



AUSTIN PRESBYTERIAN
THEOLOGICAL SEMINARY

STUDENT HANDBOOK

2018-2019

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

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

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

Editor: Deborah Butler, Administrative Assistant to the Office of Student Affairs and Vocation

100 East 27th Street

Austin, Texas 78705-5797

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ACADEMIC CALENDAR 2018-2019

Fall 2018

August 28	7:00 p.m.	Special Student orientation
August 29-August 31		New student orientation and registration
September 3		Labor Day holiday
September 4	8:00 a.m.	Fall term begins
	11:10 a.m.	Opening Seminary Convocation
	7:00 p.m.	Celebration of the Lord's Supper
		Reception following in Stotts Hall
September 10	5:00 p.m.	Last day to add or drop a course
September 26		SPM orientation II
October 15-19		Fall recess
October 26-28		Discovery Weekend
November 5-6		Board of trustees fall meeting
November 22-23		Thanksgiving recess
November 26-29		Registration for spring and summer terms
December 2		Lessons and Carols
December 4-7		Reading period
December 10-14		Final examination period
December 14		Fall term ends; Christmas recess begins

January 2019

January 9	8:00 a.m.	January master's term begins
January 11	5:00 p.m.	Last day to add or drop a course
January 14-25		Doctor of Ministry term
January 21		Martin Luther King Jr. holiday
January 25	12:00 p.m.	New student orientation and registration
January 31		January term ends

ACADEMIC CALENDAR 2018-2019

Spring 2019

February 4-6		Midwinter Lectures
February 7	3:00 p.m.	Special Student orientation
February 8-9		Board of trustees retreat
February 11	8:00 a.m.	Spring term begins
February 12	11:10 a.m.	Opening Worship and Celebration of the Lord's Supper
February 15	5:00 p.m.	Last day to add or drop a course
February 19	11:10 a.m.	Martin Luther King Jr. Commemorative Worship Service
March 25-29		Spring recess
April 12-14		Discovery Weekend
April 18	11:10 a.m.	Maundy Thursday worship service
April 19		Good Friday holiday
	11:10 a.m.	Good Friday worship service
April 20	8:30 p.m.	The Paschal Vigil
April 22-25		Registration for fall and January terms
April 24		SPM Orientation I
May 13-17		Reading period
May 20-24		Final examination period
May 20	5:00 p.m.	Final deadline for graduating students' work
May 21	5:00 p.m.	Graduating students' grades due
May 24	5:00 p.m.	Spring term ends
May 24-25		Board of trustees spring meeting
May 25		Baccalaureate Service
May 26		Commencement

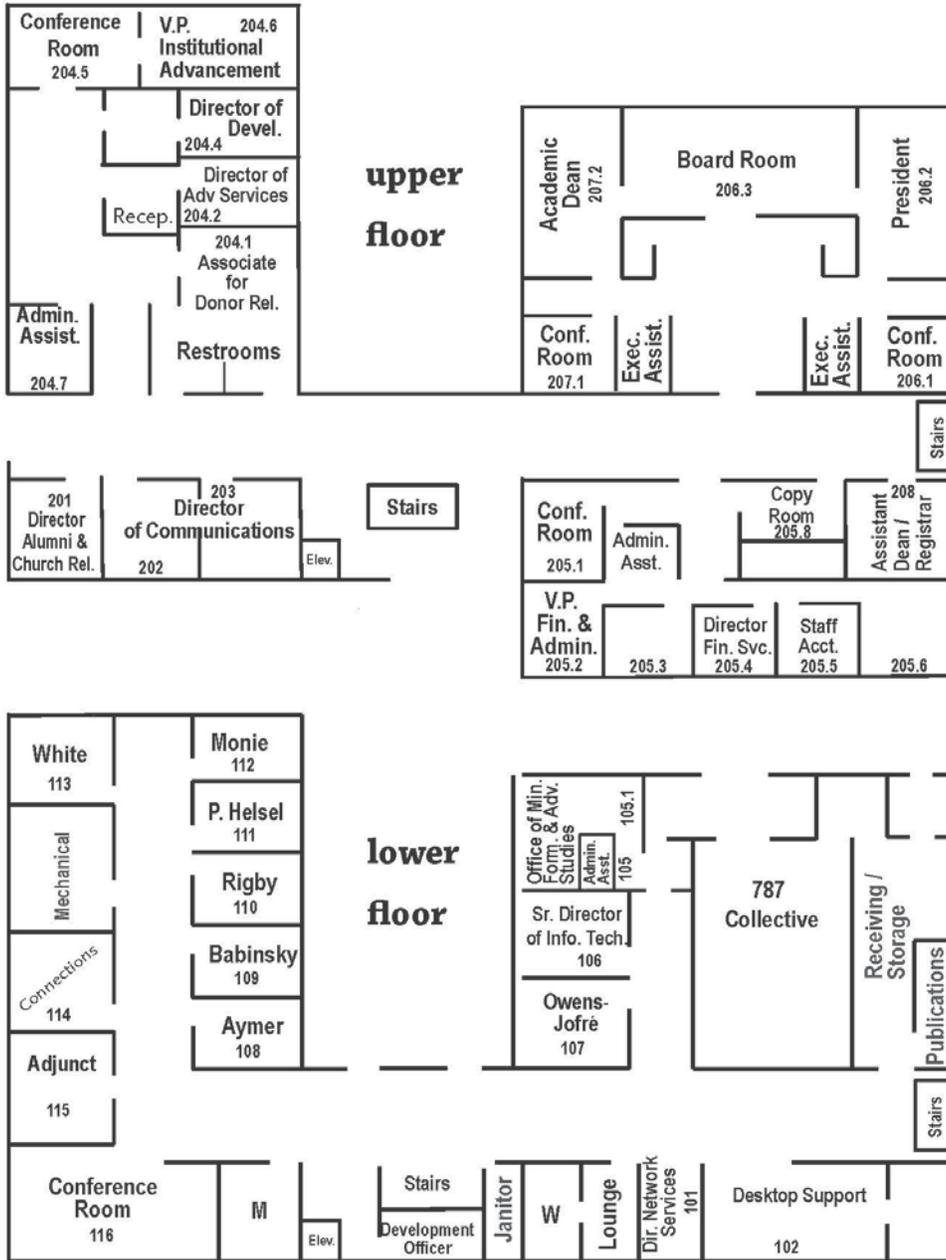
Summer 2019

June 3	8:00 a.m.	Summer master's term begins
June 7	5:00 p.m.	Last day to add or drop a course
June 3-14		Doctor of Ministry term
July 4		Independence Day holiday
August 23		Summer master's term ends

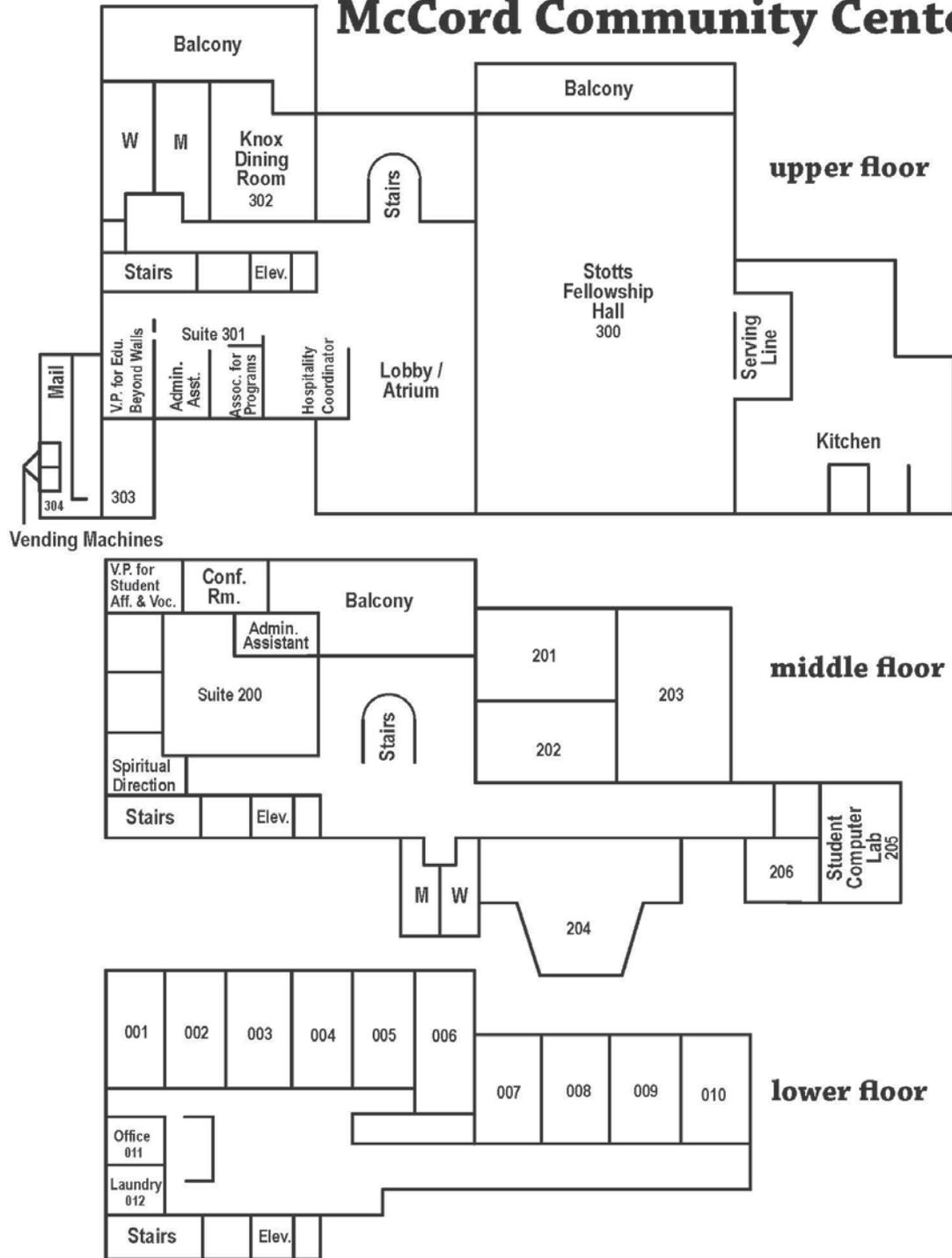
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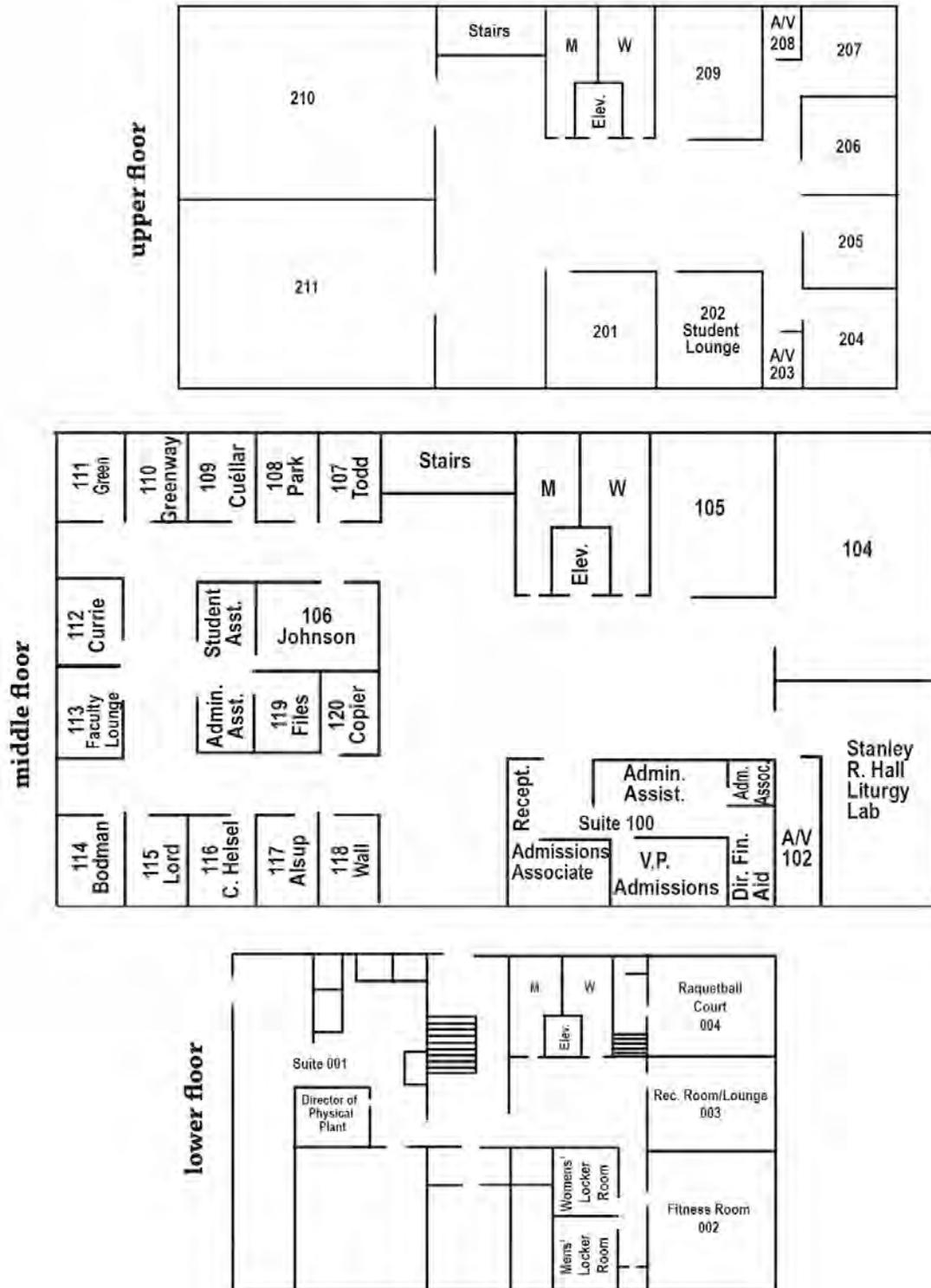
Trull Administration Building



McCord Community Center



McMillan Classroom Building



YOUR STUDENT SENATORS ARE:

Student Body President

Carrie Winebrenner

Senior Senators

Usama Malik

Devon Reynolds

Middler Senators

Jean Corbitt

Brendan McLean

Junior Senators

Stephen Milburn

Caitlin Parsons

MA/MAMP Senator

Kilby O'Hea

Election Commissioner

Susan Shaw-Meadow

Chapel Beadles

Savannah Caccamo Demuynk

Debbie Head

Ezequiel Herrera

Brendan McLean

Kallie Pitcock

Kairos Editors

Sheth LaRue

Reba Balint

Resident Assistants

Lex Allum - McCoy House

Sheth LaRue - Currie Hall

Kallie Pitcock - Anderson House

Carrie Winebrenner - Duplexes

STUDENT REPRESENTATIVES SERVING ON FACULTY COMMITTEES ARE:

Admissions Commission

Caroline Barnett
Alex Pappas

Student Finances Committee

Estela Sifuentes

Library Committee

Chelsea May Law
Lee Legault

Program of Study Committee

Nick Demuynck
Andy Gerhart

Student Life Committee

Lex Allum – MDIV
Debbie Beares – MA
Carrie Winebrenner – Student Body President

Worship Committee

Audrey Burnett
Jackie Freeman

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. For library hours see the Stitt Library section in the Table of Contents.

Academic Affairs

Trull, Presidential Suite 207

Academic Dean

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

Assistant Dean for Academic Affairs and Registrar

Trull 208

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

Associate Dean for Seminary Effectiveness

Stitt Library

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

Executive Assistant to the Office of the Academic Dean

Handles appointments with the dean; coordinates end-of-semester course evaluation forms; processes time sheets for research assistants and instructional aides; receives Gunther scholarship requests.

Admissions and Financial Aid

McMillan, Suite 100

Vice President for Enrollment Management

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

Director of Financial Aid

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

Admissions Associate for Ecclesial Partnerships

Manages off-campus recruitment for all masters-level programs, oversees communication with inquirers and prospective students, and assists with on-campus visitation and Discovery Weekends. Specific responsibility to reach out to denominational and church partners in recruitment of potential students, and work with youth as they discern their place in service to the church of God's world.

Admissions Associate for Campus and Community Partnerships

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

Administrative Assistant to the Office of Admissions and Financial Aid

Manages all aspects of the day to day operations and processing of admission applications, materials, reports, events and in most situations will be responsible for the first impression of the seminary to prospective students.

Communications

Trull, Upper Level

See Institutional Advancement on page 16

Doctor of Ministry

Trull, Suite 105

Associate Dean for Ministerial Formation and Advanced Studies

Oversees all aspects of the program.

Administrative Assistant to the Office for Ministerial Formation and Advanced Studies

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

Education Beyond the Walls

McCord, Suite 301

Vice President for Education Beyond the Walls

Responsibility for the College of Pastoral Leaders, Fellowships in Pastoral Leadership for Public Life, the 787 Collective, Hispanic Ministries Network at Austin Seminary, The Wesley Connection at Austin Seminary, lifelong learning and theological education opportunities for pastors, church leaders and practicing Christians.

Education Beyond the Walls Director of Programs

Designs, promotes, implements and evaluates educational events and provides leadership for Fellowships in Pastoral Leadership for Public Life.

Education Beyond the Walls Director of Congregational Innovation

Provides leadership for the 787 Collective.

Administrative Assistant for Education Beyond the Walls

Provides administrative support for programs of the department.

Faculty

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

Administrative Assistant to the Faculty

Provides administrative support for faculty and serves as a point of contact.

Finance and Administration

Trull, Suite 205

Vice President for Finance and Administration

Administrative responsibility for institutional accounting, finance and investments, operations, physical plant, computer information services, human resources and safety and security. Also responsible for Ministers Facing Money, (MFM), a campus-wide effort to equip future lay and ordained ministers for good stewardship and for meeting economic challenges, particularly in regard to debt management. Topical presentations, small group labs, Financial Peace University are among the offerings that will be presented in order to help assist the community in facing the types of economic challenges of attending seminary and in future ministry.

Senior Director of Information Technology

Trull 106

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

Director of Network Services

Trull 101

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

IT Technician and Audio Visual Manager

Trull 102

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

Director of Financial Services

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

Senior Staff Accountant

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

Director of Physical Plant

McMillan Maintenance Shop, Basement Level

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

Director of Auxiliary Enterprises

McCord

Manages daily mail services, McCord Hospitality Desk, guests and meeting reservations, overseas kitchen facilities, and works in conjunction with the Finance and Business Office on various institutional projects.

Administrative Assistant to the Office of Finance and Administration

Trull 205

Processes student payments, and supports the work of the Finance and Administration office.

Hospitality Coordinator

McCord Building, Hospitality Desk

Serves as the main switchboard receptionist and coordinates campus events (meeting rooms, overnight guest housing, and special events), and assists with Campus Card.

Maintenance Staff

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

Financial Aid

See Admissions on page 13

Institutional Advancement

Trull, Suite 204

Vice President for Institutional Advancement

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

Director of Advancement Services

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

Director of Development

Responsible for the strategic planning, execution, analytical assessment, and creative visioning of initiatives to expand and strengthen the fund development program of Austin Seminary.

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.) Provides content and support for the Seminary's external and internal electronic communications program, maintains Seminary website, crafts press releases and oversees all marketing and public relation efforts.

Director of Alumni and Church Relations

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

Development Officers

Promotes awareness of Austin Seminary's mission and maximizes philanthropic support from individuals and churches by building, fostering and managing relationships.

Associate for Donor Relations

Works in concert with the development team to steward donor relations.

Administrative Assistant to the Office of Institutional Advancement

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

Maintenance

See Finance and Administration on page 158

Ministerial Formation and Advanced Studies

Trull 105

Associate Dean for Ministerial Formation and Advanced Studies

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

Administrative Assistant to the Office of Ministerial Formation and Advanced Studies

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

Public Relations

Trull 201

See Institutional Advancement on page 16

Pulpit Supply

See Ministerial Formation and Advanced Studies.

President

Trull, Presidential Suite 206

President

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

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

Chief of Staff

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

Registrar

see Academic Affairs on page 13

Seminary Relations

Trull, Suite 204

See Institutional Advancement on page 16

Student Affairs and Vocation

McCord Suite 200

Dean of Students

Available for pastoral counseling; provides referrals for professional counseling and spiritual direction; coordinates community-wide events; handles community-related grievances and concerns; oversees Student Government, production of *Kairos* and leads new student orientation. Provides support for SoS (Supporters of Seminarians) Group and other student groups. Oversees student housing. Oversees vocation and placement for all students, counsels with students regarding candidacy processes, organizes senior seminars on entry-into-ministry issues, and assists seniors in "first call" placement; liaison with Committees on Preparation for Ministry and Committees on Ministry; contact for Nominating Committees in the placement process, and with denominational offices. Proctors Bible Content exams.

Administrative Assistant and Housing Coordinator to the Office of Student Affairs and Vocation

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

Switchboard

See Finance and Administration on page 15

Vocation and Placement

See

Student Affairs and Vocation on page 18

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 in writing to the Administrative Assistant to the Office of Finance and Administration.

Almsgiving and Persons Soliciting Money or Assistance

Living, studying and working on the edge of the largest university in the country and in the midst of a large urban area, you will likely be confronted by people asking for money or other material assistance. If you are approached by someone asking for help, please for the safety and security of all within our community:

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

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

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

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

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

If you encounter or observe anyone who causes you to be threatened or uncomfortable or appears to be trespassing, call 9-1-1 immediately. Once you have called the police, please notify the Seminary also by contacting the McCord Desk (512-404-4800), or the "on-call" Maintenance Staff (512-900-1902).

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

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

Audio-Visual Requests

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

Austin Seminary Association (Alumni)

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

Calendar

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

Campus Card/ID Card

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

Campus Employment

See Student Employment Program on page 34

Care Team

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

Chapel

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

It is the policy of the Seminary, as authorized by the Board of Trustees, that the use of the Chapel for worship, weddings, memorial services, prayer services, and observances of the Sacraments shall be in accordance with the *Book of Order* of the Presbyterian Church (U.S.A.). Weddings celebrated in Shelton Chapel shall have demonstrable connection with

the Seminary community, and the wedding celebrant must be approved and invited by the Seminary President. "Demonstrable connection" is intended to mean that one member of the marrying couple is a present or former member or family member of the faculty, staff, student body or board of trustees of the Seminary.

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

Child Care Subsidy

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

Children on Campus

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

Code of Conduct For Students

Appears in Seminary Policies and Procedures in this handbook

Communications

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

Committees

See Faculty Commissions/Committees on page 24

Computers

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

Counseling

The Dean of Students is available for pastoral counseling as well as referrals for professional counseling and spiritual direction. Please refer to the Counseling Program section of this handbook for more information.

Declaration of Intent

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

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

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

Dining Hall

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

Disability Accommodation

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

Drug Abuse and Prevention Counseling

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

Ecclesiastical Relations

Contact The Dean of Students.

Education Beyond The Walls

Austin Seminary students are invited to participate in events offered by Education Beyond the Walls at minimal cost. Registration is required. Find a schedule at www.austinseminary.edu/beyondthewalls or visit McCord Suite 301.

Emergencies

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

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

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

Monday-Friday	8:30 AM – 10:00 PM
Saturday	10:00 AM – 10:00 PM
Sunday	3:00 PM – 10:00 PM

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

Other Phone Numbers:

Director of Physical Plant John Everett	512-404-4871 (office phone) 512-563-7257 (cell phone)
Maintenance Department Maintenance Supervisor David Hill	512-404-4881 (office phone) 512-563-7256 (cell phone)
Maintenance Staff Members	512-563-7279 (cell phone)

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President for Finance and Administration, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the campus email system to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Finance and Administration 512-404-4816, hzdancewicz@austinseminary.edu).

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

Emergency Texting System

Our emergency notification system enables you to receive urgent news via text to your mobile phone. You must opt-in to receive the safety texts, once you do, the APTS safety officer can text your cell phone with timely information about emergencies. This notification system will only be used to communicate important information in the event of an emergency situation posing an immediate threat to the campus community or weather closings. To sign up: MDIV, MAMP & MATS will be enrolled during orientation. DMIN, MAYM, CiM, CeM, auditors, adjuncts, AYAVA House or SSW residents are encouraged to sign-up for this service by texting APTSSTART to 470-800-0899. To stop receiving texts,

send the word STOP to 470-800-0899. Send questions to the IT department at IT@austinseminary.edu.

Employment (Off-Campus)

Some assistance in helping students and spouses of students find off-campus employment is available in the Financial Aid Office.

Facilities

To use any Seminary facilities (meeting rooms, guest rooms, Shelton Chapel, etc.) reservations must first be made through the Hospitality Coordinator located in the McCord Building via an online Room Reservation Request form, available www.austinseminary.edu/portal

The Hospitality Coordinator will then process your request and let you know when your reservation is completed.

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

Faculty Advisors

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

Faculty Commissions/Committees

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

Admissions Commission

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

The commission:

acts for the faculty to admit students in the MAMP, MATS, MAYM, MDiv, and DMin programs;

nominates to the faculty recipients of fellowships and awards made to entering degree students;

brings to the faculty its recommendation for admitting or readmitting students to degree programs whose circumstances or credentials are unusual; (e.g., nonbaccalaureate students)

makes recommendations for changes in admissions policies or the Catalogue description of admissions standards; and

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

Student Finances Committee

The committee's work supports the Seminary's commitment to forming students for the life of ministry, including their personal and pastoral financial lives. This committee has responsibility for matters related to the financial health of students as current citizens of the community and as future pastors.

The committee:

- advises the director of financial aid;
- considers and acts upon student appeals related to need-based financial aid.
- Oversees the Seminary's student financial aid policies, including student employment;
- Receives reports regarding student indebtedness;
- Receives reports of research, activities and results from Ministers, Finances, and Mindfulness (MFM) staff.

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

Library Committee

This committee receives and acts upon faculty and student feedback on library, information, and research services.

The committee:

- in concert with the academic dean, reviews and approves library planning documents and

makes recommendations to the faculty on library services and policies.

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

Program of Study Committee

This committee oversees the academic programs of the Seminary.

The committee:

- makes recommendations to the faculty concerning all aspects of the curricula of degree programs and certificate programs, including courses offered, the shape of degree programs and certificate programs, and the Seminary *Catalogue*;

recommends for approval by faculty the use of Hoxie Thompson Lectureship Funds;

advises the academic dean and the president on relationships with other academic institutions and associations;

considers and recommends for approval by faculty the academic calendar; and,

receives results of learning assessments from the Student Learning Assessment Commission, discusses, and report to the faculty.

recommends convocation speakers to the faculty for approval.

Membership: academic dean, one faculty member from each department, the associate dean for ministerial formation and advanced studies, two students elected by the student body, and the assistant dean for academic affairs and registrar (staff).

Student Academic Standing Committee

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

The committee:

- reviews merit-based award recipients for renewal of awards;
- advises the president on appeals from students regarding merit-based tuition grants;
- advises the director of financial aid on matters related to merit-based awards;
- makes recommendations to faculty concerning violations of the Seminary's policy on academic honesty and other violations of the Student Code of Conduct relating to academic matters; and
- makes decisions on grade appeals when a failing course grade has been assigned.
- makes recommendations to faculty to fill vacated merit-based awards.

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

Student Life Committee

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

The committee:

- 1) hears from committee members (and those they represent) about community life and events, student housing, and other issues related to student life;
- 2) makes recommendations to faculty and the administration to enhance student-faculty relationships; and,
- 3) makes recommendations to faculty as concerns non-academic violations of the Student Code of Conduct.

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

Worship Committee

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

The committee:

- recommends to the faculty a schedule for regular and occasional worship services;
- recommends to the faculty themes for preaching series;
- arranges for leadership of chapel worship, making use of the gifts of faculty, students, and Seminary staff; and,

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

Membership: ordinarily dean of the chapel (staff) and both professors of homiletics, two students elected by the student body, chapel intern (when staffed), the beadle(s) (staff).

Faculty, Contacting

Each course syllabus contains information on how to contact the professor, including office hours, on-campus telephone extension and email address. The student portal will be used to contact students regarding class cancellations. When you must miss class, notify your professor directly. In case of illness, it is the student's responsibility to indicate directly to the professor when and why he/she must be absent from a class. All faculty and staff have voicemail and email. Telephone extensions and email addresses are noted in the Seminary directory. In case of illness or extended absence notify the Dean of Students, 512-404-4885 or the Assistant Dean for Academic Affairs and Registrar, 512-404-4826. The Administrative Assistant to the Faculty may also be helpful when attempting to locate faculty.

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 Student Finances 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 Dean of Students or the Academic Dean.

Hicks Community House Reservation Instructions

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 Student Portal <http://www.austinseminary.edu/portal>. If you have questions you may contact the Office of Student Affairs and Vocation office. The Student Affairs and Vocation office approves all requests for Hicks House usage before confirmation is given of a reservation through our online system. See steps below:

- Go online to the portal and fill out the meeting room request form and indicate Hicks house along with the date and the time and what the purpose will be and an estimate of the number of people and if there are children under the age of 18 involved – indicate that in the notes section.
- The form will automatically be sent to the McCord desk once you send it.

- The person assigned to handle meeting room requests, will forward the request to the Dean of Students for approval. All Hicks House requests are approved by the SAV office.
- Assuming no one has already booked the venue and Dean of Students is satisfied that all details have been disclosed (put as much information in the note section that you think the Dean of Students needs to know), and approval will be sent back to the McCord desk for booking.
- **Once that happens, you will be informed by the McCord Desk that there are two additional forms you will need to fill out.** – one is standard operating procedures about making sure the student is responsible for cleaning up after the event and the second involves placing a deposit on file in the event of damages. What is asked for is a check that wouldn't be cashed but returned to the student should there be no damages and the key is returned promptly. This deposit process is for individual students who want to reserve the Hicks house as an individual and not a student group reserving space for an activity.

Housing

The Seminary housing program is coordinated by the Office of Student Affairs and Vocation and the Office of Finance and Administration. For policies and guidelines related to Seminary housing, consult the Housing Manual, available to anyone via the Student Portal or via email at studenthousing@austinseminary.edu. If a housing matter of concern to you is not covered in the manual, please consult the Dean of Students or via email at studenthousing@austinseminary.edu. If your Seminary housing unit is in need of repair, simply send an email to mr@austinseminary.edu.

Illness

(Also see Medical Assistance in this section)

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

Institutional Advancement

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

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 Dean of Students or via email at studenthousing@austinseminary.edu

KAIROS

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

KAIROS Editorial Guidelines

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

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

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

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

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

Leave Of Absence

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

Lockers

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

Library

See the Stitt Library section of this handbook

Lost And Found

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

Mail/Mailroom

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

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

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

The closest U.S. Post Offices are north of campus at Speedway and 43rd St. and at 3570 North Lamar. 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 Administrative Assistant to the Office of Finance and Administration. All address changes, temporary or permanent, must be submitted in writing to the Administrative Assistant to the Office of Finance and Administration.

Medical and Hospitalization Insurance

Health insurance is required of all students enrolled in a degree program at Austin Seminary. The Seminary itself does not offer a policy. Presbyterian students who are under care of a presbytery may contact PC (USA) Board of Pensions at 1-800-773-7752. Other students should contact their insurance carrier or the Office of Student Affairs and Vocation for information. Incoming Juniors must provide proof of insurance to Deborah Butler, Office for Student Affairs and Vocation, prior to new student registration.

Medical Assistance

The Seminary strongly encourages every student to form a relationship with a primary-care physician soon after arrival in Austin. This physician will then be available to give or mediate help as needed in any emergency. A list is provided of some dentists and physicians who are accepting Seminary student referrals. See Doctors. If you do not establish a relationship with a medical professional in Austin, you can receive help at the emergency rooms of:

Dell Seton Medical Center at University of Texas

1500 Red River Street
emergency: 512-324-7010
main: 512-324-7000

Dell Children's Medical Center

4900 Mueller Blvd
emergency: 512-324-0150
main: 512-324-0000

Heart Hospital of Austin

3801 North Lamar Blvd.
emergency: 512-407-7700
main: 512-407-7000

North Austin Medical Center

12221 N. Mopac
emergency: 512-901-6053
main: 512-901-1000

St. David's Round Rock Medical Center

2400 Round Rock Avenue
emergency: 512-341-6428
main: 512-341-1000

St. David's Medical Center

919 East 32nd St.
emergency: 512-544-4240
main: 512-476-7111

Seton Medical Center

1201 West 38th St.
emergency: 512-324-1010
main: 512-324-1000

Seton Northwest Hospital

11113 Research Blvd.
emergency: 512-324-6010
main: 512-324-6000

St. David's South Austin Medical Center

901 W. Ben White Blvd.
emergency: 512-448-7160
main: 512-447-2211

In case of emergencies, please also contact the Dean of Students.

Notary Public

Should you require the services of a Notary Public, you can currently find one on campus in the Office of the President, Office of Finance and Administration, or the Office of Student Affairs and Vocation. Please notify either one of these offices to schedule an appointment. This service is open to faculty, students, staff, and immediate family members. There is no charge for this service.

Parking

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

Student parking is available on the north side of the creek (Lower Campus) in designated areas (see Campus Map); during Seminary business hours students are not permitted to park on the Upper Campus or in any other spaces labeled for staff or visitors.

Parking spaces on the Upper Campus, with the exception of Currie Hall resident parking, are available as "open parking" between the hours of 5 p.m.- 7 a.m. Monday-Thursday, and

24 hours during the weekend. Unauthorized vehicles parked in these spaces after 7 a.m. or before 5 p.m. on Seminary business day are subject to towing at the owner's expense.

All visitors to campus must display either a temporary parking pass from the McCord Hospitality Desk or a Campus Housing visitor hang tag. If you have any questions or need to replace your permit contact the Administrative Assistant to the Office of Finance and Administration located in the Trull Building.

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

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

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

Pets on Campus

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

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

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

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

Photocopying

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

Placement

see the Office of Student Affairs and Vocation

Postal Services

see Mail/Mail Room in this section

Posting Of Flyers

Austin Seminary community members are welcome to post flyers for events at area congregations and other events that they think might be of personal interest to the community on the bulletin board located in the mailroom in the McCord building. Posting of flyers on the doors/windows of building entrances should be limited to events and activities

sponsored by the Seminary and distributed by the Office of Communications. Seminary student groups and student events are to be posted in designated areas in the mailroom and bulletin boards throughout McMillan and not on doors/windows.

Recreation Opportunities

(Austin Seminary)

Austin Seminary maintains, in the McMillan Building, locker rooms for women and men, a racquetball court, pool and ping-pong tables, two Student Lounge areas (one on the 2nd floor and one on the ground floor/basement level), and an Exercise/Physical Fitness Room. The Exercise/Physical Fitness Room is equipped with competition and incline press benches, dumbbells, free weights, mats, exercise bikes and other exercise equipment. This equipment is available to all Seminary students, faculty and staff and their immediate family members and to students, faculty and staff of the Seminary of the Southwest. However, because of the risk of possible injury, children under the age of 12 are not permitted in the Exercise/Physical Fitness Room at any time. Children are permitted in the Student Lounge areas but must be under the supervision of their parent/legal guardian at all times. A building access code may be obtained at the McCord Hospitality Desk. An After-Hours Use and Security Agreement Form must be signed prior to receiving a building access code. FOR YOUR SAFETY, instruction in the proper use of the equipment should be obtained from the Executive Assistant to the Academic Dean located in the Trull Building, Presidential Suite.

Recreation Opportunities

(The University of Texas)

Anyone may join the University of Texas Rec Sports facility. If you would like to receive a free one-day pass, contact Deborah Butler in the Office for Student Affairs and Vocation. Gregory Gym is located on Speedway at 21st Street.

Additional questions and fees about this opportunity can be answered by phoning 512-471-6370 or visiting their website at www.utrecsports.org. Brochures describing recreational opportunities are available at Gregory Gym. While some facilities are located at Gregory Gym, many are found in other locations 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 Dean of Students 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 Heather Zdancewicz, Vice President for Finance and Administration, who is also Austin Seminary's Title IX Officer, at 512-404-4816 or hzdancewicz@austinseminary.edu.

Sexual Misconduct

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

report to Heather Zdancewicz, Vice President for Finance and Administration, who is also Austin Seminary's Title IX Officer, at 512-404-4816 or hzdancewicz@austinseminary.edu

Employees, volunteers and others may also report to Heather Zdancewicz, Vice President for Finance and Administration, who is Austin Seminary's Title IX Officer, at 512-404-4816 or hzdancewicz@austinseminary.edu.

Group Spiritual Direction

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

Student Alumni Email Account

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

Student Affairs, Student-Faculty Relations

The Dean of Students and the chair of the Student Life Committee are available to assist students in issues related to student affairs, community life, and student-faculty relations.

Student Body Officers

Student Body Officers are elected by the student body every spring for the coming academic year. The positions are Student Body President; two Representatives from each class: senior, middler and junior*, and a representative from the MATS/MAMP/MAYM degree program*; and an Elections Commissioner. *These positions are elected by the student body every fall.

Student Employment Program

Students who have matriculated and are presently enrolled in the MATS, MAMP, MAYM, or MDiv degree program for at least 12 credits during the fall/spring semesters are eligible to participate in the Student Employment Program. There is no minimum enrollment requirement during the January/summer terms. After minimum qualifications for the position are met, preference is given to students with demonstrated financial need. All available positions will be publically announced and posted for at least a week by the Director of Financial Aid. Position descriptions appear in community announcement emails and are posted on the Student Employment bulletin board in the McMillan Building on an as needed basis. To apply for a position students should directly contact the person listed as the supervisor. The Director of Financial Aid supervises this program and is available to answer any questions related its process. Time sheets are submitted to the Financial Aid Office by the monthly deadline. Students are paid by direct deposit.

Student Email Account

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

Student Groups

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

Student Lounges

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

Student Portal

<http://www.austinseminary.edu/portal>

Your one-stop shop for Austin Seminary information. Includes announcements, *Kairos* student newsletter, student groups, events, photos, registration and book list information, policies and forms, The Café menu etc. If you have any difficulties with the Portal or your log-in, contact Mandy Deen, mdeen@austinseminary.edu or 512-404-4874.

Student Representatives Serving On Faculty Committees

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

Telephones

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

Veterans Administration Benefits and Relations

Contact the Assistant Dean for Academic Affairs and Registrar

Weather Emergencies

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

Wireless Internet Access

Seminary wireless internet access is available on upper campus to faculty, staff, seminary students, guest housing occupants, Stitt Library patrons with library cards and guests at seminary events. Students will sign in using their seminary log in name and password to the "APTS Community" network. Guests will go to McCord Hospitality Desk or the Stitt Library circulation desk to obtain a guest voucher to connect to the "APTS Guest" network (it appears to be an open network but requires the voucher to access the internet). Additional instruction sheets on how to connect to a wireless internet access point will be provided on request. If you need further assistance setting up your computer to use wifi, please contact IT@austinseminary.edu or Mike Pence, 512-404-4819; David Perry, 512-404-4863 or Julie Newton, 512-404-4820.

Commuter Information

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

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

Facilities

Chapel

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

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

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

Dining Hall

Students, faculty, staff and visitors are welcome to bring their own food or to purchase a meal from The Café in Stotts Fellowship Hall. Meals may be purchased with cash, credit card or Campus Card Dollars. NOTE: purchasing meals on the campus card is tax free, whereas cash and credit card are not.) The Café in Stotts Fellowship Hall is open for breakfast and lunch, Monday through Friday. Please visit the campus portal to see the menu and the specials of the day (<http://www.austinseminary.edu/portal>.)

Hicks Community House Reservation Instructions

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 Student Portal <http://www.austinseminary.edu/portal>. If you have questions you may contact the Office of Student Affairs and Vocation office. The Student Affairs and Vocation office approves all requests for Hicks House usage before confirmation is given of a reservation through our online system. See steps below:

1. Go online to the portal and fill out the meeting room request form and indicate Hicks house along with the date and the time and what the purpose will be and an estimate of the number of people and if there are children under the age of 18 involved – indicate that in the notes section.
2. The form will automatically be sent to the McCord desk once you send it.

3. The person assigned to handle meeting room requests, will forward the request to the Dean of Students for approval. All Hicks House requests are approved by the SAV office.
4. Assuming no one has already booked the venue and the Dean of Students is satisfied that all details have been disclosed (put as much information in the note section that you think the Dean of Students needs to know), and approval will be sent back to the McCord desk for booking.
5. **Once that happens, you will be informed by the McCord Desk that there are two additional forms you will need to fill out.** – one is standard operating procedures about making sure the student is responsible for cleaning up after the event and the second involves placing a deposit on file in the event of damages. What is asked for is a check that wouldn't be cashed but returned to the student should there be no damages and the key is returned promptly. This deposit process is for individual students who want to reserve the Hicks house as an individual and not a student group reserving space for an activity.

Library

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

McCord Community Center

This building is home to the Food Service located in Stotts Fellowship Hall/Dining Hall, classrooms, a student computer lab, a snack room with vending machines, mail room and mailboxes, a private dining room, shaded patios, areas that can be used for study or conversation, and the offices of Dean of Students, and the offices of the Vice President for Education Beyond The Walls, which includes the College of Pastoral Leaders. McCord Center is available for use by students. After hours, students must use the door with the access code on the main floor. See the staff member on duty at the McCord Hospitality Desk, upper level for access code information. An After-Hours Use and Security Agreement form must be signed by the student prior to the release of the access code. Students are allowed to use the classrooms on the first floor of McCord, subject to availability. A schedule of daily room usage will be located at each door. Groups must make an online reservation request located on the portal at <http://www.austinseminary.edu/portal>. The Hospitality Coordinator will process your request. Reservations by student study groups may be made only within two weeks of the requested date. Students are responsible for cleaning the white boards after use, emptying the trash of non-paper (food) waste from the classrooms and returning rooms to the original configuration before they leave. Custodial staff is to be given accessibility to the rooms to clean them. A portable white board is available for student use in the Stotts Fellowship Hall.

McMillan Classroom Building

This building is generally opened at 7:30 a.m. on weekdays; it is locked at 5:00 p.m. When a room is not in use or reserved, it may be used by any student for studying or for informal gatherings. For planned gatherings, one must make an online reservation request at www.austinseminary.edu/portal. The student lounges may not be reserved, thus allowing open access to all students.

An elevator is located opposite the Office for Admissions.

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

Student Lounges

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

Other Information

Auto Service

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

Banking

Though the Seminary recommends no particular institutions, a convenient banking option is the University Federal Credit Union which welcomes all members of the Seminary community to its membership. The main office is at 2244 Guadalupe Street. Call 512-467-8080 to learn about hours. To become a member you will need a photo ID and your Social Security number.

Communicating With The Faculty

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

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

your vocational and current learning goals

your home mailing address and telephone number

how to submit written assignments on days you are not on campus

how best to communicate time-sensitive information to you if you tend to be off campus several days in a row

other arrangements concerning your participation in their course; e.g., small group scheduling, notification of class cancellations, and three-hour reserve materials in the library (see the "Library" section 6).

When you must miss class it is your responsibility to notify your professors directly, through voicemail or email. It is wise to check out the preferred means of communication with each faculty member early in the semester. In case of illness or extended absence notify the Dean of Students or the Assistant Dean for Academic Affairs and Registrar.

Parking

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

Student parking is available on the north side of the creek (Lower Campus) in designated areas (see Campus Map); during Seminary business hours students are not permitted to park on the Upper Campus or in any other spaces labeled for staff or visitors.

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

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

If you have any questions or need to replace your student permit contact the Administrative Assistant for the Office of Finance and Administration in the Trull building.

All vehicles parked on Seminary property must be kept in condition of mechanical repair so that it can be moved at any time under its own power and have current registration.

INOPERATIVE VEHICLES WILL BE TOWED AT OWNER EXPENSE.

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

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

Public Transportation

Capital Metro provides a wide variety of bus routes near the Seminary. Printed schedules can be picked up at HEB, Randalls', and the public libraries. Your Seminary ID card will qualify you for the student fare on Capitol Metro. Capital Metro's phone number is 512-474-1200. You may also visit their website at www.capmetro.org.

ACADEMIC INFORMATION

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

SEMINARY POLICIES AND PROCEDURES

In Alphabetical Order by Topic

Academic Honesty

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

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

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

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

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

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

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

The Chicago Manual of Style (17th Edition) 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 *The Chicago Manual of Style* section titled "The Author's Responsibilities" for information on avoiding charges of plagiarism, and to "Section

14, Documentation I: Basic Patterns” for instruction on proper citation. *The Chicago Manual of Style Online* is available to all faculty and students free of charge. A link to this resource is available in the Research and Writing Resources section of faculty and student portals.

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:

- The professor will discuss the incident with the student and take measures appropriate to the nature of the assignment and course.

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

Upon the first incident of academic dishonesty, the academic dean, at his or her discretion, may refer the student to the Student Academic Standing Committee, which will make a recommendation to the academic dean and the faculty regarding that student’s continuance or dismissal from the Seminary;

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

It is the aim and hope of the Seminary that an atmosphere of respect for one another and of commitment to disciplined inquiry will prevail and constructively guide personal and professional development. Rev. June 2014

Form for Reporting Academic Dishonesty

• Report Regarding Academic Dishonesty •

Procedures : In cases in which the professor has concluded that academic dishonesty has occurred : 1) the professor will discuss the incident with the student and take measures appropriate to the nature of the assignment and course; 2) the professor will submit a written report, together with a copy of the student's work in question, to the office of the academic dean and registrar. The Dean's office will provide the student with an opportunity to view the professor's report and to respond in writing. Upon the first incident of academic dishonesty, the academic dean, at his or her discretion, may refer the student to the Student Academic Standing Committee, which will make a recommendation to the academic dean and the faculty regarding that student's continuance or dismissal from the Seminary; 3) a subsequent incident of academic dishonesty will result in an additional written report, including an opportunity for the student to respond, and automatic referral to the Student Academic Standing Committee, which will make a recommendation to the academic dean and the faculty regarding that student's continuance or dismissal from the Seminary.

Student _____ Professor _____
 Course # and Title _____
 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 (e.g., required rewrite, lowered grade, failed assignment, course failure). If none, indicate 'No Action Taken.'

Signature of Professor _____ Date _____

II. To Be Completed by the Student:

Student's Response _____

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

Signature of Student _____ Date _____

• Recommendations •

Recommendation of Professor to the Academic Dean _____

Recommendation of the Academic 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)

rev. 06/2014

Dismissal

The faculty may suspend or dismiss any student for reasons including, but not limited to, unsatisfactory academic performance, academic dishonesty, or conduct unbecoming to Christian community. All such actions shall be recorded in the faculty minutes with a statement of the reason(s). A student dismissed prior to the completion of an academic term will receive a grade of Q or F in the course(s) in which she or he is enrolled, depending on the circumstances of the dismissal. A sample Report Regarding Academic Dishonesty form is on the previous page.

Extensions

All course work for a particular term is due no later than 5:00 p.m. on the last day of the term. For graduating students, spring semester work is due no later than the date published in the Academic Calendar. In all cases, an earlier deadline may be set by the instructor.

A student may submit a request to the Academic Dean for an extension in order to complete the requirements for a particular master's-level course. The request must be made before 5:00p.m. on the last day of an academic term, with the exception that extensions for final exams must be requested no later than 5:00 p.m. on the last day of reading week. Extensions are granted only for very special cases, such as sickness, family emergencies, or other unusual circumstances, but not for requests issuing from the normal pressures of academic life. If the request for an extension is granted, the academic dean will notify the student and the professor in writing. The duration of an extension shall be for no more than three weeks beyond the end of the course. A second such extension may be requested and granted for each course. A grade of I (for Incomplete) is recorded when an extension is granted by the academic dean. If a professor does not submit a final course grade for a student and the student has neither completed the requirements for the course, nor been granted an extension by the academic dean, a grade of F shall be posted. In this instance, the F is not remediable.

Incompletes

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

Leave Of Absence

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

Withdrawal From the Seminary

Should a student enrolled in the MATS, MAMP, or MDIV degree program at Austin Seminary decide to withdraw from the Seminary, the student shall notify the president in writing (not in an email) indicating the reason for withdrawal and providing an effective date. The president will report his information to the faculty at its next regularly scheduled meeting. The student's academic record will reflect the date of withdrawal. If the withdrawal occurs prior to the end of an academic term in which the student is registered for course work, the grade of W (withdrew) may be posted for the unfinished courses of that particular term.

Merit Award Guidelines

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

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

Standards

Academic work

Merit Award recipients shall:

maintain a minimum cumulative GPA of 3.5 in course work.

take no more than 1 course per year for a grade of Pass/Fail.

register for full-time study, which means no fewer than 3 6-credit courses per semester. (i.e., 18 credit hours).

Promise for ministry and leadership in the church

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

Conduct

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

Duration

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

Renewal

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

Early February

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

March

The committee meets and reviews individual academic transcripts and brief reflections from recipients.

Committee makes recommendations regarding renewal of awards.

Any student for whom there is concern and whose award continuation is in question will be invited to meet with the Student Academic Standing Committee.

Recommendation is made to faculty for any award to be terminated.

Recipients are notified of faculty decisions

June

The academic dean and the assistant dean for academic affairs review transcripts of all recipients after spring grades are posted.

If necessary, there will be a called meeting of the Student Academic Standing Committee to review awards at risk of being terminated.

Nonacademic Probation

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

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

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

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

Alcohol Policy

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

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

- individual living areas in Currie Hall and apartments;
Currie Hall common areas (lounge and "backyard");
other outdoor common areas associated with apartments;
Seminary guests staying in the McCord guest suites or Smoot Center; and

official Seminary occasions recommended in advance by the Dean, the Vice President for Finance and Administration, the Vice President for Institutional Advancement, or the Dean of Students and approved by the President (See form Request for Approval of Alcohol at Official Event on Campus.).

Permission for the serving of wine and/or beer may be granted to food service contractors for use of the McCord Community Center as a venue for receptions.

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

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

Request for Approval of Alcohol At Official Student Events on Campus

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

This form is to be completed by the official student organization requesting permission to serve beer or wine at an official event. The form must be submitted to the Dean of Students 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. If the event is held in Stotts Hall, the beer or wine must be served outside on the balcony on the north side of Stotts Hall.

Sponsoring Official Student Organization _____

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, 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 November 10, 2005; updated 2018.

Campus Security Guidelines and Policies

Policies Concerning Security of and Access to Campus Facilities

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

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

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

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

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

How to Report a Crime or Emergency

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

Contact Information

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

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

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

The "on call" Maintenance Staff person can be reached at 512-900-1902 twenty-four hours/day, seven days/week.

Reporting

All incidents of alleged criminal offense on campus, including the following, are to be reported both to the Austin Police Department and the seminary's Vice President for Finance and Administration: murder/non-negligent manslaughter, negligent manslaughter, sex offenses-forcible, sex-offenses-non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, weapons offenses, and drug and liquor law violations. Reports of the above and other alleged criminal offenses made to the seminary Vice President for Finance and Administration will be monitored and followed up on by the appropriate administrative office. Although not *required* to do so, the Seminary maintains a Campus Crime Log which may be viewed in the finance and administration office. A statistical record will be kept and an annual report shall be made to the U.S. Department of Education and to the Seminary Community by the Vice President for Finance and Administration. All alleged criminal offenses on campus reported to the seminary administration will be reported (if they have not been previously reported) to the City of Austin Police Department.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President for Finance and Administration, constitutes a serious or continuing threat to students and employees, a campus wide "timely warning" will be issued. The warning will be issued through the Seminary's emergency notification system (see below) and/or by other appropriate means of communication to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Finance and Administration 512-404-4816, hzdancewicz@austinseminary.edu).

Emergency Texting System

Austin Presbyterian Theological Seminary uses the MessageBird emergency notification system to enable you to receive urgent news to your mobile phone. Once you sign up for the service, the APTS safety officer can text your mobile phone with timely information about emergencies.

- ❖ Only emergency information involving an immediate threat to the campus community or campus closures
- ❖ You must enroll to receive mobile phone texts

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, flood warning or tornado heading directly for the APTS campus) or campus closures (such as ice, snow, or power failure). This notification system will not be used for general campus announcements or events. The service is available to all current students, faculty, staff and your families.

MDIV, MAMP & MATS will be enrolled during Orientation.

DMIN, MAYM, CiM, CeM, Adjuncts, Auditors, AYAVA House or SSW residents and family members are encouraged to enroll for this service by texting APTSSTART to 470-800-0899.

Faculty and Staff will be enrolled during their IT Check-in during their first week

To enroll and start receiving texts, text APTSSTART to 470-800-0899

To stop receiving texts, text STOP to 470-800-0899.

Policy on Almsgiving and Persons Soliciting Money or Assistance

Living, studying and working on the edge of the largest university in the country and in the midst of a large urban area, you will likely be confronted by people asking for money or other material assistance. If you are approached by someone asking for help, please, for the safety and security of all within our community:

Do not give out food, clothing or money directly. Instead, please consider giving assistance through the work of one of the following outreach ministries, which the seminary will be happy to introduce you to:

- Central Mission
- Micah 6
- Mobile Loaves and Fishes

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

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

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

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

If you encounter or observe anyone who causes you to be threatened or uncomfortable or appears to be trespassing, call 9-1-1 immediately. Once you have called the police, please notify the Seminary also by contacting the McCord Desk (512-404-4800), or the "on-call" Maintenance Staff (512-900-1902).

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

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

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

Beloved Community Covenant

Austin Presbyterian Theological Seminary November 17, 2017

All persons are of sacred worth. This foundational principle becomes the cornerstone of social and professional engagement at Austin Presbyterian Theological Seminary.

The intrinsic value of each individual person merits a culture that embraces and lives into the diverse spectrum of backgrounds, traditions, and value systems that comprise the seminary community.

The intrinsic value of each individual person merits a culture of radical hospitality which calls each person to serve the needs of the other. These needs are grounded in the care for one's self and one another. The intrinsic value of each individual person merits a culture that beckons diverse perspectives and conversations, where members of the community are invited to experience diversity, in whatever form it presents itself.

Indeed, members of this community are encouraged to engage in their differences in both word and action; respectfully, honestly and with a hermeneutic of generosity.

As a Christian Community, we understand that love is discovered in these distinctions. It is our differences that preserve for us unique and powerful opportunities to love one another, in peace, in conflict, and in uncertainty. We therefore seek to cultivate an environment that reflects a community that is and is becoming. This process provokes in us a spirit of courage in vulnerability and compels us to see, acknowledge, and listen to one another. Through our daily interactions, we realize new opportunities to practice attitudes of hospitality and attitudes of love. These daily interactions, no matter how insignificant, remain fundamental to the relationships that will nurture us, care for us, sustain us, and form us during our sojourn.

At times we will inevitably choose not to act generously, graciously, or hospitably. In these moments, may we remember that God is at work within us, and through the Holy Spirit, moves us as a people of sacred worth to actively seek reconciliation with the one who has offended us or whom we have offended. In this way, we seek to become a community of conscience and practice, a beloved community that remains worthy of the individuals who embody it and the Grace that God bestows upon it.

Student Code of Conduct

Introduction

Declaration of Intent

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

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

Policy Statement

Austin Presbyterian Theological Seminary by its mission to educate and equip individuals for the ordained Christian ministry and other forms of Christian service and leadership, upholds particular standards and expectations in behavior for all its members in their life together. These qualities of life are grounded in a common faith in Jesus Christ, within which all people are regarded as children of God and are to be treated accordingly. This Student Code of Conduct outlines behavioral expectations, possible consequences, and the complaint-resolution process for behavior that violates the Code of Conduct.

Policy Jurisdiction

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

Behavior Expectations

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

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

Austin Seminary is committed to creating and maintaining an atmosphere where all can work, study, and live together in an atmosphere free of behavioral misconduct. It is not possible to anticipate or list all forms misconduct could take. Below are some examples of behavioral misconduct.

- a. Discriminating against others on the basis of race, national origin, ethnicity, sex and gender identity, religion or denomination, color, creed, disability, sexual orientation, marital status, or age.
- b. Disrupting the peaceful or orderly conduct of lectures, study groups, meetings, or worship services. Note that using computers or cell phones during class for any non-class related purposes is prohibited unless expressly permitted by the professor. This includes non-class related use of the Internet, accessing or posting to social media sites (e.g., Facebook, Twitter, etc.) as well as non-Internet based, non-class related uses. Cell phones must be turned off during class. In case of extenuating circumstances on a particular day, a student may request from the instructor an exception to this rule.
- c. Causing physical injury to or threatening another.
- d. Disrupting living areas of the Seminary. This is especially important with respect to noise in campus Seminary housing areas. Please refer to the Seminary's Housing Handbook for additional guidelines for those students who live in Seminary housing.
- e. Bringing complaints against a community member that are spurious or that are intended primarily to harass, retaliate against, or defame another.
- f. Violating the Seminary's policy on Non-Discrimination and Anti-Harassment as well as violating the policy on Sexual Misconduct.
- g. Violating of the Seminary's policy on Code of Ethics for Computing.
- h. Violating the Seminary's Firearms, Alcohol, or Drug Abuse and Prevention policies.
- i. Serious financial irresponsibility.
- j. Failure to follow an administrative directive.
- k. Retaliation of any kind against a reporter/complainant, witness, or employee of the Seminary for any action taken in the course of a report/complaint, investigation, or disposition regarding this Code of Conduct.
- l. Mistreatment or willful destruction of Seminary property.
- m. Any form of criminal conduct.
- n. Other conduct which is unbecoming to or disruptive of Christian community.

Possible Consequences for Behavior Violating Code of Conduct

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

- warning or reprimand issued in writing by the academic dean or the dean of students;

- a requirement for counseling issued in writing by the dean of students; non-academic probation;
- suspension from particular classes or activities, or from the Seminary campus, including Seminary housing, for a stated period of time;
- termination of on-campus student employment;
- failure of a course;
- involuntary leave of absence;
- dismissal from the Seminary; or,
- referral to civil authorities for prosecution.

Complaint-Resolution Process

Reporting

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

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

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

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

Investigation

The academic dean will act as the investigating officer. The academic dean may appoint the associate dean for institutional effectiveness; director, stitt library as an investigative officer if s/he deems it appropriate.

This officer will make a careful investigation, which will include an interview with the person who lodged the complaint/report and the student(s) against whom the complaint/report was lodged. The respondent and/or complainant may be accompanied by a representative (normally one) of the student's choosing during these interviews.

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

Actions

Actions Determined by the Investigating Officer

The investigating officer may take one or more of the following actions:

- issue in writing a warning or reprimand;

issue in writing a requirement for counseling;

impose suspension from particular classes or activities or from the Seminary campus for a stated period of time.

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

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

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

Hearing Process

Notification of Hearing

Because the student (the respondent) must be offered the opportunity to meet with the committee and to present pertinent evidence, as soon as possible after receipt of the investigating officer's referral to the Student Life Committee or Student Academic Standing Committee, the designated committee chair will draft a letter to the student in question. The letter will outline the charge(s) and will include a copy of the investigating officer's referral, an invitation to the student to be present at a hearing before the committee in executive session (i.e., without student members), and a proposed format for the meeting.

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

The Hearing

- The matter of the alleged violation of the Student Code of Conduct is heard by the Student Life Committee or Student Academic Standing Committee in executive session (i.e., without student members).
- In addition to the Respondent, the Complainant may attend.

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

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

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

The chair may conduct the hearing if the respondent chooses not to attend. A hearing may proceed if not all witnesses are present.

The chair of the committee will determine the procedure for the hearing, including, but not limited to, a determination about:

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

The chair may stop questions at any time.

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

The Student Life Committee or Student Academic Standing Committee's Decision

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

- or reprimand issued in writing by the committee;
- a requirement for counseling issued in writing by the committee;
- non-academic probation;
- suspension from particular classes or activities, or from the Seminary campus, including Seminary housing, for a stated period of time;
- termination of on-campus student employment;
- recommendation to the Academic Dean for failure of a course or courses;
- recommendation to the faculty in executive session that the student be placed on an involuntary leave of absence;

- recommendation to the faculty in executive session that the student be dismissed from the Seminary; or

referral to civil authorities for prosecution.

The student may be invited to return to hear the committee's decision, or the student may choose to be notified via email or in writing. If the student chooses to be notified in writing, the notification will be placed in U.S. mail and in the student's campus mailbox within three (3) business days following the committee's decision. At the same time or as close as possible thereto, the complainant will be notified of the outcome of the investigation as well.

Committee Recommendation to Faculty

A recommendation may be made by the designated committee to the faculty in executive session. If so, the case will be heard at their next regular meeting or at a called meeting scheduled at the sole discretion of the president.

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

Faculty in Executive Session

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

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

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

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

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

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

Faculty Decision

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

Decision-Making Criteria and Standards of Proof to Be Used

The Student Life Committee or Student Academic Standing Committee in executive session and the faculty in executive session will be guided in their decision-making by this Code of Conduct and by the relative severity and/or frequency of the behavior in question.

Student Life Committee or Student Academic Standing Committee will base its recommendation upon the preponderance of evidence presented in the committee meeting.

The faculty will base its decision upon the preponderance of evidence presented to the faculty in executive session.

The legal standard of "beyond a reasonable doubt" is not applicable in these cases.

Appeal Procedures

Appealing the Decision of the Investigating Officer

If the course of action determined in response to the report or complaint is decided by the investigating officer, the student in question may appeal the decision to the president.

The appeal should be made in writing within ten (10) business days of the initial decision.

The decision of the president with respect to the appeal is final and may not be appealed further.

Appealing a Decision to Refer the Case

A course of action by the investigating officer to refer the case to the Student Life Committee or Student Academic Standing Committee in executive session cannot be appealed. This is due to the fact that the student in question is given the opportunity to present his or her evidence to the committee.

A course of disciplinary action determined by the Student Life Committee or Student Academic Standing Committee in executive session cannot be appealed. This is due to the fact that the student in question is given the opportunity to present his or her evidence to the committee.

A course of action by the Student Life Committee or Student Academic Standing Committee in executive session to make a recommendation to the faculty in executive session cannot be appealed by the student. This is due to the fact that the student in question is given the opportunity to present his/her evidence to the faculty.

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

General and Specific Rights of Complainant

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

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

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

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

General and Specific Rights of the Accused

The accused has the right:

- to be made aware of the substance of the report/complaint;
- to meet with the investigating officer prior to any recommendation;
- to be notified in advance of any recommended action;
- to have copies of any written material that will be presented to the Student Life Committee or Student Academic Standing Committee in executive session or to the faculty in executive session;
- to be present for any presentation at hearings before the executive session of the Student Life Committee or Student Academic Standing Committee or to the faculty in executive session;
- to make his/her own presentation in response;
- to be notified of decisions of the Student Life Committee or Student Academic Standing Committee in executive session within three (3) business days of the decision; and,
- to be notified of decisions of the faculty in executive session within five (5) business days of the decision.
- The accused does not have the right to be present for deliberations of either Student Life Committee or Student Academic Standing Committee in executive session or of the faculty in executive session.

Revised approved by Faculty on Wednesday, May18, 2011

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

Additional revisions authorized by Kurt Gabbard, Vice President for Business Affairs in consultation with Jackie Saxon, Vice President for Student Affairs – Dec. 2014

Additional revisions made by Sarah Gaventa, Dean of Students, in conversation with the Faculty Student Life Committee and the Academic Dean, Dave Jensen- Nov 2017

Confidentiality Policy

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

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

Disability Accommodation Policy

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

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

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

Designated Section 504 Coordinator

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

Dr. David Jensen
Academic Dean

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

Procedure for Requesting a Reasonable Accommodation

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

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

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

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

Drug Abuse and Prevention Counseling Policy

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

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

Standards of Conduct and Sanctions

Austin Presbyterian Theological Seminary prohibits all employees and students from unlawful possession, use, and distribution of drugs and alcohol on the Seminary's property or as part of the Seminary's activities. Any such illegal conduct should be reported to the Dean of Students if students are involved or to the President's Office if employees are involved. Following the appropriate institutional procedures for investigating Code of Conduct violations for employees (See Employee Handbook.) or students (See Student Code of Conduct.), the Seminary will move to impose appropriate sanctions if a violation is found to have occurred. Those sanctions will include, but will not be limited to, reprimand of the individual or individuals involved, suspension of students or employment and expulsion of

students or termination of employment. The administration shall determine those offenses which are of such a nature as to be referred to the civil authorities for investigation and possible prosecution.

Health Risks

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

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

Treatment and Rehabilitation Programs

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

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

Seton Shoal Creek Hospital	512-324-2000 www.seton.net/locations/shoal_creek/
Austin Lakes Hospital	512-544-5253 www.austinlakeshospital.com/

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

Contact the Dean of Students if you have questions regarding treatment and rehabilitation centers. The programs listed above are not endorsed by Austin Seminary.

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

Applicable Legal Sanctions

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

Implementation

- Annually at the beginning of the fall semester the information listed herein will be distributed to all students and employees.
- Biennially this program will be reviewed by the administration to determine its effectiveness, implement changes if they are needed, and ensure that sanctions developed are consistently enforced. *Revised 06-02-2011*

Ecclesiastical Endorsement Policy

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

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

Presbyterian students who are not under the care of a presbytery when they enter Seminary are urged to come under care by the end of their first year of study.

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

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

Email Policy For Official Seminary Correspondence

Policy Statement

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

Scope

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

Email Addresses

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

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

A student may choose to forward mail from the austinseminary.edu address to another email account. However, the Seminary cannot be responsible for the handling of email by outside vendors (e.g., @yahoo.com, @hotmail.com). The student forwards email to another address at his or her own risk.

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

Expectations Regarding Frequency of Reading Email

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

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

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

Privacy and Confidentiality

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

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

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

Instructional Uses of Email

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

Authoritative Source

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

For Assistance

Contact the IT office by emailing IT@austinseminary.edu.

FERPA - Family Educational Rights and Privacy Act

FERPA gives parents and "eligible students" certain rights with respect to education records. Rights transfer from the parents to the student when the student reaches the age of 18 or attends a school beyond the high school level. Students to whom rights under FERPA have transferred are referred to as "eligible students." Austin Seminary students are all "eligible students," as referenced in this section.

Rights under FERPA

- Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of these records unless, for reason such as great distance, it is impossible for the students to review the records in person. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the

record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.32):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in case of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information

Under FERPA, schools may disclose, without consent, "directory information." Directory information is defined as information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, and other similar information. However, schools must tell eligible students about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about them. Austin Seminary publishes an explanation of "directory" information in the Student Handbook. If a student does not wish for directory information to be released, they should contact the Assistant Dean for Academic Affairs and Registrar.

Educational Records

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

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

Authorized government officials may examine the files of any student upon presentation of written request. Student records and former student records are confidential and are released to third parties, with the exceptions noted above, only by written consent of the student.

The Assistant Dean for Academic Affairs and Registrar, upon written request, will provide a transcript to Presbyterian students' Committees on Preparation for Ministry and to the equivalent candidacy-oversight committee for non-Presbyterian students. Ordinarily, a

transcript is provided no more often than annually to these committees, and then at the time of the student's annual consultation. There is no charge for this service.

An official transcript can be sent by the Assistant Dean for Academic Affairs and Registrar to a designated official, agency, or institution at the written request of any student or former student of the Seminary only when the student has met all obligations to the Seminary. There is no charge for this service. With respect to dismissal or withdrawal from the Seminary, the student's transcript shall record only the action and the date of such action.

Policy on Weapons

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

For purposes of this policy, the premises of Austin Seminary are defined as any property, building or portion of a building or property that Austin Seminary owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Austin Seminary is conducting any activity sponsored by Austin Seminary. This includes all parking lots, parking areas, sidewalks, and walkways, and all vehicles and equipment owned by Austin Seminary. Any person violating this policy will be required to leave Austin Seminary's premises immediately. Any employee or student found to be in violation of this policy will be subject to discipline, including immediate termination or dismissal.

(Revised 6-2015)

Grade Appeals Policy

Administering the Grading System

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

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

It is found in the Declaration of Intent which states:

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

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

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

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

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

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

Evaluation Of Student's Work And The Grade Appeals Process

Evaluation of Students' Work

The process of grading is essentially a private matter between individual students and instructors, ruled by principles of academic proficiency, professionalism, and confidentiality. Grading a student's work is the responsibility and prerogative of the instructor and, in principle, any alteration in a student's grade rests in the discretion of the instructor. As people responsible for their own quality education and as mature participants in the evaluation process, students are encouraged to discuss course grades and the multiple factors supporting the evaluation with the instructor(s).

Grade Appeals

Appeal to the Instructor (Informal Appeal)

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

Appeal to the Academic Dean (Formal Appeal)

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

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

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

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

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

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

Grade Appeal Form

AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

Grade Appeal Form: Formal Appeal Process

Name:		Phone:
Seminary email:		
Course Number:	Instructor:	
Course Name:		
Term & Year Taken:	Grade Received:	Grade Requested:

Grading a student's work is the responsibility and prerogative of the instructor and, in principle, any alteration in a student's grade rests in the discretion of the instructor. As people responsible for their own quality education and as mature participants in the evaluation process, students are encouraged to discuss course grades and the multiple factors supporting the evaluation with the instructor(s).

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

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

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

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

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

Student Signature

Date

Illegal Downloading and Peer-to-Peer File Sharing Policy

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

Illegal Downloading Is Strictly Prohibited

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

Civil and Criminal Penalties for Violating Copyright Laws

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

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

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

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

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

Response Procedure: Austin Seminary will accept and respond to all Digital Millennium Copyright Act (DMCA) notices. Upon receiving notification of copyright infringement through a takedown notice, Information Technology department will follow these procedures: The alleged copyright infringer will be identified by reviewing network activity records to independently validate the legitimacy of the notice. First time offenders are disconnected from the network and sent a notification of infringement, a request to agree not to share copyright material on the network and a warning of the possible consequences of violating

United States Copyright Law and Austin Seminary's Student Code of Conduct policy. A copy of the notice of infringement will also be sent to the Dean of Students. The user will need to meet with IT department in person to discuss the infringement notice to regain rights to the network. During the disconnection period students will still have access to the network using lab computers. Further infringement violations will be referred to the disciplinary procedure as defined under Austin Seminary's Student Code of Conduct through the Student Affairs and Vocation office. Austin Seminary does not provide any user identifying information to the sender of the notice unless the notice is accompanied or followed by a lawfully issued subpoena.

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

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

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

Social Media Usage

Social media are important means of communication and community-building in the digital age. Nearly every member of the seminary community has experience with some of the promise and peril of social media. Words posted on social media can build up and tear down; they can foster greater understanding and appreciation of differences as well as foster prejudice and fear of differences. The use of social media in the Austin Seminary community is guided by Scripture's consistent emphasis on the importance of truth-telling and speech that conveys love of neighbor. For example, as it is written in Ephesians, "So then, putting away falsehood, let all of us speak the truth to our neighbors, for we are members of one another...Let no evil talk come out of your mouths, but only what is useful for building up, as there is need, so that your words may give grace to those who hear." (Ephesians 4:25, 29)

The use of social media should also be guided by members of the Austin Seminary community's commitment to live respectfully with others in community as exemplified in the Seminary's 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."

Before using social media, ask yourself these questions:

- Is this a conversation I should initiate face-to-face or via social media?
- Is this a matter appropriate for social media at all?

When using social media, keep the following in mind:

- In personal posts, claim responsibility for your own views.

-Do not use the Austin Seminary logo or claim to represent the Seminary on personal posts.

-Be aware that, even if you do not claim a connection with Austin Seminary in your posts, many will draw a connection between you and Austin Seminary because of your membership in this community. Your posts reflect both you and the Seminary.

-Privacy does not exist on social media. Your posts, even if deleted, can be accessed through on-line archival services. Things that you post on social media can be re-posted on other social media sites. Even closed groups are not private.

-Show respect for others in your use of social media. Use words that reflect your commitments as a person of faith. Treat others on social media as you would want to be treated.

-Be careful and accurate in your words and posts. Show a high regard for truth. Reject slander.

-Own up to your mistakes on social media when you make them. Make amends with others when your posts result in further misunderstanding.

Policy on Inclusive Language Use

Austin Presbyterian Theological Seminary is committed to equality for people of every background. Recognizing that language is a key to understanding and shaping people's perceptions of themselves, of others, and of the God we worship, the Seminary urges students, faculty, and staff to use language in the community's worship, in public discourse, in classroom discussions, and in their writings that is respectful of persons regardless of sex and gender identity, race, color, religion, national origin, age, marital status, sexual orientation, economic condition or disability.

Guidelines for Inclusive Language and Expansive Language Use in Worship

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

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

Intellectual Property Policy

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

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

Definitions

- Creator means the individual or group of individuals who invented, authored, or were otherwise responsible for creating the intellectual property.
- Intellectual Property means any invention, discovery, improvement, copyrightable work, trademark, trade secret, and licensable know-how and related rights. Intellectual property includes, but is not limited to, individual or multimedia works of art of music, records of confidential information generated or maintained by the 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.
- 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.
- Regular Academic Work Product means any copyrightable work product which is an artistic creation or which constitutes, or is intended to disseminate the results of, academic research or scholarly study. Regular academic work product includes, but is not limited to, books, class notes, theses and dissertations, course materials designed for the web, distance education and other technology-oriented educational materials, articles, poems, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic and sculptural works, or other works of artistic imagination.
- Employee means a person employed or otherwise compensated by the Seminary, including faculty members, staff members, and students.
- 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

- 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.
- 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.
- 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.
- 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.
- 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

- 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:

33-1/3% to the creator;

33-1/3% to the Seminary; and

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.

- Changes to Distribution. Changes to the distribution of income to the Seminary and the Seminary department may be appropriate if the income to a department

becomes disproportionate compared to the department's budget or if there are administrative organizational changes, including movement of the creator among departments. Decisions about redistribution of income under such circumstances shall be made by the Vice President for Finance and Administration in consultation with the President.

Seminary Responsibilities

The Seminary shall have the responsibility to:

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

Responsibilities of Applicable Individuals

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

- Adhere to the principles embodied in this policy;
- Sign, when so requested by the Seminary, the Seminary's Intellectual Property Policy Acknowledgment;
- Create, retain, and use intellectual property according to the applicable local, state, federal, and international laws and Seminary policies;
- 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
- 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:

- Steal passwords or log onto someone else's account.
- Attempt to gain unauthorized access to computing resources or via means not authorized.
- Give others access (via password or other means) to computing resources to which they are not entitled.
- Read, execute, modify, or delete any file belonging to someone else without explicit permission from the owner, even if the file is unprotected.
- Gain privileges or resources beyond authorized limits.
- Use a system for unauthorized purposes, such as advertising for a commercial organization or running a business.
- Introduce damaging software such as viruses.
- Damage hardware, such as by pounding, kicking, or moving it to another location.
- Send mass electronic mailings. (This consumes large amounts of disk space. There are far more efficient alternatives.)
- Harass others by sending annoying, obscene, libelous, or threatening messages.
- Attempt to crash a system or exploit weaknesses in security.
- 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.

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

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.

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

- 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.
- 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.
- 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:

- Receive or use unauthorized copies of software; or
- Make unauthorized copies of software for others.

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

Meningitis Policy

Texas Bacterial Meningitis Vaccination Requirement

Pursuant to the Texas Education Code, Section 51.9192, Austin Seminary requires that all entering students (including auditors and Special Students) under the age of 22 provide evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the last five years. The evidence of vaccination must be provided at least 10 days prior to the first day of the term in which the student is entering. Students who are already enrolled

who experience a break in enrollment of more than one fall or spring semester must also provide evidence of vaccination. This requirement does not apply to students in distance or on-line education courses.

Acceptable evidence of vaccination includes:

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

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

an official record received from school officials at another school.

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

You are not required to submit evidence of vaccination if you submit to Austin Seminary:

an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or

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

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

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

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

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

Mailing Address:	DSHS Immunization Branch (MC1946) P.O. Box 149347 Austin, Texas 78714-9347
Hand Deliver:	DSHS Immunization Branch (MC1946) 1100 West 49th Street Austin, Texas 78756

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

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

The letter must include the following information:

Full name;

Date of birth;

Complete return mailing address, including zip code;

Number of forms requested.

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

Pets on Campus

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

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

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

All pets on Seminary property and not in student housing must be kept on leashes at all times.

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

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

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

Approved: Administrative Cabinet, 3/9/2007

Police Presence on Campus

You may notice Austin Police Department officers eating meals or using the restrooms on Austin Seminary's campus. Before the economic downturn in 2008-2009, Austin Seminary used a paid security service on campus. That service was eliminated due to budget cuts. A member of the finance and administration office was married to a police officer. An arrangement was reached in which members of the APD could rest and get refreshed at Austin Seminary in return for being a presence to provide safety to its students. Police officers are on duty while on campus, so their time to socialize is limited. If you have any concerns or questions about police officers on campus, you may contact Heather Zdancewicz, the Vice President for Finance and Administration.

Policy on Non-Discrimination and Anti-Harassment

The Seminary has adopted a Non-Discrimination and Anti-Harassment Policy, which is stated in its entirety below (Approved by the Board of Trustees on 5-24-2014).

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

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

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

Prohibited Harassment

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's race, color, sex and gender identity, religion, national origin, age, marital status, sexual orientation, disability, status as special disabled veterans or qualified veterans of the Vietnam era, or status in any group protected by federal, state, or local law ("Protected Categories"). The Seminary maintains a strict policy prohibiting unlawful harassment and discrimination. Without limiting the foregoing, the Seminary will not tolerate harassing conduct that affects tangible job benefits, interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or academic environment. The Seminary is committed to taking all reasonable steps to prevent such harassment and discrimination.

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

- Offensive comments, jokes, innuendoes, and other derogatory statements.
- Foul or obscene language.
- Staring or stalking.

- Displaying posters, calendars, photographs, graffiti, cartoons, etc. that could incite prejudice or bias against Protected Categories.
- Unwanted or offensive letters or poems.
- Offensive Email or voicemail messages.
- Derogatory remarks, including written or oral references and gossip relating to Protected Categories.

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

Submission to such conduct is made either explicitly or implicitly a term or condition of employment, grades or academic standing;

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

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

Complaint Procedure

The Seminary is determined to resolve possible discrimination and harassment situations as quickly and discreetly as possible. If an employee or student believes a faculty member, instructor, co-worker, student, manager, vendor, contractor, consultant, customer, visitor, or agent of the organization is harassing or discriminating against him or her, the employee or student is encouraged to tell the offender clearly that the behaviors and actions are unwelcome. The employee should also immediately inform his or her supervisor or the Human Resources Department, or, for students, the Dean of Students. 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 Dean of Students or the Academic Dean. 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 Finance and Administration, the Dean of Students, or the

President at any time. The option of bypassing other procedures shall apply only in cases in which the person against whom a complaint is filed is not a student. In cases in which it is a student against whom a complaint is to be filed, the Student Code of Conduct and the procedures stated therein shall apply.

All harassment and discrimination claims will be investigated in a prompt, impartial, and thorough manner, and the Seminary expects all employees and students to cooperate fully in any investigation. All complaints will be investigated as discreetly and confidentially as possible. If the Seminary finds that discrimination or harassment has occurred, it will take appropriate corrective action up to and including termination of employment of the offending employee or dismissal from the Seminary of the offending student (or other appropriate action if the offender is not an employee or student of the Seminary). If the complaint is not resolved or if the complainant finds the decision to be unsatisfactory, the complainant should contact the President. The complaint will be reviewed and the President will render his or her decision.

Anti-Retaliation

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

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

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

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

Revised: July, 2018

Sexual Misconduct Policy

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

Introduction

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

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

Policy Statement

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

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

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

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

Definitions

Sexual Misconduct

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

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

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

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

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

Background Checks

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

Residency history;

A search for sex-related offenses in an individual's state(s) and counties of residence for the past seven years;

A search of the national, state, and county registry of sex offenders; and

A national, state, and county database search for criminal activity for the past seven years; and

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

Residency history;

A search for sex-related offenses in an individual's state(s) and counties of residence for the past seven years;

A search of the national, state, and county registry of sex offenders; and

A national, state, and county database search for criminal activity for the past seven years; and a review of state and federal databases verifying an individual's social security number, driver's license, residency, and prior employment.

Key Students

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

Camp Counselors and Program Leaders

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

Protected Persons

This policy defines Protected Persons to include minors, developmentally disabled individuals regardless of age and vulnerable individuals regardless of age. Vulnerable individuals include those who are mentally incapacitated, whether temporarily or permanently, for any cause including but not limited to intoxication, drugs, or mental incompetence.

Sexual misconduct with respect to a protected person includes the intent to arouse or satisfy the sexual desires of either the protected person or the perpetrator.

Minors

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

Victim

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

Volunteer

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

Confidentiality of Information

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

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

Education And Prevention

Background Checks

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

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

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

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

Training

Sexual misconduct often takes place when there is a power imbalance. A sound sexual misconduct prevention training program prioritizes awareness directly tied to prevention, along with strategies for a proactive response once a warning sign emerges.

Sexual misconduct prevention training is required for members of the Austin Seminary community according to the following schedule:

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

Title IX Coordinator

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

Options Following an Act of Sexual Misconduct

A member of the Austin Seminary community who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed signs of sexual abuse of a child or other protected person as defined by this policy is urged to make a formal report to the Seminary and, if the misconduct potentially constitutes an illegal act, to local law enforcement. Students may report to Heather Zdancewicz, the Vice President for Finance and Administration, who is also Austin Seminary's Title IX Officer at 512-404-4816 or hzdancewicz@austinseminary.edu.

Employees, volunteers and others may report to Heather Zdancewicz, the Vice President for Finance and Administration, who is also Austin Seminary's Title IX Officer at 512-404-4816 or hzdancewicz@austinseminary.edu.

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

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

Medical Treatment

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

For life-threatening conditions, call 911.

For a list of nearby hospitals, see the Student Handbook and the Employee Handbook.

Medical-Legal Evidence Collection

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

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

Obtaining Information, Support, and Counseling

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

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

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

When seeking resources for information, support and counseling, Austin Seminary students should contact the Dean of Students. Employees, volunteers and others should contact the Director of Human Resources.

Links and Resources:

Austin Police Department Victim Services -512- 974-5000
www.ci.austin.tx.us/police/victim.htm

SAFEPLACE	512-267-7233 www.safeplace.org
End Violence Against Women International	(509) 684-9800 www.evawintl.org
National Sexual Violence Resource Center	(877) 739-3895 Toll Free www.nsvrc.org
Rape Abuse & Incest National Network	(800) 656-HOPE www.rainn.org
Texas Association Against Sexual Assault Network	512 474-7190 www.taasa.org

Formally Reporting an Act of Sexual Misconduct

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

The designated administrator for any victim of sexual abuse, sexual harassment, or sexual misconduct is:

Heather Zdancewicz

Vice President for Finance and Administration, and Title IX Officer

Trull Administration Building
Finance and Administration office (1st Floor)
100 E. 27th Street
Austin, Texas 78705-5797
512-404-4816
hzdancewicz@austinseminary.edu

Local law enforcement is the Austin Police Department:

Austin Police Department

Main Police Headquarters

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

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

Whether or not a witness or victim elects to report an act of sexual misconduct or signs of sexual misconduct to the police, he or she is urged to make a formal report directly to the appropriate campus administrator above.

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

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

Policy Enforcement

Disciplinary Action

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

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

Non-Retaliation

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

Improper Conduct During an Investigation

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

Title IX Compliance

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

Institutional Responses

Public Information

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

Public Notification of Incidents

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

Smoking Policy

As of August 1, 2018, Austin Presbyterian Theological Seminary (Seminary) is a tobacco-free campus. The Seminary prohibits the use of any tobacco product on campus property, including but not limited to cigarettes, cigars, water pipes (hookah) and smokeless tobacco. It also prohibits innovations in smoke or tobacco products such as any non-FDA approved electronic nicotine delivery device, e-cigarette or vape pen.

This policy will apply to all property owned, operated, leased, occupied, or controlled by the Seminary, including those buildings used for student housing. For purposes of the Tobacco-Free Campus policy, this includes but is not limited to all buildings and structures, sidewalks, parking lots and walkways owned or controlled by the Seminary and all Seminary-owned vehicles.

This policy will apply to all students, faculty, staff, Seminary affiliates, contractors and visitors.

Student Groups

Official Recognition of Student Groups At Austin Presbyterian Theological Seminary

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

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

This form is to be submitted to the Dean of Students, 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 Dean of Students 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:

- clarity of the group's goals and objectives;
- consistency with the purpose of Austin Seminary, as stated in the catalogue; and
- 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 September 1 of the academic year, for review by the President's Cabinet.

At the beginning of the academic year, the student senate sets aside a modest amount of funding for each student group to use for the purposes listed above. The amount will be determined and communicated to all student groups at the beginning of the fall semester.

Please note that membership in a student group is strictly for current Masters and Special students. All others (excluding the faculty or administrator sponsor) who may be invited to attend meetings and events are strictly invited guests of the student group and have no privileges of leadership or authority.

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 Dean of Students.

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 Office of Student Affairs and Vocation June
of each academic year)

NAME OF GROUP

NAME OF SPONSOR (Faculty or Administrator)

MISSION AND PURPOSE

PRIMARY CONSTITUENTS TO BE

SERVED OBJECTIVES

POSSIBLE ACTIVITIES

ON-CAMPUS NEED THE GROUP SEEKS TO

ADDRESS DATE OF REQUEST

NAME AND SIGNATURE OF STUDENT(S) SUBMITTING

REQUEST NAME AND SIGNATURE OF SPONSOR

Student Publication Statement

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

Title IX Statement

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

WORSHIP COMMITTEE PROCEDURES AND GUIDELINES

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

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

Corporate Worship

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

Oversight

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

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

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

Regular Public Worship

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

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

Occasional Services And Other Public Worship

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

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

The committee works with the Dean of Students to provide public notice of worship events and opportunities. Those who plan worship are asked to notify the committee in regard to scheduling, facilities other than the Shelton Chapel and publicity for occasional services and opportunities for worship in addition to the regular public services.

Lord's Supper

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

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

- when it is authorized by the governing body responsible for the gathering,
- when a minister of the Word and Sacrament presides and other officers of the church are present,
- 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,

- when it is understood as participation in the life of the whole believing community rather than as a devotional exercise for a few.

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

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

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

Policy on Inclusive Language Use

Austin Presbyterian Theological Seminary is committed to equality for people of every background. Recognizing that language is a key to understanding and shaping people's perceptions of themselves, of others, and of the God we worship, the Seminary urges students, faculty, and staff to use language in the community's worship, in public discourse, in classroom discussions, and in their writings that is respectful of persons regardless of sex and gender identity, race, color, religion, national origin, age, marital status, sexual orientation, economic condition or disability.

Guidelines for Inclusive Language and Expansive Language Use in Worship

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

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

COUNSELING REFERRALS FOR STUDENTS AND THEIR FAMILIES

The Dean of Students is available for pastoral conversations and many faculty and staff are happy to lend a listening ear to students.. 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 Dean of Students is happy to explain options, make referrals and write letters of authorization after consultation with a student.

The fees charged by these professionals vary. The student or spouse, however, should expect to pay \$25.00 of any one-hour individual or group counseling session, with the Seminary paying a portion of the remainder.

In order to secure the Seminary's subsidy, the student or spouse should contact the Dean of Students. If the Dean of Students 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 Dean of Students 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 \$250. 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 Dean of Students 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 Dean of Students, 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 Dean of Students, the Vice President for Finance and Administration, and two faculty members.

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

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

CARE TEAM***

Sarah Gaventa*, David Johnson, Gregory Cuéllar, Heather Zdancewicz, Mona Santandrea
***meet on call of the chair

Faculty Committee Assignments 2018-2019

Spiritual Formation and Pastoral Care

Beginning seminary can be a spiritually disruptive time! The normal patterns of worship in your life are turned upside down, and if you are on ordination track, you become more of a peer to your pastor than a parishioner. Ultimately, keeping up with spiritual practices is the student's responsibility, but Austin Seminary provides the following suggestions and/or resources.

Find a Church Home

As soon as you can, find a worshiping community here in Austin. They can be a helpful resource for you, keep you regularly worshiping God in a way that is nourishing to you, and give you a pastoral connection apart from the seminary.

Chapel

Generally, chapel services are held twice a week, Tuesdays and Thursdays at 11:10 AM. These services vary depending on who is planning them. This is a wonderful way to worship God in new and familiar ways and to hear sermons from faculty and students.

The Dean of Students

The dean of students is a pastor, and is available for pastoral care. Students are welcome to make appointments or to drop by her office. Please alert the dean of students if you or another student are hospitalized, in a car accident, have a death in the family or any other crisis. If, for whatever reason, you are unhappy with the dean of students, you can reach out to the faculty chair of the Student Life Committee or President Wardlaw.

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CARE TEAM MEMBERS***

Sarah Gaventa*, David Johnson, Gregory Cuéllar, Heather Zdancewicz, Mona Santandrea
***meet on call of the chair

Faculty Committee Assignments 2018-2019

Prayer Room

Need a quiet place to rest, pray, or weep? Unless it is being used by a prayer or spiritual direction group, you are always welcome to recharge in the Prayer Room in the Office of Student Affairs and Vocation.

Contemplative Prayer

The Dean of Students offers a weekly contemplative prayer group in the prayer room in the Office of Student Affairs and Vocation.

Spiritual Formation Groups

First year students participate in monthly spiritual formation groups that are co-led by a senior and a faculty mentor. For the 2018-2019 calendar year, they will be focused on developing Beloved Community by working on storytelling and listening skills.

Group Spiritual Direction

Group Spiritual Direction is available to any student. These groups, which help students identify the movement of God in their lives, are led by trained spiritual directors. Groups meet for an hour, once a week.

If you are interested in participating or forming a group, please contact Sarah Gaventa or Deborah Butler in the Office of Student Affairs and Vocation.

Private Spiritual Direction

The Office of Student Affairs and Vocation can connect students with spiritual directors for one on one spiritual direction. Some spiritual directors charge a fee for this service and others do not.

Independent Prayer Groups/Bible Studies

Students are encouraged to form their own prayer groups and/or bible studies. You do not need anyone's permission. Students are welcome to use the conference room or prayer room in the Office of Student Affairs and Vocation to meet if that is useful.

CONSTITUTION OF THE STUDENT BODY

Preamble

We, the students of Austin Presbyterian Theological Seminary, in order to

- promote the equipping of individuals called into ministry in the service of Jesus Christ and the Kingdom of God;
- encourage the worship of God;
- enhance the process of spiritual growth;
- form closer bonds of Christian love within the seminary community;
- pastorally care for all experiencing the stresses of seminary life;
- nurture the families of the Student Body;
- address matters of common concern and
- encourage intentional growth toward a more beloved community

do hereby establish this Constitution of the Student Body of Austin Presbyterian Theological Seminary.

Article I. Name

Section 1. The name of this organization shall be the "Student Body of Austin Presbyterian Theological Seminary," also called "The Student Body."

Section 2. The governing body of The Student Body shall be the Student Senate. The Student Senate shall govern according to the terms described by the Constitution of the Student Body and the Student Body Bylaws, also called "the Bylaws."

Article II. Membership

Section 1. The membership of the Student Body shall consist of all enrolled students as identified by the Assistant Dean for Academic Affairs and Registrar of the seminary and the spouses and children of such students.

Section 2. Those members who are currently enrolled in class(es) for credit in any Masters level program students shall be called Voting Members. All other members shall be called Associate Members.

Section 3. There shall be a membership list of enrolled students maintained by the Assistant Dean for Academic Affairs and Registrar of the Seminary. A dispute regarding membership to the Student Body shall be appealed to the Assistant Dean for Academic Affairs and Registrar for verification. Final appeal shall 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. The time and place for the regular meetings shall be set by the Student Senate with at least one meeting convened during the fall semester and at least one meeting convened during the spring semester. The Student Senate shall call meetings of

the Student Body in the manner described in the Student Body Bylaws. Additionally, a Student Body meeting may be called via a petition in the manner described in the Student Body Bylaws. In order for the petition to be deemed valid it must contain signatures of Voting Members in a number equal to or more than one-tenth of the entire Voting Member enrollment. All meetings of the Student Body must occur during a scheduled academic term.

Section 2. A quorum shall be deemed when 10% of the Voting Members are present at any Student Body meeting.

Section 3. All meetings of the Student Body shall be moderated by the President of the Student Body or, in the absence of the President, by a Student Senator appointed to serve as president pro tempore in a manner described in the by-laws, in accordance with the latest edition of Robert's Rules of Order. Every question not provided for herein shall be governed in accordance with the latest edition of Robert's Rules of Order. No decision of this organization may contradict the Constitution of the Presbyterian Church (U.S.A.).

Section 4. All Voting and Associate Members shall have the right to address the Student Body at its meetings in a manner as described in the Student Body Bylaws. However, only Voting 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 shall be attested to by the moderator of that Student Body meeting and the Secretary and will be preserved in permanent form.

Section 6. The Student Body shall use its powers of association to accomplish the objectives of the organization as stated in the Preamble. The Student Senate shall be the agent of the Student Body in the work of achieving these objectives.

Article IV. Officers

Section 1. The officers of the Student Body shall be:

- a) A President of the Student Body,
- b) Two Senators from each Master of Divinity program class (Junior, Middler, Senior) and one Senator from any Master of Arts program,
- c) An Election Commissioner,
- d) Student Representatives to Faculty Commissions/Committees as outlined in the Faculty Manual.

Section 2. The Student Senate shall determine the duties of the Senators as addressed in the Bylaws during their first annual meeting in the fall semester.

Section 3. The officers of the Student Body shall be elected in the spring semester in a manner described in the Bylaws with the exception of the two Senators from the Junior Class and the Senator from a Master of Arts program. **These three Senators shall be elected no later than the fourth week of the fall semester in a manner described in the Bylaws.**

Article V. Amendments

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

Section 2. Any Voting 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 posted conspicuously and delivered via campus email to all Voting Members at least two weeks prior to the next stated meeting of the Student Body. At the Student Body meeting any Voting Member shall have the right to move for the consideration of the amendment. The adoption of an amendment to the Constitution shall require a two-thirds favorable vote by the Voting Members present and not abstaining.

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

BYLAWS OF THE STUDENT BODY

Article I. Duties of Officers

Section 1. The Study Body President shall be a duly elected member of the Student Body. The President shall not be considered a member of the Student Senate.

- It shall be the duty of the President to act as moderator for all meetings of the Student Body and the Student Senate. On such occasion as the President is unavailable to moderate a meeting, the President shall appoint a Student Senator as president pro tempore to be elected by a simple majority at the beginning of the Student Body meeting.
- The President and the Senate shall reach a consensus as to which senators shall serve as the Chairpersons of standing Senate Commissions and any ad hoc Senate Commissions.
- The President, in coordination with the Senate, shall be empowered to modify or dismiss a standing Senate Commission if that body is deemed as not carrying out its duties as outlined in the Bylaws (See: Article II).
- The President shall serve ex officio on the Student Life Committee.
- The President shall meet monthly with the President of the Seminary as a representative of the Student Body.
- The President shall represent the Student Body at all faculty meetings.
- The President shall fulfill other duties as necessary.

Section 2. The Secretary shall be a duly elected Student Senator subject to approval of the Student Senate.

- It shall be the duty of the Secretary to record the minutes of all called Student Body and Student Senate meetings.
- The Secretary shall duplicate and distribute to the Student Body such announcements, notices, and minutes as appropriate.
- The Secretary shall handle all correspondence that relates to official business of the Student Body as a whole.
- The Secretary shall fulfill other duties as necessary.

Section 3. The Treasurer shall be a duly elected Student Senator subject to approval of the Student Senate.

- The Treasurer shall serve as the point person for student groups on financial matters.
- The Treasurer shall submit monthly financial reports at Student Senate Meetings.
- The Treasurer shall act as liaison between the Office of Student Affairs and Vocation and the Student Senate in financial matters.
- The Treasurer shall receive proposed budgets from student groups at the beginning of the academic year.
- It shall be the duty of the Treasurer in conversation with the Office of Student Affairs and Vocation 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.
- Should a student group desire additional monies from the Student Senate, a budget outlining the purpose and projected cost for the requested monies shall be submitted in writing to the Treasurer. Upon receipt of this special

budget, the Treasurer shall evaluate the request. If the student group disagrees with the decision of the Treasurer, the group may appeal the decision to the Student Senate, which will then vote to approve or disapprove the request.

- The Treasurer shall fulfill other duties as necessary.

Section 4. There shall be seven (7) Student Senators duly elected from each constituency of the Student Body as follows: there shall be two (2) Senators from each Master of Divinity program class (Junior, Middler, and Senior); there shall be one (1) Senator from any Master of Arts program.

- It shall be the duty of each Student Senator to represent his/her constituency at Student Senate Meetings and other seminary functions as necessary.
- One Student Senator shall serve as Secretary and shall follow the duties as described in Section I.2 of the Bylaws.
- One Student Senator shall serve as Treasurer and shall follow the duties as described in Section I.3 of the Bylaws.
- There shall be one Student Senator serving as Chairperson of each of the standing Senate Commissions as described below Section II of the Bylaws.
- It shall be the duty of Senate Commission Chairpersons to make regular reports to the Student Senate and shall respond to questions regarding their work.
- The Senators shall fulfill other duties as necessary.

Section 5. The Elections Commissioner shall be a duly elected member of the Student Body. In order to maintain transparency, the Election Commissioner shall not be a Student Senator or Student Body President.

- It shall be the duty of the Election Commissioner to run all Student Body elections at the direction of the Student Senate in accordance to the manner described in the Bylaws.
- The Election Commissioner shall be responsible for notifying the incoming Junior Class and all Master of Arts students during the fall semester of the process for the purpose of electing two Junior Student Senators and one Master of Arts Student Senator in accordance with the process outlined in Article IV.
- The Election Commissioner shall act as Chairperson of the Nominating Committee and shall encourage a diverse pool of candidates to run for election.
- The Elections Commissioner shall fulfill other duties as necessary.

Section 6. Student Representatives to Faculty Committees/Commissions shall be duly elected from the Student Body and elected in a manner as found below in the Bylaws. The names and descriptions of the Faculty Committees/Commissions can be found in the Faculty Manual.

- It shall be the duty of Student Representatives to represent the Student Body at all meetings of the respective Faculty Committee/Commission.
- Each Student Representative shall make regular reports to the Student Senate and shall respond to questions regarding their work upon request of the Student Senate.
- The Student Representatives shall fulfill other duties as necessary.

Article II. Duties of Senate Commissions

Section 1. Any Senate Commission (standing or ad hoc) shall have such duties as are necessary for the efficient and proper administration of its stated purpose. Additionally, any Senate Commission shall have other specific duties and/or powers conferred upon it by the Student Body or the Student Body President. All members of the Student Body shall be eligible for and may request membership to any Senate Commission. There shall be no election to determine membership of any Senate Commission. Membership to any of the Senate Commission shall involve a commitment of time and willingness to participate in Senate Commission meetings and functions. Student Senators shall act as Senate Commission Chairpersons. The President and the Senate shall reach a consensus as to which senators shall serve in these roles at the beginning of the fall semester. The Student Senate shall have the power to create and absolve ad hoc Senate Commissions as needed.

Section 2. There shall be standing Senate Commissions that shall operate under the auspices of the Student Senate. The Student Senate shall have the power to create and absolve ad hoc Senate Commissions as needed. The five (5) current Senate Commissions shall be:

- a) The Fellowship Senate Commission shall plan and carry out social and recreational activities for the seminary community. These activities shall be events including (but not limited to): socials, cookouts, dances, family activities, and sports.
- b) The Community Care Senate Commission shall be committed to supporting the seminary community through prayer and outreach. Areas of focus for this Senate Commission shall include (but are not limited to): support of incoming students during the adjustment to seminary life; distribution of care cards to students, staff, faculty, and friends of Austin Presbyterian Theological Seminary; outreach to students on leave from the seminary; and planning and facilitation of community-wide events that promote well-being.
- c) The Koinonia Senate Commission shall plan and coordinate the Koinonia gatherings. The objective of Koinonia gatherings shall be to encourage the involvement of the entire seminary community in order to promote community-building in the interest of growing towards a more beloved community. The Commission shall work to create programming of broad and varied interest in order to enhance transparency and community-building between students, staff, and faculty of the seminary.
- d) The Outreach Senate Commission shall be charged with promoting a sense of mission and outreach both within the Austin Presbyterian Theological Seminary community as well as in the world at large. The Commission shall coordinate and execute activities and events that shall strive to continually address the needs of the community and the larger world.

- e) The Connection Senate Commission shall be charged with fostering connections across student groups and facilitating connection between those student groups and the Student Senate. The Commission shall support student groups in their efforts to clarify and strengthen their own purposes and aims.

Article III. Student Senate

Section 1. The Student Senate shall meet at least once a month during the fall and spring semesters and at such other times as it shall desire. Announcement of all meetings shall be posted conspicuously and distributed to each Voting Member via campus email 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.

Section 2. The Student Senate shall have such duties that will allow it to work towards the objectives stated in the Preamble of the Constitution.

- It shall be the duty of the Student Senate to provide a communication link between students and various other individuals, organizations, and groups of the seminary community.
- The Student Senate shall provide an additional forum for consideration of student concerns. Student Members of any seminary community organization shall be invited to report to the Student Senate periodically and to serve as a resource persons when their areas of interest are included on the Student Senate agenda.
- The Student Senate shall take such action as it deems appropriate to ensure adequate representation of students in the decisions of the seminary community.
- The Student Senate shall develop policies and guidelines in order to implement the the Constitution and Bylaws of the Student Body.
- The Senate shall assist the Student Body President in the performance of their duties.
- The Student Senate shall perform other duties as may be assigned by the Student Body President or by the Student Body via vote in a Student Body meeting.

Section 3. Four members of the Student Senate shall be deemed sufficient to establish a quorum in order to conduct Student 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.

Section 4. Meetings of the Student Senate shall be moderated 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 Student Senate action except as in III.3 above.

Article IV. Elections of the Officers

Section 1. In the interest of assuring that there shall be willing candidates running for every elected position, the Elections Commissioner may convene a Nominating Committee with representation comprised equally of the Masters of Divinity program

classes (Junior, Middler, and Senior) and the Master of Arts programs and chaired by the Elections Commissioner. The Nominating Committee may be charged with encouraging students to run for elected office according to interest and shall strive to ensure that at least two (2) candidates are nominated for each elected position. The Elections Commissioner shall not limit nominations and is charged with submitting for vote all nominees for each elected office. Nominations shall be received from the floor in addition to the slate offered by the Elections Commissioner.

Section 2. An election procedure which maximizes student participation shall be adopted by the Student Senate as proposed by the Elections Commissioner. Once adopted, the procedure shall be communicated via campus email to all Voting Members at least one month prior to the spring semester elections.

Section 3. The Student Body President shall be elected by the Student Body on or before the last Wednesday of regularly scheduled classes during the spring semester. The President-elect shall take office on July 1 after the spring election and shall hold office until June 30 of the following year in accordance with the fiscal calendar of the seminary.

Section 4. Senior and Middler Senators shall be elected by their respective classes on or before the last Wednesday of regularly scheduled classes during the spring semester. The Senators-elect shall take office immediately after commencement at the conclusion of the spring semester, and shall hold offices until commencement exercises the following year.

Section 5. Any Voting Member shall be eligible for the office of Student Body President and Elections Commissioner. All Voting Members are eligible to vote for these positions. The election shall be determined by a majority of the votes cast via electronic voting distributed via campus email. The internet ballot shall ask that ALL candidates be ranked by preference. This method allows for instant runoff voting in the event that no single candidate receives at least 50% of the votes and makes overall voting less time-consuming.

Section 6. Any Voting Member who meets the credit requirements for Senior and Middler Classes when they begin serving shall be eligible for the respective Senator position. Student Senators shall be determined by the greatest and second greatest number of votes cast by members of the Senior and Middler class students. The election shall be determined by the method outlined in III.5 above.

Section 7. Any Voting Member who meets the credit requirements for the Junior class when they begin serving shall be eligible for the Junior Senator position. Any Voting Member enrolled in any Master of Arts program shall be eligible for the Master of Arts Student Senator position. The election of two Junior Student Senators and one Master of Arts Student Senator shall occur no later than the fourth week of fall semester. Junior Student Senators shall be determined by the greatest and second greatest number of the votes cast by members of the Junior class. The Master of Arts Student Senator shall be determined by the greatest number of the votes cast by members of all Master of Arts programs. The election shall be determined by the method outlined in III.5 above.

Section 8. The election of Student Representatives to Faculty Committees/Commissions 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 enrolled as a full-time student shall be eligible with the following stipulation: the Student Representatives on the Admissions Commission shall be two graduating seniors. Representatives shall be determined by the greatest and second greatest

number of votes cast by all Voting Members. The election shall be determined by the method outlined in III.5 above.

Section 9. Voting Members who are serving on internship during the time of elections will be allowed to nominate themselves for any office or offices. These Voting Members will participate in the election process outlined in III.5 above.

Section 10. All elections shall be held under the supervision of the Elections Commissioner, at the direction of the Student Senate.

Article V. Meetings Of the Student Body

Section 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 semesters and to be held on campus. Ten days notice shall be given prior to each regular meeting.

Section 2. Special meetings of the Student Body may be called by a simple majority vote of the Student Senate at any of its meetings. Ten days notice shall be given prior to each special meeting.

Section 3. A Student Body meeting may be called by a petition signed by a number equal to one-tenth of the Voting Members; any members of the Student Body may sign the petition. The petition shall be presented to both the Student Body President and to all the Voting Members. In the absence of the Student Body President, the petition may be presented to the Dean of Students. The meeting shall take place no sooner than three (3) business days after notification and must occur during a scheduled academic term.

Section 4. Any Student [Voting or Associate Member] may address the Student Body at its meetings on matters pertaining directly to the items on the agenda. However, only Voting members may propose actions, nominate officers, and vote upon proposed actions and nominations.

Section 5. Disputes concerning membership status shall be appealed to the Student Body as provided in the Constitution (II.3). Notification of appeal must be made in writing to the Student Body President 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.

Article VI. Amendments

Section 1. Any Voting Member may propose amendments to the Bylaws. All proposed amendments to these Bylaws shall be posted conspicuously and distributed to each Voting Member via campus email. A three-fifths majority vote of the Voting Members present and not abstaining shall be required for adoption of the proposed amendment.

Constitution and Bylaws Revised 2004
Constitution and Bylaws Revised 2006
Constitution and Bylaws Revised 2009
Constitution and Bylaws Revised 2012
Constitution and Bylaws Revised 2017
Constitution and Bylaws Revised 2018

OFFICE OF FINANCE AND ADMINISTRATION

PROCESS AND PROCEDURES

Who Are We?

Finance and Administration

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

Financial Services

The financial services department is located in the Finance and Administration suite in the Trull building and includes Mike Castleberry, Director of Financial Services (who manages all aspects of daily accounting operations, including cash management, general ledger, payroll, the annual audit and budgets, and handles all aspects of student and staff accounts), and Rick Carlson, Staff Accountant (who processes accounts payable/receivable, and travel and entertainment expense reports). Sarah Gomez, Administrative Assistant to the Office of Finance and Administration, who manages key distribution, daily mail services, processes student payments, and supports the work of the Finance and Administration office.

Human Resources and Operations

The human resources and operations department is located in the Finance and Administration suite in the Trull building. In addition, Paloma Douglas who serves as the main switchboard receptionist and campus events (meeting rooms, overnight guest housing, and special events) coordinator, the Finance and Administration office is the liaison with Vanessa Arce, the Foodservice Manager with Southern Food Service.

Information Technology

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

Ministry, Finance, and Mindfulness (MFM)

Ministry, Finance, and Mindfulness (MFM) is a campus-wide effort to equip future lay and ordained ministers for good stewardship and for meeting economic challenges, particularly in regard to debt management. Topical presentations, small group labs, Financial Peace University are among the offerings that will be presented in order to help assist the community in facing the types of economic challenges of attending seminary and in future ministry.

Physical Plant

The Director of Physical Plant's office is located in the Maintenance Shop on the first floor of the McMillan building. The Director, John Everett, handles student housing and all other physical plant facilities, including housekeeping, security, maintenance, safety, and planning for future physical plant needs. The Director supervises the maintenance department: Danny Contreras, David Hill, Johnny Rogerio, Rodrigo Rosales and Adrianna Surite. The maintenance department ensures that the APTS grounds, facilities, and residences are attractive, well-maintained, and safe.

INTERACTIONS WITH THE FINANCE AND ADMINISTRATION DEPARTMENT

Students will interact with the financial services department when they:

- Pay or inquire about their bill.
- Request a withdrawal from their account.
- Request a reimbursement for seminary supported expenses.
- Provide relevant data for payroll processing.
- Students will interact with the information technology department when they:
 - Have difficulty with a seminary computer located in the library or the student lounge.
 - Place an audio-visual help request.

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

- Have been approved for student employment.
- Process employment/termination payroll paperwork (I-9, W-4, payroll processing paperwork).
- Payments for student housing.
- Reserve a guest or meeting room.
- Are issued a Campus Card or add money to their Campus Card.
- Pick up or send mail.
- Send faxes.
- Receive parking permits.

Students will interact with the physical plant department when they:

Place a work order for a repair to student housing.

Procedures

Financial Services

Student Accounts: Payments to and withdrawals from student accounts should be made in the Finance and Administration office. The Administrative Assistant to the Office of Finance and Administration, Sarah Gomez, or the Staff Accountant, Mr. Rick Carlson, can prepare receipts for payments to your student account. Mr. Carlson, or the Director of Financial Services, Mike Castleberry, can answer any questions regarding your student account. (Please be advised that your account must be current before you will be allowed to register for the next term or graduate.)

Statements: Statements will be prepared and distributed on or about the middle of each month. Checks (accounts payable and account withdrawals) are processed each Friday.

Withdrawals: When requesting a withdrawal, please check with Mr. Carlson before indicating an amount for your withdrawal. Check requests must be received before 12:00 noon on Wednesday in order to be included in the check run that following Friday.

Student Employment: Student employment is managed by Glenna Balch in the Financial Aid office. Timesheets are to be turned in to Ms. Balch for review by the 20th of each month. Payroll checks are placed in student mailboxes after 3:00 p.m. on the last day of the month.

Information Technology

Audio/Visual Requests: Requests for audio/visual needs may be submitted via email it@austinseminary.edu

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

Human Resources and Operations

Dining Hall: Students, faculty, staff, and visitors are welcome to bring their own food or to purchase a meal from The Café in Stotts Fellowship Hall. Meals may be purchased with cash, credit card, or Campus Card Dollars. (NOTE: purchasing meals on the Campus card is tax free, whereas cash and credit care are not.) The Café in Stotts Fellowship Hall is open for breakfast and lunch Monday through Friday.

Parking: Each student is required to have a parking permit for his or her vehicle in order to park on campus. Off-campus students are eligible for one parking permit. On-campus students are eligible for one parking permit per licensed driver in the on-campus family. There is a \$25 fee for additional parking permits for on-campus students. Parking permits are issued at the beginning of each academic year and are valid for a 1-year period. Be prepared to give the color, year, make, model, and license plate number for each vehicle in order to receive the permit.

Student parking is available throughout campus; please refrain from parking in spaces labeled for staff or visitors. All visitors to campus must receive a temporary parking pass from the McCord Desk. If you have any questions or need to replace your permit, contact the Hospitality Coordinator.

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

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

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

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

Physical Plant

Work Orders: Work orders may be submitted via email to mr@austinseminary.edu. Please provide as much detail as possible. Work orders submitted over the phone are discouraged unless there is an emergency.

Pest Control: For those residing in campus housing or who see a pest control issue on the campus, please provide a description of the problem in the binder marked A Chem-Free@ located at the McCord Desk. Chem-Free services Austin Seminary in the second and fourth week of each month (usually on Friday). If you are allergic to pesticides, please report this condition to the Operations department for alternative pest control treatments.

Payment Policies – FAQ

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

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

Rent for seminary housing is billed by the term and is due in full by the above deadlines. Arrangements may be made upon approval by the Director of Financial Services.

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

As per the payment policy outlined in the Catalogue,

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

A student cannot register for the next term unless he or she has paid up for the current term.

A student's registration will be blocked by the Vice President for Finance and Administration until satisfactory arrangements have been made to bring an outstanding balance current.

Monthly rent must be current at the time the registration process begins in order for a student to be allowed to register for the next term.

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

Students may pay for their seminary education with:

- A Stafford Loan
- Cash, check or credit card (MasterCard/Visa/Discover/American Express/Diners Club)

- Direct aid funds from a church
- A PC(USA) grant, if you are a qualified Presbyterian or other grant funds from outside organizations
- A seminary endowed scholarship grant to cover tuition.

Students receiving outside aid (non-seminary) to cover the cost of seminary expenses must provide documentation supporting this aid to the Financial Services department.

How are Stafford Loan proceeds processed?

Stafford Loans are intended to cover educational expenses. As required by the federal government, loan funds come to the institution and are credited to the student's account.

When funds are received, they are credited to the student's account.

Students may complete a check request to remove these funds but only after the following expenses have been paid in full -

- Tuition for the current term
- Registration and Student Activity Fees
- Campus Card charges for the current term (including Stotts Fellowship Hall Café charges)
- Pro-rated rent since the move in date plus rent for the term
- Any other fees or assessments that have been posted to the student account and are outstanding at the time the deposit is credited.

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

Refund Policies

General Policy

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

Housing and Board

Students who vacate seminary housing will receive, based on the date of departure, a prorated refund of rent and board charges, when applicable.

Upon vacating seminary housing, students will receive their deposits within a reasonable amount of time after the housing unit is inspected by seminary staff and the condition of the unit is assessed.

See Student Housing Handbook for further information.

Tuition

See Catalog for information and policies on refunds of tuition.

Fees - Masters Level Students

The onetime application fee and the annual registration fee are non-refundable.

The Student activity fee is refunded at the rate of 50% for each fall or spring term in which a student does not enroll.

Stafford Loan Refunds

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

STUDENT EMPLOYMENT PROGRAM PRACTICES AND PROCEDURES

Austin Presbyterian Theological Seminary

I. Purpose

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

II. Eligibility

- A. Students who have matriculated and are presently enrolled in the Master of Arts in Ministry Practice, Master of Arts (Theological Studies) or Master of Divinity degree program for at least 12 credits during the fall/spring semesters are eligible to participate in the Student Employment Program. There is no minimum enrollment requirement during the January/summer terms. After minimum qualifications for the position are met, preference is given to students with demonstrated financial need.
- B. Faculty members seek student assistants who excel in a particular subject area to work as research assistants, instructional aides and to serve as tutors regardless of demonstrated financial need. Applicants for these positions are approved by the Academic Dean.
- C. At the request of a supervisor a spring graduate may be permitted to be employed in the summer not to exceed August 31st of the year in which the student graduates. All other students may not be employed in the student employment for more than 30 days past the date the student completes all course work required by the degree. Note: temporary continued employment in a student position does not alter the policies for on-campus housing eligibility.
- D. A student may work in more than one position on campus; however, the combined hours of all may not exceed 15 hours a week when classes are in session or 19 hours a week when classes are not in session, which includes recesses (fall, spring, Thanksgiving and Christmas) and days between academic terms..
- E. International students are subject to employment regulations of the U.S. Immigration and Customs Enforcement (ICE) in addition to the practices of Austin Presbyterian Theological Seminary.
- F. 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 to the Director of Financial Aid in writing the following information: 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. All available positions will be publically announced and posted for at least a week by the Director of Financial Aid. Position descriptions appear in community announcement emails and are posted on the Student Employment bulletin board in McMillan Building on an as needed basis. The notice of the open job will remain posted until the position is filled or until the supervisor requests that the posting no longer be considered active.

IV. Hiring

- A. A student interested in campus employment should review the campus postings and may contact the Director of Financial Aid about the student employment process.
- 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. Before offering the job to a student, the supervisor will submit in writing the names of the applicants to the Director of Financial Aid to identify which students are eligible to be hired in the Student Employment Program.
- D. The supervisor is responsible for notifying applicants who were not selected and that the position has been closed.
- E. Research assistants, instructional aides, and tutors are approved through the Office of the Academic Dean. Students may seek employment for one of these positions by notifying the Office of the Academic Dean of their interest. This should be done within the first two weeks of the fall/spring term in which employment is desired.

V. Payroll and time sheets

- A. The pay rate for all student employees is \$10.00 per hour.
- B. To accept an offer of employment, a student must sign the student employment acceptance form and submit it to the Financial Aid Office.
- C. Before a hired student may work, the student must submit to the Financial Aid Office a W-4, I-9 and I-9 related documents and the direct deposit form authorized by a representative of the student's bank.
- D. Student employees log their hours on a Student Employment Time Sheet. If a student is employed in more than one position, a time sheet for each position should be submitted. Time sheets are available on the student portal and on the APTS common drive.
- E. When classes are in session, a total of no more than 15 hours a week may be recorded; when classes are not in session a student may record up to 19 hours a week.
- F. Time sheets are month specific (from 21st of one month to 20th of the following month) and are due on the 20th of each month. Should the 20th occur during a time when the seminary is closed, time sheets are due the next day that the seminary is

open. Both the student and the supervisor must sign the time sheets. Should the supervisor be unavailable, the Director of Financial Aid may sign for the supervisor. Failure to submit time sheets on time will result in not receiving your pay check until the following student payroll cycle.

- G. Students are paid by direct deposit on the last week 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 Enrollment Management.

April 5, 2017

FINANCIAL AID

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

THE STITT LIBRARY

www.austinseminary.edu/library

Regular Library Hours

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

Note: Access to the library is limited to the Seminary community after 5 p.m. and on weekends. Please bring your student ID to access the library at those times. Between sessions and during holidays the hours vary. Check our website (www.austinseminary.edu/libraryhours) or contact the circulation desk at 512-404-4879 or circdesk@austinseminary.edu for detailed information.

Archives

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

Books Not On Shelf

If a book should be on the shelf but isn't, please request assistance at the Circulation Desk.

Borrowing Privileges

Your student ID is your library card. Austin Seminary students, faculty, and staff can check out books and use electronic resources without cost.

Computers

PCs are available in the library. There are six on the first floor and three in the computer room on the second floor. All PCs have Internet access, and Microsoft Office (Word, PowerPoint, and Excel). Access to the second floor computer lab is only for Austin Seminary students. Get the code at the circulation desk. BibleWorks is available on four labeled computers in the library. Wireless access is available to all registered library users except UT students. Ask for the form at the circulation desk.

Electronic Resources

The library's databases and electronic collections (including e-books, the ATLA Religion Database, Credo Reference, and Oxford Biblical Studies Online) are available on campus and off campus through the Research Tools page on the library web site (<http://www.austinseminary.edu/page.cfm?p=1621>). Sophi Search, which provides a one-

stop search of items across the library's print and electronic collections, is also found under Research Tools. Students can access subscription resources from off-campus using their Seminary email user name (the part before the @) and their Seminary email password.

Interlibrary Loan

The Stitt Library offers interlibrary loan services to Austin Seminary students and faculty. Ask Circulation staff for the request form or fill out the online form linked from the item you are looking for in Sophi Search.

Fines for overdue materials

Regular materials: \$0.20/day, per item

Reserve materials: \$0.60/hour

Student fines are forwarded to the Finance and Administration office for payment.

Types of Loans

For Austin Seminary students, the loan period for books is 30 days, and the loan period for audio-visual materials is 14 days. Reserve books usually circulate on three-hour loans. Three-hour reserves checked out no more than three hours before the library closes may be kept overnight and are due one hour after the library opens the following day. Periodicals, reference materials, archival materials, books published before 1900, and restricted circulation materials may not be checked out.

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.

Renewals

Books that are not overdue may be renewed once, allowing you to keep materials for a maximum of two months. You may renew books online by accessing your patron account on the library catalog (<http://voyager.austinseminary.edu>) and clicking the My Account tab. Patrons can also renew books in person. After being renewed once, library materials must be returned to the library, checked in, and returned to the shelf (usually takes about 1 week) before being checked out again. *Overdue books may not be renewed until they are returned and all fines are paid. Fines exceeding \$20 block a patron's borrowing privileges for all materials until the fine is paid.*

Replacement Fees

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

Security

All books are sensitized to activate an alarm at the exit if they are not properly checked out. Please be sure all library books have been checked out before leaving with them. After 5:00 p.m. and on weekends, access to the library is restricted to the seminary community. To insure the safety of library patrons and staff, all students using Stitt Library during those hours are required to present their Austin Seminary ID and to sign a log-in sheet. Emergency library procedures are located at exits and near alert phones on each floor.

Study Room

There is a study room on the second floor. It can be used for individual or group study, and Austin Seminary students have priority over other users. Check at the circulation desk to make a reservation.

Telephones

We do not page or take messages for library users, except in emergencies. Please refrain from cell phone use in the library.

General Policies

The following are not permitted in the library: Weapons; sleeping; use of tobacco, alcohol or drugs; begging; soliciting; sales; and animals (except assistive animals).

- Shirt, shoes, and appropriate clothing are required.
- Quiet conversation is allowed as long as it does not disturb others.
- The seminary does not charge Austin Seminary students for printing.

The public computers in the library may not be used for playing games or viewing movies for entertainment.

Contact us at libraryiq@austinseminary.edu

REVISED JUNE 2018

PRESCHOOL AND CHILDCARE INFORMATION

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

The seminary makes no recommendations.

All Saints' Episcopal Day School

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

Childcraft Schools

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

Covenant Presbyterian Preschool and Child's Day Out

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

First Presbyterian Day School

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

First United Methodist Preschool

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

University United Methodist Early Childhood Center

2409 Guadalupe
Austin, TX 78705
512-474-5101, ext. 222
Ages: 4 mo - 5 yrs
<http://www.uumc.org/?q=node/56>
Location: less than 1 mile from Austin Seminary

Full-Time Care

First English Lutheran Child Development Center

3001 Whitis Austin, TX 78705
512-478- 5424
Ages: 18 mo.- 5
<http://firstenglishcdc.org>
Location: less than 1 mile from A.P.T.S.

Hyde Park Baptist Child Development Center

3901 Speedway
Austin, TX 78751
512-459-6587
Ages: 6 wks – Pre K
http://www.hpbc.org/pages/page.asp?page_id=359111
Location: less than 1 mile from A.P.T.S.

St. James' Episcopal School

1941 Webberville Rd.
Austin, TX 78721
512-926-4214
<http://www.stjamesepiscopalschool.org>

Revised 6/17

AUSTIN INDEPENDENT SCHOOL DISTRICT FEEDER SCHOOL INFORMATION

Lee Elementary

Enrollment:

Kindergarten through Grade 6

Special Focus:

Geography, Fine Arts Performance

Special Programs:

Great Books Literature

Philosophy for Children

Theater Arts Project

Waller Creek Learning Project

Science Fair

Book Fair

After-school Child Care Program

Cooperation with UT-Austin

PTA Support

Weekly Principal's Breakfast

Latin

Artists in the School

UT Art Enrichment Project

Computer Lab

Lee Olympics

Schoolwide Garden and Wildflower

Prairie

Park and Recreational classes after school

Schoolwide Projects

Weekly Parent Newsletter

Principal:

Mr. John Hewlett

512-414-2098

School Address:

3308 Hampton Road

Austin, Texas 78705

512-414-2098

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

Middle/Magnet School Information

Kealing Junior High School

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

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

Students who are successful in magnet programs are committed to:

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

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

Kealing Magnet Program at Kealing Middle School

Emphasis:
Principal:

Math, Science, and Liberal Arts
Kenisha Coburn

1607 Pennsylvania Avenue
Austin, TX 78702
512-414-3180

www.kealingmiddleschool.org

Fulmore Magnet Program at Fulmore Middle School

Emphasis:
Principal:

International Law and Humanities
Leigh Northcutt-Benson

201 East Mary
Austin, TX 78704
512-414-3207

www.fulmoremiddleschool.org

Ann Richards School For Young Women Leaders**About the School**

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

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

General and Admissions Information

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

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

www.annrichardsschool.org

Kristina Waugh
Principal

kwaugh@annrichardsschool.org

High School Information

A.N. McCallum High School

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

A warm and friendly student body.

It's difficult to be anonymous at McCallum

The size ensures individual attention

Outstanding visionary faculty

Student participation in extracurricular activities is wide and varied

Community is very supportive of education at McCallum

Ethnically and economically diverse

Student body is a microcosm of the Austin community

Enrollment:

Grades 9 through 12

Special Programs:

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

Mr. Michael Garrison

Principal

512-414-2519

Ms. Kalyse McElveen

Coordinator of Fine Arts Academy

Address:

512-414-2519

5600 Sunshine Drive

Austin, TX 78756

512-414-2519

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

Revised 6-17

AUSTIN INDEPENDENT SCHOOL ACADEMIC CALENDAR



August 2018
 6-10 New Teacher Orientation
 13-15 Staff Development
 16-17 Planning & Prep
 20 First Day of Classes
September 2018
 3 Student & Staff Holiday - Labor Day
October 2018
 8 Student Holiday - Elem. Parent Conference;
 Secondary Staff Development
November 2018
 19-23 Thanksgiving Holiday
December 2018
 21 Winter Break Begins
January 2019
 2 Student Holiday - Staff Development
 3 Classes Resume
 21 Student & Staff Holiday
 Martin Luther King, Jr. Day
February 2019
 18 Student Holiday - Elem. Parent Conference;
 Secondary Staff Development
 1st Bad Weather Make-up Day
March 2019
 18-22 Spring Break
April 2019
 19 Student Holiday - Staff Development
 2nd Bad Weather Make-up Day
May 2019
 24 Last Day of Classes
 27 Staff Holiday - Memorial Day
 28 Staff Development
 29 Planning & Prep

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July 2018

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29	30	31				

January 2019

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27	28	29	30	31		

August 2018

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February 2019

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September 2018

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March 2019

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31							

October 2018

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April 2019

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November 2018

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May 2019

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December 2018

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June 2019

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30						

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] Secondary Grading Period
⬡ District Closed	} Elementary Grading Period

Austin Independent School District
 1111 W. Sixth St., Austin, TX 78703
 512-414-1700 www.austinsisd.org

Approved by the AISD Board of Trustees 01/22/18

For more information about important District dates and events, and religious holidays which may affect student attendance, please check our website www.austinsisd.org

Helpful Additional Information

<http://www.austin360.com>

Good website for a variety of information about Austin

Austin Presbyterian Theological Seminary makes no recommendations regarding these services.

Utilities

Electric and Water (New Service)

City of Austin Utilities
701 West 5th Street
Austin, TX 78701
512-494-9400

Texas Gas Service (New Service)

422 Congress
Austin, TX 78701
1-800-700-2443

AT&T Telephone

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

Nearby Banks

Bank of America Midtown

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

University Federal Credit Union

2244 Guadalupe
Austin, TX 78705
512-467-8080

Wells Fargo

2104 Guadalupe
Austin, TX 78705
512-344-7000

Doctors

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

Family Practitioners

Dr. Paul Keinarth

5222 Burnet Road, Suite 200
Austin, TX 78756
512-459-9889

Dr. Robyn McCarty

3200 Red River, Ste. 201
Austin, TX 78705
512-473-0201

Dr. Kevin Stephens

4100 Duval Rd. Bldg 2 Suite 202
Austin, TX 78759
512-454-1123

Pediatricians

Pediatrics Associates of Austin

Dr. Samuel Mirrop

1500 W. 38th St. Suite 20
Austin, TX 78731
512-458-5323

Dentists

Dr. John Glennon

2304 Hancock Dr, Suite One
Austin, TX 78756
512-842-7419
www.smileaustin.com

Dr. Michael Lessner

2907 Duval St.
Austin, TX 78705
512-472-5633

Dr. Michael R. McMordie

1305 W. 34th Street Suite #202
Austin, TX 78705
512-454-9974

Dr. Jim Root

3701 Guadalupe Suite #104
Austin, TX 78705
512-454-5153

Dr. Donna McCoy Ruesink

4505 Spicewood Springs Road, Suite 100
Austin, TX 78759
512-345-3955

Allergists

Allergy and Asthma Consultants

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

Nearby Veterinarians

Austin Veterinary Hospital

Dr. Deborah J. Besch

4701 N. IH 35
512-476-9191

Spangler Animal Clinic

Dr. S.C. Spangler

5916 N. Lamar
Austin, TX 78752
512-452-7671

Nearby Hospitals

University Medical Center at Brackenridge

601 E. 15th Street
Austin, TX 78701
512-324-7000
www.seton.net

Dell Children's Medical Center of Central Texas

4900 Mueller Blvd.
Austin, TX 78723
512-324-0000
www.seton.net

Heart Hospital of Austin

3801 North Lamar Blvd.
Austin, TX 78756
512-407-7000
www.hearthospitalofaustin.com

Seton Medical Center Austin

1201 W. 38th Street
Austin, TX 78705
512-324-1000
www.seton.net

St. David's Medical Center

919 E. 32nd St.
Austin, TX 78705
512-476-7111
www.stdavids.com

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