



AUSTIN PRESBYTERIAN
THEOLOGICAL SEMINARY

STUDENT HANDBOOK

2010-2011

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 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.

*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**

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Austin Presbyterian Theological Seminary

ACADEMIC CALENDAR 2010-2012

FALL 2010

August 27-28		Presbyterian ordination examinations
September 1-3		New Student Orientation and Registration
September 2		SPM orientation
September 3	10:00 a.m.	Bible Content examination
September 6		Labor Day holiday
September 7	8:00 a.m. 11:00 a.m. 7:00 p.m.	Fall term classes begin Opening Seminary Convocation Celebration of the Lord's Supper Reception following in Stotts Hall
September 14	5:00 p.m.	Last day to add a course
September 21	5:00 p.m.	Last day to drop a course
October 18-22		Fall recess
October 29-31		Discovery Weekend
November 8-9		Board of Trustees fall meeting
November 25-26		Thanksgiving recess
November 29-December 2		Registration for spring and summer terms
December 3		Advent Vespers
December 6-10		Reading period
December 13-17		Final examination period
December 17		Fall term ends; Christmas recess begins

JANUARY 2011

January 3	8:00 a.m.	January term begins
January 7	5:00 p.m.	Last day to add or drop a course
January 3-28		Doctor of Ministry term
January 17		Martin Luther King Jr. holiday
January 21		Registration of new students
January 28		January term ends
January 28-29		Presbyterian ordination examinations

Austin Presbyterian Theological Seminary
ACADEMIC CALENDAR 2010-2012

SPRING 2011

January 31-February 2		Midwinter Lectures
February 4-5		Board of trustees retreat
February 4	10:00 a.m.	Bible Content examination
February 7	8:00 a.m.	Spring term classes begin
	11:00 a.m.	Opening Worship and Celebration of the Lord's Supper
February 8	11:00 a.m.	Seminary worship honoring The Rev. Martin Luther King Jr.
February 11	5:00 p.m.	Last day to add a course
February 18		Last day to drop a course
February 18-20		Discovery Weekend
March 14-18		Spring recess
April 22		Good Friday holiday
April 25-28		Registration for fall and January terms
May 9-13		Reading period
May 16-20		Final examination period
May 16	5:00 p.m.	Graduating students' work due
May 17	5:00 p.m.	Graduating students' grades due
May 20	5:00 p.m.	Spring term ends
May 20-21		Board of Trustees spring meeting
May 21		Baccalaureate Service
May 22		Commencement

SUMMER 2011

June 6	8:00 a.m.	Summer term begins
June 6-July 1		Doctor of Ministry term
June 10	5:00 p.m.	Last day to add or drop a course
July 4		Independence Day holiday
August 26		Summer term ends

Austin Presbyterian Theological Seminary

ACADEMIC CALENDAR 2010-2012

FALL 2011

August 26-27		Presbyterian ordination examinations
August 31-September 2		New Student Orientation and Registration
September 1		SPM orientation
September 2	10:00 a.m.	Bible Content examination
September 5		Labor Day holiday
September 6	8:00 a.m. 11:00 a.m. 7:00 p.m.	Fall term classes begin Opening Seminary Convocation Celebration of the Lord's Supper Reception following in Stotts Hall
September 12	5:00 p.m.	Last day to add a course
September 19	5:00 p.m.	Last day to drop a course
October 17-21		Fall recess
October 28-30		Discovery Weekend
November 7-8		Board of Trustees fall meeting
November 24-25		Thanksgiving recess
November 28-December 1		Registration for spring and summer terms
December 2		Advent Vespers
December 5-9		Reading period
December 12-16		Final examination period
December 16		Fall term ends; Christmas recess begins

JANUARY 2012

January 2	8:00 a.m.	January term begins
January 6	5:00 p.m.	Last day to add or drop a course
January 2-27		Doctor of Ministry term
January 16		Martin Luther King Jr. holiday
January 20		Registration of new students
January 27-28		Presbyterian Ordination examinations
January 27		January term ends

Austin Presbyterian Theological Seminary

ACADEMIC CALENDAR 2010-2012

SPRING 2012

January 30-February 1		Midwinter Lectures
February 3	10:00 a.m.	Bible Content examination
February 3-4		Board of trustees retreat
February 6	8:00 a.m. 11:00 a.m.	Spring term classes begin Opening Worship and Celebration of the Lord's Supper
February 7	11:00 a.m.	Seminary worship honoring The Rev. Martin Luther King Jr.
February 10	5:00 p.m.	Last day to add a course
February 17-19		Discovery Weekend
February 17	5:00 p.m.	Last day to drop a course
March 12-16 (<i>not confirmed</i>)		Spring recess
April 6		Good Friday holiday
April 23-26		Registration for fall and January terms
May 7-11		Reading period
May 14-18		Final examination period
May 14	5:00 p.m.	Graduating students' work due
May 15	5:00 p.m.	Graduating students' grades due
May 18	5:00 p.m.	Spring term ends
May 18-19		Board of Trustees spring meeting
May 19		Baccalaureate Service
May 20		Commencement

SUMMER 2012

June 4	8:00 a.m.	Summer term begins
June 4-29		Doctor of Ministry term
June 8	5:00 p.m.	Last day to add or drop a course
July 4		Independence Day holiday
August 24		Summer term ends



Campus Map

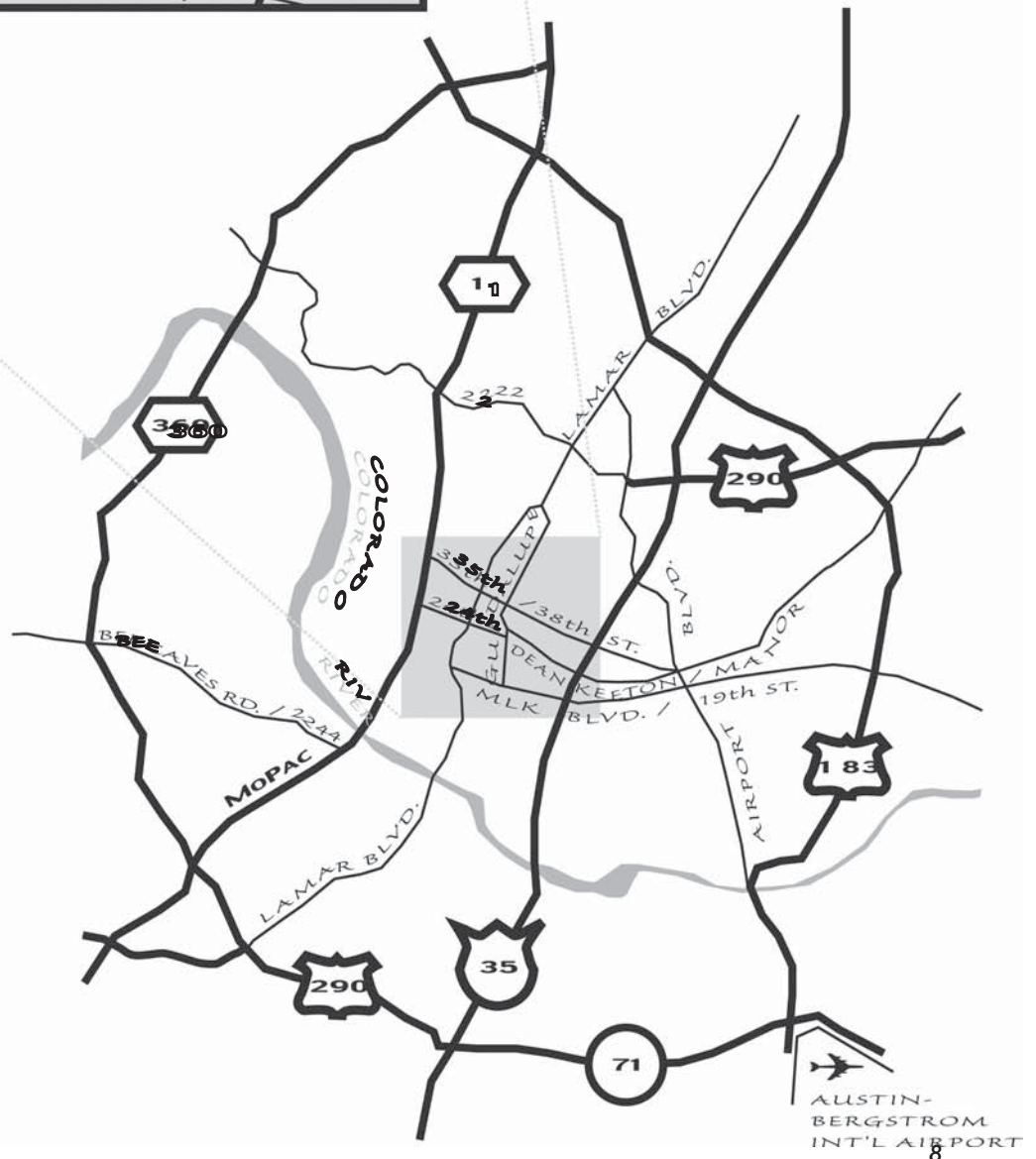
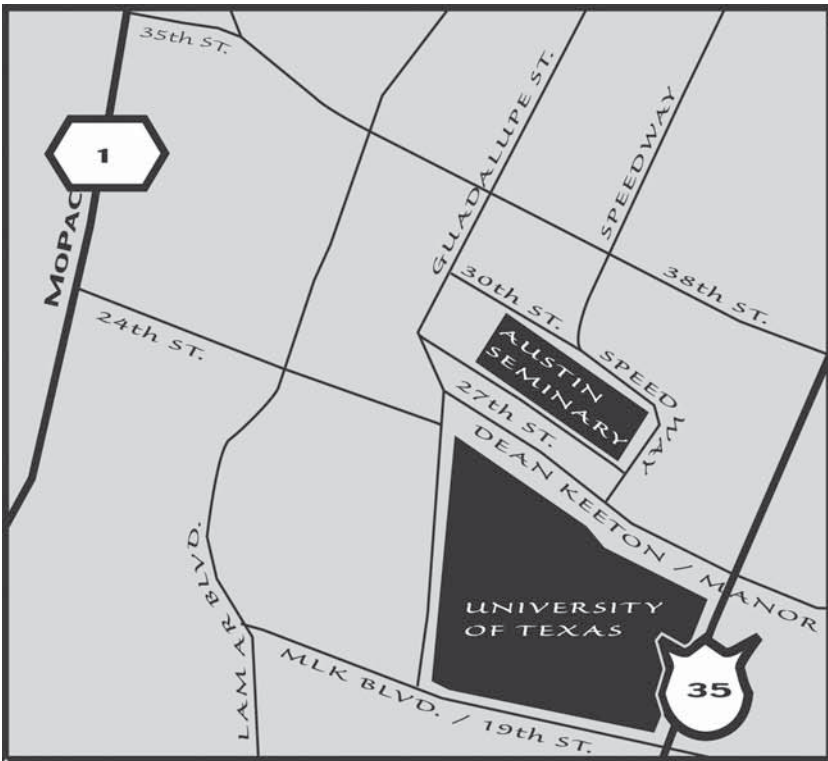


- | | |
|-----|-------------------------------|
| 1. | Chapel |
| 2. | Stitt Library |
| 3. | Currie Hall (Dormitory) |
| 4. | McCord Community Center |
| 5. | McMillan Classroom Building |
| 6. | Trull Administration Building |
| 7. | Seminary Bookstore |
| 8. | Smoot Center |
| 9. | Guest Cottage |
| 10. | Hicks Community House |

- | | |
|--|---|
| Visitor (V) | Faculty (F) |
| Handicap (H) | Student (S) |
| Currie (C) | Reserved Staff (R) |
| X Bookstore Parking | * 15-minute parking |

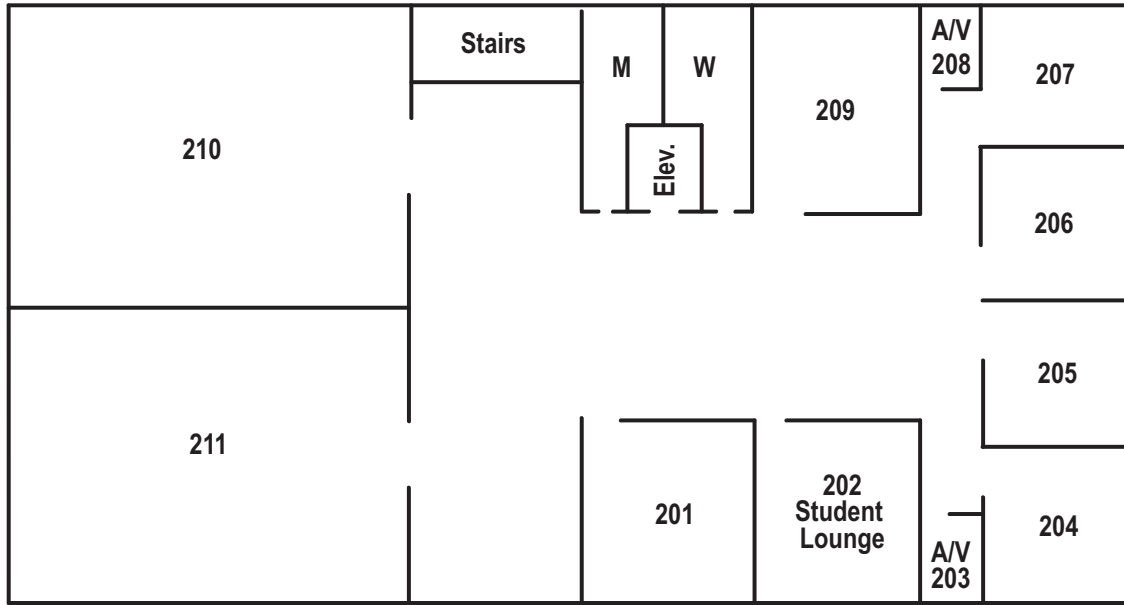
Directions from Austin-Bergstrom International Airport:

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.

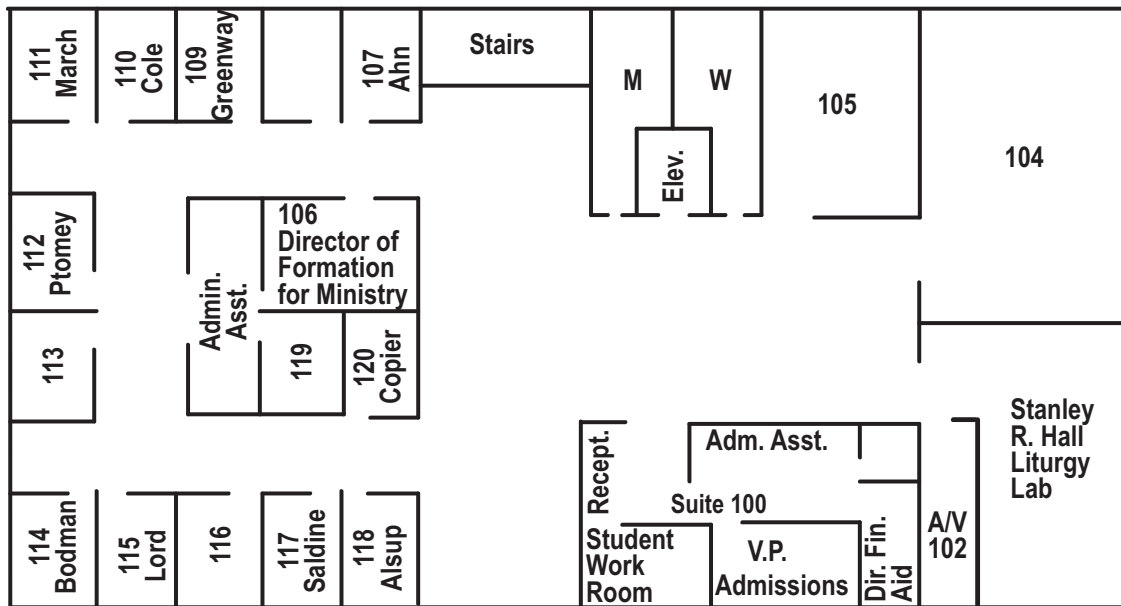


McMillan Classroom Building

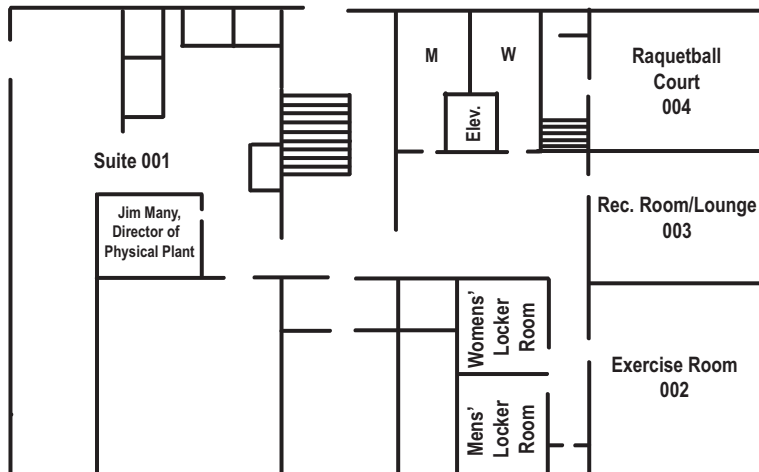
upper floor



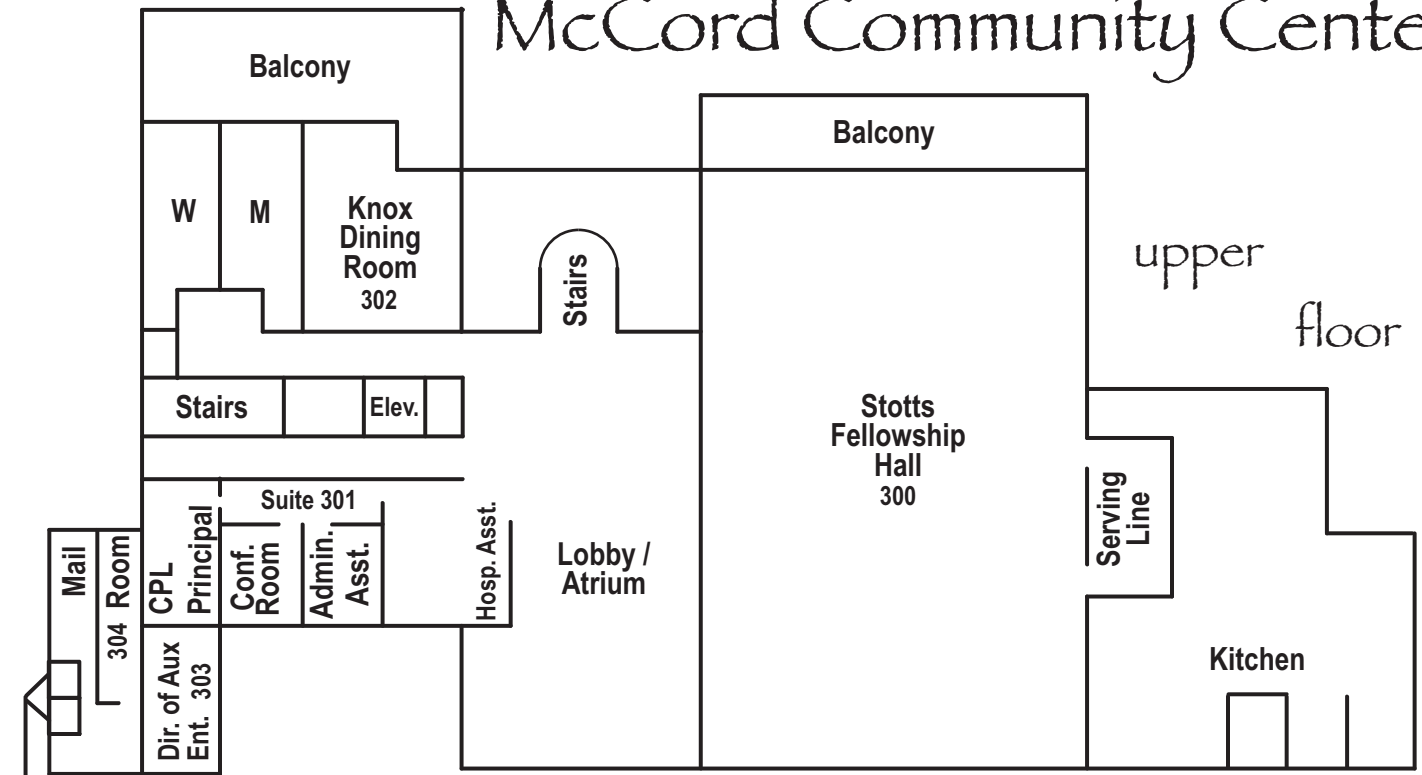
middle floor



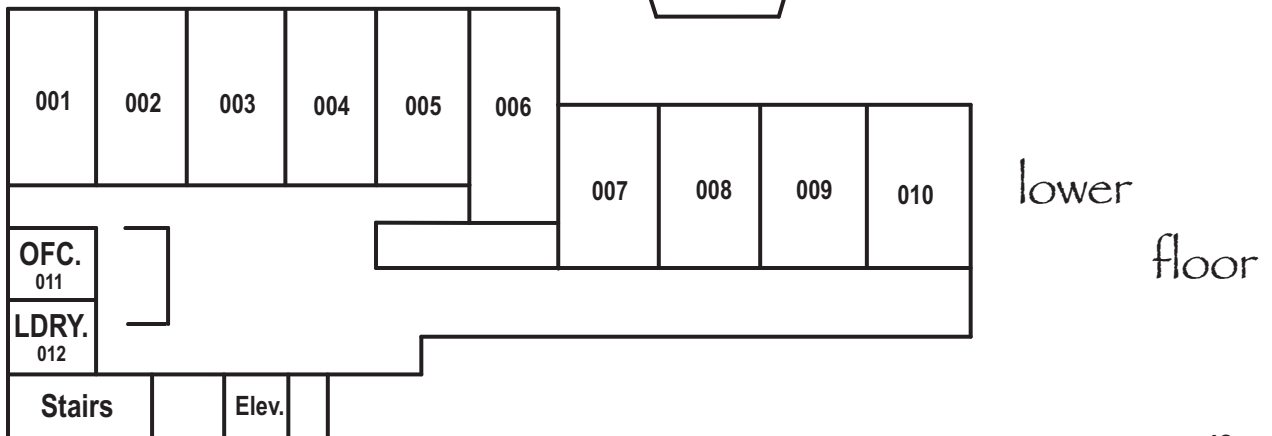
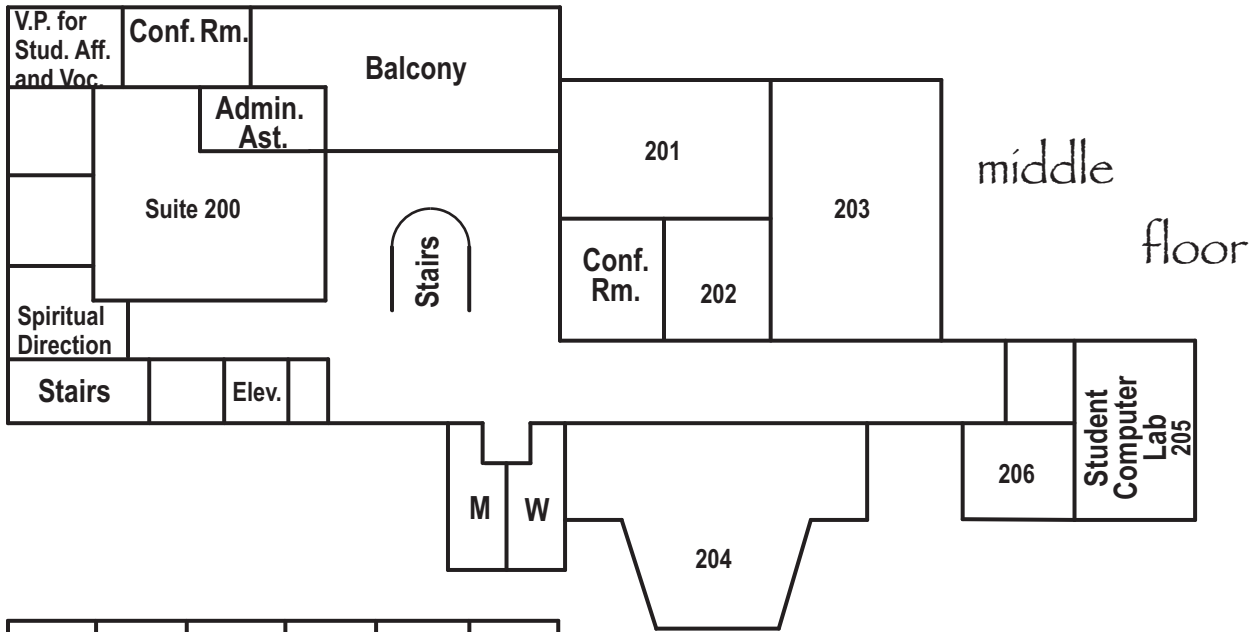
lower floor



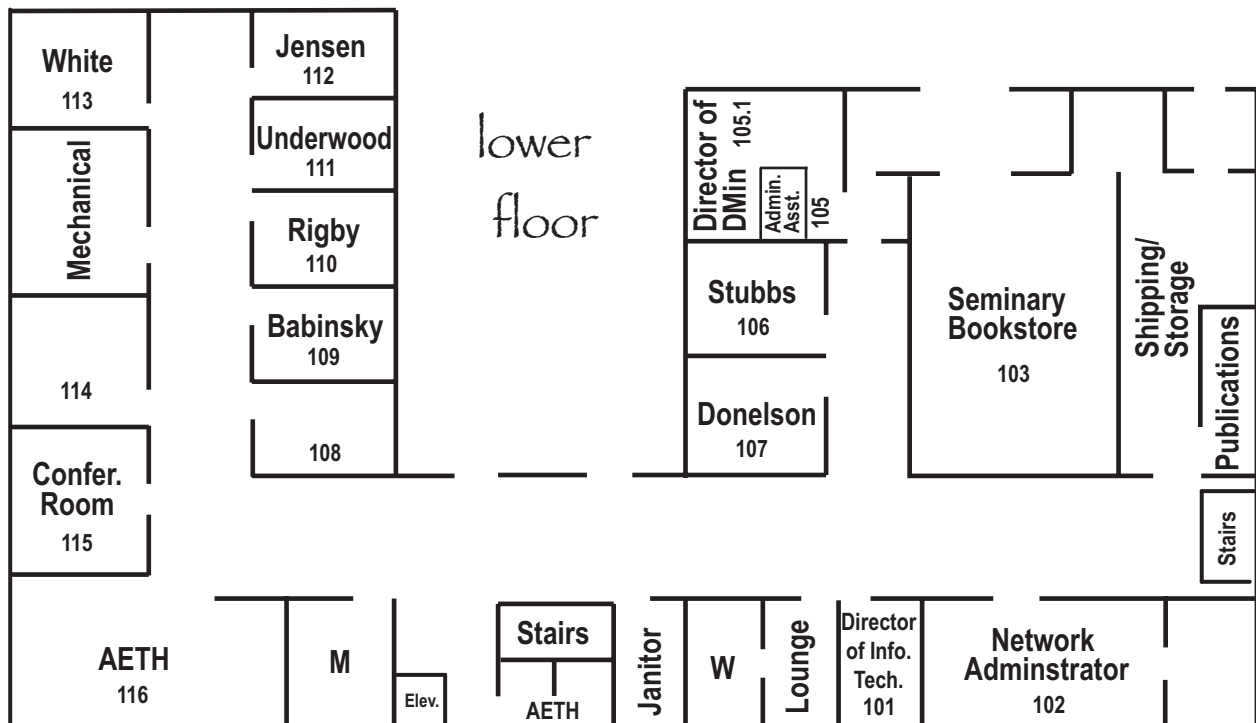
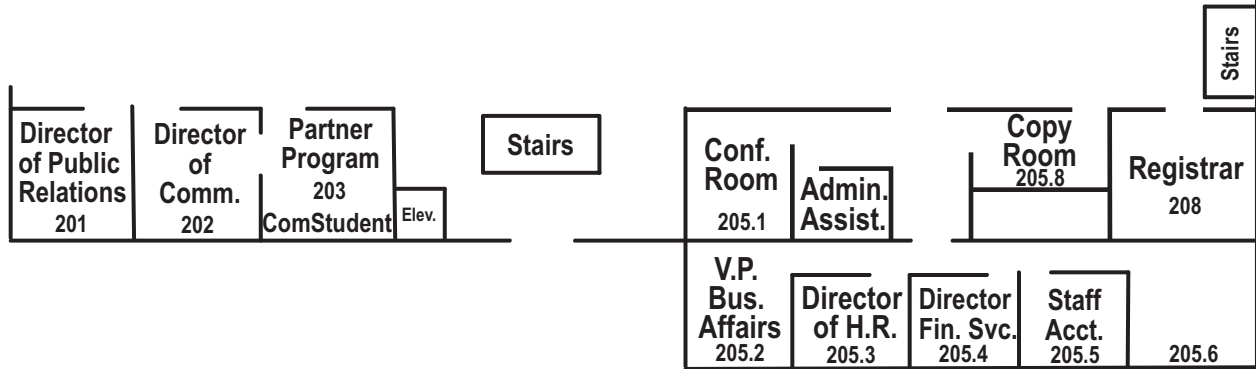
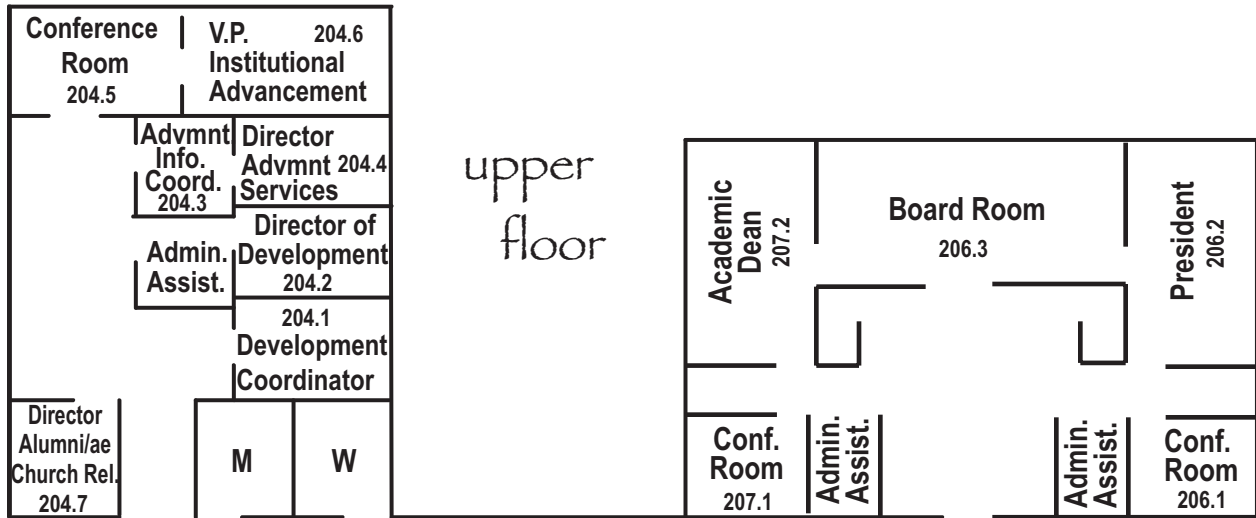
McCord Community Center



Vending Machines



Trull Administration Building



WITH WHOM DO I TALK WHEN I HAVE A QUESTION ABOUT

Academic Calendar

ASK

Registrar, Jacqueline Hefley, 404-4826 or jhefley@austinseminary.edu or Trull Building, 208

Admissions, Recruitment

Vice President for Admissions, Jack Barden, 404-4829 or jbarden@austinseminary.edu
Administrative Assistant, Martha Lynn Coon, 404-4827 or mcoon@austinseminary.edu
McMillan Building, Suite 100

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

Hospitality Assistant, Katherine Sweet, 404-4800 or ksweet@austinseminary.edu
McCord Build, McCord Hospitality Desk

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

Hospitality Assistant, Katherine Sweet, 404-4800 or ksweet@austinseminary.edu
McCord Building, McCord Hospitality Desk

Alumni/ae Association

Director of Alumni/ae and Church Relations, Rev. Lana Russell, 404-4809 or lrussell@austinseminary.edu
Trull Building, Suite 204

Alumni/ae Addresses

Advancement Information Coordinator, Shuhan Chan, 404-4804 or schan@austinseminary.edu
Trull Building, Suite 204

Alumni/ae Challenge

Director of Development, OPEN, 404-4803
Trull Building, Suite 204 or
Administrative Assistant to the Office of Institutional Advancement, Laura Harris, 404-4886 or lharris@austinseminary.edu

Alumni/ae email account
(upon graduation, alumni receive a permanent alumni/ae account)

Director of Information Technology, Julie Newton, 404-4820 or jnewton@austinseminary.edu
Trull Building, 101

Audio-Visual Equipment -
Presentation Support
([Complete request form online www.austinseminary.edu/portal](http://www.austinseminary.edu/portal) Forms)

Director of Information Technology, Julie Newton, 404-4820 or jnewton@austinseminary.edu
Trull Building, 101

Auditing Classes	Registrar, Jacqueline Hefley, 404-4826 or jhefley@austinseminary.edu Trull Building, 208
Barth and Grill Café	Director of Auxiliary Enterprises, Renee Menke, 404-4872 or rmenke@austinseminary.edu McCord Building, 303
Bicycle Barn (student bicycle storage, access code required)	Director of Auxiliary Enterprises, Renee Menke, 404-4872 or rmenke@austinseminary.edu or McCord Building, 303
Bible Content Exam (Fees required)	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu or Administrative Assistant, Deborah Butler, 404-4868, or dbutler@austinseminary.edu McCord Building, Suite 200
Bill Payments	See Student Account Payments
Book Grants	Director of Financial Aid, Glenna Balch, 404- 4828 or gbalch@austinseminary.edu McMillan Building, Suite 100
Bookstore (Seminary Bookstore)	Located in Trull Building, 103 Director of Auxiliary Enterprises, Renee Menke, 404-4872 or rmenke@austinseminary.edu McCord Building, 303
Bulletin Boards (Community)	Students may post announcements and notices on the bulletin boards in the mail room.
Calendar - Events on Campus	Administrative Assistant, Mona Minjarez, 404-4812 or mminjarez@austinseminary.edu Trull Building, Suite 205 or Hospitality Assistant, Katherine Sweet 404-4800 or ksweet@austinseminary.edu McCord Building, McCord Hospitality Desk
Call Process	See Ecclesiastical Endorsement
Campus Card/ID Card	Hospitality Assistant, Katherine Sweet, 404-4800 or ksweet@austinseminary.edu McCord Building, McCord Hospitality Desk, or Director of Auxiliary Enterprises, Renee Menke, 404-4872 or rmenke@austinseminary.edu McCord Building, 303
Candidacy Process	See Ecclesiastical Endorsement

Child Care Subsidy	Director of Financial Aid, Glenna Balch, 404-4828 or gbalch@austinseminary.edu McMillan Building, Suite 100
Chapel Choir	See Student Groups
Clinical Pastoral Education (CPE)	See Formation for Ministry
Code of Conduct for Students	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu McCord Building, Suite 200
College of Pastoral Leaders	Administrative Assistant, Kathy Muenchow, 404-4857 or kmuenchow@austinseminary.edu McCord Building, Suite 301
Committees and Student Representatives	See page 25
Community E-Mail Announcements from Faculty/Staff	Director of Public Relations, Channing Burke 404-4810 or cburke@austinseminary.edu Trull Building, 201
Community E-mail Announcements from Students Please send any community announcements through the Vice President for Student Affairs and Vocation	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu AND Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200 It is very important that messages be sent to both Jackie and Deborah.
Communicating with the Faculty	e-mail faculty using seminary e-mail addresses or Administrative Assistant, Brenda Osbon, 404-4858 or bosbon@austinseminary.edu McMillan Building, 119
Commuter Students	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Computer Labs	See Student Computer Labs
Counseling	See Pastoral Counseling

Course Scheduling/Registration	Registrar, Jacqueline Hefley, 404-4826 or jhefley@austinseminary.edu Trull Building, 208
Degree Planning Guides (MATS, MDIV, MDIV/MSSW)	Registrar, Jacqueline Hefley, 404-4826 or jhefley@austinseminary.edu Trull Building, 208
Directed Study Projects	Associate Dean, for Masters Programs, Allan Cole, 404-4864 or acole@austinseminary.edu or Administrative Assistant, Alison Riemersma, 404-4821 or ariemersma@austinseminary.edu Trull Building, Suite 207
Disability Accommodation	Interim Academic Dean, David Jensen, 404-4822 or djensen@austinseminary.edu Administrative Assistant, Alison Riemersma, 404-4821 or ariemersma@austinseminary.edu Trull Building, Suite 207
Discovery Weekends	Vice President for Admissions, Jack Barden, 404-4829 or jbarden@austinseminary.edu or Administrative Assistant, Martha Lynn Coons, 404-4827 or mcoon@austinseminary.edu McMillan Building, Suite 100
Dispute with another student	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu or Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Doctor of Ministry Program	Director of the Doctor of Ministry Program, David Jones, 404-4121 or djones@austinseminary.edu or Administrative Assistant, Margie Villalpando 404-4880 or mvillalpando@austinseminary.edu Trull Building, Suite 105
Ecclesiastical Endorsement (Candidacy, Call Process, Placement)	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu or Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Email accounts	See Student Email accounts

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

McCord Desk Business Hours:

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

Call 911 **and** phone the McCord Desk 512-404-4800 during regular business hours.

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

McCord Desk Business Hours:

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

Call 311 **and** phone the McCord Desk 512-404-4800 during regular business hours. “On Call” Maintenance Staff - 512-563-1363
Director of Physical Plant, James Many,
Office phone, 404-4971 or 512-563-7257 (cell).

Emergency System - e2CAMPUS

Sign up for e2CAMPUS emergency notification system to receive urgent new in the event of an immediate threat to the campus community at <http://austinseminary.wufoo.com/forms/it-support-request>

Employment (On-Campus)

Director of Financial Aid, Glenna Balch, 404-4828 or gbalch@austinseminary.edu
McMillan Building, Suite 100

Extensions (Request for)

See Incompletes

Events Sign-Up Sheets

McCord Building, McCord Hospitality Desk Personnel

Emergency Financial Aid

Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu
Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu
McCord Building, Suite 200

Facilities Reservations/online www.austinseminary.edu/portal Click on Forms to “Wufoo” a reservation request for guest rooms, meeting rooms, Shelton Chapel, or Hicks Community House

Administrative Assistant, Mona Minjarez, 404-4812 or mminjarez@austinseminary.edu
Trull Building, Suite 205

Faculty Advisors

Interim Academic Dean, David Jensen, 404-4821 or djensen@austinseminary.edu or
Administrative Assistant, Alison Riemersma, 404-4821 or ariemersma@austinseminary.edu
Trull Building, Suite 207

<p>FAX Machine FAX number for student's use: 512-479-0738</p>	<p>Hospitality Assistant, Katherine Sweet, 404-4800 or ksweet@austinseminary.edu McCord Building, McCord Hospitality Desk</p>
<p>Food Service</p>	<p>See Barth and Grill Café</p>
<p>Financial Aid/Scholarships</p>	<p>Director of Financial Aid, Glenna Balch, 404-4828 or gbalch@austinseminary.edu McMillan Building, Suite 100</p>
<p>Formation for Ministry</p>	<p>Director of Ministerial Formation, David Johnson, 404-4860 or djohnson@austinseminary.edu Administrative Assistant, Brenda Osbon 404-4858 or bosbon@austinseminary.edu McMillan Building, 106</p>
<p>Gifts to the Seminary</p>	<p>Vice President for Institutional Advancement, Donna Scott, 404-4807 Or dscott@austinseminary.edu Trull Building, Suite 204</p>
<p>Group Spiritual Direction</p>	<p>Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200</p>
<p>Guest Rooms (Submit an online reservation form at www.austinseminary.edu/portal Forms)</p>	<p>Hospitality Assistant, Katherine Sweet, 404-4867 or ksweet@austinseminary.edu McCord Building, McCord Hospitality Desk</p>
<p>Health Insurance - Required (APTS does not provide student insurance)</p>	<p>PCUSA students who are under care of a presbytery, contact PCUSA Board of Pensions: 1-800-773-7752 Non-Presbyterian and international students contact their insurance carrier. Contact Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu or Deborah Butler, 404-4868 or dbutler@austinseminary.edu with questions.</p>
<p>Hicks Community House (Students have priority) www.austinseminary.edu/portal Click on forms to reserve. (Reserved for seminary families for events)</p>	<p>Administrative Assistant, Mona Minjarez, 404-4812 or mminjarez@austinseminary.edu Trull Building, Suite 205</p>
<p>Housing</p>	<p>See Student Housing</p>
<p>Human Resources</p>	<p>Director of Human Resources, Lori Rohre, 404-4815 or lrohre@austinseminary.edu Trull Building, Suite 205</p>

ID Card	See Campus Card
Incompletes	Associate Dean for Masters Program, Allan Cole, 404-4864 or acole@austinseminary.edu or Administrative Assistant, Alison Riemersma, 404-4821 or ariemersma@austinseminary.edu Trull Building, Suite 207
Independent Study Projects	Associate Dean for Masters Programs, Allan Cole, 404-4864 or acole@austinseminary.edu or Administrative Assistant, Alison Riemersma, 404-4821 or ariemersma@austinseminary.edu Trull Building, Suite 207
International Student Program/Orientation	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Internships	See Formation for Ministry
Internships and housing	See Student Housing
<i>KAIROS</i> - Community Newsletter www.austinseminary.edu/portal	Editor, <i>KAIROS</i> , Brittany Harvey, 504-907-6009, or brittany.harvey@austinseminary.edu
Leave of Absence	Interim Academic Dean, David Jensen, 404-4822 or djensen@austinseminary.edu Administrative Assistant, Alison Riemersma, 404-4821 or ariemersma@austinseminary.edu Trull Building, Suite 207
Library Card	See Campus Card
Library Study Carrels	Public Services Librarian, Lila Parrish, 404-4878 or lparrish@austinseminary.edu Stitt Library
Lifelong Learning	Administrative Assistant, Kathy Muenchow, 404-4857 or kmuenchow@austinseminary.edu McCord Building, Suite 301
Locked Out of your apartment/dorm room?	See Student Lockout Assistants
Lockers (Lockers are located in McMillan Building on a first come, first served basis. Place a lock on the locker you choose.)	Any locker without a lock or in use is available for student use.

Lost and Found	McCord Building, McCord Hospitality Desk
Merit Awards Review Process	Student Life Student Standing Committee Chair, Allan Cole, 404-4864 or acole@austinseminary.edu or Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu
MidWinters	Director of Alumni/ae and Church Relations, Lana Russell, 404-4809 or lrussell@austinseminary.edu Trull Building, Suite 204
Mail Boxes/On Campus - Campus Mail Room (Fee for replacement key is \$25.00)	Hospitality Assistant, Katherine Sweet, 404-4867 ksweet@austinseminary.edu McCord Building, McCord Hospitality Desk
Maintenance -online request forms (www.austinseminary.edu/portal)	Complete forms located on the student portal
Mid-Week Manna - Community Fellowship Wednesdays - 11:00 a.m. - 12:00 noon Stotts Fellowship Hall	President of the Student Body, John Leedy 382-0452 or 940-1728 (cell) or john.leedy@austinseminary.edu
Name Change - Official	Registrar, Jacqueline Hefley, 404-4826 or jhefley@austinseminary.edu Trull Building, 208
Noise Complaint	Director of Physical Plant, Jim Many, 404-4871 or jmany@austinseminary.edu McMillan Building, Suite 001 or call the McCord Hospitality Desk, 404-4800 if you are unable to reach anyone in the maintenance area.
Notary Public (no charge)	Administrative Assistant, Nancy Reese, President's Office, 404-4823 or nreese@austinseminary.edu , Trull Building Suite 208 or Administrative Assistant, Mona Minjarez Business Office, 404-4812 or mminjarez@austinseminary.edu Trull Building Suite 205 or Margie Villapando, Doctor of Ministry Office, 404-4880 or mvillapando@austinseminary.edu Trull Building, Suite 105

Ordination Exams (fees required)	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu or Administrative Assistant, Deborah Butler 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Overnight Housing	See Guest Rooms
Parking tags for student's guests (provide license #, make and model of car.	McCord Building, Hospitality Desk Personnel
Parking stickers for students, faculty and staff and on-campus Student Visitor Guest hangtag	Hospitality Assistant, Katherine Sweet, 404-4800 or ksweet@austinseminary.edu McCord Building, Hospitality Desk or Director of Auxiliary Enterprises, Renee Menke, 404-4872 or rmenke@austinseminary.edu McCord Building, 303
Part-time Study	Interim Academic Dean, David Jensen, 404-4822 or djensen@austinseminary.edu Administrative Assistant, Alison Riemersma, 404-4821 or ariemersma@austinseminary.edu Trull Building, Suite 207
Pastoral Care/Community Concerns Pastoral Counseling and Referrals	Vice President for Student Affairs and Vocation Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Pets on campus (See policy in Student Handbook and Housing Handbook)	Vice President for Business Affairs, Kurt Gabbard, 404-4816 or kgabbard@austinseminary.edu Trull Building, Suite 205 or Director of Auxiliary Enterprises, Renee Menke, 404-4872, or rmenke@austinseminary.edu McCord Building, 303
Photocopying (Locations for student use are: McCord Hospitality Desk and Stitt Library)	McCord Building, McCord Hospitality Desk Stitt Library
Photocopying - problems with copiers	Administrative Assistant, Mona Minjarez 404-4812 or mminjarez@austinseminary.edu Trull Building, Suite 205
Postage Stamps	Hospitality Assistant, Katherine Sweet, 404-4800 ksweet@austinseminary.edu McCord Building, McCord Hospitality Desk

Posting of Flyers	Vice President for Business Affairs Kurt Gabbard, 404-4816 or kgabbard@austinseminary.edu Trull Building, Suite 205
Pulpit Supply	Director of Ministerial Formation, David Johnson, 404-4860 or dwjohnson@austinseminary.edu Administrative Assistant, Brenda Osbon, 404-4858 or bosbon@austinseminary.edu McMillan Building, 106
Reading and Writing Skills	Director of Writing and Reading Skills Development, Light German, 478-4743 or Administrative Assistant, Johnnie Walker-Little @ Huntington Surrey School, 478-4743 (For information, you may also contact Alison Riemersma in the Dean's office for information, 404-4821 or ariemersma@austinseminary.edu).
Recreation - on Campus - Facility Access	Required to have a signed After-Hours Facility Access Agreement on file at the McCord Building, McCord Hospitality Desk or Director of Auxiliary Enterprises, Renee Menke, 404-4872 or rmenke@austinseminary.edu McCord Building, McCord Hospitality Desk
Recreation - off Campus/ (Associate Memberships available through University of Texas/Rec. Sports. See Deborah Butler if you are interested in a one day guest pass).	Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu or Vice President for Student Affairs and Vocation, McCord Building, Suite 200
Registration	Registrar, Jacqueline Hefley, 404-4826 or jhefley@austinseminary.edu Trull Building, 208
Reyah Program (formally Buddy Program)	Student Coordinator, Jessica Goad, 520-822- 7224 or jessica.goad@austinseminary.edu or Student Coordinator, Mary Ann Kaiser, 757-652- 1037 or mary.kaiser@austinseminary.edu
Room Reservations (Guest rooms, Hicks House, meeting rooms, Shelton Chapel)	See Facilities Reservations
Security Concerns	Director of Physical Plant, Jim Many, 404-4871 or jmany@austinseminary.edu McMillan Building, Suite, 001
Sexual Harassment	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu or Administrative Assistant, Deborah Butler,

	404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Spiritual Direction	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu or Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Spouses' Group	See Student Groups, Community Edge
Students/Academic Records	Registrar, Jacqueline Hefley, 404-4826 or jhefley@austinseminary.edu Trull Building, 208
Student Accounts	Senior Staff Accountant, Marti Harris, 404-4813 or mharris@austinseminary.edu Trull Building, Suite 205
Student Accounts Dispute Resolution	Director of Financial Services, Mike Castleberry, 404-4811 or mcastleberry@austinseminary.edu Trull Building, Suite 205
Student/Staff Directory (available late September)	Director of Communications, Randal Whittington, 404-4808 or rwhittington@austinseminary.edu or Trull Building, 202
Student Email accounts	Director of Information Technology, Julie Newton or 404-4820 or jnewton@austinseminary.edu Trull 101
Student Elections to Student Senate and faculty committees	Student Body President, John Leedy, 382-0452 or 940-1728 or john.leedy@austinseminary.edu Elections Commissioner, Anna Bowden, 669- 9141 or anna.bowden@austinseminary.edu
Student Groups:	
Choir	Student Representative, Caitlin Deyerle 401- 5467 or caitlin.deyerle@austinseminary.edu
Community Edge (Couples and Family Ministry)	Spouse Representative, TBD or Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu or Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200

Corpus Christi	Student Representatives, Sudie Niesen, 314-306-6713 or sudie.niesen@austinseminary.edu
Faithful Flyers	Student Representative, Cathy Stone 656-9749 or cathy.stone@austinseminary.edu
Harmonium - An Inter-religious forum	Student Representative, Amanda Robinson, 249-7766 or amanda.robinson@austinseminary.edu
KAAPTS (Koreans at APTS)	Student Representative, Jesse Ha, 917-846-0304 or jesse.ha@austinseminary.edu
Kickin It Old School (Kickball)	Student Representative, Caitlin Deyerle, 505-401-5467 or caitlin.deyerle@austinseminary.edu
Methodist Student Group	Student Representative, Jenny Tucker, 325-247-3688 or jenny.tucker@austinseminary.edu
MSSW/MDIV Support Group	Student Representative, Amber Reber, 618-406-5492 or amber.reber@austinseminary.edu
Overcomers' Outreach Open 12-Step Meeting	Student Representative, Doug Fritzsche, 505-280-2903 (cell) or dfritzsche@austinseminary.edu
The Intentional Community at Austin	Student Representatives, Melanie Lange, 284-8141 or melanie.lange@austinseminary.edu
Still Small Voice - A Spirituality Resources group	Student Representative, Jessica Goad, 520-822-7224 or jessica.goad@austinseminary.edu
Unitarian Universalist Student Society	Student Representative, Christian Schmidt, 979-450-2477 or christian.schmidt@austinseminary.edu
	If you are interested in forming a student group Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200
Student Group - On Campus Fundraising (See Student Groups, fundraising policy)	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu Administrative Assistant, Deborah Butler, 404-4868 or dbutler@austinseminary.edu McCord Building, Suite 200

Student Housing (See Housing Handbook)	Director of Auxiliary Enterprises, Renee Menke, 404-4872 or rmenke@austinseminary.edu McCord Building, 303
Student Housing Pest Control Request	Sign in log book at McCord Building, McCord Hospitality Desk
Student Life	Vice President for Student Affairs and Vocation, Jackie Saxon, 404-4885 or jsaxon@austinseminary.edu Administrative Assistant, Deborah Butler, 404-4 868 or dbutler@austinseminary.edu McCord Building, Suite 200 or Student Life Committee Chair, Allan Cole
Student Lockout Assistants	Two Student Lockout Assistants, call 512-522-9192 (cell)
Student Lounges	McMillan Building, Room 202 and Basement Level
Student Computer Labs Issues/toner requests: go to online request form http://austinseminary.wufoo.com/forms/it-support-request	McMillan Building, Student Lounge, Room 202; McCord Building, 205; Stitt Library, 2 nd floor.
Student Payroll (checks are put in campus mailboxes)	Director of Financial Services, Mike Castleberry, 404-4811 or mcastleberry@austinseminary.edu Trull Building Suite 205
Student Portal	Director of Public Relations, Channing Burke, 404-4810 or dburke@austinseminary.edu
Student Senate Monthly Meetings (Dates published in <i>KAIROS</i> weekly calendar, all students welcome.)	President of the Student Body, John Leedy 382-0452 or 940-1728 or jleedy@austinseminary.edu
Supervised Practice of Ministry (SPM)	See Formation for Ministry
Telephones (local calls only)	Student Lounge, McMillan Building, Room 202
Theological Education Sunday	Director of Alumni/ae and Church Relations, Lana Russell, 404-4809 or lrussel@austinseminary.edu Trull Building, Suite 204
Timesheets - Student Employment	Director of Financial Aid, Glenna Balch, 404-4828 or gbalch@austinseminary.edu McMillan Building, Suite 100

Timesheets - Teaching Assistants,
Research Assistants and Tutors

Academic Dean's Office,
Administrative Assistant, Alison Riemersma,
404-4821 or ariemersma@austinseminary.edu
Trull Building, Suite 207

Transcript Requests
(no fee)

Registrar, Jacqueline Hefley, 404-4826 or
jhefley@austinseminary.edu
Trull Building, 208

Transfer of Credit

Associate Dean for Masters Programs, Allan
Cole, 404-4864 or acole@austinseminary.edu
McMillan Building, 110

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

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

Travel Seminars
(Gunther Scholarship requests)

Interim Academic Dean, David Jensen,
404-4822 or jensen@austinseminary.edu
Administrative Assistant, Alison Riemersma,
404-4821 or ariemersma@austinseminary.edu
Trull Building, Suite 207

Veterans Administration Benefits

Registrar, Jacqueline Hefley, 404-4826 or
jhefley@austinseminary.edu
Trull Building, 208

Vocation and Placement

See Ecclesiastical Endorsement

Vocational Resources

Vice President for Student Affairs and Vocation,
Jackie Saxon, 404-4885 or
jsaxon@austinseminary.edu
or Administrative Assistant, Deborah Butler,
404-4868 or dbutler@austinseminary.edu
McCord Building, Suite 200

visas/I-20 forms

Director of Financial Aid, Glenna Balch,
404-4828 or gbalch@austinseminary.edu
McMillan Building, Suite 100

Weather Emergency
Visit the home page of 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. Austin Seminary follows the Austin
Independent School District Policy (A.I.S.D.) for school
closings.

Vice President for Business Affairs, Kurt
Gabbard, 404-4816 or
kgabbard@austinseminary.edu

Web Portal - One stop shop for information re: announcements, campus life, *Kairos*, calendar, Barth & Grill menu, community events/pictures, student portal, items for sale, online forms for guest housing, maintenance, meeting rooms etc)

www.austinseminary.edu/portal
Director of Public Relations, Channing Burke,
404-4810 or cburke@austinseminary.edu
Trull Building, 201

Wireless Access
(Complete Seminary Wireless Access Agreement Form.
[See Computers on page 34](#) for more information.)

Hospitality Assistant, Katherine Sweet,
404-4800 or ksweet@austinseminary.edu
McCord Building, Hospitality Desk

YOUR STUDENT SENATORS ARE:

JOHN LEEDY- SENIOR - STUDENT BODY PRESIDENT

DOUG CARTWRIGHT-SENIOR SENATOR

CAITLIN DEYERLE - SENIOR SENATOR

JOHN STANGER- MIDDLE SENATOR

LAURA WESTERLEDGE - MIDDLE SENATOR

MATS SENATOR WILL BE ELECTED DURING THE FIRST FOUR WEEKS OF THE FALL SEMESTER 2010

JUNIOR SENATORS WILL BE ELECTED DURING FIRST FOUR WEEKS OF THE FALL SEMESTER 2010

ELECTION COMMISSIONER

Anna Bowden

FINANCIAL AID COMMISSION

Mari Lyn Jones

and

and

STUDENT REPRESENTATIVES SERVING ON FACULTY COMMITTEES ARE:

ADMISSIONS COMMISSION

Brita Hansen, Sally Wright

PROGRAM OF STUDY COMMITTEE

Meagan Ludwig, Christian Schmidt

STUDENT LIFE/STUDENT STANDING COMMITTEE

Bart Smith and MATS Representative _____ (to be elected during the first four weeks of the fall semester 2010)

WORSHIP COMMITTEE

Krystal Leedy, Sudie Niesen

BOOKSTORE COMMITTEE

Paul Kucera

LIBRARY/LIQRE COMMITTEE

Becca Weaver

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

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

HOURS

Seminary offices are open weekdays from 8:30 a.m. to 5:00 p.m. from September through May. Summer hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday and closed on Friday. Our switchboard number is (512) 404-4800. The Seminary Bookstore will open this fall. Bookstore hours will be posted. The Seminary Bookstore phone number is (512) 476-9914. For library hours see the Stitt Library section in the Table of Contents.

ACADEMIC AFFAIRS Trull, Presidential Suite 206

Academic Dean

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

Associate Dean for Masters Program, McMillan 110

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

Associate Dean for Seminary Effectiveness, Stitt Library

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

Administrative Assistant to the Office of Academic Affairs

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

Registrar, Trull, 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.

ADMISSIONS, 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, McMillan

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.

Administrative Assistant to the Office of Admissions

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

ADVANCEMENT SERVICES, Trull, Suite 204. See Institutional Advancement

AUXILIARY ENTERPRISES, McCord, 303, see Business Affairs

BUSINESS AFFAIRS, Trull, Suite 205

Vice President for Business Affairs

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

Administrative Assistant to the Office of Business Affairs

Schedules appointments for the Vice President for Business Affairs, assists students, oversees facilities usage and reservations, catering, guest rooms, and the master calendar of events involving the Seminary community and/or facilities.

Director of Human Resources

Responsible for all aspects of Human Resources.

Director of Information Technology, Trull 101

Administrative responsibility for all aspects of computer networks, computers, internet access, printers, cabling, 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. 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 and toner/ink replacement..

Director of Financial Services

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

Senior Staff Accountant

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

Director of Physical Plant, McMillan Maintenance Shop, Basement Level

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

Director of Auxiliary Enterprises, McCord 303

Oversees student housing and all aspects of hospitality services, food service, campus cards, mail service, parking permits, and the seminary bookstore.

Hospitality Assistant, McCord Building, McCord Hospitality Desk

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

Maintenance Staff

Make repairs on Seminary facilities including Seminary housing. Work orders (maintenance requests forms) are submitted online at www.austinseminary.edu/portal.

BOOKSTORE, Trull, 103.

COLLEGE OF PASTORAL LEADERS, McCord, Suite 301

Principal of the College of Pastoral Leaders and Director of Lifelong Learning

Administrative responsibility for the activities of the College of Pastoral Leaders and continuing education workshops and conferences for pastors and laypersons.

Administrative Assistant for the College of Pastoral Leaders and Lifelong Learning

Provides administrative support for the activities of the College of Pastoral Leaders and Lifelong Learning.

COMMUNICATIONS, Trull, Upper Level. See Institutional Advancement

DOCTOR OF MINISTRY, Trull, Suite 105

Director of the Doctor of Ministry Degree Program

Oversees recruitment and all aspects of the program.

Secretary (part-time) to the Doctor of Ministry Program

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

FACULTY

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

FACULTY AND FORMATION FOR MINISTRY ADMINISTRATIVE ASSISTANT, McMillan, 106

FINANCIAL AID, See Admissions Office.

INSTITUTIONAL ADVANCEMENT, Trull, Suite 204

Vice President

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

Director of Development

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

Director of Advancement Services

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

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 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 public relations efforts.

Director of Alumni/ae and Church Relations

Responsible for establishing and maintaining substantive institutional relationships with Austin Seminary alums, constituency congregations, governing bodies and other friends.

Development Coordinator

Writes grants to support the institution.

Advancement Information Coordinator

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

Administrative Assistant to the Office of Institutional Advancement

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

LIFELONG LEARNING, see College of Pastoral Leaders

MAINTENANCE, see Business Affairs

PUBLIC RELATIONS, Trull 201, See Institutional Advancement.

PULPIT SUPPLY, See Formation for Ministry.

PRESIDENT, Trull, Presidential Suite 206

President

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

Executive Assistant to the President

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

REGISTRAR, see Academic Affairs

SEMINARY RELATIONS, Trull, Suite 204. See Institutional Advancement

FORMATION FOR MINISTRY, McMillan, 106

Director of Ministerial Formation

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

Administrative Assistant to the Program for Formation for Ministry

Handles paperwork for program; makes pulpit supply assignments.

STUDENT AFFAIRS AND VOCATION, McCord Suite 200

Vice President for Student Affairs and Vocation

Available for personal counseling; oversees racial/ethnic ministries; provides referrals for professional counseling and spiritual direction; coordinates community-wide events; handles community-related grievances and concerns; oversees production of *Kairos*; leads new student orientation. Provides support for the Community Edge (Spouses and Families) Group and other student groups. Oversees vocation and placement, counsels with students regarding candidacy processes, arranges preparation sessions for PCUSA inquirers/candidates taking ordination exams, organizes senior seminars on entry-into-ministry issues, and

assists seniors in “first call” placement; liaison with Committees on Preparation for Ministry and Committees on Ministry; contact for Pastor Nominating Committees and alumni/ae in placement process, and with PCUSA denominational offices (Examinations, Call Referral, Leadership Connection) and PLSE initiative.

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 services for ecumenical students; coordinates student services survey; coordinates entering and graduating student questionnaires; coordinates special events sponsored by the Office for Student Affairs and Vocation. Manages most aspects of the day-to-day operation of the Vocation and Placement Office including coordinating and processing materials and information about PCUSA Inquire/Candidacy, Ordination Exams, senior placement activities and senior seminars.

SWITCHBOARD, see Business Affairs

VOCATION AND PLACEMENT, see Student Affairs and Vocation

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.

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.) fill out an Audio-Visual Request form, available online at www.austinseminary.edu/portal. Click on AV Request. The IT department will process your request.

AUSTIN SEMINARY ASSOCIATION (Alumni/ae)

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.

BARTH AND GRILL CAFÉ, see Dining Hall

CALENDAR

To place events on the Seminary calendar or to schedule an event, contact the Administrative Assistant in the Office for Business Affairs. The administrative assistant maintains the master calendar on which are posted all meeting and guest room reservations as well as all Seminary-sponsored and Seminary-related events. Postings for the weekly calendar must be submitted by 11:00 a.m. on Wednesdays for Friday publication.

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

CAMPUS CARD/ID CARD

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

CAMPUS EMPLOYMENT, see Student Employment.

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

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.

CHRISTIAN LEADERSHIP EDUCATION

The Principal and Director of Christian Leadership Education plans and coordinates Christian leadership education events for constituents of Austin Seminary.

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

COMMUNICATIONS

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

COMMITTEES, see Faculty Committees in this section.

COMMUNITY HOUSE, see Hicks Community House.

COMPUTERS

Students 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 eMac 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 now feature Microsoft Office 2003 Standard (Word, Excel and Powerpoint), Word Perfect 11, Bible Works 8, and have Internet. 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 passcode. The Seminary Wireless Access Agreement form is found on the following page. Students are required to use their seminary-provided email accounts for all official seminary correspondence. For more information, please see the Seminary

E-mail 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 form found on the Community Portal (www.austinseminary.edu/portal) or call Mike Pence at 404-4819 or Julie Newton at 404-4820 if you need assistance.

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:

Declaration of Intent

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

DINING HALL

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

ECCLESIASTICAL RELATIONS, contact the Vice President for Student Affairs and Vocation.

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

EMERGENCIES

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

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

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

Monday-Friday 8:30 a.m. – 10:00 p.m.

Saturday 10:00 a.m. – 10:00 p.m.

Sunday 3:00 p.m. – 10:00 p.m.

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

Other Phone Numbers:

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

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

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

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

Timely Warnings

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

In the case of a weather emergency that prevents the Seminary from opening, Austin Seminary follows the Austin Independent School District Policy (AISD) for school closings. Visit the home page of the Austin Seminary website (www.austinseminary.edu), call the main switchboard number (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 urgentnews 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. To log in go to www.austinseminary.edu/portal. Click on e2Campus in the links section. APTS students are pre-registered with their APTS email only. Contact IT department for your password at <https://austinseminary.wufoo.com/forms/it-support-request>

EMPLOYMENT (off-campus)

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

FACILITIES

To use any Seminary facilities (meeting rooms, guest rooms, Shelton Chapel, etc.) reservations must first be made through the Administrative Assistant in the Business Office. Submit an online Room Reservation Request form, available at <http://austinseminary.typepad.com/portal/forms.html>???

The Administrative Assistant will then process your request and let you know when your reservation is completed. Children of faculty, staff and students must be under the supervision of a parent or other adult. For safety reason, children under 12 years of age are not permitted in the exercise room at any time.

FACULTY ADVISORS

Upon admission to the MATS, MDIV/MSSW degree program, each student is assigned a faculty advisor by the academic dean. See *Austin Presbyterian Theological Seminary Catalogue* for more information.

FACULTY COMMITTEES/COUNCILS/COMMISSIONS

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

- Admissions - has responsibility for and reports to faculty concerning admission of students to all programs of study; makes recommendations to faculty concerning changes in admissions policies.
- Bookstore - advises the Seminary Bookstore on matters pertaining to its operation; communicates to the faculty matters of interest or concern to the Seminary Bookstore.
- Financial Aid - sets policies for student financial aid; serves as advisory committee to the Financial Aid Office on matters of student financial aid; available to hear appeals related to aid awards
- Library, Information Quality, and Research Enhancement Committee (LIQRE) - This committee advises the library director on library services and policies, as well as overseeing activities associated with “IQ,” the school’s information literacy emphasis in the MDiv program. The committee 1) in concert with the academic dean, reviews and approves library planning documents; and 2) makes recommendations to the faculty on library services and policies.; 3) oversees IQ activities.
- Program of Study - makes recommendations to faculty concerning degrees, curriculum, course offerings, changes in degree programs, nomenclature, catalogue descriptions and interpretations, and academic calendar.
- Student Life and Student Standing - provides a channel of communication in non-academic areas for students to faculty and administration; makes recommendations to Faculty concerning any student problems requiring full faculty attention; has responsibility for and reports to faculty alleged violation of Code of Conduct for Students.
- Worship - makes recommendations to faculty concerning all matters related to the corporate worship at the Seminary, including ordering and securing leadership, and providing oversight.

FACULTY, CONTACTING

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

When you must miss class, notify your professor directly, or through the Faculty Secretary. In case of illness, it is the student's responsibility to indicate directly to the professor when and why he/she must be absent from a class. All faculty and staff have voice-mail and e-mail. Telephone extensions and e-mail addresses are noted in the Seminary directory. In case of illness or extended absence notify the Vice President for Student Affairs and Vocation, 404-4885 or the Registrar, 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 for a recommendation.

HICKS COMMUNITY HOUSE

The Community House may be used by Seminary families for events. Generally outside group reservations will not be booked. Reservations must be made through the Administrative Assistant in the Business Office.

HOUSING

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

If a housing matter of concern to you is not covered in the manual, please consult the Director of Auxiliary Enterprises. If your Seminary housing unit is in need of repair, 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 voice-mail and e-mail. Telephone extensions and e-mail addresses are noted in the Seminary directory. In the matter of extended absences (three days or more) due to illness or other reasons, the Registrar's office should be notified. The Registrar will record excessive absences only when the professor so indicates.

INSTITUTIONAL ADVANCEMENT

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

INSURANCE

Health insurance is required of all students enrolled in a degree program at Austin Seminary. The Seminary itself does not offer a policy. Presbyterian students who are under care of a presbytery may contact PC (USA) Board of Pensions at 1-800-773-7752. Other students should contact their insurance carrier. 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 Director of Auxiliary Enterprises.

KAIROS

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

KAIROS EDITORIAL GUIDELINES

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

Kairos generally carries no advertisements for sales or goods or services by individuals. An exception is the sale of a student's library or other student aids.

It is not possible to make all program announcements which are submitted by individual churches. We are more likely to be able to run announcements which apply to ecumenical or interfaith groups or groups of churches.

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

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 Associate Dean for Masters Programs who, after consultation with the student, makes a recommendation 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 commuter students to store their books and other belongings. Students can claim any empty locker and must provide their own combination lock.

LIFELONG LEARNING

The Director of Lifelong learning plans and coordinates continuing education events for constituents of Austin Seminary.

LIBRARY, see the Stitt Library section of this handbook.

LOST AND FOUND

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

MAIL/MAIL ROOM

The Seminary mail room, located in the McCord Community Center to the left of the main entrance, is supervised by the Director of Auxiliary Enterprises. All students, degree and non-degree, are assigned mailboxes and keys at the beginning of the semester. To replace a lost key, see the hospitality assistant at the McCord Hospitality Desk. There is a \$25.00 charge for a replacement key.

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

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

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

MEDICAL ASSISTANCE

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

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

Brackenridge Hospital 601 E. 15th Street (emergency: 324-7003; main: 324-7000)

Dell Children's Medical Center, 4900 Mueller Blvd. (emergency: 324-0150; main: 324-0000)

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

North Austin Medical Center, 12221 N. Mopac (emergency: 901-6053; main: 901-1000)

Round Rock Medical Center, 2400 Round Rock Avenue (emergency: 341-6428; main: 341-1000)

St. David's Hospital 919 East 32nd (emergency: 544-4240; main: 476-7111)

Seton Medical Center, 1201 West 38th (emergency: 324-1010; main: 324-1000)

Seton Northwest Hospital, 11113 Research Blvd. (emergency: 324-6010; main: 324-6000)

South Austin Hospital, 901 W. Ben White Blvd. (emergency: 448-7160; main: 447-2211)

Help is also available at any one of a number of minor emergency centers listed in the Southwestern Bell Yellow Pages. In case of emergencies, please also contact the Vice President for Student Affairs and Vocation.

NOTARY PUBLIC

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

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 p.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 hangtag. If you have any questions or need to replace your permit contact the Hospitality Assistant.

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

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

PETS ON CAMPUS

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

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

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

All pets on Seminary property 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 you 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, Seminary student groups, and the UT public lectures, etc.

RECREATION OPPORTUNITIES (Austin Seminary)

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

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

RECREATION OPPORTUNITIES (The University of Texas)

Students enrolled at Austin Seminary are eligible to purchase associate memberships to the extensive recreational facilities on the University of Texas at Austin campus, as well as participate in numerous recreational opportunities (canoeing, hiking, and camping trips, to name very few) sponsored by U.T. Recreation Sports. You will receive within the first two weeks of the spring and/or fall terms, a letter from the office of the Vice President for Student Affairs 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. Austin Seminary students should then acquire a U.T. ID card. This is accomplished at Gregory Gym on Speedway at 21st Street. Take with you a photo ID and money to cover the fees.

Additional questions about this opportunity can be answered by phoning 471-6370 or visit their website at www.utrecsports.org. Brochures describing recreational opportunities are available at Gregory Gym.

While some facilities are located at Gregory Gym, many are found in other location on the U.T. campus.

SEXUAL HARASSMENT

Austin Seminary has a strict policy regarding non-discrimination and anti-harassment, the full text of which appears under Seminary Policies and Procedures - Policy on Non-Discrimination and Anti-Harassment in the Table of Contents. If you, as a student, feel that you have been sexually harassed by another student, contact the Vice President for Student Affairs 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.

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. 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. Emails, contacts and calendars will be moved to the new alumni email account during the transition period. Contact the IT department <https://austinseminary.wufoo.com/forms/it-support-request>.

STUDENT AFFAIRS, STUDENT-FACULTY RELATIONS

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

STUDENT BODY OFFICERS

Student Body Officers are elected by the student body each 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 M.A.T.S. degree program; and an Elections Commissioner.

STUDENT EMPLOYMENT PROGRAM

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

STUDENT EMAIL ACCOUNT

Each student is assigned a student email address for electronic communications with faculty, staff and other students. The Seminary uses email as official communications and expects emails to be received and read in a timely manner. See Policy on USE Email for Official Seminary Correspondence for details.

Contact the IT department <https://austinseminary.wufoo.com/forms/it-support-request>.

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.

STUDENT LOUNGES

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

STUDENT PORTAL, <http://www.austinseminary.edu/portal>,

Your one-stop shop for Austin Seminary information. Includes announcements, *Kairos* student newsletter, student groups, events, photos etc.

STUDENT REPRESENTATIVES SERVING ON FACULTY COMMITTEES

Students are elected by the student body each spring for the coming academic year. Current Faculty Committees and Commissions include: Admissions, Program of Study, Student Life/Student Standing, Worship, Bookstore, 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.

TRANSIENTS

IF YOU ENCOUNTER TRANSIENTS ON CAMPUS. . .

Living, studying and working on the edge of the largest university in the country and in the midst of a large urban area, we will be confronted with issues related to transients on campus. If you are approached by a transient and asked for help, please give that person one of the 211 *Cards* which have been placed in your mailbox and direct the person to the nearest off-campus pay-phone, which is located on San Jacinto next to the Posse East. Do not enable their access to campus. The 211 call is free; no coins are required for the pay phone. For the safety and security of all within our community, do not give the person food, clothing or money; do not attempt to counsel them; and do not invite them into your living quarters or other Seminary facilities or enable their access on campus in any way. Assistance and shelter are available from agencies which the person can reach by dialing 211. If you are interested in giving your own personal assistance to any of these agencies, we encourage you to do so by volunteering your time. If you have any questions, please contact the Vice President for Student Affairs and Vocation at 404-4885 or jsaxon@austinseminary.edu

VETERANS ADMINISTRATION BENEFITS AND RELATIONS, contact the Registrar.

WEATHER EMERGENCIES

The Seminary follows the Austin Independent School District (AISD) policy for weather emergencies. Visit the home page of the Austin Seminary website (www.austinseminary.edu), call the main switchboard number (404-4800), and/or watch your local news station for information about possible closure or late opening.

COMMUTER INFORMATION

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

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

FACILITIES

CHAPEL

When the 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 Barth and Grill, the café in Stotts Fellowship Hall. Meals may be purchased with cash or Campus Card Dollars. Barth and Grill is open for breakfast 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 (www.austinseminary.edu/portal Forms and Materials) . If you have questions you may contact the Administrative Assistant in the Business Office.

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 Barth and Grill Café located in Stotts Fellowship Hall/Dining Hall, classrooms, a student computer lab, a snack room with vending machines, mail room and mailboxes, a private dining room, shaded patios, areas that can be used for study or conversation, and the offices of Vice President for Student Affairs and Vocation, Auxiliary Enterprises Department, the College of Pastoral Leaders, and the Earle W. Crawford Continuing Leadership Center. McCord Center is available for use by students. After hours, students must use the door with the access code on the main floor. See the staff member on duty at the McCord Hospitality Desk, upper level for access code information. An After-Hours Use and Security Agreement form must be signed by the student prior to the release of the access code. Students are allowed to use the classrooms on the first floor of McCord, subject to availability. A schedule of daily room usage will be located at each door. Groups must make an online reservation request at <http://www.austinseminary.edu/portal>. The Administrative Assistant of the Office for Business Affairs 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 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 a basketball court and an additional student lounge area. Information on using the weight training equipment is available from the Administrative Assistant to the Academic Dean located in the Trull Building, Presidential Suite. The after-hour access can be obtained from the staff member on duty at the McCord Hospitality Desk. An After-Hours Use and Security Agreement form must be signed by the student prior to the release of the access code. Student lockers, for storing books and personal belongings, are available and located on the upper level of McMillan and in the men's and women's locker room.

OTHER INFORMATION

AUTO SERVICE

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

BANKING

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 467-8080 to learn about hours. To become a member you will need a photo ID and your Social Security number. For other banks in the area, please see the Yellow Pages.

COMMUNICATING WITH THE FACULTY

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

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

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

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

PARKING

Each student is required to have a parking sticker for his or her vehicle in order to park on campus. Off-campus students are eligible for one parking permit at no cost. Additional permits may be purchased for \$25.00 per permit.

On-campus students are eligible for one parking permit per licensed driver in household. There is a \$25.00 fee per permit for additional parking permits for on-campus students. Additionally, on campus students are issued one Campus Housing Visitor hangtag. Visitors to campus housing may park in any of the resident lots or in the Hicks lot with this hangtag. This hangtag must be displayed in the visitor's vehicle at all times during their visit to campus. Replacement hangtags are \$25.00. Parking permits are issued at the beginning of each academic year and are valid for a 1-year period. Be prepared to give the color, year, make, model, and license plate number for each vehicle in order to receive the permit.

Student parking is available on the north side of the creed (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 p.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 hangtag. If you have any questions or need to replace your permit contact the Hospitality Assistant.

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

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

PUBLIC TRANSPORTATION

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 474-1200. You may also visit their website at www.capmetro.org.

ACADEMIC INFORMATION

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

SEMINARY POLICIES AND PROCEDURES

In Alphabetical Order by Topic

ACADEMIC HONESTY

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

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

When written work is submitted under an individual's name, it is implied that the ideas, form of expression, supporting arguments, are his or her own, unless by footnote he or she acknowledges indebtedness to another for an idea, an argument, or for the verbiage employed. It is incumbent upon every writer to acknowledge his or her indebtedness fully, in order to assist the reader to pursue the matter further, and in order to make clear his or her own sense of obligation to others.

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

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

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

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

A Manual for Writers of Research Papers, Theses, and Dissertations (7th Edition) by Kate L. Tarabian, 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 *A Manual for Writers of Research Papers, Theses, and Dissertations* (7th Edition) by Kate L. Tarabian for an understanding and examples of plagiarism.

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

Instances of academic dishonesty and plagiarism disrupt the spirit of Christian community in a seminary environment. In cases in which the professor has concluded that academic dishonesty has occurred :

1. The professor will discuss the incident with the student and take measures appropriate to the nature

of the assignment and course.

2. The professor will submit a written report, together with a copy of the student's work in question, to the office of the academic dean and registrar. The dean's office will provide the student with an opportunity to view the professor's report and to respond in writing.

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

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

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

DISMISSAL

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

EXTENSIONS

A student may submit a request to the associate dean for masters programs 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 Associate Dean for Masters Programs who, after consultation with the student, makes a recommendation 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 REVIEW PROCESS

MDiv students receiving a Merit Scholarship or Fellowship will be evaluated on an annual basis. Areas of evaluation include academic work, continuing to show promise for ministry and leadership in the church and being in compliance with the Student Code of Conduct. The specific criteria and procedures for conducting the annual

evaluation by the Faculty Committee on Student Life/Student Standing are distributed to the recipients on an annual basis and a copy can also be obtained by contacting the Chair of the Student Life/Student Standing Committee or the Vice President for Student Affairs and Vocation.

NONACADEMIC PROBATION

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

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

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

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

• Report Regarding Academic Dishonesty •

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

Student _____ Professor _____

Course # and Title _____

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

I. To Be Completed by the Professor:

A. Explanation of incident _____

(Attach copy of work in question)

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

Signature of Professor _____ Date _____

II. To Be Completed by the Student:

Student's Response _____

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

Signature of Student _____ Date _____

• Recommendations •

Recommendation of Professor to the Dean _____

Recommendation of Dean or Associate Dean _____

_____ Date _____ Initials _____

• Committee Referral and Action •

Date referred to committee _____

Action of committee _____

Date of committee action _____

Signature of Chair _____

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

Generic MDiv Program

Suggestions for the Sequencing of courses

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

Note: The layout below reflects the **two-language sequence** required of Presbyterian students. Non-Presbyterian students who opt for the one-language sequence can substitute the requirements of a second language with other course work.

JUNIOR YEAR

FALL TERM (24 credits)

Bi.102 Introduction to the Old Testament
 I.101 Colloquy on Vocation and Ministry
 TH.100 Intro. to History of Christianity: Apostolic Era - 1650
 TH.104 Systematic Theology I

Total credits for term: 24
 Cumulative credits: 24

SPRING TERM (24 credits)

Bi.108 Elementary Biblical Hebrew
 Bi.116 Introduction to the New Testament
 CM.122 The Church as a Worshiping Community
 TH.212 Systematic Theology II

Total credits for term: 24
 Cumulative credits: 54

JANUARY TERM (6 credits)

XX.### Elective 6

Total credits for term: 6
 Cumulative credits: 30

SUMMER TERM (6 credits)

Bi.120 Elementary New Testament Greek 6

Total credits for term: 6
 Cumulative credits: 60

MIDDLER YEAR

FALL TERM (24 credits)

CM.236 Introduction to Preaching
 Bi.xxx Greek Exegesis and/or Bi.xxx Hebrew Exegesis
 TH.204 or Other Required Courses (see table below)
 Elective Courses

Total credits for term: 24
 Cumulative credits: 84

SPRING TERM (24 credits)

Required Courses (see table below)
 Elective Courses

Total credits for term: 24
 Cumulative credits: 114

JANUARY TERM (6 credits)

Travel Seminar or another Elective 6

Total credits for term: 6
 Cumulative credits: 90

SUMMER (12 credits) *

Supervised Practice of Ministry

Total credits for term: 12
 Cumulative credits: 126

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

MDiv Table of Middler/Senior Required Courses

One required course in each area listed below:	Fall Semester Options (offered every fall, unless indicated)	Spring Semester Options (offered every spring, unless indicated)
Biblical Languages Two-language sequence One-language sequence-Hebrew One-language sequence-Greek	Fall or Spring • 1 exegesis course in biblical Hebrew • 1 exegesis course in New Testament Greek • 1 additional exegesis course in either biblical Hebrew or New Testament Greek • 2 exegesis courses in biblical Hebrew & 1 non-language-based elective in New Testament. • 2 exegesis courses in New Testament Greek & 1 non-language-based elective in Old Testament	
Christian Education	CM.222 Theological and Practical Foundations of Christian Education	CM.220 The Ministry of Education in the Congregation
Christian Ethics		TH.200 Introduction to Christian Ethics or TH.206 Theological Reflection on Biomedical Issues or TH.296 Moral Issues
Mission and Evangelism		CM.230 Theology and Practice of Mission and Evangelism
Pastoral Care	CM.226 Introduction to Pastoral Counseling	CM.224 Introduction to Pastoral Care
World Religions	TH.204 Introduction to World Religions	

SENIOR YEAR

FALL TERM (24 credits)

I.316 Senior Capstone (or in spring term)
 TH.204 or Other Required Courses (see previous table)
 Elective Courses

 Cumulative credits: 150

SPRING TERM (24 credits)

I.316 Senior Capstone (if not taken in fall term)
 Required Courses (see previous table)
 Elective Courses

 Cumulative credits: 180

JANUARY (6 credits)

Travel Seminar or Elective

 Cumulative credits: 156

***IMPORTANT NOTE Regarding Supervised Practice of Ministry (SPM)**

The SPM requirement may be satisfied in an intensive ten-week period in the summer, through a full-year internship (9 to 15 months), or through two semesters in the concurrent Teaching Church program. The Teaching Church option places the twelve SPM credits within the fall and spring terms, thereby displacing twelve credits of other required or elective work. Students should be aware that in the Teaching Church program they are permitted to register for no more than 24 credits each fall and spring (i.e., Teaching Church, at six credits, and 18 additional credits). This credit restriction is set to ensure that the student's commitment to the Teaching Church program is not intentionally overwhelmed by an overloaded course schedule.

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

MDiv Table of Middler/Senior Required Courses

One required course in each area listed below:	Fall Semester Options (offered every fall, unless indicated)	Spring Semester Options (offered every spring, unless indicated)
Biblical Languages Two-language sequence One-language sequence-Hebrew One-language sequence-Greek	Fall or Spring • 1 exegesis course in biblical Hebrew • 1 exegesis course in New Testament Greek • 1 additional exegesis course in either biblical Hebrew or New Testament Greek • 2 exegesis courses in biblical Hebrew & 1 non-language-based elective in New Testament. • 2 exegesis courses in New Testament Greek & 1 non-language-based elective in Old Testament	
Christian Education	CM.222 Theological and Practical Foundations of Christian Education	CM.220 The Ministry of Education in the Congregation
Christian Ethics		TH.200 Introduction to Christian Ethics or TH.206 Theological Reflection on Biomedical Issues or TH.296 Moral Issues
Mission and Evangelism		CM.230 Theology and Practice of Mission and Evangelism
Pastoral Care	CM.226 Introduction to Pastoral Counseling	CM.224 Introduction to Pastoral Care
World Religions	TH.204 Introduction to World Religions	

SENIOR YEAR

FALL TERM (24 credits)

I.316 Senior Capstone (or in spring term)
 TH.204 or Other Required Courses (see previous table)
 Elective Courses

 Cumulative credits: 150

SPRING TERM (24 credits)

I.316 Senior Capstone (if not taken in fall term)
 Required Courses (see previous table)
 Elective Courses

 Cumulative credits: 180

JANUARY (6 credits)

Travel Seminar or Elective

 Cumulative credits: 156

***IMPORTANT NOTE Regarding Supervised Practice of Ministry (SPM)**

The SPM requirement may be satisfied in an intensive ten-week period in the summer, through a full-year internship (9 to 15 months), or through two semesters in the concurrent Teaching Church program. The Teaching Church option places the twelve SPM credits within the fall and spring terms, thereby displacing twelve credits of other required or elective work. Students should be aware that in the Teaching Church program they are permitted to register for no more than 24 credits each fall and spring (i.e., Teaching Church, at six credits, and 18 additional credits). This credit restriction is set to ensure that the student's commitment to the Teaching Church program is not intentionally overwhelmed by an overloaded course schedule.

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

Master of Divinity Program of Study

eff. Fall 2009

Biblical Dept. (42 credits in 2-language sequence or 36 credits in 1-language sequence)

ALL Students (12 credits): Bi.102 Introduction to the Old Testament Bi.116 Introduction to New Testament

Two-language Sequence - taken by PC(USA) students (30 credits / 5 courses):

- Bi.108 Elementary Biblical Hebrew Hebrew Exegesis ⇨ • _____
- Bi.120 Elementary New Testament Greek Greek Exegesis ⇨ • _____
- One additional exegesis course in Old Test. or New Test. ⇨ • _____

Hebrew: One-language Sequence (24 credits / 4 courses) Bi.108 Elementary Biblical Hebrew

- Hebrew Exegesis ⇨ • _____ Hebrew Exegesis ⇨ • _____
- One Elective in **New** Testament (non-language-based) ⇨ • _____

Greek: One-language Sequence (24 credits / 4 courses) Bi.120 Elementary New Testament Greek

- Greek Exegesis ⇨ • _____ Greek Exegesis ⇨ • _____
- One Elective in **Old** Testament (non-language-based) ⇨ • _____

CM
Dept.
30
credits

- CM.122 The Church as a Worshiping Community CM.236 Introduction to Preaching
- Christian Education requirement: ● __ CM.220 or ● __ CM.222
- Pastoral Care requirement: ● __ CM.224 or ● __ CM.226
- Mission and Evangelism requirement: ● __ CM.230 or ● __ CM.232 or ● __ CM.234

TH
Dept.
30
credits

- TH.100 History X-ianity/Apostolic Era-1650 TH.104 Systematic Theology I
- TH.204 Introduction to World Religions TH.212 Systematic Theology II
- Christian Ethics requirement ● __ TH.200 or ● __ TH.206 or ● __ TH.296

Interdepartmental (12 credits): I.101 Colloquy on Vocation and Ministry I.3XX Senior Capstone Seminar

SPM
12 cr.

- Supervised Practice of Ministry
- ⇨ Site: _____ ⇨ Term(s): _____

Electives (1-lang.: 60 cr. / 2- langs.: 54 cr.)	CR	9)	
1)		10)	
2)		11)	
3)		12)	
4)		13)	
5)		Total Elective credits	
6)		Notes	
7)			
8)			

Generic MATS Program

Suggestions for the Sequencing of courses

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

FIRST YEAR

FALL TERM (24 credits)

Bi.102	Introduction to the Old Testament	
TH.100	Intro. to the History of Christianity: Apostolic Era to 1650	
TH.104	Systematic Theology I	
CM Department Requirement (see table)		
<u>Masters Colloquium (Non-credit. Two terms required.)</u>		
Total credits for term:		24
Cumulative credits:		24

SPRING TERM (24 credits)

Bi.116	Introduction to the New Testament	
CM Department Requirement (see table)		
Elective		
Elective		
<u>Masters Colloquium (Non-credit. Two terms required.)</u>		
Total credits for term:		24
Cumulative credits:		54

***JANUARY TERM (6 credits)**

Elective		
Total credits for term:		6
Cumulative credits:		30

SECOND YEAR

FALL TERM (24 credits)

CM Department Requirement (see table)		
Elective		
Elective		
Elective		
<u>Masters Colloquium (if not taken first year)</u>		
Total credits for term:		24
Cumulative credits:		78

SPRING TERM (24 credits)

Christian Ethics Requirement (see table)		
Elective		
Elective		
MATS Integrative Seminar		
<u>Masters Colloquium (if not taken first year)</u>		
Total credits for term:		24
Cumulative credits:		102

MATS Table of Required Courses

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

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

Note: Elective course work can include only 6 credits from Church's Ministry (CM). Cross-department courses (TH/CM, Bi/CM) are excluded from this restriction.

ALCOHOL POLICY

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

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

1. individual living areas in Currie Hall and apartments;
2. Currie Hall common areas (lounge and “backyard”);
3. other outdoor common areas associated with apartments;
4. Seminary guests staying in the McCord guest suites in or Smoot Center; and
5. official Seminary occasions recommended in advance by the Dean, the Vice President for Business Affairs, the Vice President for Institutional Advancement, or the Vice President for Student Affairs and 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 be reimbursed for alcoholic beverages consumed while on Seminary business, except when hosting a guest either in Austin or beyond.

Approved by the President’s Cabinet June 28, 2007

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

Austin Seminary allows wine and/or beer to be served on campus at official seminary occasions if recommended in advance by an administrative officer and approved by the president. The serving of liquor is prohibited at any official gathering on the campus at any time (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 Business Affairs, 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 significant participation by children.

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

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

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

Sponsoring Official Organization/Department_____

Location of Event_____

Date of Event_____

Name or Purpose of Event_____

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

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

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

Signature of Organization's President_____

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

Signature of President of Austin Seminary_____Form

Approved by the President's Cabinet June 28, 2007

Campus Security Guidelines and Policies

I. General Security Policies

Austin Presbyterian Theological Seminary seeks to provide a safe and secure campus for its students, employees and guests. The Vice President for Business Affairs administers the campus security program of the Seminary. Buildings are checked regularly by the Maintenance Staff to ensure all areas are properly secured and exterior lighting is functioning properly. The Seminary does not have a campus police department, but the Seminary cooperates fully with the Austin Police Department (APD) and the University of Texas Police Department (UTPD). Other security services are provided in cooperation with other offices within the Seminary including:

- Parking registration for the APTS for students, faculty, staff and visitors is administered through the Auxiliary Enterprises Department.
- Security alerts (including “timely warnings” – see below) are distributed by e-mail to the campus community by the Office of Business Affairs.
- Photo identification cards are issued for students, faculty and staff through the Auxiliary Enterprises Department.
- Testing and maintaining all fire prevention equipment and alarms are performed by the Maintenance Staff.
- Regular inspection of buildings for safety compliance is performed by the Maintenance Staff.
- Access control cards and recorded video in certain portions of the campus.

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

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

II. How To Report a Crime or Emergency

Contact Information

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

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

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

The “on call” Maintenance Staff person can be reached at 512-563-1363 twenty-fours/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 Business Affairs: murder/non-negligent manslaughter, negligent manslaughter, sex offenses-forcible, sex-offenses-non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, weapons offenses, and drug and liquor law violations. Reports of the above and other alleged criminal offenses made to the seminary Vice President for Business Affairs will be monitored and followed up on by the appropriate administrative office. The Seminary maintains a Campus Crime Log which may be viewed in the Business Office. A statistical record will be kept and an annual report shall be made to the Department of Education, U.S.A., and to the Seminary Community by the Vice President for Business Affairs. All alleged criminal offenses on campus reported to the seminary administration will be reported (if they have not been previously reported) to the City of Austin Police Department.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President for Business Affairs, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the 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 Business Affairs (512-404-4816, kgabbard@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.

- ❖ Only emergency information involving an immediate threat to the campus community
- ❖ Must opt-in to receive mobile phone texts
- ❖ Faculty, Staff and Students are pre-registered with APTS email

All current students (non-DMIN) 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 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 **only** 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” situation or tornado heading directly for the APTS campus).” This notification system will **not** be used for general campus announcements or events, safety/severe weather bulletins, or security alerts that do not involve a clear and immediate threat to the Austin Seminary campus.

How To Use e2Campus Emergency Notification System:

- 1) Go to <http://www.e2campus.com/my/austinseminary/> (or click on the 32Campus "Quick Link" on the Austin Seminary portal).
- 2) Login to your account with your username (do not include @austinseminary.edu)
Your username is the same as your APTS email username
Faculty and Staff: first initial last name (i.e. TWardlaw)
Students: firstname.lastname (i.e. Elvis.Presby)
Your password is by default set to: stittstotts

Sign up for Text Messages

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.

- 1) Click on Services tab
Enter your mobile phone number and choose your carrier. If you are not sure just make your best guess.
- 2) Click Add SMS button
- 3) The e2Campus window will show that you have an UNVALIDATED number.
- 4) You will receive a text message immediately with a validation code from e2Campus
- 5) 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.

III. Policy on Transients

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

- Please give that person one of the 211 Cards which have been distributed (additional cards are available from the Student Affairs Office) and direct the person to the nearest off-campus pay-phone (located on San Jacinto next to the Possee East). The 211 call is free; no coins are required.
- For the safety and security of all within our community, do not give the person food, clothing or money.
- Do not attempt to counsel them.
- Do not invite them into your living quarters or other Seminary facilities or facilitate their access on campus in any way.

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

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

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

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

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

revised: 6/18/08, 6/29/09, 6/23/10

CODE OF CONDUCT FOR STUDENTS

Austin Presbyterian Theological Seminary

PHILOSOPHICAL STATEMENT

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

AUTHORITY OF SEMINARY TO TAKE APPROPRIATE ACTION

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

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

JURISDICTIONAL REACH OF SEMINARY

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

BEHAVIORAL EXPECTATIONS

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

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

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

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

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

The legal statutes of the State of Texas and the City of Austin, as well as all federal laws, apply on the Seminary's premises. Violation of the statutes of other cities in which students may be pursuing studies;

such as for a class, an internship or on a class trip; subjects a student to the provisions of this Code as well.

POSSIBLE CONSEQUENCES FOR BEHAVIOR

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

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

PROCEDURES FOR MAKING A REPORT/COMPLAINT

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

HOW THE CASE WILL BE HEARD AND BY WHOM

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

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

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

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

Prior to a recommendation by the Academic Dean or the Vice President for Student Affairs and Vocation, the student in question must be offered the opportunity to meet with the Academic Dean or Vice President for Student Affairs and Vocation, to hear and to respond to the report/complaint.

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

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

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

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

DECISION-MAKING CRITERIA/STANDARDS OF PROOF TO BE USED

The Faculty Committee on Student Life and Student Standing and the Faculty will be guided in their decision-making by this Code of Conduct and by the relative severity and/or frequency of the behavior in question. The Faculty Committee on Student Life and Student Standing will base its recommendation upon the preponderance of evidence presented in the Committee meeting; the Faculty will base its decision upon the preponderance of evidence presented in the Faculty meeting. The legal standard of “beyond a reasonable doubt” is not applicable in these cases.

DEFINITION OF COMMONLY USED TERMS

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

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

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

APPEAL PROCEDURES WITH CRITERIA AND TIMELINES

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

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

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

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

GENERAL AND SPECIFIC RIGHTS OF COMPLAINANT AND ACCUSED

Any student, student spouse or employee of Austin Presbyterian Theological may file a report/complaint. In the case of a report/complaint by someone outside the Seminary community, the reporter/complainant becomes the student or employee who was first made aware of the behavior in question. The reporter/complainant in such a situation should make every reasonable effort to secure as much information as possible from the outside person who has contacted him/her. The reporter/complainant has the right to report/complain of any behavior which that person believes to be in violation of this Code of Conduct. It is crucial that the reporter/complainant be allowed to report/complain without the fear of reprisal of any kind. A person's having filed a report/complaint may be utilized as the basis for disciplinary action against the reporter/complainant only in instances in which it has been proved to the satisfaction of the hearing person/body that the report/complaint is spurious or intended to harass.

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

OFFENSES AGAINST THE SEMINARY OR THE SEMINARY COMMUNITY

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

OTHER RELEVANT CAMPUS POLICIES THAT FURTHER EXPLAIN EXPECTATIONS

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

SAFETY ISSUES

Any retaliation of any type by the accused or by any other person who is a member of the Seminary community against a reporter/complainant, witness or Seminary employee for any action taken in the

course of a report/complaint, investigation or disposition regarding this Code of Conduct is expressly forbidden and will be grounds for serious disciplinary action.

REPORT/COMPLAINT OF VIOLATION
OF STUDENT CODE OF CONDUCT

Name of person making report/complaint:

Date of report/complaint:

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

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

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

Signature of person making report/complaint

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

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

Name of Student:

Date of Appeal:

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

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

Signature of Student::

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 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.

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](#)

Students seeking disability accommodation on the basis of a diagnosed disability must submit documentation that verifies their 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)

Students in need of accommodation for a physical disability or medical condition must submit a written request to the academic dean. The written request must be accompanied by a written statement from the diagnosing medical professional that describes the condition or illness and the accommodation needed.

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

DRUG ABUSE AND PREVENTION COUNSELING POLICY

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

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

I. Standards of Conduct and Sanctions

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

II. Health Risks

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

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

III. Treatment and Rehabilitation Programs

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

Seton Shoal Creek Hospital - 324-2000

Austin Lakes Hospital - 544-5800

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.

IV. Applicable Legal Sanctions

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

V. Implementation

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

B. Biennially this program will be reviewed by the administration to determine its effectiveness,

implement changes if they are needed, and ensure that sanctions developed are consistently enforced.

POLICY ON USE OF E-MAIL FOR OFFICIAL SEMINARY CORRESPONDENCE

A. Policy Statement

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

B. Scope

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

C. E-mail Addresses

Every enrolled student is provided a Seminary e-mail address free of charge. This e-mail address is the destination to which the Seminary will send official e-mail communications. The Seminary's office of Information Technology (IT) is responsible for providing centrally supported e-mail servers and addresses that assist the Seminary in sending official communications.

A student may choose to forward mail from the austinseminary.edu address to another e-mail account. Instructions for doing so can be found in the Seminary directory inside the back cover.

However, the Seminary cannot be responsible for the handling of e-mail by outside vendors (e.g.,

@aol.com, @hotmail.com). The student forwards e-mail to another address at his or her own risk.

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

D. Expectations Regarding Frequency of Reading E-Mail

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

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

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

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

required of the Seminary.

E. Privacy and Confidentiality

Official Seminary communications sent by e-mail are subject to the same public information,

privacy, and records retention requirements as other official Seminary communications.

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 e-mail 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 e-mail 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 e-mail system, for any purpose, including disclosure of any e-mail 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.

F. Instructional Uses of E-Mail

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

G. Authoritative Source

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

H. For Assistance

Contact the IT office by completing an online IT request form at www.austinseminary.edu/portal.

Intellectual Property

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:
 - a. 33-1/3% to the creator;
 - b. 33-1/3% to the Seminary; and
 - c. 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.
2. **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 Business Affairs 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.

POLICY ON ECCLESIASTICAL ENDORSEMENT

Ordinarily students enrolled for the Master of Divinity degree intend to become ordained ministers and plan their seminary training under the supervision of responsible officials of their respective denominations. Seminary officers, especially the Vice President for Student Affairs and Vocation and registrar, will remind degree candidates of their need to keep in regular communication with their denominational officials and will help them to do so. It is to everyone's advantage to have ecclesiastical endorsement established as quickly as possible. Presbyterian students who are not under the care of a presbytery when they enter Seminary are urged to come under care by the end of their first year of study. However, obtaining and maintaining a proper relationship with church officials or governing bodies are responsibilities of the degree candidate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (The Buckley Amendment)

DIRECTORY INFORMATION/STUDENT DATA FORM

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

EDUCATIONAL RECORDS

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

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

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

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

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

An official transcript can be sent by the Registrar to a designated official, agency, or institution at the written request of any student or former student of the Seminary only when the student has met all obligations to the Seminary. There is 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 FIREARMS

The carrying or possession of *any type of weapon or fire arm* (including pellet guns and BB guns) on the

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

GRADE APPEALS POLICY

A. ADMINISTERING THE GRADING SYSTEM

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

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

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

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

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

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

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

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

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

B. GRADE APPEALS POLICY

1. EVALUATION OF STUDENTS' WORK

The evaluation of students' academic work is an integral part of the educational process to be carried out with the

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

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

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

2. APPEAL PROCEDURE

1. Appeal to the Instructor

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

2. Appeal to the Associate Dean for Masters Programs

In the event that the appeal to the professor has failed to resolve the matter, the student may, within five business days of receiving the professor's written response, appeal in writing to the Associate Dean for Masters Programs. The associate dean, ordinarily within five business days, shall consult with the professor and the student for the purpose of either resolving the case or referring it to the Student Life and Standing Committee. Before this meeting both student and instructor shall present to the associate dean in writing the grounds and reasons for the position each takes.

3. Referral to the Student Life and Student Standing Committee

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

4. The commission

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

faculty member of the Student Life and Standing Committee as chair of the commission. The Student Life and Student Standing Committee shall meet in executive session to receive the referral and to appoint the commission members recommended by the associate dean.

5. Process for hearing a grade appeal

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

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

The Commission's decision will be communicated in writing to the student and the professor by the chair of the commission and to the faculty in executive session. The authority of the commission shall, in extraordinary circumstances, include the power to change the grade, but only if there is a clear and convincing evidence to do so. In the event that a grade needs to be changed and the faculty member in question in good conscience cannot do so the academic dean, upon recommendation of the associate dean for masters programs, shall sign his or her name to the change. The decision of the commission shall be binding and conclusive on the matter, and there shall be no further appeal on the substantive merits of the case. The parties may, however, seek a review of the process in the manner provided in 3. REVIEW OF THE PROCESS BY THE ACADEMIC DEAN.

3. REVIEW OF THE PROCESS BY THE ACADEMIC DEAN

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

PETS ON CAMPUS

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

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

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

All pets on Seminary property 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.

Approved: Administrative Cabinet, 3/9/2007

POLICY ON INCLUSIVE LANGUAGE USE

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

Non-Discrimination and Anti-Harassment

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

The Seminary is committed to creating a respectful and courteous environment free of discrimination and unlawful harassment of any kind. It is the Seminary's policy not to discriminate on the basis of race, color, sex, religion, national origin, age, marital status, 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, 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 an 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 or dismissal, 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, 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 E-mail or voice-mail messages.
- Derogatory remarks, including written or oral references and gossip relating to Protected Categories.

The Seminary prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal, visual or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment, 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, the Vice President for Business Affairs, 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 Policy

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

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

All employees and students are expected to comply with this policy. Should any supervisor, employee or student act contrary to this anti-retaliation policy, she or he may be subject to disciplinary action up to and including termination 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.

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. Student groups currently in existence as of May 1, 2004, are grand-parented as official student groups. Each is required, however, to secure sponsorship by a faculty member or administrator and to submit the required form.

****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 by October 1 of each academic year)

NAME OF GROUP

NAME OF SPONSOR (Faculty or Administrator)

MISSION AND PURPOSE

PRIMARY CONSTITUENTS TO BE SERVED

OBJECTIVES

POSSIBLE ACTIVITIES

ON-CAMPUS NEED THE GROUP SEEKS TO ADDRESS

DATE OF REQUEST

NAME AND SIGNATURE OF STUDENT(S) SUBMITTING REQUEST

NAME AND SIGNATURE OF SPONSOR

WORSHIP COMMITTEE PROCEDURES AND GUIDELINES

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

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

I. CORPORATE WORSHIP

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

II. OVERSIGHT

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

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

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

III. REGULAR PUBLIC WORSHIP

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

IV. OCCASIONAL SERVICES AND OTHER PUBLIC WORSHIP

The Worship Committee works provides guidance to persons planning events of worship in addition to regular public services (as in III above). The committee approves use of the 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 Hospitality Assistant, 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.

V. LORD'S SUPPER

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

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

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

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

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

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

STATEMENT ON STUDENT PUBLICATIONS

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

INTERNATIONAL and ECUMENICAL STUDENTS

INTERNATIONAL/ECUMENICAL STUDENT ADVISOR:

Academic Dean

INTERNATIONAL/ECUMENICAL STUDENT SEMINARY LIAISON:

Vice President for Student Affairs and Vocation

PASSPORTS

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

ACADEMIC ADVISING

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

PROGRAM OF STUDY AND COURSE WORK LOAD

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

DRIVER'S LICENSE

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

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

OFF-CAMPUS EMPLOYMENT

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

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

TRIPS TO MEXICO or CANADA

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

COUNSELING PROGRAM For Students And Their Families

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

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

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

In the Austin area there are numerous professional counselors and services. The Vice President for Student Affairs 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 10% of any one-hour individual or group counseling session, with the Seminary paying a portion of the remainder.

In order to secure the Seminary's subsidy, the student or spouse should contact the Vice President for Student Affairs 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 business affairs, the associate dean for master's programs, 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/Standing. Referral to the

Care Team may be made either in person or in writing; a faculty member, administrator 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/Student Standing. Referral 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 6-09)*

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.

COMMUNITY GUIDELINES

Developed by Resident Students

PREAMBLE

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

BEHAVIOR GUIDELINES

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

SAFETY GUIDELINES

1. For our safety, the Seminary has developed a campus security and guidelines policy. See Campus Security

and Guidelines Policy section of the Student Handbook.

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

PROPERTY GUIDELINES

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

CONSTITUTION OF THE STUDENT BODY

Preamble

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

Article I. Name

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

Article II. Membership

Section 1. The membership of the Student Body shall consist of all those students currently enrolled in at least one class for credit and all those students on Academic leave, and the spouses and children of such students.

Section 2. Those members who are currently enrolled students, excepting those matriculated at another institution of learning, shall be called Regular Members. All other members shall be called Associate Members.

Section 3. There shall be a membership list of Regular Member endorsed by the Secretary of the Student Body, a copy of which shall be kept by the Registrar of the Seminary. Any dispute about membership may be appealed to the Registrar for verification. Final appeal may be made to the Student Body at its next meeting in a manner described in the Bylaws.

Article III. Meetings of the Student Body

Section 1. The Student Body shall have at least two regular meetings each academic year with at least one meeting in the Fall Semester and at least one meeting in the Spring Semester. The time and place for the regular meetings shall be set by the Student Senate. The Student Senate, in a manner described in the Student Body Bylaws may call meetings of the Student Body. Also a Student Body meeting may be called by a petition of one-tenth of the Student Body Membership, three (3) days after said petition is presented to the Student Body President, or the Academic Dean in the absence of the Student Body President, and to all the Regular Members.

Section 2. A quorum will be deemed met at any Student Body Meeting.

Section 3. All meetings of the Student Body shall be moderated by the President or Vice-President or by a president pro tempore elected by the Student Body in the absence of the President or Vice-President, in accordance with the latest edition of Robert’s Rules of Order, which shall govern the decision of every question not provided for herein. However, no decision of this organization may contradict the Constitution of the Presbyterian Church (U.S.A.).

Section 4. All Regular and Associate Members shall have the right to address the Student Body at its meetings in a manner to be prescribed in the Student Body Bylaws. However, only Regular Members may propose actions, nominate officers and vote upon such proposed actions and nominations.

Section 5. The Secretary of the Student Body shall make a record of all proceedings and actions of the Student Body Meetings. The minutes will be attested to by the Moderator of that Student Body Meeting and the Secretary and preserved in permanent form.

Section 6. The Student Body has the duty to use its powers of association to accomplish the objectives of the organization

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

Article IV. Officers

- Section 1. The officers of the Student Body shall be a President, elected from the Student Body, two senators elected from each class, one Master of Arts in Theological Studies program, and an election commissioner. At their first annual meeting, the Student Senate shall select a Vice-President for Administration, A Vice-President for Student Affairs, and a Secretary/Treasurer from its members in the manner set out in the By-Laws.
- Section 2. The Student Senate shall have the power to advance the objectives of the organization as stated in the Preamble.
- Section 3. The officers of the Student Body shall be elected in the Spring semester, except the senators of the Junior Class, and the Master of Arts (Theological Studies) senator, who shall be elected no later than the fourth week of the Fall Semester.

Article V. Amendments

- Section 1. All prior Constitutions of the Student Body and its predecessor organizations are hereby repealed.
- Section 2. Any Regular Member may propose an Amendment to this Constitution. The process for Amending this Constitution shall be that a copy of any proposed amendment shall be delivered via campus mail to all Regular Members at least two weeks prior to the next stated meeting of the Student Body. At the Student Body meeting any Regular Members shall have the right to move the consideration of the amendment. At least three-fifths of the Regular Members present and voting favorably shall be necessary for the Amendment to be adopted.
- Section 3. No Amendment to this Constitution shall contradict the Constitution of the Presbyterian Church (U.S.A.).

Bylaws of the Student Body

A. DUTIES OF OFFICERS

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

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

B. DUTIES OF THE COMMITTEES

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

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

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

C. STUDENT SENATE

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

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

- h. The election of assistants and advisory delegates to the General Assembly of the Presbyterian Church (USA) shall be held in the fall. Election shall be determined by the greatest number of votes according to the positions open for that given year. Eligibility for election will be determined from year to year and will be consistent with PCUSA polity.
- i. Regular Members who are serving on internship during the time of elections will be allowed to nominate themselves for any office or offices. Provisions will be made for absentee balloting for such Regular Members.
- j. All elections will be held under the supervision of the Elections Commissioner, at the direction of the Student Senate.

D. MEETINGS OF THE STUDENT BODY

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

E. AMENDMENTS

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

Constitution and By-Laws Revised 2004
Constitution and By-Laws Revised 2006
Constitution and By-Law Revised 2009

Student Diaconate

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

The Ministry and Gifts of Student Diaconate

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

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

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

Responsibilities of Student Diaconate

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

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

Organization of Student Diaconate

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

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

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

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

Selection of Student Diaconates

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

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

Amendments and Effective Date

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

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

Date of Approval

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

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

Office of Business Affairs - Process and Procedures

WHO ARE WE?

BUSINESS AFFAIRS

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

Financial Services

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

Human Resources

The human resources department is located in the Business Affairs suite in the Trull building and includes Ms. Lori Rohre, Director of Human Resources, who supports the Seminary's employment needs, and Ms. Mona Minjarez, Administrative Assistant to the Office of Business Affairs, who processes student payments, coordinates campus events (meeting rooms, catering, and special events) and supports the work of the Business Affairs office. Any copier problems or needs should be directed to Mona Minjarez.

Information Technology

The Information Technology office is headquartered on the lower level of the Trull Building and includes Mr. Mike Pence, Network Administrator, and Ms. Julie Newton, Director of Information Technology. This department maintains all audio-visual requests, telephones, and campus computer systems (faculty, staff, library, and student lounge) including software, hardware, and networks.

Auxiliary Enterprises (Hospitality Services)

The auxiliary enterprises office is headquartered at the McCord Hospitality Desk and includes Katherine Sweet, Hospitality Assistant; and Ms. Renee Menke, Director of Auxiliary Enterprises. This department handles student housing, guest rooms, facility rentals, Campus Card services, mail services, parking permits, and food service and the coordination of all campus events.

Physical Plant

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

INTERACTIONS WITH THE BUSINESS AFFAIRS DEPARTMENT

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

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

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

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

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

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

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

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

PROCEDURES

Financial Services

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

Physical Plant

- ★ **Work Orders:** Work orders are available online on the Seminary Community portal (<http://austinseminary.typepad.com/portal/forms.html>). For emergency maintenance needs after hours contact the on-Call Maintenance staff member at (512)563-1363.
- ★ **Pest Control:** For those residing in campus housing or who see a pest control issue on the campus, please provide a description of the problem in the binder marked “Chem-Free” located at the McCord Hospitality Desk. Chem-Free services Austin Seminary 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.

Auxiliary Enterprises

- ★ **Housing:** For those who are interested in or are currently residing in seminary housing and have questions or concerns, please see Ms. Renee Menke, Director of Auxiliary Enterprises.
- ★ **Dining Hall:** Students, faculty, staff, and visitors are welcome to bring their own food or to purchase a meal from Barth and Grill, the café in Stotts Hall. Meals may be purchased with cash or Campus Card Dollars. Barth and Grill is open for breakfast, lunch, and dinner Monday through Thursday and for breakfast and lunch on Friday.
- ★ **Parking:** Each student is required to have a parking permit for his or her vehicle in order to park on campus. Off-campus students are eligible for one parking permit. 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 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 p.m. or before 5 p.m. on Seminary business days 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 hangtag. If you have any questions or need to replace your permit, contact the Hospitality Assistant.

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

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

- ★ **Student Mailboxes:** The seminary mailroom, located in the McCord Community Center to the left of the main entrance, is supervised by the Director of Auxiliary Enterprises. All students, degree and non-degree, are assigned mailboxes and keys at the beginning of the semester. To replace a lost key, see the Hospitality Assistant at the McCord Desk. There is a \$25 charge for a replacement key. It is very important that all mailboxes remain locked at all times and that students visit and empty their mailboxes regularly. If the lock on your mailbox does not work, please complete an online maintenance request form on the community portal <http://austinseminary.typepad.com/portal/forms.html>.
- ★ **Campus Card:** All students, faculty, and staff are issued a photo ID card. This card serves as an ID card, a debit card, and a library card. Your Campus Card may be used as a debit card to purchase items in Barth and Grill or to make copies at designated campus copiers (see copying section). At the beginning of each semester, all students taking nine (9) or more credits must pay a \$25 Campus Card charge when paying tuition. The \$25 is immediately added to the student’s Campus Card Account and can be used to purchase food in Barth and Grill or copies from designated copiers on campus. The Campus Card account is separate and distinct from your student account in the Business Office. At the McCord Hospitality Desk, you can deposit additional funds to your Campus Card using cash, check, credit card, or funds from your student account. Funds deposited to you Campus Card cannot be refunded.

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

- ★ Funds owed to the institution are due before the first class day of each academic term. Any balance due that has not satisfactorily been resolved with an approved extended payment plan could result in your being dropped from classes at the end of the add-drop period.
- ★ Rent for seminary housing is billed by the term and is due in full by the above deadlines. Arrangements may be made at the time of signing the lease to pay rent monthly.

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

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

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

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

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

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

How are Stafford Loan checks processed?

- ★ Stafford Loans are intended to cover educational expenses. As required by the federal government, the loan check is made payable to both the student and the institution. Therefore, the checks are mailed to the institution for processing and deposit.
- ★ When checks are received, students are notified and must endorse the check in the Financial Aid office. Stafford loan checks are then taken to the Business Affairs office to be deposited, and the student accounts are credited with the funds.
- ★ Students may complete a check request to remove these funds but only after the following expenses

have been paid in full -

- ▶ Tuition for the current term
- ▶ Registration Fee
- ▶ Student Activity Fee
- ▶ Campus Card change for the current term
- ▶ Barth and Grill (Stotts Dining Hall) charges
- ▶ Pro-rated rent since the move in date
- ▶ Rent for the term
- ▶ Any other fees or assessments that have been posted to the student account and are outstanding at the time the deposit is credited.

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

REFUND POLICIES

General Policy

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

Housing and Board

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

Tuition

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

Fees - Masters Level Students

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

Stafford Loan Refunds

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

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

I. Purpose

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

II. Eligibility

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

III. Position Postings

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

name of position
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. The basic rate of \$8.00 per hour will be for jobs open to any student regardless of skills. The rate for special skilled workers (such as but not limited to: instructional aid, research assistant, information technology, or students who coordinate other student) will be \$9.00 per hour. The pay rate is determined by the Director of Financial Aid based on the supervisor's summary of particular skills needed and description of duties.
- B. To accept an offer of employment, a student must sign a student employment acceptance form in the Financial Aid Office. A copy of the form will be provided to the student.
- C. Before a student employee may be paid, the student must submit a W-4, I-9 and I-9 related documents to the Financial Aid Office with the acceptance form. The student must submit a direct deposit form authorized by a representative of the student's bank to the Business Office.
- D. Student employees log their hours on a student employment program time sheet. If a student is employed in more than one position, a time sheet for each position should be submitted. Time sheets are available at the Financial Aid Office.
- E. When classes are in session, a total of no more than 15 hours a week may be recorded; when classes are not in session a student may record up to 19 hours a week.
- F. Time sheets are month specific (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.

- 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.

**EMPLOYMENT OPPORTUNITIES
IN THE AUSTIN AREA**

www.austin360.com

www.workintexas.com

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

ATTORNEY GENERAL

HR Office 463-2009

Job Line 463-2024

www.oag.state.tx.us

**AUSTIN COMMUNITY
COLLEGE**

Dial-A-Job Recording

223-5621

Central Offices:

5910 Middle Fiskville Road
Suite 607

Austin, TX 78752

www.austincc.edu/hr/

**AUSTIN STATE
HOSPITAL and
MENTAL HEALTH
AND MENTAL
SERVICES**

419-2300 (Job Line)

4110 Guadalupe

Austin, TX 78751

www.mhmr.state.tx.us

**TEXAS DEPARTMENT
OF CRIMINAL
JUSTICE**

406-5270

8610 Shoal Creek Blvd.

Austin, TX 78758

www.state.tx.us

**CITY OF AUSTIN
HUMAN RESOURCES
DEPARTMENT**

974-3210

www.cityofaustin.org

**CONCORDIA
UNIVERSITY**

313-3000

11400 Concordia Univ. Dr.

Austin, TX 78726

www.concordia.edu

**TRAVIS COUNTY
GOVERNOR'S JOB
BANK**

854-9165

1010 Lavaca St. 2nd floor

Austin, TX 78701

www.co.travis.tx.us/jobs

**HOUSE OF
REPRESENTATIVES**

Personnel and Staff
Development

463-0865

Capitol Building

www.house.state.tx.us

**INTERNAL REVENUE
SERVICE**

3651 South IH 35

Austin, TX

www.usajobs.opm.gov

**PARKS AND
WILDLIFE
DEPARTMENT (State)**

389-4954 (Personnel)

4200 Smith School Rd.

Austin, TX 78744

www.tpwd.state.tx.us

**RECORDING FOR THE
BLIND**

(Part time) 323-9390

1314 W. 45th Street

Austin, TX 78705

www.rfbd.org

**ST. EDWARD'S
UNIVERSITY**

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

SCHOOL DISTRICTS

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

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

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

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

Georgetown ISD
District Office
943-5000
603 Lakeway Drive
Georgetown, TX 78628
www.georgetownisd.org/

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

g\orien\emploInf10

FINANCIAL AID POLICIES AND PROCEDURES
ARE LOCATED ON OUR WEBSITE:

<http://www.austinseminary.edu>

Pull-down menu Admissions-
Scholarships and Financial Aid

Welcome to the Stitt Library!

www.austinseminary.edu/library

GENERAL INFORMATION

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

LIBRARY HOURS

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

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

Email for circulation:
circdesk@austinseminary.edu

ARCHIVES

The Austin Seminary Archives are located in the basement of the Library. Contact the archivist at 404-4875 to make an appointment to use the Archives. More information on the archives, including a detailed list of our collections can be found here:
www.austinseminary.edu/archives

The Library is closed on the following days:

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

PUBLIC SERVICES

PHOTOCOPIES

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

BOOKS NOT ON SHELF

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

TELEPHONES

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

Please refrain from cell phone use in the library.

BULLETIN BOARD

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

COMPUTERS

Eight PCs are available in the Library – four on the first floor and four in the computer room on the second floor. All PCs have Internet access, Microsoft Office 2003 Standard (MS Word, Power Point, and Excel), Microsoft Publisher, WordPerfect11, and BibleWorks8. Get the code for the 2nd floor computer room at the circulation desk (APTS students only). Wireless access is available to all registered library users. 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>.

ELECTRONIC RESOURCES

The ATLA Religion Database, the Catholic Periodical Literature Index (CPLI), Old Testament Abstracts (OTA), the TexShare databases, and BibleWorks are available on all computers on the first floor and in the computer room in the Library.

INTERLIBRARY LOAN

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

VCR and TV; DVD

A VCR and TV are available at open study carrel #4 for the viewing of videocassettes that are on reserve or in the Library's collection. Patrons wishing to use the VCR must check out the equipment (remotes and headphones) at the Circulation Desk. This equipment circulates for three hours. **Late fees are 25¢ per hour or portion of an hour.** One of the computers across from the circulation desk plays DVDs. Use is limited to reserve materials.

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 by signing up at the circulation desk. There is a PC with all the applications loaded and a laser printer in the room for student use.

BORROWING PRIVILEGES

Students, faculty, and staff of the Austin Presbyterian Theological Seminary need only show a Seminary identification card with a Stitt Library barcode affixed to it to charge out books without cost. Because we are a small institution serving a large number of seminarians, there are some limits on the number of books that can be borrowed at any given time. Ask the Circulation staff for details.

Stitt Library allows registered patrons to borrow and return materials through the US mail.

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.
- Shoes must be worn at all times
- No animals except guide dogs are allowed in the Library.
- *Quiet* conversation should be limited to the lobby.

CIRCULATION

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

TYPES OF LOANS

For APTS students, the loan period for books is 30 days, and the loan period for audio/visual materials is 14 days. Toward the end of each semester, all items are due on a designated date to allow us to clear student records.

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

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

OVERDUE FINES

- Regular materials 20¢/day per item
- Reserve materials 50¢/day or portion thereof
- Late return of recalled items \$2.00/day

Fines exceeding \$5 block a patron's borrowing privileges for all materials until the fine is paid.

Stitt Library does not accept IOUs for fines or fees.

Students with unresolved overdue books or fines will be prohibited from registering for the next term or graduating.

REPLACEMENT FEES

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

RENEWALS

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

Overdue books may not be renewed until they are returned and all fines are paid

SECURITY

All library 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.

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) 472-8866 FAX (512) 477-5215
<http://allsaints-austin.org/aseds.htm#tuition>
Location: less than one block from Austin Seminary

CHILDCRAFT SCHOOLS

808 W. 30th St.
Austin, TX 78705
512-472-3488
www.childcraftschools.com
Location: less than 2 miles from Austin Seminary

COVENANT PRESBYTERIAN PRESCHOOL AND CHILD'S DAY OUT

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

FIRST PRESBYTERIAN DAY SCHOOL

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

FIRST UNITED METHODIST

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

HYDE PARK CHILD PRESCHOOL MOTHER'S DAY OUT

Address: 3901 Speedway Austin, TX 78751
Phone: (512) 465 - 8319
Ages: 2 mo – 4 yrs
http://www.hpbc.org/pages/page.asp?page_id=25078
Location: less than 1 mile from A.P.T.S.

UNIVERSITY UNITED METHODIST EARLY CHILDHOOD CENTER

Address: 2409 Guadalupe Austin, TX 78701
Phone: (512) 474 - 5101
Ages: 4 mo – 5 yrs
Location: less than 1 mile from A.P.T.S.

FULL-TIME CARE

FIRST ENGLISH LUTHERAN CHILD DEVELOPMENT CENTER

Address: 3001 Whitis Austin, TX 78705

Phone: (512) 478 - 5424

Ages: 18 mo – 5

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

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

HYDE PARK BAPTIST CHILD DEVELOPMENT CENTER

Address: 3901 Speedway Austin, TX 78751

Phone: (512) 465 - 8383

Ages: 6 wks – Pre K

http://www.hpbc.org/pages/page.asp?page_id=25597

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

ST. JAMES' EPISCOPAL SCHOOL

Address: 3701 East Martin Luther King 78751

Phone: (512) 926-4214

www.stjamesaustin.org

Robert E. Lee Elementary

Enrollment: Kindergarten through Grade 6

Special Focus: Geography, Fine Arts Performance

Special Programs:

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

Principal: Ms. Elyse Smith
512/414-2098

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

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

updated 6-10



2010-2011 School Calendar

Six & Nine-Week Reporting Periods

August 2010

- 9-13 New Teacher Orientation
- 16-18 Staff Development
- 19-20 Planning & Prep
- 23 First Day of Classes

September 2010

- 6 Student & Staff Holiday - Labor Day

October 2010

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

November 2010

- 8 Student Holiday - Staff Development
- 24-26 Thanksgiving Holiday

December 2010

- 17 Student Holiday - Planning & Prep
- 20 Winter Break Begins

January 2011

- 3 Student Holiday - Staff Development
- 4 Classes Resume
- 17 Student & Staff Holiday
Martin Luther King, Jr., Day

February 2011

- 18 Student Holiday - Staff Development
- 21 Student Holiday - Elem. Parent Conference; Secondary Staff Development

March 2011

- 14-18 Spring Break
- 21 Classes Resume

April 2011

- 22 Student & Staff Holiday; 2nd Bad Weather
Makeup Day for Staff Who Normally Work
Beyond June 2

May 2011

- 30 Holiday - Memorial Day; 1st Bad Weather
Makeup Day for Students and Staff

June 2011

- 1 Last Day of Classes
- 2 Planning & Prep; 2nd Bad Weather Make-up
Day for Students
- 3 2nd Bad Weather Make-up Day for Staff Who
Normally Stop Working on June 2

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

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

July 2010

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March 2011

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21	22	23	24	25	26	27	
28	29	30					

May 2011

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December 2010

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26	27	28	29	30	31		

June 2011

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19	20	21	22	23	24	25	
26	27	28	29	30			

HELPFUL 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 -- 494-9400

SOUTHERN UNION GAS (NEW SERVICE): 422 Congress, Austin, TX 78701 /1-800-700-2443

SOUTHWESTERN BELL TELEPHONE: 800/464-7928. (For TDD Service for the hearing impaired, 1-951-7088)

NEARBY BANK OF AMERICA: 2304 Guadalupe, Austin, TX 78705--708-3050

BANKS UNIVERSITY FEDERAL CREDIT UNION: 2244 Guadalupe, Austin, TX 78705 -- 467-8080

WELLS FARGO: 2104 Guadalupe, Austin, TX 78705 -- 344-7000

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

FAMILY PRACTITIONERS

Dr. Paul Keinarth -- 459-9889

5222 Burnet Road, Suite 200

Austin, TX 78756

Member of University Presbyterian Church

Dr. Al Lindsey - 472-3161

3200 Red River, Suite 210

Austin, TX 78705

Member of Univ. United Methodist Church

Dr. Kevin Stephens

4100 Duval Rd. Bldg 2 Suite 202

Austin, TX 78759

454-1123

PEDIATRICIANS

Pediatrics Associates of Austin

Dr. Samuel Mirrop -- 458-5323

1500 W. 38th St., Suite 20

Austin, TX 78731

www.pediatricsassociates.net

DENTISTS

Dr. John Glennon -- 454-0414

2304 Hancock Dr, Suite One

Austin, TX 78756

www.smileaustin.com

Dr. Tom Hutchinson 453-7244

8118 Shoal Creek Blvd.

Austin, TX 78757

Member of Covenant Presbyterian

Dr. Michael Lessner

2907 Duval St.

Austin, TX 78705

472-5633

Dr. Michael R. McMordie

1305 W. 34th Street Suite #202

Austin, TX 78705

454-9974

Dr. Jim Root

3701 Guadalupe Suite #104

Austin, TX 78705

454-5153

Dr. Donna McCoy Ruesink 345-3955
4505 Spicewood Springs Road, Suite 100
Austin, TX 78728
Member of Covenant Presbyterian

919 E. 32nd. St.
Austin, TX 78705
www.stdavids.com

ALLERGISTS

Allergy and Asthma Consultants-- 454-5821
800 W. 34th Street, Suite 201
Austin, TX 78703

NEARBY VETERINARIANS

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

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

NEARBY HOSPITALS:

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

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

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

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

6-10 -revised

St. David's Medical Center - 476-7111

AUSTIN PRESBYTERIAN
THEOLOGICAL SEMINARY

Housing Handbook

2010 - 2011
Academic Year

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I. GENERAL INFORMATION

A. 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.

It is the policy of the Seminary that we welcome 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 distinction or discrimination (as to age, race, gender, ethnicity, or sexual orientation).

Those students who join our community with the goal of ordination in the Presbyterian Church (USA) will be informed of the 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.

B. STUDENT HOUSING

Austin 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; utility expenses for water and gas covered by the Seminary; campus mailboxes, and U.S. Postal Service at each residence (except at Currie Hall); travel expenses saved and convenience realized from living with walking distance of classes, the library, and chapel; and multiple opportunities to participate actively in the Seminary community.

Currie Hall (29 single-occupancy rooms) is located at the center of the campus and provides comfortable arrangements for study, rest and relaxation for residents. All utilities costs are incorporated into the rental rate. Each room has its own phone jack, thermostat controls and a private bath; and all rooms are furnished with a storage/bed and mattress, a built-in desk, a chair, a dresser, closet and book shelving. Limited space for storage is located on the lower floor adjacent to the laundry and kitchen/lounge. A full kitchen with stoves, microwaves oven, refrigerators, and individual food storage spaces, and lounge area with cable television are available for residents in the Currie Lounge. Internet service is available to all campus residents via the Seminary's agreement with Time-Warner – cost for internet service is incorporated in the rental rate. Residents will receive instructions regarding procurement and registration of a modem in order to access internet service.

C. DEFINITIONS

Full-time Student - A student who has been admitted into the M.Div. 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 - **H**ousing **E**ligibility **P**riority points indicate the number of months that each individual student can occupy housing on a priority basis.

HERB – The **H**ousing **E**ligibility **R**evision **B**oard is comprised of the Vice President for Business Affairs (Chair), the Academic Dean, the Vice President for Student Affairs, the Director of Auxiliary Enterprises, the Registrar, and two student representatives. Students who want or need additional HELP points can petition the HERB in writing. The HERB reviews the request, the circumstances and related issues, and makes the final determination on the student's petition.

Intern - A full-time student who is enrolled in a year-long (9 to 15 months) Supervised Practice of Ministry, Clinical Pastoral Education program, or other approved academic endeavor.

Married Student - A male or female Seminary masters degree student who, under the laws of a state or country, is married to a member of the 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.

Domestic Partner —an individual who lives in the same household and shares the common resources of life in an exclusive, committed relationship with a Seminary masters degree student if, under Texas law, the individual would not be prevented from marrying the student on account of age, consanguinity, or prior undissolved marriage to another. The domestic partner must be of the same gender as the student under this policy. Note: Domestic partners are required to submit either (a) evidence of legal civil union issued by a state within the United States, or (b) Domestic Partnership Affidavit and Agreement provided by the Seminary (see Appendix).

M.Div. - Master of Divinity

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

M.Div./MSSW - Master of Divinity (APTS) and Master of Science in Social Work (University of Texas) dual degree program.

Student with Dependents - A student accompanied by his or her married spouse or domestic partner 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. 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, domestic partner, 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.

D. LEASE CONTRACT

The provisions set forth in this manual, along with the terms outlined in the Lease Contract (a separate document) constitute the terms of the lease agreement. Failure to comply with these provisions will be grounds to immediately terminate a Lease Contract. Both documents are subject to change each academic year.

E. 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/domestic partner 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 Director of Auxiliary Enterprises and the Vice President for Business Affairs.

Each student is assigned Housing Eligibility Priority (HELP) points which correspond to the number of months that a student can occupy Seminary housing on a priority basis. M.Div. students are eligible for a maximum of 33 HELP points or 33 months of student-housing occupancy. (The M.Div. degree program is designed to be completed in 33 months of full-time study). M.A.T.S. students are eligible for a maximum of 21 HELP points or 21 months of student-housing occupancy. (The M.A.T.S. degree program is designed to be completed in 21 months of full-time study).

Students enrolled in the dual degree program (M.Div./MSSW) may qualify for up to 12 additional HELP points in order to complete their degree (The M.Div./MSSW degree is designed to be completed in 48 months of full-time study.). 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.(T.S.) 21).
2. **Transfer students** are assigned a prorated number of HELP points based on the number of credits needed to complete the degree. The number of prorated HELP points is tied to the amount of transfer credit awarded by the Academic Dean and is determined at the time transfer credit is awarded based on the following formula:
HELP Points Awarded to Transfer Student = Maximum Allowable HELP Points (33 for M.Div. & 21 for M.A.T.S.) X (Number of Credits to Earn the Degree MINUS the Number of Transfer Credits) / (Number of Credits to Earn the Degree) PLUS the number of points needed to complete the final term.

Example: A transfer student is admitted into the M.Div program for the Fall Semester (September), and the Academic Dean allows 35 transfer credits to be applied toward the degree at Austin Seminary. The number of HELP Points Awarded is calculated as follows: (33 Maximum Allowable HELP Points) X (184 Credits Needed to Earn the M.Div. MINUS 35 Transfer Credits) / (184 Credits to Earn the Degree) = 27. However, 27 HELP Points would result in housing eligibility running out in November. So, one more point is added to make 28 HELP Points available to this transfer student.

3. **Readmitted students** are assigned the maximum number of HELP points corresponding to their degree program less one (1) HELP point for each month that they have been previously enrolled in the degree program.

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).

4. **Married student or domestic partner couples** are considered two individual students and are each assigned their own HELP points.
 - i. When students married to each other or in a domestic-partner relationship 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 or enter into a domestic-partner relationship, they each retain the HELP points they have at the time they marry or declare their domestic-partner relationship.

- iii. When the spouse or domestic partner 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. Running out of HELP points can result in the termination of the student's lease and require that the student vacate Seminary housing.

F. 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 Director of Auxiliary Enterprises by the following deadlines to avoid a loss of housing priority:

- i. May 31 for the Fall term;
- ii. September 30 for the January term
- iii. October 31 for the Spring term;
- iv. February 28 for the Summer term.

New entering students unable to meet these deadlines will be considered for housing on a space available, non-priority basis. When campus housing is exhausted, students will need to secure housing off campus.

G. PRIORITY–SIZE OF FAMILY

1. The size of a student's family also affects the student's priority for specific housing units. Married students and domestic partners 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 or domestic partner:
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 Director of Auxiliary Enterprises. 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 Director of Auxiliary Enterprises only when it is necessary to maximize the Seminary's usage of housing units. Housing priority is reviewed each spring to maximize housing usage for the fall term and may require that students be moved into housing that fits their priority status.

H. PRIORITY–MISCELLANEOUS FACTORS

1. Special Students ordinarily are not eligible for student housing. When housing assignments are made to Special Students, it is for one semester only and is reconsidered on a semester-by-semester basis
2. Additional priority may be granted to meet the special needs and circumstances of a student. Any student who warrants special consideration should discuss his or her circumstances with the Director of Auxiliary Enterprises.

I. 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 Director of Auxiliary Enterprises 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 see the Director of Auxiliary Enterprises to 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 Director of Auxiliary Enterprises; and (c) the appropriate deposits are received and recorded in the Office of Business Affairs. Refer to the Priority–Acceptance of Admission section for information regarding application deadlines.

Housing assignments are made by the Director of Auxiliary Enterprises. If a student wishes to appeal the decision of the Director of Auxiliary Enterprises, such appeal must be made *in writing* to the Vice President for Business Affairs. The decision of the Vice President for Business Affairs will be final. Leases are required to be signed prior to issuance of apartment or residence keys. Rents will be prorated based on the move-in date. Utilities must be transferred into the tenant's name (where applicable) and responsibility within a reasonable time, or charges to the student will be calculated and deducted from his or her student account.

Vacancies that occur during the year may be made available to students. A waiting list for student housing requests is maintained by the Director of Auxiliary Enterprises. Assignments will be based on the priority order and request date of the students on the waiting list. Although students are not ordinarily be 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 Director of Auxiliary Enterprises. Ordinarily, a student's name will be removed from the waiting list when he or she is assigned campus housing.

J. 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 Director of Auxiliary Enterprises.

A student pursuing a year-long Supervised Practice of Ministry internship outside the Austin area will ordinarily be required to vacate Seminary housing for the duration of the internship. Students completing an internship within the Austin area may request to remain in campus housing. Such requests will be considered on a space-available basis based on the current and anticipated housing needs for the coming academic year. Requests to remain in campus housing during a year-long internship must be made in writing to the Director of Auxiliary Enterprises. A summer storage rate 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 Director of Auxiliary Enterprises before the student's HELP points are exhausted. The HERB meets as needed and called by the Vice President for Business Affairs. The decision reached by the HERB will be given to the student in writing. If the student is granted additional HELP points by the HERB, a new lease contract will be drawn up reflecting the new date of termination of the lease as needed.

Listed below are examples of reasons a lease can be terminated before the normal annual termination date, or before the date stated in the student's lease. This list is by no means all-encompassing. It serves only to illustrate the types of situations that can cause a lease to be terminated prematurely.

- A student uses up his or her allotted HELP points;
- A student graduates from Seminary;
- A student completes degree requirements;
- A degree student is reclassified as a Special Student;
- A student begins an Intern Year;
- A student withdraws from Seminary;

- A student begins an official leave of absence from Seminary;
- A pet owner fails to post the required pet deposit, 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 Director of Auxiliary Enterprises.** 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.

K. DEPOSITS

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

- The **security/damage** deposit is \$100.00, and is due with the Housing Application. Housing applications are not considered complete until the deposit is received.
- The **pet** deposit is \$200.00 for each un-caged pet. Caged pets include rabbits, rodents, birds, and fish. Dogs and cats are NOT considered caged pets, even if crated. A student who acquires a pet while in Seminary housing must complete a Pet Application and post the appropriate deposit. 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 Auxiliary Enterprises department upon leaving the Seminary campus (i.e., arrange for keys to be returned, complete paperwork, schedule walk through of the housing unit).

L. 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 Director of Auxiliary Enterprises 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 Director of Auxiliary Enterprises 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.

M. 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.

N. MOVING IN

Contact the Director of Auxiliary Enterprises to schedule the date and time of arrival. Ordinarily students are expected to check in with the Director of Auxiliary Enterprises during regular business hours. On the date scheduled for move-in, after the deposits are received and the Lease Contract is signed, and the Pet Application (if applicable) is completed and the pet deposit received, the Auxiliary Enterprises office will issue keys. Keys cannot be issued before the deposits are paid and the lease is signed. If there are changes to a scheduled move-in date, contact the Director of Auxiliary Enterprises immediately to reschedule.

The student should inspect the housing unit and note any problems on the Housing Condition Form checklist provided at the time keys are issued. This checklist should be returned to the Director of Auxiliary Enterprises within 2 weeks of check-in. The checklist will be used upon move-out to assess any damage beyond normal wear and tear for which the student may be held responsible. Fill it out carefully and thoroughly. Failure to complete and return the checklist will result in the student being held responsible for any and all damages to the unit upon move-out, regardless of whether the damages occurred prior to occupancy.

O. FLOOR PLANS

Floor plans for all housing units are available from the Director of Auxiliary Enterprises upon request. Some are also posted on the Seminary web site (Admission and Financial Aid, Housing at <http://www.austinseminary.edu/admissions/floorplans.html>). Not every individual floor plan is posted. Samples of mirror and duplicate plans are on the web site.

P. GRIEVANCE PROCEDURES

Students with grievances related to housing policies are asked to address their concern first with the Director of Auxiliary Enterprises. Should the matter not be resolved satisfactorily at this level, students may then appeal to the Vice President for Business Affairs. Appeals should be made in writing. The decision of the Vice President for Business Affairs will be final.

Q. HOUSING HANDBOOK UPDATES

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

II. IN RESIDENCE

A. ALTERATIONS

NO alterations of Seminary property shall be made without prior approval of the Director of Auxiliary Enterprises and/or the Director of Physical Plant. This includes, but is not limited to, installation of closet organizers/shelving, wall shelving, installation of equipment such as TV 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.

B. AUXILIARY ENTERPRISES OFFICE

The Auxiliary Enterprises Office, located behind the mail room on the main floor of the McCord Community Center, is open from 8:30 a.m. until 5:00 p.m. Monday-Friday. During the summer months, the Auxiliary Enterprises Office is open from 8:00 a.m. – 5:00p.m. Monday-Thursday (NOTE: Seminary offices are closed on Fridays during the summer).

C. CARE OF FLOORS

There are many different types of floors in the housing units. Use the right types of cleaners and wax for the type of floor in the residence; the wrong type may cause damage. Confer with the Maintenance Staff if there are questions regarding acceptable cleaners. Remember that wax is a protective coating. Do not let it wear through and avoid a wax build-up. Water leaks should be reported to maintenance upon discovery to minimize damage. Damage resulting from failure to report water leaks on a timely basis can result in forfeiture of the deposit.

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

D. CLEANING - CURRIE HALL

Each resident is responsible for the care of his or her own quarters. Janitorial service is provided in halls and common areas. 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.

E. DAMAGE

Beyond normal wear, occupants are responsible for damage to their residence, including bath, plumbing, fixtures, and Seminary-owned equipment (appliances, furniture, etc.). Such damage includes, but is not limited to, burns, stains, cuts, tears, marks, breakage, etc. Damage from forces of nature need to be reported to maintenance immediately so that repairs can be addressed.

F. EMERGENCY

In case of emergency relating to your housing, call Maintenance Department 404-4881. If outside normal hours (after 5:00 PM), call the on-call number 563-1363, or number for the specific problem indicated:

- On-Call Maintenance (24-hour on-call person)..... 563-1363 cell
- Student Liaisons for Keys, Lock-outs (512) 522-9192 cell
- (Note: There are two student liaisons. This number automatically rings both.)
- Maintenance Department (AC/Mechanical/Plumbing).....404-4881 shop
- James Many, Director of Physical Plant563-7257 cell

In case of other emergency call:

- On-Call Maintenance (24-hour on-call person)..... 563-1363 cell
- AMBULANCE..... 911
- FIRE..... 911
- POLICE..... 911
- Police - Non-Emergency 311

(Note: In case of fire, medical or police emergency, also notify the above campus contacts as appropriate.)

G. EQUIPMENT

Many of the apartments are provided with air conditioning equipment, refrigerators, stoves, 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.

H. FIRE

In case of ANY fire not immediately controllable, call the fire department (911). Also notify the campus contacts listed above under EMERGENCY.

Prevent fires by recognizing and avoiding hazards:

- No explosives or flammable liquids, 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.

I. FIREARMS

The carrying or possession and any type of weapon or firearm (including pellet guns and BB guns) on the premises of Austin Presbyterian Theological Seminary campus is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms (other than those who are licensed peace officers). For purposes of this policy, the premises of Austin Seminary are defined as any property, building or portion of a building or property that Austin Seminary owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Austin Seminary is conducting any activity sponsored by Austin Seminary. This includes all parking lots, parking areas, sidewalks and walkways, and all vehicles and equipment owned by Austin Seminary.

Any person violating this policy will be required to leave Austin Seminary's premises immediately. Any employee or student found to be in violation of this policy will be subject to discipline, including immediate termination or dismissal.

J. FURNISHINGS

No Seminary furniture or equipment is to be moved (or exchanged), either from your housing unit or from a general use area. A record is maintained of the location of items of furniture. Residents are responsible for any damaged or missing furniture.

K. INSECTS

Help avoid any insect problem through cleanliness and by promptly combating any insects noticed. Sign up sheets for specific insect problems are located at the McCord Hospitality Desk. Pest Control service is scheduled the 2nd 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.

L. INSURANCE

Students are strongly encouraged to obtain renter's insurance to cover potential losses related to their personal belongings. The Seminary will not be responsible, under any circumstances (including, but not limited to, fire, flood, or burglary), for the loss, damage or theft of the personal property of students.

M. KEYS

Keys are assigned to students upon move-in. Duplication of any assigned keys is prohibited. Requests for additional keys can be made to the Director of Auxiliary Enterprises. Lost keys should be promptly reported to the Auxiliary Enterprises Office. Return your keys on departure. Leaving keys with neighbors or in the apartment upon vacating is NOT permitted. (Until you have officially turned in your keys, you may be considered in occupancy.) There is a \$25.00 charge for each lost housing or housing mailbox key. Access cards for Anderson House, Currie Hall and the 402 E. 30th St. building gates are \$25 each for replacements.

N. LIGHT BULBS

Each housing unit will be fully equipped with light bulbs when a new resident assumes occupancy. The occupant will be responsible for the purchase of replacement bulbs when needed and will be expected to have all bulbs in working orders when vacating the unit. Fluorescent tubes in housing will be replaced by maintenance at Seminary cost. Currie Hall residents should report defective fluorescent lights to the Maintenance Department for replacement.

O. MAINTENANCE AND REPAIR

Items which need repair or attention should be reported to the Maintenance Staff using the online Maintenance Request form - the form is available on the Seminary website (<http://austinseminary.edu>) via the portal link. 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)563-1363.

P. 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 Auxiliary Enterprises 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 Director of Auxiliary Enterprises, 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 Director of Auxiliary Enterprises. 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 Director of Auxiliary Enterprises.
4. Be sure that a forwarding address is left at the McCord Hospitality Desk or with the Auxiliary Enterprises Office.

5. No furniture or appliances may be left in apartments after move out, *unless expressly approved by the Director of Auxiliary Enterprises*. Failure to comply may result in disposal fees charged against the student's deposits or the student will be billed.
6. Deposits will be returned only after an inspection and authorization by the Director of Auxiliary Enterprises. In most cases, deposits are returned within 30 days of vacating an apartment unit.

Q. PAINTING

Painting by apartment residents is not permitted. If a unit is in need of paint or repairs, 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.

R. PERSONAL BELONGINGS

The Seminary will not be responsible, under any circumstances (including, but not limited to, fire, flood, or burglary), for the loss, damage or theft of the personal property of students. Students are strongly encouraged to obtain renter's insurance to cover such losses.

S. PETS

1. **Currie Hall** - No pets are allowed in Currie Hall
2. **Apartment Units** - Students living in campus apartments are permitted to have dogs, cats and certain types of caged pets. A pet deposit of \$200.00 per pet is required for each un-caged pet (See Deposits above.), and a Pet Application form must be completed for all pets (except fish) prior to move-in or acquisition of the pet. Any damage to the apartment unit is subject to being charged to the student, at the sole discretion of the seminary, Pet owners must ensure that their pets do not bother or disturb other residents. Residents are required both by Seminary policy and City of Austin ordinance to pick up their pet's waste.
3. **Rabies Vaccinations** - Pet owners must have proof on file in the Auxiliary Enterprises Office of current rabies vaccination. Proof of vaccinations must be submitted to the Auxiliary Enterprises office within 30 days of moving into Seminary housing or within 30 days of acquisition of a new pet and will be kept on record in the student's file. The standard accepted age for initial rabies vaccination for dogs and cats is 4 months of age (Texas Health and Safety Code Chapter 826.021) 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 charged to the student's account. If the paperwork is still not submitted after 60 days, the Director of Auxiliary Enterprises 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 I, §169.29) requires that dogs and cats be:

- vaccinated against rabies by 4 months of age and
- be given a booster one year after the initial vaccination.

Following these first 2 vaccinations, dog & cats can be vaccinated at either 1-year or 3-year intervals, depending on the type of rabies vaccine used.

Residents must submit proof of booster and annual or three-year vaccination updates as requested by the Auxiliary Enterprises 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 Director of Auxiliary Enterprises may suspend the student's privileges to have pets in campus housing, and request that any animals be removed from the unit.

4. **Leash Law** - Austin has a city "leash law." It states that every owner of a dog and any person having charge, care, custody, or control of any dog shall restrain such dog from running at large ('81 City of Austin Code, 3-3-2). Employees of the city, as designated by the City Manager, are authorized and empowered to enter upon any land, premises or public place and to take up and impound any dog which is observed by such employee to be running at large. For a list of "leash-free areas" or dog parks, see <http://www.ci.austin.tx.us/parks/dogparks.htm>. The Seminary does not provide fenced areas for dogs.
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.
5. **"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/tlac/control.htm> ('07 City of Austin Code, 3-4-2).
6. **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.

T. PUBLIC AREAS

Do not leave any garbage cans, trash, bicycles, furniture or personal belongings in hallways, on stairways, on lawns or on any sidewalk. Children's playthings should not be left lying in public areas. Currie Hall residents are responsible for cleaning the kitchen area - stove, microwave, refrigerator, counter tops, cabinets, etc. Recycling containers are located at various locations on campus. Please break down any boxes going into the dumpster in order to provide maximum use of the container. Do not deposit furniture or appliances into any of the campus dumpsters. Residents are not permitted to wash cars on Seminary premises.

U. 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 Business Affairs.

V. SUBLETTING

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

W. WATER BEDS

Water beds are not allowed in any Seminary housing units.

III. SERVICES AND SPECIAL FACILITIES

A. 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.

B. 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.

C. 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** (*103 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.

D. 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].

E. LAWN

The Seminary contracts grounds care for all campus lawns. Lawns to be mowed must be clear of personal items. Any lawn furnishings should be moved periodically to avoid killing the grass. (i.e., pools, grills, large lawn furniture, sandboxes, playscapes, etc.).

F. PARKING

Parking space is provided in a number of parking areas, both on- and off-road, that are conveniently located throughout the apartment area and at the west end of Currie Hall. Never park in a labeled parking space. Please do not park in non-designated areas on campus, or block any driveway or sidewalk. Never park or drive on the grass, especially during move-in or move-out as the sprinkler system may be damaged.

Campus residents are issued one parking sticker per each licensed driver in their household at no cost. Additional parking stickers are \$25.00 each. Additionally, each student in campus housing will receive ONE Campus Housing Visitor hang tag. This hang tag must be displayed in the visitor’s vehicle at all times during their visit to the campus. Visitors of campus residents may park in lots designated for student parking. They should not utilize Visitor spaces on the Upper Campus. Contact the Hospitality Assistant at the McCord Hospitality Desk for all parking permit needs. You must have a current Austin Seminary parking sticker on your vehicles or vehicles will be towed.

Camper trailers, boats, and RV’s are not allowed in Seminary parking areas. Tenants in the 402 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.

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