Stotts Fellowship Hall. Meals may be purchased with cash, credit card, or Campus Card Dollars. (NOTE: purchasing meals on the Campus card is tax free, whereas cash and credit care are not.) The Café in Stotts Fellowship Hall is open for breakfast and lunch Monday through 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. On-campus students are eligible for one parking permit per licensed driver in the on-campus family. There is a $25 fee for additional parking permits for on-campus students. 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 receive a temporary parking pass from the McCord Desk. If you have any questions or need to replace your permit, contact the Receptionist and Event-Facilities Coordinator.

All vehicles parked on Seminary property must be kept in condition of mechanical repair so that it can be moved at any time under its own power. Inoperative vehicles will be towed at owner expense.

Notice: Any car parked on Seminary property improperly and/or without a Seminary-issued parking sticker or current visitor hangtag permit will be towed at owner expense.

Student Mailboxes: The seminary mailroom, located in the McCord Community Center to the left of the main entrance, is supervised by the Housing Coordinator/Administrative Assistant to the Office of Finance and Administration. All students, degree and non-degree,
are assigned mailboxes and keys at the beginning of the semester. To replace a lost key, see the Housing Coordinator/Administrative Assistant in the Finance and Administration office. 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 The Cafeteria in Stotts Fellowship Hall 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 The Cafeteria in Stotts Fellowship Hall or copies from designated copiers on campus. The Campus Card account is separate and distinct from your student account in the Finance and administration office. At the McCord Desk, you can 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.

**Physical Plant Work Orders:** Work orders may be submitted via email to mr@austinseminary.edu. Please provide as much detail as possible. 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 AChem-Free@ located at the McCord Desk. Chem-Free services Austin Seminary in the second and fourth week of each month (usually on Friday). If you are allergic to pesticides, please report this condition to the Operations department for alternative pest control treatments.

**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 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, upon approval by the Director of Financial Services.

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

- As per the payment policy outlined in the Catalogue,

“A students’ registration is not complete until satisfactory financial arrangements are made with the Finance and Administration for the payment of all seminary charges.”

- 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 Finance and Administration 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, check or 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 or 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 proceeds processed?**
• Stafford Loans are intended to cover educational expenses. As required by the federal government, loan funds come to the institution and are credited to the student’s account.
• When funds are received, they are credited to the student’s account.
• 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 and Student Activity Fees
  - Campus Card charges for the current term (including Stotts Fellowship Hall Café charges)
  - Pro-rated rent since the move in date plus 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

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 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
   - skills needed
   - 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. Beginning July 1, 2014 the pay rate for all student employees will be $10.00 per hour.

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 work, the student must submit a W-4, I-9 and I-9 related documents to the Financial Aid Office with the acceptance form and the student must submit the direct deposit form authorized by a representative of the student’s bank.

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 on the student portal and available through 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 (from 21st of one month to 20th of the following month) 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. Failure to submit time sheets on time will result in not receiving your pay check until the following student payroll cycle.

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 Admissions.

June 2015
G/Fin Aid/Student Employment/Practices
FINANCIAL AID

Financial aid policies and procedures are located on our website: http://www.austinseminary.edu; click on the Admissions tab.
Library Hours

Monday–Thursday      8:00 am – 10:00 pm
Friday                   8:00 am – 5:00 pm
Saturday                10:00 am – 5:00 pm
Sunday                  3:00 pm – 10:00 pm

Between sessions and during holidays the hours vary. Check our website or contact the circulation desk at 512-404-4879 or circdesk@austinseminary.edu for detailed information.

Archives

The Austin Seminary Archives is located on the third floor of the library. Contact the archivist at 512-404-4875 to make an appointment to use the archives. More information on the archives, including a detailed list of the collections can be found here: www.austinseminary.edu/archives

Borrowing Privileges

Austin Seminary students, faculty, and staff of the Austin Presbyterian Theological Seminary need only show a Seminary identification card to check out books without cost.

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.

Reserve books usually circulate on three-hour loans. Three-hour reserves charged out no more than three hours before the library closes may be kept overnight and are due one hour after the library opens the following day.

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

Renewals

Books that are not overdue may be renewed once, allowing a reader to keep materials for a maximum of two months. You may renew books online by accessing your patron account on the library catalog.

The Library catalog URL is http://voyager.austinseminary.edu. Patrons can access their account through the My Account tab on the catalog site. Patrons can also renew books in person. 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 $20 block a patron’s borrowing privileges for all materials until the fine is paid.

Overdue Fines

- Regular materials:        $0.20/day, per item
- Reserve materials:       $0.50/day or portion of day
- Late return of recalled items: $2.00/day per item
Student fines are forwarded to the Finance and Administration office for payment.

**Replacement Fees**
The charge for 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.

**Security**
All books are sensitized to activate an alarm at the exit if they are not properly checked out. Please be sure all library books have been checked out before leaving with them.

During evenings and on weekends, all library patrons must sign in upon entering the library and sign out when leaving. Patrons must also have a current library card.

**Electronic Resources**
The library’s databases and electronic collections (including: The ATLA Religion Database, the Catholic Periodical Literature Index (CPLI), Old Testament Abstracts (OTA), other TexShare databases, the e-book collection, and the online reference collections, Credo Reference and Oxford Biblical Studies Online) are available on campus and off campus through the library web site. BibleWorks is available on four labeled computers in the library.

**Interlibrary Loan**
The Stitt Library offers interlibrary loan services to APTS students and faculty. Ask Circulation staff for the request form.

**Computers**
PCs are available in the library. There are eight on the first floor and four in the computer room on the second floor. All PCs have Internet access, and Microsoft Office (Word, Power Point, and Excel).

Four of the public computers have the BibleWorks program available. Access to the second floor computer lab is keypad coded and restricted to APTS student use only. Get the code for that room at the circulation desk. Wireless access is available to all registered library users except UT students. The request form for the code is at the circulation desk.

The online library catalog (OPAC) is accessible through the library’s web site at http://voyager.austinseminary.edu.

**Study Room**
There is a study room on the second floor available only for APTS students. It can be used for individual or group study. Please check at the circulation desk to see if it has been reserved if you want to use it.

**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, please request assistance at the Circulation Desk.
Telephones
There is no public telephone in the Stitt Library. We do not page or take messages for library users, except in emergencies. Please refrain from cell phone use in the library.

General Regulations
• Eating and smoking are not permitted in the library. See the library website for the library’s policies on beverages and electronic devices in the Library.
• Quiet conversation should be limited to the lobby.
• For frequently asked questions check the library’s website:
 http://www.austinseminary.edu/page.cfm?p=1626

Revised 6-15
PRESCHOOL AND CHILDCARE INFORMATION

The following childcare information are facilities that are located in close proximity to Austin Seminary.

The seminary makes no recommendations.

**All Saints’ Episcopal Day School**

- 209 W. 27th Street
- Austin, Texas 78705
- 512-476-3589
- FAX 512-476-7291
- [http://allsaints-austin.org/aseds](http://allsaints-austin.org/aseds)
- Location: less than one block from Austin Seminary

**Childcraft Schools**

- 800 W. 30th St.
- Austin, TX 78705
- 512-472-3437
- [http://www.childcraftschool.net](http://www.childcraftschool.net)
- Location: less than 2 miles from Austin Seminary

**Covenant Presbyterian Preschool and Child’s Day Out**

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

**First Presbyterian Day School**

- 8001 Mesa Drive
- Austin, TX 78731
- 512-345 8961
- Ages: 18 months – 5 yr olds
- [http://www.fpdsaustin.org](http://www.fpdsaustin.org)
- Location: 7-8 miles from Austin Seminary

**First United Methodist Preschool**

- 1201 Lavaca St.
- Austin, TX 78701
- 512-478-5709
- Ages: 2 mo – 5 yrs old
- [http://www.fumcaustin.org/preschool](http://www.fumcaustin.org/preschool)
- Location: 1-2 miles from Austin Seminary

**University United Methodist Early Childhood Center**

- 2409 Guadalupe
- Austin, TX 78705
- 512-478-9387, ext. 222
- Ages: 4 mo – 5 yrs
- [http://www.uumc.org/?q=node/56](http://www.uumc.org/?q=node/56)
- Location: less than 1 mile from Austin Seminary
### Full-Time Care

#### First English Lutheran Child Development Center

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#### Hyde Park Baptist Child Development Center

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#### St. James’ Episcopal School

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<tr>
<td>1941 Webberville Rd.</td>
<td>512-926-4214</td>
<td><a href="http://www.stjamesepiscopalschool.org">http://www.stjamesepiscopalschool.org</a></td>
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Robert E. Lee Elementary

Enrollment: Kindergarten through Grade 6

Special Focus: Geography, Fine Arts Performance

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

Principal: Mr. John Hewlett 512-414-2098

School Address: 3308 Hampton Road
Austin, Texas 78705
512-414-2098

www.austinschools.org OR www.austin.isd.tenet.edu
Middle/Magnet School Information

Kealing Junior High School

The magnet programs offer students advanced academic studies in an environment built on collegial relationships, individual growth, and intellectual rigor. Emphasis is placed on independent research, group collaboration, presentation of new learning, and the development of original designs and solutions. Computers are used as tools to access, process, and generate ideas and students have the opportunity to collaborate with engineers, authors, doctors, and other professionals. Internships, field-based experiences, and laboratory studies also are an integral component of the magnet experience. Students receive transportation to the magnet program that they attend. Students are picked up at the nearest school to their home and taken to the magnet program. Students can participate in all UIL sponsored activities, athletics, clubs, band, orchestra, and other extra-curricular activities.

Admission to magnet programs is selective and by application. Each program has its own admission application form and deadlines. Some common factors in admission include previous report card grades, nationally-normed standardized test results, an essay or letter, and teacher recommendations. Please contact the specific program for complete information and an application.

Students who are successful in magnet programs are committed to:

- a fast paced and challenging academic program
- an intensive, high energy day learning to budget time and activities
- cooperation and challenge from peers

For further information, contact the Magnet Program Director(s) at:

Kealing Magnet Program at Kealing Middle School
Emphasis: Math, Science, and Liberal Arts
Principal: Dianne Carter
1607 Pennsylvania Avenue
Austin, TX 78702
512-414-3180
www.kealinghornets.org

Fulmore Magnet Program at Fulmore Middle School
Emphasis: International Law and Humanities
Principal: Leigh Northcutt-Benson
201 East Mary
Austin, TX 78704
512-414-3207
www.fulmoremiddleschool.org
Ann Richards School For Young Women Leaders

About the School
The Ann Richards School for Young Women Leaders is a unique all-girls public school founded to educate young women and give them the confidence and skills necessary to succeed in college, in their careers, and in their communities.

Located in Austin, Texas, the Ann Richards School currently serves 6th - 10th grades and will be adding a grade each year, graduating our first 12th grade class in 2013.

General and Admissions Information
For any questions concerning the Ann Richards School or the admissions process, please contact us at: Ann Richards School for Young Women Leaders

2206 Prather Lane
Austin, Texas 78704
512-414-3236

www.annrichardsschool.org

Jeanne Goka
Principal

jgoka@austinisd.org
High School Information

A.N. McCallum High School
A.N. McCallum High School has been described by the following comments:

- A warm and friendly student body.
- It's difficult to be anonymous at McCallum
- The size ensures individual attention
- Outstanding visionary faculty
- Student participation in extracurricular activities is wide and varied
- Community is very supportive of education at McCallum
- Ethnically and economically diverse
- Student body is a microcosm of the Austin community

Enrollment:
Grades 9 through 12

Special Programs:
Comprehensive program of college preparatory classes, vocational classes, and special programs for students with special needs.

Mr. Michael Garrison
Principal
512-414-2519

Ms. Kalyse McElveen
Coordinator of Fine Arts Academy
Address:
512-414-2519
5600 Sunshine Drive
Austin, TX 78756
512-414-2519

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

Revised 6-15
HELPFUL ADDITIONAL INFORMATION

http://www.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
512-494-9400

Southern Union Gas (New Service)
422 Congress
Austin, TX 78701
1-800-700-2443

AT&T Telephone
1-800/464-7928
(For TDD Service for the hearing impaired, 1-866-241-6567)

Nearby Banks

Bank of America
3520 N. Lamar Blvd.
Austin, TX 78705
512-726-3408

University Federal Credit Union
2244 Guadalupe
Austin, TX 78705
512-467-8080

Wells Fargo
2104 Guadalupe
Austin, TX 78705
512-344-7000

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.
<table>
<thead>
<tr>
<th>Family Practitioners</th>
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</thead>
<tbody>
<tr>
<td><strong>Dr. Paul Keinarth</strong></td>
</tr>
<tr>
<td>5222 Burnet Road, Suite 200</td>
</tr>
<tr>
<td>Austin, TX 78756</td>
</tr>
<tr>
<td>512-459-9889</td>
</tr>
</tbody>
</table>

| **Dr. Robyn McCarty**                                   |
| 3200 Red River, Ste. 201                                |
| Austin, TX 78705                                        |
| 512-473-0201                                            |

| **Dr. Kevin Stephens**                                  |
| 4100 Duval Rd. Bldg 2 Suite 202                         |
| Austin, TX 78759                                        |
| 512-454-1123                                            |

<table>
<thead>
<tr>
<th>Pediatricians</th>
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<tbody>
<tr>
<td><strong>Pediatrics Associates of Austin</strong></td>
</tr>
<tr>
<td>Dr. Samual Mirrop</td>
</tr>
<tr>
<td>1500 W. 38th St. Suite 20</td>
</tr>
<tr>
<td>Austin, TX 78731</td>
</tr>
<tr>
<td>512-458-5323</td>
</tr>
<tr>
<td><a href="http://www.pediatricsassociates.net">www.pediatricsassociates.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dentists</th>
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<tbody>
<tr>
<td><strong>Dr. John Glennon</strong></td>
</tr>
<tr>
<td>2304 Hancock Dr, Suite One</td>
</tr>
<tr>
<td>Austin, TX 78756</td>
</tr>
<tr>
<td>512-454-0414</td>
</tr>
<tr>
<td><a href="http://www.smileaustin.com">www.smileaustin.com</a></td>
</tr>
</tbody>
</table>

| **Dr. Tom Hutchinson**                                  |
| 8118 Shoal Creek Blvd.                                  |
| Austin, TX 78757                                        |
| 512-452-7244                                            |

| **Dr. Michael Lessner**                                 |
| 2907 Duval St.                                          |
| Austin, TX 78705                                        |
| 512-472-5633                                            |

| **Dr. Michael R. McMordie**                             |
| 1305 W. 34th Street Suite #202                          |
| Austin, TX 78705                                        |
| 512-454-9974                                            |
Dr. Jim Root  
3701 Guadalupe Suite #104  
Austin, TX 78705  
512-454-5153

Dr. Donna McCoy Ruesink  
4505 Spicewood Springs Road, Suite 100  
Austin, TX 78759  
512-345-3955

Allergists

Allergy and Asthma Consultants  
720 W. 34th Street, Suite 200  
Austin, TX 78703  
512-454-5821

Nearby Veterinarians

Austin Veterinary Hospital  
Dr. Deborah J. Besch  
4701 N. IH 35  
512-476-9191

Spangler Animal Clinic  
Dr. S.C. Spangler  
5916 N. Lamar  
Austin, TX 78752  
512-452-7671

Nearby Hospitals

University Medical Center at Brackenridge  
601 E. 15th Street  
Austin, TX 78701  
512-324-7000  
www.seton.net

Dell Children’s Medical Center of Austin  
4900 Mueller Blvd.  
Austin, TX 78723  
512-324-0000  
www.seton.net

Heart Hospital of Austin  
3801 North Lamar Blvd.  
Austin, TX 78756  
512-407-7000  
www.hearthospitalofaustin.com
Seton Medical Center
1201 W. 38th Street
Austin, TX 78705
512-324-1000
www.seton.net

St. David’s Medical Center
919 E. 32nd St.
Austin, TX 78705
512-476-7111
www.stdavids.com

Revised 6-15
GENERAL INFORMATION

Housing Policy Declaration
Austin Presbyterian Theological Seminary (the Seminary) is a servant of the Church of Jesus Christ and of the Presbyterian Church (USA) adhering to the Constitution of the Presbyterian Church (USA) as prescribed in the Book of Order and the Book of Confessions.

The Seminary welcomes students from a rich variety of traditions to study and grow together in this community of faith. Our housing is open to all qualified students without regard to age, race, gender, ethnicity, or sexual orientation.

Students who join our community with the goal of ordination in the Presbyterian Church (USA) should stay informed of the current Ordination Standards of the Constitution of the Presbyterian Church and the qualification for Ministers of Word and Sacrament as prescribed in the Book of Order.

The policies stated herein are subject to change at the sole discretion of the Seminary. Policy changes will be announced as they are made. The most current version of the Housing Handbook can be found on Austin Seminary’s Student Portal, and supersedes all previous versions.

Student Housing
The Seminary’s Student Housing consists of multi-unit apartment buildings, duplexes, and one residence hall. There are 92 units located on the central campus and 11 units located within a short walking distance. Duplexes range from two to four bedroom units; students must supply their own appliances – stove, refrigerator, and washer/dryer – in these units. Other housing units are furnished with refrigerators and stoves, and some have dishwashers, microwave ovens, and washers and dryers.

Among the benefits our student residents enjoy are: subsidized housing rates; Seminary provided water, gas and Internet service; living within walking distance of classes, the library, and chapel; and numerous opportunities to actively participate in the Seminary community.

Currie Hall (29 single-occupancy rooms) is located at the center of the campus and provides residents with comfortable arrangements for study, rest and relaxation. Rent covers water and electricity, and Internet service via Time Warner®. Residents will receive instructions regarding procurement and registration of a modem to access this internet service. Each room has a phone jack, thermostat control, private bath, a storage/bed and mattress, built-in desk and bookshelves, chair, dresser, and a closet. Limited space for storage is located on the lower floor adjacent to the laundry and kitchen/lounge. Currie Hall residents also enjoy a community lounge that includes a full kitchen with stoves, microwave ovens, refrigerators, and individual food storage spaces, as well as a lounge area complete with cable television.
Definitions

Full-time Student - A student who has been admitted into the M.Div., MAMP, or M.A.(T.S.) degree program and meets the criteria for being a full-time student as defined in the Catalog (see Catalog).

HELP points - Housing Eligibility Priority points indicate the number of months that each individual student can occupy housing on a priority basis.

HERB - The Housing Eligibility Review Board is comprised of the Vice President for Finance & Administration (Chair), the Academic Dean, the Vice President for Student Affairs and Vocation, 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. All decisions of the HERB are final. There is no appeal process. A student may request that the HERB reconsider a decision; however, the HERB is not required to consider such request.

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.

Married Student - A male or female Seminary master's degree student who, under the laws of a state or country, is married to a member of the same or opposite sex, and shares the common resources of life in an exclusive, committed relationship. Note: Married students are required to submit evidence of legal marriage.

M.Div. - Master of Divinity

M.A.(T.S.) - Master of Arts (Theological Studies)

M.A.M.P - Master of Art in Ministry Practice

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.

Dependent - 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., M.A.M.P. or M.A.(T.S.) degree program who meets the criteria for being classified as a part-time student as defined in the Catalog (see Catalog).
**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 on either a full-time or a part-time.

**Lease Contract**
The provisions set forth in this handbook, 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 the Lease Contract and repossess the housing unit. Both documents are subject to change each academic year.
Criminal Background Checks for Adult Non-Students Living in Campus Housing

Policy:
In order to provide a safe living and learning environment for all students, the Seminary has adopted the following policy requiring background checks for adult non-students living in campus housing. Background checks confirm an individual's suitability relative to the Seminary's maintenance of a safe living environment for Seminary students and their families. Students undergo background checks as part of the admissions process. It is the policy of Austin Seminary that adult non-student(s) (i.e., spouse's non-dependent age children, relatives or guardian-care individuals, or any other individual intending to live in Seminary housing) are required to submit criminal background check(s) in order to be allowed to live in Seminary housing. Except as noted below, a record of conviction and/or pending criminal charges does not automatically result in the exclusion of an individual's eligibility to reside in APTS campus housing.

Procedures for Criminal Background Checks on Housing Applicants:
Requirement of criminal background checks for adult non-students living in Seminary housing shall be effective as outlined below.

New Students and Others Not Currently Living in Seminary Housing
New matriculating students applying for Seminary housing or current students presently living off campus must indicate on their Housing Application form if an adult non-student will be living in Seminary housing with them, and any adult non-students must complete background checks. Evidence of the completed background must be submitted with the completed Housing Application. The cost of the background check is the responsibility of the applicant. The Housing Application will be considered incomplete until all background information is received by the Seminary. This policy is effective immediately.

Results of Criminal Background Checks:
Students or employees are required to inform the Seminary of any adult non-students who are or will be living with them in Seminary housing. Adult non-students who wish to live in Seminary housing are required to self-disclose anything that may be discovered during the background check process. Failure to inform the Seminary of any adult non-student person(s) living in Seminary housing or failure to self-disclose information that may be discovered by the background check process will be grounds for disciplinary action against the student or employee (up to and including termination of employment or expulsion from the Seminary), immediate termination of lease, and/or eviction. If the criminal background check reveals a conviction, the Vice President for Finance & Administration will review the results and make final determinations whether to exclude the adult non-student from Seminary housing. In making this determination, the following factors should be taken into consideration: the nature and details of the conviction, the length of time that has passed since the offense occurred, how the crime relates to the individual's living in Seminary housing, and evidence of rehabilitation. The Vice
President for Finance & Administration or designee may ask for a written explanation of the offense.

Because of the risk of danger to children/minors living in Seminary housing, a record of any of the following will result in automatic exclusion from Seminary housing:
   a) Conviction of any crime against a child or vulnerable adult (including but not limited to child abuse, abandonment, neglect, and statutory rape);
   b) Conviction of any crime of violence;
   c) Conviction of any crime of a sexual nature, including but not limited to lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape;
   d) Conviction of any crime involving unlawful use or possession of a weapon or firearm.

For purposes of this policy, the term “conviction” will be interpreted broadly and will include pleas of no contest, deferred adjudications, and similar dispositions. If a criminal background check indicates pending criminal charges that, if a conviction resulted, would result in exclusion from Seminary housing, the candidate will be excluded from Seminary housing until final disposition of the charges.

None of the provisions of this procedure shall be used as the basis for illegal discrimination or retaliation against any individuals or groups. The Vice President for Finance & Administration is responsible for ensuring compliance with the requirements of the Fair Credit Reporting Act. Should an adverse action be contemplated or taken because of the results of a background investigation on matters covered by the Fair Credit Reporting Act, the Business Office shall comply with the notice provisions of the Fair Credit Reporting Act.

Communication of Results and Rights:

Procedures when the report has been provided by a consumer reporting agency:
   a. If a determination has been made that an adult non-student should be excluded from Seminary housing, or that adverse action should be taken against a current Seminary housing resident, based on an unsatisfactory criminal background check, the Vice President for Finance & Administration shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result, (2) provides the person with a copy of the report, (3) provides the person with a written description of his or her rights under the Fair Credit Reporting Act.
   b. After the adverse action has been taken, the Vice President for Finance & Administration will provide the person with an Adverse Action Notice, which includes (1) the name, address, and phone number of the consumer reporting agency that supplied the report; (2) a statement that the consumer reporting agency that supplied the report did not make the decision regarding the adverse action and cannot provide the reasons for the adverse
action; and (3) a notice of the individual's right to dispute the accuracy or completeness of any information the agency has furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.

c. An adult non-student who has received an initial unsatisfactory result and who has sought correction of his or her report under the Fair Credit Reporting Act is not eligible to live in Seminary housing until the Vice President for Finance & Administration has confirmed the correction and determined that the result is satisfactory. The Seminary has no obligation to hold a housing unit to allow someone to correct his or her report.

For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

Procedures when the report has been provided by a governmental agency (e.g., Texas Department of Public Safety):
If a decision has been made to exclude someone from Seminary housing based on an unsatisfactory background check, the Vice President for Finance & Administration shall (1) notify the individual in writing of the unsatisfactory result, and (2) provide the individual with a copy of the report.

Record keeping:
Criminal background information collected under this policy shall be kept in a separate confidential file. The information shall be used for the sole purpose of considering the individual for Seminary housing and shall be disclosed only as permitted or required by law.

Privacy:
During this process, the Vice President for Finance & Administration will take all steps necessary to protect the privacy of all individuals providing background check information under this policy. The Seminary policy, Texas and federal laws recognize a subject's right to privacy in regard to criminal background information collected under this policy and prohibit campus employees, volunteers, and others from seeking out, using, or disclosing such information except within the scope of their assigned duties.

Conducting Criminal Background Checks for Security Purposes:
If the Seminary has reasonable grounds to believe that a prospective or current resident may represent an immediate threat to the safety or security of the Seminary community or to the public, the Seminary may conduct a criminal background check at any time through the Texas Department of Public Safety or other consumer reporting agency. Any information obtained through this process will be used solely for the purpose of maintaining the safety and security of the Seminary community.
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 (or enrolled at another PC(USA) seminary taking courses at Austin Seminary as part of the PC(USA) Exchange Program) 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. PC(USA) seminary exchange students are eligible for student housing at Austin Seminary on a space-available/non-priority basis.

Campus housing is designed for students and their spouse and any dependent-age children. Other family members (e.g., extended family members such as parents, siblings; non-dependent age children, etc.) are generally not permitted to reside in campus housing with the student. Any exceptions must be approved by the Vice President for Finance & Administration.

When available, Austin Seminary allows students from the Episcopal Theological Seminary of the Southwest to reside in campus housing on a non-priority basis. Additionally, a portion of campus housing units are reserved for an Intentional Community called "AYAVA House" which is designed to assist participants in the Young Adult Volunteers (YAV) program of the PC (USA), AmeriCorp, Peace Corp, or other similar program, with vocational discernment, service to the community, theological reflection, engagement in spiritual practices, and simple living.

All persons living in campus housing, including persons who are not Austin Seminary students, are subject to the rules, policies, and procedures contained in this Handbook. All persons living in campus housing are subject to the general institutional policies of Austin Seminary, including policies on Sexual Misconduct, Non-Discrimination and Anti-Harassment, etc. In addition, all residents of Currie Hall must sign and adhere to the rules for community life contained within the Currie Hall Covenant.

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.M.P. and M.A.T.S. students are eligible for a maximum of 21 HELP points or 21 months of student-housing occupancy. (The M.A.M.P. and M.A.T.S. degree programs are 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.). NOTE: Students accepted into both the M.Div. and UT’s Social Work program who are enrolled as dual degree students may reside in Seminary housing upon
commencement of either course program (e.g., a student may choose to start their program by taking courses only at UT their first year; they are still eligible to reside in campus housing, even though they are not enrolled in courses at the Seminary that first year).

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 (see Catalog for definitions of “full-time” and “part-time” student) 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.M.P and M.A.T.S. 21).

2. **Transfer and Special 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.M.P. and 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.

3. 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.

4. **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 been previously enrolled in the degree program.

5. Example: A student is readmitted into the M.Div program. While previously a student at Austin Seminary the student had been enrolled in the M.Div. program 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).
6. **Married student** 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 within the specified period of 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, which can result in the termination of the student’s lease, thereby requiring that the student vacate Seminary housing.

**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 a signed Intent to Matriculate form to the Admissions Office; the completed housing forms must be submitted to the Finance & Administration office 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.
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. Student 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: Single students sharing an apartment must be of the same gender. Single students will be assigned to shared housing units when all other housing units for singles are full. Single students of the same gender who wish to voluntarily share a housing unit may discuss this option with the Vice President for Finance & Administration. Approval will be based on housing availability and need.

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 Vice President for Finance & Administration 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.
Priority – Students or Immediate Family Members with a Bona Fide Disability
1. Students or immediate family members with a bona fide disability: Priority for ADA accessible units.

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 Vice President for Finance & Administration.

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.

Requests for housing assignment changes must be noted on the Returning Students Housing Intent Form, which is distributed via Campus Mail to all campus housing students in April; assignments for the following academic year are ordinarily made to these students in May. It is important that requests be returned to the Finance & Administration office by the established deadline; delay may cause loss of priority. The appropriate deposits (see Deposits), if not already submitted to the Business Office, 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. Any subsequent changes to the student's housing assignment do not negate the student’s contractual obligation to a lease contract for the original time frame.

Current students living off-campus may submit a housing application at any time during the year. Moves to campus are generally permitted only at the end of the Fall Semester or over the summer session. Students interested in moving on to campus should complete the Housing Application and the Campus Housing Preference Form for Current Off-Campus Students, and to submit the housing deposit.

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 Finance & Administration office; and (c) the appropriate deposits are received and recorded in the Finance & Administration
office. Refer to the Priority-Acceptance of Admission section for information regarding application deadlines.

Housing assignments are made by the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. If a student wishes to appeal the decision of the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration, such appeal must be made in writing to the Vice President for Finance & Administration. The decision of the Vice President for Finance & Administration 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) within 3 business days 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 for student housing requests is maintained by the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. Assignments will be based on the priority order and request date of the students on the waiting list. Although students are not ordinarily eligible for a “lateral move” (i.e. moving into an apartment of the same size and configuration) requests will be considered on an individual basis.

Students may request to move into a larger unit for which they do not have priority (e.g., a married couple with no children may request a 2BR unit); these requests are granted only when all student housing needs for those with priority for the requested unit have been filled, and to maximize use of campus housing. If at any point a student who has priority for a particular size unit requests campus housing, the student living in the unit without priority for that size unit may be moved to a unit that matches their priority.

The names of new students who will be entering Seminary in the January or the Spring Terms will be placed on the waiting list as their individual housing request forms are returned to the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. Ordinarily, a student’s name will be removed from the waiting list when he or she is assigned campus housing.

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, and are approved by the Vice President for Finance & Administration.

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 Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. A summer storage rate may be available under certain circumstances (see "Summer Storage," p. 6). Otherwise, normal rental rates will apply. The completion of a year-long internship will not negatively impact a student's eligibility for 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 Vice President for Finance & Administration before the student's HELP points are exhausted. The HERB meets as needed and called by the Vice President for Finance & Administration. 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 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, or fails to provide the required Pet Application form or vaccination documentation.
- 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). All graduating students will receive a Summer Housing intent form to indicate their anticipated vacate date. **Graduates needing an extension beyond May 31st must submit a written request with the Summer Housing intent form to the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration.** 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.

**Deposits**

Students must post and maintain a security/damage deposit and, if applicable, a pet deposit.

- The **security/damage** deposit is $150.00 for Currie Hall, and $200 for all other units, and is due with the Housing Application. Housing applications are not considered complete until the deposit is received.
- The **pet** deposit is $250.00 for each un-caged pet. There is a two (2) pet limit. 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 complete a Pet Application and post the appropriate deposit. Failure to report having a pet(s) will result in a $250 fine per pet in addition to the pet deposit(s). Pets are NOT allowed in Currie Hall.

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, the amount due will be charged to the student’s account.

The deposits will be refunded, less any charges, when the student vacates campus housing. 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 – it is the student’s responsibility to check with the necessary offices to ensure all financial obligations have been met. 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(s) include:
1. Forfeiture of the housing 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 or carpets.
4. A student’s rent is in arrears upon graduation or withdrawal from the Seminary.
5. A student does not exit with the Finance & Administration department upon leaving the Seminary campus (i.e., arrange for keys to be returned, complete paperwork, schedule walk through of the housing unit).

Rent
Rent is billed in advance for the entire term at the beginning of the Fall and the January/Spring semesters. Tenants may make arrangements to pay rent on a monthly basis by obtaining written approval from the Seminary’s Director of Financial Services.

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 middler residents will receive a Summer Storage Request form in the spring. The Housing Coordinator/Administrative Assistant to the Office of Finance & Administration will review all requests and inform students of the approval or denial of their request. All summer storage arrangements are to be made in advance and in writing to the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration on or before the established deadline. 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.

Students completing a year-long internship and approved to remain in campus housing are generally not eligible for summer storage rates unless the summer portion of their internship specifically requires they live outside the Austin area, and they do not reside in their campus housing unit during that time.

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. Anderson House has a storage room in which each apartment unit has one small storage cage. Residents are responsible for providing a lock for their individual cage. 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.

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 and room number. 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 (Bike Barn), located on the southeast end of and across the driveway from Anderson House. Ordinarily, students are responsible for cleanliness and organization of the facility and encouraged to communicate with neighbors and other users of the facility. Students using the bicycle shed (barn), bike racks or storage areas 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. Bike racks are located on the south side of Currie Hall for students residing there, on the south side of the 101/103 W. 30th St. building, and at the entrance of the Anderson House parking garage. At no time should bikes be left in hallways, breezeways, or chained to hall railings or any fences in any campus housing area. Any bicycles found stored in unauthorized locations will be removed by Maintenance staff on first offense. Owners must contact the maintenance staff and schedule a time to retrieve their bicycle. On second or subsequent offenses, there will be a fine of $25.00 due for each incident.
Moving In
Contact the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration to schedule the date and time of arrival. Ordinarily students are expected to check in with the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration during regular business hours. On the date scheduled for move-in, after the deposits are received and the Lease Contract is signed, and the Pet Application (if applicable) is completed and the pet deposit received, the Finance & Administration 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 Housing Coordinator/Administrative Assistant to the Office of Finance & Administration 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 Housing Coordinator/Administrative Assistant to the Office of Finance & Administration within 2 weeks of check-in. The checklist will be used upon final 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.

Intra-Campus Moves
Students requesting to move to another unit on Seminary campus will be considered on a case-by-case basis, and if approved, will be assessed a non-refundable $150 housing transfer fee. The unit being vacated should be thoroughly cleaned — floors swept and mopped, appliances cleaned inside and out, woodwork cleaned, nail holes filled, all trash and discarded items removed and properly disposed. Residents should address carpet cleaning issues during their occupancy of the unit — residents may be charged if carpets are excessively dirty or stained at move-out. Any damages, other than those attributed to normal wear and tear, or not listed on the Housing Condition Form, may result in the cost of damages and/or labor to be charged to the student’s account. Please refer to the Checklist for Vacating Premises, located on pages 31-34 of this Handbook. NOTE: this policy applies to ALL intra-campus moves, regardless of when the move takes place, or the reason for the move.

Floor Plans
Floor plans for all housing units are available from the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration 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.

Grievance Procedures
Students with grievances related to housing policies are asked to address their
concern first with the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. Should the matter not be resolved satisfactorily at this level, students may then appeal to the Vice President for Finance & Administration. Appeals should be made in writing. The decision of the Vice President for Finance & Administration will be final.

**Housing Handbook Updates**

Updates to the Housing Handbook will be announced as changes are made. The latest version of the Housing Handbook will be available on the Seminary web site. The current version of the Housing Handbook supersedes all previous versions.
IN RESIDENCE

Alterations
NO alterations of Seminary property shall be made without prior approval of the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration and/or the Director of Physical Plant. This includes, but is not limited to, installation of closet organizers/shelving, wall shelving, installation of equipment such as TV cable jacks, telephone jacks, ceiling fans, carpet, construction of outdoor equipment, playscapes, etc. Paint, wallpaper, wallpaper borders, non-removable stickers 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. Any approved alterations deemed permanent by the Director of Physical Plant must remain in the unit when the resident moves out and become the property of the Seminary.

Being a Good Neighbor
If at any time you have an issue with another resident or their child(ren) or pet(s), please approach that person directly and ask for their assistance in mediating the matter. If that does not resolve your issue, please speak with the Resident Assistant for your housing area, or speak with the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration.

Finance & Administration Office
The Finance & Administration Office, located in the Trull Administration building across from the Academic Dean and President’s Suite, is open from 8:30 a.m. until 5:00 p.m. Monday-Friday. During the summer months, the hours are 8:00 a.m. – 5:00 p.m. Monday-Thursday (NOTE: Seminary offices are closed on Fridays during the summer).

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.

Janitorial staff will clean common areas of all apartment buildings on a regularly scheduled basis.

Children Playing on Campus
We hope that all of our children enjoy the environment, but learn to respect and take care of our beautiful campus. Children are allowed to play in the playground and their housing common area(s), if applicable; however, these areas are not to be damaged or vandalized in any way. Children should be under appropriate adult supervision at all times. The use of skateboards, in-line skates, bicycles and similar
Items is strictly prohibited inside any Seminary-owned building. For safety purposes, children should not play in or near the creek area. If at any time you have an issue with another resident’s child(ren), please refer to the “Being a Good Neighbor” section, above.

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. Cleaning implements are available in the basement-level janitor closet, next to the lounge. Please return these items promptly after use so that others may also use them.

Day to day cleaning of the kitchen/lounge area is primarily the responsibility of the Currie Hall residents. Janitorial staff will clean common areas of the building on a regularly scheduled basis. A deep clean of the lounge/kitchen area and all common areas will be done on a regularly scheduled basis.

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.

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 512-900-1902, or number for the specific problem indicated:

On-Call Maintenance (24-hour on-call person) (512) 900-1902 cell
Student Resident Assistants for Keys, Lock-outs (512) 522-9192 cell
(Note: There are 4 Resident Assistants. This number automatically rings all 4.)
Maintenance Department (AC/Mechanical/Plumbing) (512) 404-4881 shop
John Everett, Director of Physical Plant (512) 563-7257 cell

In case of other emergency call:
On-Call Maintenance (24-hour on-call person) (512) 900-1902 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.)

Equipment
Many of the apartments are provided with air conditioning equipment, refrigerators, stoves, dishwashers, microwave ovens, washers, dryers, 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.

**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, other than normal household cleaners, should be kept in your housing unit or elsewhere in the building.
- Grills should be no less than 5 feet away from any structure while in use; there should be a minimum of 15 feet vertical clearance from trees and other structures. Propane tanks for gas grills should remain with grills outside.
- Fire pits, chimineas, or similar open flame containers are not permitted.
- Use of candles, halogen lamps, and open element heating appliances is strongly discouraged. Any candles used should never be left unattended.
- Never store items in the water heater closet.
- Avoid accumulating trash.
- Use extension cords with care – don’t overload electrical outlets.
- 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.

**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.

**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.

**Guests**

Due to the nature of community life on campus, and out of respect for other residents, guests are permitted to stay with students for a time limit not to exceed (5) days. Should your guest(s) need to stay longer than (5) days, they should stay
in guest housing - contact the McCord desk (512-404-4800) to make reservations. For the safety of the entire Seminary campus, guests staying longer than (5) days must complete a criminal background check at their expense AND must be approved by the Vice President for Finance & Administration prior to arriving on campus. The Seminary resident shall be responsible for the conduct of their guests, and ensuring that their guests are not disruptive to the community or disrespectful to the rights of any other resident. Guests have no status, privileges or rights at the Seminary beyond those of the general public. A guest must vacate the resident's apartment upon the request of the resident or as otherwise provided by the Seminary rules and policies. If at any time you have an issue with another resident's guest, please see the "Being a Good Neighbor" section, above.

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 desk. Pest Control service is scheduled the 2nd and 4th week (usually 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.

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.

Keys
Residents are issued one room/apartment key/building access card (where applicable) per registered adult resident upon move-in. Additional keys/building access cards for registered children may only be purchased at the beginning of each semester for $50 per key/building access card. Additional locks may not be installed. Keys and building access cards are the property of Austin Seminary and must be returned to the Business Office upon move out. The resident will continue to be charged rent until all keys have been returned to the Business Office. If a key or building access card is lost or not returned, the locks to that residence will be changed, and a lock fee will be incurred, in addition to the $25 charge for each housing or mailbox key or building access card.

Duplication or loaning of any assigned keys is prohibited. To request that an additional key to your residence be issued to someone not residing with you, complete the Key Authorization form and submit to the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration, along with the $50 fee. In the event that this person is not a current Austin Seminary student or resident, this person must complete a Criminal Background check at their expense, and meet the requirements outlined in the Criminal Background check policy at the beginning of this Handbook prior to receiving the
key/building access card.

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 have all bulbs in working order when vacating the unit. Housing units with permanently mounted light fixtures requiring fluorescent tubes and ballasts will be replaced by maintenance at the Seminary's expense. Currie Hall residents should report defective fluorescent lights to the Maintenance Department for replacement.

Maintenance and Repair
Items which need repair or attention should be reported via the email to mr@austinseminary.edu. Most maintenance requests are addressed within 24-48 hours, depending on the nature and severity of the problem. For after-hours emergency maintenance please contact the On-Call Maintenance staff at (512) 900-1902.

Moving Out
A student vacating campus is responsible for ensuring that all their accounts with the Seminary are cleared (i.e., a student's account with the Business Office, loans, bookstore charges, library fines or books) prior to moving off campus or leaving Seminary. Forwarding address and contact information, housing, mail and building keys must be turned in to designated staff upon departure. 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 Finance & Administration Office at least one week prior to move-out, or as soon as it is known, and schedule a walk-through appointment. Failure to schedule and complete a walk-through, or make alternate arrangements with the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration, will result in the loss of $50.00 of the housing deposit.

2. The housing unit should be thoroughly cleaned - floors swept and mopped, appliances cleaned inside and out, woodwork cleaned, nail holes filled, all trash and discarded items removed and properly disposed. Residents should address carpet cleaning issues during their occupancy of the unit - residents may be charged if carpets are excessively dirty or stained at move-out. Any damages, other than those attributed to normal wear and tear, or not listed on the Housing Condition Form, may result in the cost of damages and/or labor to be charged against the student’s deposits or the student will be billed. Failure to clean the unit may result in an excessive cleaning fee charged against the student's deposits or the student will be billed. Any fixtures (blinds, fans, etc.) removed and/or not returned to original installation may also result in an equipment and/or labor fee charged for replacement or reinstallation.
3. All keys should be turned into the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. Do not leave keys in apartment or with a neighbor. Keys may be dropped off at the McCord Center Desk only if the student is instructed to do so by the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. The resident will continue to be charged rent until all keys have been returned to the Business Office. If a key or building access card is lost or not returned, the locks to that residence will be changed, and a lock fee will be incurred, in addition to the $25 charge for each housing or mailbox key or building access card.

4. Be sure to leave a forwarding address at the McCord Desk or with the Finance & Administration Office.

5. No furniture or appliances may be left in apartments after move out, unless expressly approved by the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. 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 Housing Coordinator/Administrative Assistant to the Office of Finance & Administration. In most cases, deposits are returned within 30 days of vacating an apartment unit.

Painting
Painting by apartment residents is not permitted. If a unit is in need of paint or repairs, an on-line Maintenance Request must be submitted and a contractor or maintenance staff member will perform the task. Wallpaper, wallpaper borders, non-removable stickers 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.

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.

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. There is a two (2) pet limit (excluding fish). A pet deposit of $250.00 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. Failure to report having a/some pet(s) will result in a $250 fine per pet in addition to the pet deposit(s). 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. Residents are required both by Seminary policy and City of Austin ordinance to pick up their pet’s waste. If at any time you have an issue with another resident’s pet(s), please refer to the
"Being a Good Neighbor" section, above.

3. Rabies Vaccinations - Pet owners must have proof on file in the Finance & Administration Office of current rabies vaccination. Proof of vaccinations must be submitted to the Finance & Administration 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 standard accepted age for initial rabies vaccination for dogs and cats is 4 months of age (Texas Health and Safety Code Chapter §266.021). Any resident who has or acquires a dog or cat under 4 months of age under must submit proof of vaccination no later than 30 days after the first eligible date for vaccination.

Failure to submit proof of vaccination within the 30 days will result in a fine of $50.00 per incident charged to the student’s account. If the paperwork is still not submitted after 60 days, the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration may suspend the student’s privileges to have pets in campus housing, and request that any animals be removed from the housing unit. The State of Texas rabies vaccination schedule (Texas Administrative Code, Title 25, Part 1, §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. Residents must submit proof of booster and annual or three-year vaccination updates as requested by the Finance & Administration Office. Failure to do so will result in a fine of $50.00 charged to the student’s account. If the paperwork is still not submitted after 60 days, the Housing Coordinator/Administrative Assistant to the Office of Finance & Administration may suspend the student’s privileges to have pets in campus housing, and request that any animals be removed from the unit.

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 www.ci.austin.tx.us/parks/dogparks.htm. The Seminary does not provide fenced areas for dogs.

Dog owners must have their dog on a leash any time the dog is not inside the housing unit – this includes inside building hallways, stairwells and elevators. Fenced playground areas are not permitted to be used as "leash-free" areas.

4. “No Chain” Ordinance - The City of Austin adopted a "no-chain" ordinance in July 2007, effective October 2007, that prohibits the chaining or tying of any dog or cat on private property. The full ordinance is available on the City of Austin website http://www.ci.austin.tx.us/tiac/control.htm (’07 City of Austin Code, 3-4-2).
5. **Pets in public areas and buildings** - Pet owners must clean up after their pets in all public areas of the campus. Pets are not allowed in Seminary buildings, except in student residences, subject to the above rules.

**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. Residents are not permitted to wash cars on Seminary premises.

**Resident Assistants**
Resident Assistants serve as resource persons for residents; coordinate programs/events to help foster community and familiarity with the residents in their building; enforce housing guidelines and addresses residents' behaviors inconsistent with the Seminary's Housing Handbook policies; organize neighborhood community meetings at least twice a semester; help set the tone for proper concern for safety in their building and communicate with residents regarding security issues/concerns.

**Security**
The cooperation and assistance of all residents is requested in maintaining a safe and secure environment. The main entrances to Currie Hall and Anderson House are equipped with access card readers and all outside doors are kept locked at all times; all W. 30th St. apartment buildings' outer doors require keyed entry and are also kept locked at all times; 402 E. 30th St. has access gates at all stairways that require an access card. Only residents of the respective buildings and authorized staff have access to entry doors and gates.

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. 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 Finance & Administration.

**Smoking Policy**
Smoking is prohibited in all Seminary buildings and on Seminary property, except in the following designated smoking areas:

- Truitt – in front of the main entrance to the atrium facing 27th Street.
- McMillan – outside the middle level opposite the handicap ramp.
- McCord – in the terrace area near the automatic door on the upper level at the front of the building
- Stitt Library – north end of the building near the parking lot.

By law, smoking outside is prohibited within 15 feet from any building entrance.

Smoking is not allowed in Currie Hall, Anderson House, or in Guest Housing. In all other residential facilities, Smoking is permitted within individual apartments.

Employees who are representing the Seminary off-premises must observe the smoking policies of the institutions or constituents they are visiting.

Subletting
Assigned units may not be sublet or rented out by students at any time.

Water Beds
Water beds are not allowed in any Seminary housing units.

SERVICES AND SPECIAL FACILITIES

Electric
Students living in apartment units, with the exception of those living in Anderson House, are required to contact Austin Energy (494-9400) to establish electric service in their name for their housing unit; Currie Hall residents do not need to contact Austin Energy. Report any electrical concerns to the Maintenance Staff first – if the problem does not stem from a maintenance issue or cannot be remedied by Maintenance staff, residents must then contact Austin Energy (Maintenance will contact Austin Energy on behalf of Currie Hall and Anderson House residents regarding any issues unable to be resolved in-house). 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 Multifamily Program to enhance services with Austin Energy and control costs.

Gas
Gas service is established by and paid for by the Seminary. Report any concerns regarding gas service 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.
Garbage & Recycling

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. **E. 30th Street Duplexes (105-C thru F, 201-A thru F and 205-A thru F):** 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 Fridays, except on holidays, along E. 30th Street. Garbage bins and single-stream recycling bins are provided to each duplex by the City of Austin. The city currently recycles plastics #1-7, paper/paperboard; cardboard; glass; and aluminum or steel cans. Recycling is collected every other Friday, except on holidays, along East 30th St. Trash and recycling bins must be taken to the E. 30th St. curb for pick-up.

2. **W. 30th Street (105 E. 30th St. Bldgs. 2-5), and 402 E. 30th Street apartments:** The Seminary contracts with a private trash collector to provide dumpster service for students living in these apartment complexes. Dumpsters should remain locked at all times to prevent abuse. Help avoid insects and other pests by using plastic trash bags. Put all refuse in the dumpster, never on the ground. Please break down empty boxes before placing them in the dumpster or recycling bin to help avoid overflow. The W. 30th apartment buildings, the 103 E. 30th St. Bldgs. 2-5, and the 402 E. 30th St. building have single-stream recycling bins available at each building and by the Anderson House dumpster; recycling is collected by the Seminary’s contracted company each Friday.

3. **Anderson House:** The Seminary contracts with a private trash collector to provide dumpster service for students living in Anderson House. Dumpsters should remain locked at all times to prevent abuse. Help avoid insects and other pests by using plastic trash bags. Put all refuse in the dumpster, never on the ground. Please break down empty boxes before placing them in the dumpster or recycling bin to help avoid overflow. Single-stream recycling bins are available next to the dumpster in the Anderson House parking lot.

4. **Currie Hall:** There is a trash bin on the south side of Currie Hall, at the end of the staff parking lot – Currie residents should dispose of trash in this bin. Help avoid insects and other pests by using plastic trash bags. Trash is collected from the Currie Lounge on a daily basis. Single-stream recycling bins are located in the lounge area; recycling is collected by the Seminary’s contracted company each Friday.

Laundry

Coin operated washers and dryers are available for resident use in Currie Hall; the 103 E. 30th St. Bldg. 3 and 4; in the 101/103 W. 30th St./103 E. 30th St. Bldg. 5 area. Residents of the 402 E. 30th St. building who do not wish to install washers and dryers in their unit may use the laundry room in the 404 E. 30th St. building, located directly east of the 402 building. Students assigned to housing units with washer/dryer hookups are responsible for supplying and installing the washer and dryer (for gas hook-up for dryers, students may have Maintenance perform the hook-up) [see Section III-B – Gas for details].

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.).

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 Receptionist and Event-Facilities Coordinator at the McCord desk for all parking permit needs. You must have a current Austin Seminary parking sticker on your vehicle(s). Every vehicle parked on Seminary property must be kept in condition of mechanical repair so that it can be moved at any time under its own power. Inoperative vehicles, or vehicles without a proper permit will be towed at owner's expense. Campers, trailers, boats, and RV's are not allowed in Seminary parking areas. Tenants in the 402 E. 30th Street apartments are encouraged to park only one vehicle in the building's covered parking area. Please park any extra vehicles in the uncovered spaces in front or behind the building.

If you live in the Seminary apartments or duplexes, either on the central campus or 402 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 and campus visitors, or in visitor or staff spaces.
Example Lease

DATE: June 1, 20___

Landlord: Austin Presbyterian Theological Seminary
Landlord’s Address: 100 E. 27th Street Austin TX 78705

Tenant:
Tenant’s Address:

Rent (monthly): $
Rent (by term):

<table>
<thead>
<tr>
<th>Summer Term</th>
<th>Fall Term</th>
<th>January Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Termination Date: May 31, 20___
Security/Damage Deposit: $200.00
Pet Deposit (if applicable): $

Use: Only persons who are enrolled in a master’s level program at Austin Presbyterian Theological Seminary (the “Seminary”) are eligible to lease Seminary dwellings as stated in the current version of the Seminary’s Housing Handbook. Exceptions must be approved by the Vice President for Finance & Administration. Tenant may use the Premises only as a home for personal and family use. Whenever the requisite connection with the Seminary ceases, or the Seminary has actual notice that the eligible person no longer resides in the Premises, the Seminary shall have the right to recover possession of the Premises.

LEASE CLAUSES AND COVENANTS

A. Tenant agrees to:
1. Lease the Premises for the entire term beginning on the lease commencement date or move-in date, and ending on the termination date.
2. Accept the Premises in their present condition, "as is," the Premises being currently suitable for Tenant’s intended use. Tenant must complete a move-in form for the unit, outlining conditions of the unit; the move-in form will be used to assess the condition of the unit upon Tenant’s vacating. Any conditions/damages not recorded on the move-in form will be considered the Tenant’s responsibility and will be charged accordingly to the Tenant.
3. Obey all laws, ordinances, orders and rules and regulations applicable to the use, condition, and occupancy of the Premises, including the rules and regulations of the housing policy adopted by the Landlord, including the most recent version of the Seminary’s Housing Handbook.
4. Request to pay the base rent to Landlord at Landlord's address in advance at the beginning of each academic term, or monthly if approved by Landlord in advance.

5. Pay, as additional rent, all other sums due under this lease.

6. Pay a late charge of 5% of any rent not received by Landlord by the fifteenth day of the month in which the rent is due. Rental payments or other charges not received by the Landlord by the due date may also subject the Lessee to bar against registration for classes; and withholding of grades, degree, transcript, or refunds.

7. Pay all utility services used by Tenant and not provided by Landlord - Landlord provides water and gas services in all apartment units; Currie Hall residents are provided with electric and water service. All housing units are provided with internet service; Tenant is responsible for acquiring modem from the specified provider. Tenant will pay all other utility services, including, but not limited to, phone, cable and alternate internet services, unless specific agreement is made in writing with tenant otherwise.

8. Allow Landlord to enter the Premises to perform Landlord's obligations and inspect the Premises.

9. Repair any damage to the Premises caused by Tenant.

10. Submit in writing to Landlord any request for repairs, replacement, and maintenance that are the obligations of Landlord.

11. Indemnify, defend, and hold Landlord harmless from any loss, attorney's fees, expenses, or claims arising out of use of the Premises.

12. Vacate the Premises upon termination of this lease.

B. Tenant agrees NOT to -

1. Use the Premises for any purpose other than that stated in the lease terms and definitions.
2. (a) create a nuisance, (b) interfere with any other tenant's normal occupancy or Landlord's management of the building, (c) permit accumulation of any waste on the property, or (d) use the Premises in any way that is hazardous, would increase insurance premiums, or would void insurance on the building, or violate the policies, rules and regulations found in the most recent version of the Seminary's Housing Handbook.

3. Change Landlord's lock system.
4. Duplicate any assigned keys.
5. Make any modifications (defined below) to the Premises without Landlord's approval.
6. Allow any lien of any type to be placed on the Premises.
7. Assign this lease or sublease any portion of the Premises without Landlord's written consent.

C. Landlord agrees to -

1. Lease to Tenant the Premises for the Term unless terminated sooner pursuant to the terms of the this lease. Exceptions and subsequent
cancellation of the Lease are permitted only with the approval of the Vice President for Finance & Administration.
2. Obey all laws, ordinances, orders, and rules and regulations applicable to the use, condition, and occupancy of the building.
3. Provide normal utility service connections to the Premises.
4. Return the security/damage deposit to Tenant, less itemized deductions, if any, within forty-five days after the termination of this lease.

D. Landlord and Tenant agree to the following:

1. MODIFICATIONS. Modifications (including, but not limited to modifying interior/exterior walls, installing shelves, fixtures, etc.) are not permitted without the prior written approval of Landlord. Changes undertaken without prior written approval are subject to removal at the Tenant’s expense. All fixtures and improvements of the Premises become the property of the Seminary. Tenant is responsible for returning the Premises to its original condition prior to move-out inspection. Tenants are not permitted to disturb interior ceilings, or repair electrical, plumbing, heating, security equipment or glass.

2. ABATEMENT. Tenant’s covenant to pay rent and Landlord’s covenants are independent of each other. Except as otherwise provided, Tenant shall not be entitled to abate rent for any reason.

3. DEFAULT BY TENANT/EVENTS. Defaults by Tenant are (a) failing to pay timely rent, (b) abandoning or vacating the Premises, or (c) failing to comply within ten days after written notice with any provision of this lease other than the defaults set forth in (a) or (b) above.

4. DEFAULT BY TENANT/LANDLORD REMEDIES. Landlord’s remedies for Tenant’s default are to (a) enter and take possession of the Premises, after which Landlord may relet the Premises on behalf of Tenant and receive the rent directly by reason of the reletting, and Tenant agrees to reimburse Landlord for any expenditures made in order to relet; (b) enter the Premises and perform Tenant’s obligations; or (c) terminate this lease by written notice and sue for damages (including court costs). Landlord may enter and take possession of the Premises by self-help, by picking or changing locks if necessary, and may lock out Tenant or any other person who may be occupying the Premises, until the default is cured, without being liable for damages.

5. DEFAULT/WAIVER/MITIGATION. It is not a waiver of default if the non-defaulting party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this lease does not preclude pursuit of other remedies in this lease or provided by law. Tenant has a duty to mitigate damages.

6. CONTRACT CANCELLATION
   a. CONTRACT CANCELLATION BY LANDLORD - The Landlord may terminate this contract by written notice to Tenant, in accordance with Seminary policy, if the Landlord determines that damage by fire, water, or the elements makes the unit unfit for occupancy. Additionally, if the Landlord
decides to vacate the unit to prepare for or conduct renovation, demolition, construction, or any similar activity on the unit, the building, or any part thereof; or if, in its discretion, the Landlord elects for any other reason to close the unit and/or the building. In any such event, if the Landlord does not offer Tenant alternate housing, this contract will automatically terminate in 30 days after Landlord provides notice, or sooner if Landlord should require sooner termination. Until the end of the period stated in such notice Tenant will still be bound by the terms of this contract. Tenant will be entitled to a prorated refund of the security/damage deposit, unless Tenant caused, permitted or contributed to such damage. Other than any applicable refund of the security/damage deposit, Tenant will not be entitled to any other recompense or damages for such cancellation.

b. CONTRACT CANCELLATION BY TENANT - Tenant may not cancel contract in order to vacate assigned unit prior to the Termination date without the written permission of the Vice President for Finance & Administration.

7. SECURITY/DAMAGE, and PET DEPOSITS. If tenant defaults, Landlord may use the security/damage and/or pet deposits to pay arrears in rent, to repair damage or injury, or to pay any expense or liability incurred by Landlord as a result of the default.

8. HOLDOVER. If Tenant does not vacate the Premises following termination of this lease, Tenant shall be a tenant at will and shall vacate the Premises on receipt of notice from Landlord. No holding over by Tenant, whether with or without the consent of Landlord, will extend the term.

9. ALTERNATIVE DISPUTE RESOLUTION. Landlord and Tenant shall submit in good faith to mediation before filing a suit for damages.

10. ATTORNEY’S FEES. If either party retains an attorney to enforce this lease, the prevailing party is entitled to recover reasonable attorney’s fees.

11. VENUE. Venue is in Travis County.

12. ENTIRE AGREEMENT. This lease is the entire agreement of these parties, and there are no oral representations warranties, agreements, or promises pertaining to this lease or to the expressly mentioned exhibits and riders not incorporated in writing in this lease.

13. AMENDMENT OF LEASE. This lease may be amended only by an instrument in writing signed by Landlord and Tenant.

14. LIMITATION OF WARRANTIES. There are no implied warranties of merchantability, of fitness for a particular purpose, or any other kind arising out of this lease, and there are no warranties that extend beyond those expressly stated in this lease.

15. NOTICES. Any notice required by this lease shall be deemed to be delivered (whether or not actually received) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to Landlord or tenant at their addresses.

16. ABANDONED PROPERTY. Landlord may retain, destroy, or dispose of any property left on the Premises, including any property within the unit, within
any parking or storage areas on the property, or on the general property, including the Bike Barn, at the end of the term.

17. APTS HOUSING HANDBOOK. All matters as outlined in the most recent version of the Seminary’s Housing Handbook shall be considered part of this lease.

18. INSURANCE. The seminary assumes no responsibility and does not provide insurance or any other financial protection for the personal property of the Tenant, families, or guests. It is recommended that the Tenant obtain insurance protection against loss, damage, or theft of Tenant’s personal property.

19. Should a court find any clause in this lease unenforceable, such clause shall be enforced to the fullest extent allowed by law, the remainder of this lease shall not be affected, and all other provisions of this lease shall remain enforceable.

<table>
<thead>
<tr>
<th>TENANT:</th>
<th>LANDLORD:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Seminary</td>
<td>Austin Presbyterian Theological</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>By:</th>
<th>By:</th>
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<table>
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<tr>
<th>Date:</th>
<th>Date:</th>
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</table>
Austin Presbyterian Theological Seminary
Key Request Form

I hereby request that Austin Presbyterian Theological Seminary issue a key and/or building access card (where applicable) to my Seminary residence: ______________________________. I understand that if this individual is not a current Austin Seminary student or resident, they must complete a Criminal Background Check prior to being issued this key. I also understand that I will be responsible for returning this additional key upon moving out of this unit, and will accept full financial responsibility and hereby authorize a charge to my student account for repair or replacement of lost, stolen or damaged keys and/or building access cards, as listed in the current Student Housing Handbook.

Signature ______________________________ Date ________________

Printed Name ______________________________

To be completed by the person receiving the key/access card.

Acknowledgment of Responsibility

I __________________________, acknowledge that I am accepting full responsibility for this key and/or building access card. I understand that this key and building access card (where applicable) is being issued to me, personally, and is not transferable to another person, and shall not be duplicated. I agree to safeguard this key and access card (where applicable) from loss, theft and damage, and will immediately notify Austin Seminary and the above named student if the key and/or access card is lost, stolen, damaged, or there is a defect in the locking mechanism.

Furthermore, I agree to access the above named student's residence only for the purpose(s) of ______________________________.

Signature ______________________________ Date ________________

Printed Name ______________________________

ADDITIONAL KEYS / BUILDING ACCESS CARDS MAY ONLY BE PURCHASED AT THE BEGINNING OF EACH SEMESTER.

APTS BUSINESS OFFICE USE ONLY

Date key issued: __________ Date access card issued: __________ Access card #: __________

Date key fee paid/charged to student account: __________ Amount paid/charged: __________

Date Criminal Background verified: __________ Business Office Staff Member: __________
Checklist for Vacating Premises

Move-Out Instructions

The following items must be done before vacating premises in order to receive a full deposit refund. We have entered a cost breakdown beside each item so you will know how much COULD be deducted from your security deposit if you do not have the unit in the same condition as when you moved into it. NORMAL WEAR AND TEAR ACCEPTED.

T H E S E A R E A P P R O X I M A T E M I N I M U M C H A R G E S:  

**General Clean: Per Unit**  $100.00 to $150.00

**KITCHEN**

- Oven (cleaned/ no black spots, and broiler pan spotless)  $15.00
- Top of stove-pans under element must be cleaned-vent hood/filter cleaned  $20.00
- Refrigerator cleaned – ice trays left in it  $15.00
- Counter and cabinets cleaned inside and out  $20.00
- Sink- scrubbed clean and shiny  $10.00
- Dishwasher- cleaned inside and outside  $10.00
- Floors- swept and mopped clean/ including floor boards  $10.00
- Drain stops in working order  $10.00
- If no work is done by the resident, the cost will be  $110.00

**BATHROOMS:**

- Bathtub/Tile and Commode cleaned-including base (each fixture/each room cost)  $10.00
- Tile walls outside tub area cleaned  $10.00
- Caulk tubs (as necessary due to cracks, or mildew stains)  $25.00
- Cabinets and drawers washed clean inside and out  $10.00
- Sinks, Mirrors, counter tops clean and shiny  $2.00
- Towel rack, soap holders, and toilet paper holders wiped clean and sturdy in the wall  $10.00
- Floors- swept and mopped clean/ including floor boards, or vacuumed if carpeted  $5.00
- If no work is done by the resident, the cost will be  $72.00

**FLOORS**
<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Carpet areas must be vacuumed (including floor boards)</td>
<td>$35.00</td>
</tr>
<tr>
<td>All tile floors must be swept and mopped</td>
<td>$15.00</td>
</tr>
<tr>
<td>If steam clean is necessary, Rates are:</td>
<td></td>
</tr>
<tr>
<td>Steps</td>
<td>$20.00</td>
</tr>
<tr>
<td>Efficiency</td>
<td>$45.00</td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>$65.00</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>$85.00</td>
</tr>
<tr>
<td>3 Bedroom</td>
<td>$150.00</td>
</tr>
<tr>
<td>4 Bedroom</td>
<td>$200.00</td>
</tr>
<tr>
<td>Pet treatment (if pet has been present during lease term)</td>
<td>$100.00</td>
</tr>
<tr>
<td>If no work is done by the resident, the cost will be</td>
<td>$95.00 - $370.00</td>
</tr>
</tbody>
</table>

**STOREROOM AND CARPORT/DRIVEWAY OR GARAGE AREA:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storeroom must be vacated and swept out</td>
<td>$125.00</td>
</tr>
<tr>
<td>Carport or driveway must be swept and any grease/oil spots removed</td>
<td>$20.00</td>
</tr>
<tr>
<td>Garage must be swept clean, and any shelves wiped off (any windows must be washed)</td>
<td>$25.00</td>
</tr>
<tr>
<td>If garbage has to be hauled off - not left on the street for pickup</td>
<td>$125.00</td>
</tr>
<tr>
<td>If no work is done by the resident, the cost will be</td>
<td>$295.00</td>
</tr>
</tbody>
</table>

**WINDOW/SCREENS and MINI-BLINDS or DRAPES:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each window and sill should be cleaned including patio door glass on inside</td>
<td>$10.00</td>
</tr>
<tr>
<td>Broken or cracked windows (or hole in it) must be replaced</td>
<td>$120.00</td>
</tr>
<tr>
<td>Patio glass replaced</td>
<td>$250.00</td>
</tr>
<tr>
<td>Missing or damaged window screens/door screen</td>
<td>$35.00</td>
</tr>
<tr>
<td>Missing or damaged patio screen</td>
<td>$125.00</td>
</tr>
<tr>
<td>Missing or damaged drapes/mini blinds - Maximum</td>
<td>$40.00</td>
</tr>
<tr>
<td>Missing or damaged patio drapes/mini blinds - Minimum</td>
<td>$125.00</td>
</tr>
<tr>
<td>Cleaning fee for each pair of drapes</td>
<td>$45.00</td>
</tr>
<tr>
<td>Cleaning fee for each mini-blind</td>
<td>$10.00</td>
</tr>
<tr>
<td>If no work is done by the resident, the cost will be</td>
<td>$760.00</td>
</tr>
</tbody>
</table>

**OTHER AREAS THAT MUST BE CLEANED:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>All walls and ceilings must be cleaned including vents and above door frames</td>
<td>$40.00</td>
</tr>
<tr>
<td>All walls must have nail holes filled in and any other holes patched - Minimum</td>
<td>$50.00</td>
</tr>
<tr>
<td>Clean Heating and A/C register</td>
<td>$25.00 - $150.00</td>
</tr>
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All light fixtures, wall cover plates and ceiling fans (if applicable) must be cleaned $30.00
If no work is done by the resident, the cost will be $120.00 - $270.00

LAWN AND YARD AREA; (If Applicable)
- All trash and debris must be picked up from the yard (if hauled) $125.00
- Fence and gates damaged or missing - Minimum $200.00
- If no work is done by the resident, the cost will be $325.00

PAINTING AND GENERAL CHARGES:

Painting is charged to the Resident when walls or ceiling have been stained, marked, or damaged beyond normal wear and tear. The Minimum Charges are as follows:
- Touch up: $200.00 Efficiency – 1 Bedroom: $350.00
- 2 – Bedroom: $400.00 - 3 Bedrooms: $600.00
- 4 – Bedroom: $800.00
- Extermination (inside only) $65.00
- De-flea after pet (required by State Law) $75.00
- Lock replacement – Minimum for each lock $75.00
- Emergency Quick Reference Guides missing $10.00
- Door replacement – Minimum for each door $100.00
- Door replacement (including door frame) – Minimum for each door $195.00
- Smoke Alarm replacement each $25.00
- Fire Extinguisher replacement each $45.00
- Compact fluorescent light bulb replacement each $5.00
- Appliance light bulb replacement each $5.00
- Ice tray replacement (if provided with refrigerator) each $1.00
- Ceiling Fan replacement (if applicable) – Minimum each $85.00
- Light fixture replacement – Minimum each $50.00
- Access Card Keys $25.00
- Microwave Plate $25.00
- Standard keys not returned – cost per key $25.00
- If no work is done by the resident, the cost will be $755.00 - $1586.00

Total if unit has been abandoned by resident $2800.00 - $3900.00

ALL OTHER ITEMS DAMAGED, NEEDING REPAIR, OR REPLACEMENT WILL BE CHARGED ACCORDING TO THE CURRENT COSTS.
IN ACCORDANCE WITH YOUR LEASE CONTRACT, WE REQUIRE THAT YOUR LEASE TERM BE FULLY FULFILLED AND THAT THIRTY (30) DAYS NOTICE BE GIVEN ON OR BEFORE EXPIRATION OF YOUR LEASE. YOU MUST BE COMPLETELY MOVED OUT BY THE SPECIFIED MOVE-OUT DATE AND YOUR KEYS TURNED IN, OR YOU WILL BE LIABLE TO PAY ANOTHER FULL MONTH OF RENT. YOU MUST PROVIDE A WRITTEN FORWARDING ADDRESS BEFORE ANY DEPOSIT REFUND IS MADE. YOUR REFUND, IF APPLICABLE, WILL BE RETURNED WITHIN 30 DAYS PROVIDED THAT A FORWARDING ADDRESS IS GIVEN.

Adherence to the above guidelines will prevent problems and make your move-out as smooth as possible. Thank you.

I HAVE READ AND UNDERSTAND MY MOVE-OUT OBLIGATIONS.

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