



**2019 - 2020**  
**STUDENT HANDBOOK**





## **REGINA H. FAVORS**

### **INTERIM PRESIDENT**

During her tenure with Blue Cross Blue Shield, which spanned over 40 years, President Favors worked in several management roles and had executive oversight for the “effective operations and financial activities of Medicare Programs, including Medicare Part A and Part B in several states; private business and CHAMPUS.” Prior to that, she worked for the Federal Bureau of Investigation in Washington, D.C.

Additionally, Favors taught as an Adjunct Professor at her alma mater from 1986 to 2004, extending educational opportunities and careers to students of Arkansas Baptist College. She also taught at Philander Smith College and at Webster University.

Favors has been an engaged member of the Arkansas Baptist College Board of Directors and has served on 30 plus other boards including the University of Arkansas Pine Bluff Foundation, Cooperative Baptist Fellowship of Arkansas Coordinating Council, the Quorum Court of the Pulaski County Public Facilities and the Achieving Leadership Institute, in Dallas, Texas. She is a member of the National Association of Professional Women and was a member of the North Little Rock Chamber of Commerce. She also served on the Arkansas Lung Association board of directors where she received a national military guard award for her philanthropist work. In 2011, she received the Trailblazer Powerful Business Women Award and was featured in the AY About You magazine.

Favors earned a Bachelor of Science degree in Social Science from Arkansas Baptist College and has a Master’s degree, with an emphasis in Education, from Ouachita Baptist University. She also completed the Duke University Executive Program, is a Certified Health Insurance Executive and has certifications from numerous professional organizations. She and her husband, Daniel L. Favors, are the parents of two adult children and proud grandparents of two. The Favors’ are members of Concord Missionary Baptist Church, in Dallas, Texas.

Favors was raised in Jonesboro, AR., is the daughter of the late Dr. W. O. and Mrs. Hermine Lindsey, both graduates of Arkansas Baptist College. Dr. Lindsey served as a trustee for many years, was Secretary of the National Baptist Convention, Editor-In-Chief of The Vanguard, and Pastor of Emmanuel Baptist Church; which was a long-standing and active resource for Arkansas Baptist College. Additionally, Mrs. Lindsey volunteered as a Librarian, worked with the Kiddie Kollege, and served as First Lady of the church. Both instilled the Buffalo tradition in Favors and were active alumni until their passing.

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**Mission Statement**

Arkansas Baptist College prepares students for a life of service grounded in academic scholarship, the liberal arts tradition, social responsibility, Christian development and preparation for employment in a global community.

**Diversity Statement**

Arkansas Baptist College (ABC) seeks to resemble the heart of God by embracing inclusion of all ages, cultures, nationalities, races, abilities, socio-economic backgrounds, gender, political perspectives, learning styles, sexual orientation, religion, and ethnicity. ABC strives to promote a student body, faculty, and staff, which reflect the community it serves. ABC promotes the development of broadminded members of the college who positively influence their local and global communities. ABC upholds fairness and guarantees the same rights and freedoms to all its members to ensure the fullest degree of intellectual freedom and diversity.

**Vision Statement**

To see our community, state, and nation positively influenced through the integration of academic scholarship and Christian principles.

**Core Values**

The following principles of Institutional Core Values are embodied in the Mission of Arkansas Baptist College. The Core Beliefs and Values are an interpretation of the role and scope of the college to:

- provide each student with a common core of knowledge that promotes intellectual curiosity and serves as a foundation for professional development, life-long learning, and exposure to diversity and cultural pluralism.
- prepare students for professional work and upward mobility in their chosen fields.
- prepare students through programs of counseling, skills development and services.
- conduct scholarly activities that will aid the College, community, state and ultimately the nation in the solution of problems and improve the quality of the academic programs offered.
- encourage students to think critically and creatively, write clearly, speak effectively, and understand and apply abstract concepts.





Joseph A. Booker  
The First President of Arkansas Baptist College  
1887 to 1926

## **History**

In August 1884 at the Annual Convention, the Colored Baptists of the State of Arkansas, now the Arkansas Baptist State Convention, founded the “Minister’s Institute.” Three months later in November of 1884, the school opened at the Mount Zion Church in Little Rock, AR. The school was renamed “Arkansas Baptist College” in April 1885.

According to its historical mission, Arkansas Baptist College was founded with the primary goal of raising the educational level of the Negro ministry, with the secondary goal being to assist the state of Arkansas in preparing young Negro men and women with a “normal” education. These goals have since been expanded to providing educational opportunities to all persons seeking an education without regard to age, sex, race, religion, or national origin.

The Executive Board of the Convention hired Rev. J. P. Lawson, a white Baptist minister from Joplin, Missouri to serve as the principal teacher. A block of land was purchased for \$5,000 from Attorney Blake Turner at 16th and High Street within the city limits of Little Rock. It was at this site that several buildings were erected, and the Arkansas Baptist College campus was created.

## **Former Presidents**

Arkansas Baptist College has had the following presidents:

- 1884 – 1887: Reverend J.P. Lawson (Principal)
- 1887 – 1926: Dr. Joseph A Booker
- 1926 – 1937: Reverend S.P. Nelson
- 1926 – 1937: Reverend R.C. Woods
- 1926 – 1937: Reverend S. R. Tillinghast
- 1937 – 1955: Dr. Tandy W. Coggs
- 1955 – 1962: Dr. Oscar Allan Rogers
- 1955 – 1962: Dr. Charles E. Johnson
- 1955 – 1962: Mr. Howard Johnson
- 1955 – 1962: Dr. P.L. Rowe
- 1962 – 1982: Dr. James C. Oliver
- 1982 – 1985: Dr. R.C. Davis\*
- 1985 – 2001: Dr. W. Thomas Keaton
- 2001 – 2001: Mrs. Mary R. Jarrett\*
- 2001 – 2005: Dr. Israel Dunn, Jr.
- 2005 – 2006: Mrs. Mary R. Jarrett\*
- 2006 – 2016: Dr. O. Fitzgerald Hill
- 2016 – 2017: Dr. Joseph Jones
- 2017 – 2018: Dr. Howard O. Gibson\*
- 2018 –: Mrs. Regina H. Favors\*

## **\*Interim**





## **Alma Mater**

### **Our Beacon Light**

Stalwart, brave, and true is our Alma Mater Dear,  
With outstretched arms to draw our children near;  
Pointing out to them, The Way, The Truth, The Light,  
Guide them ever onward to the Upward Heights.

#### **Refrain:**

A .B. C., A. B. C., calling Thee so reverently,  
Our eyes are filled, our hearts are thrilled,  
Moved by love so deep for Thee;  
Beacon light, pride and joy,  
For the dear State, Arkansas,  
Loyalty eternally, Alma Mater Dear, to Thee.

Purple and White, Majestic in the Breeze,  
Regally waves on sky, on land, o'er seas,  
Proclaims to all, her grandeur and her worth,  
Enlightening men, The Way, e'er since her birth.

#### **Words and Music by:**

Mrs. Mattie Booker Perry

## **THE COLLEGE SEAL**

The College Seal depicts the institution's founding date of 1884; the official name of the institution, —Arkansas Baptist College; its present location, —Little Rock, Arkansas; and the words —Truth and Light, which signify that —if one has knowledge of the truth, then one is enlightened. The hand-held beacon illuminates the spiritual truth where all may observe it. Arkansas Baptist College is a beacon light, illuminating the truth (knowledge) for all to learn of it. The hand signifies the spiritual strength of the church and alumni.

## **COLLEGE TRADITIONS**

Homecoming Ceremonies  
Spring and Fall Convocations  
Founders' Day  
Baccalaureate Services  
Commencement Services  
E.C. Morris Institute  
Student Government Association Elections  
Mr. and Miss ABC Pageant

## **COLLEGE COLORS**

Purple and Purple and White

**PURPLE:** Imperial (high standing) position

**WHITE:** Purity

## **ACADEMICS**

The academic resources, special learning opportunities, and curricular offerings of the College are the primary means through which academic experiences are structured. Each student is encouraged to take advantage of the many opportunities provided by the College in pursuit of individual goals and objectives, recognizing that the benefits derived are greatly dependent upon the energies invested.

The following pages provide information on the requirements for graduation, the policies governing academic life, and the opportunities available to students for the development of their academic capacity. Each student is expected to take personal responsibility for knowing and understanding these policies and expectations. Contact Academic Success, the Provost's Office, or the Registrar's Office with any questions or concerns.

### **ABC Degrees and Other Awards**

All degrees or other awards given to students enrolled at ABC shall be provided by the Office of the Registrar in conjunction with the Office of Academic Affairs.

### **Conferring of Degrees**

The formal commencement exercises of the College occur at the end of the spring semester. In order to participate in commencement, a student must have six credit hours or less remaining and meet all other College obligations. Degrees are conferred only during spring semester and candidates are required to be present for the formal conferring of degrees. All candidates must file a formal application for graduation and pay all financial obligations.

### **Awarding of Degrees Posthumously**

Arkansas Baptist College may award associate and bachelor degrees posthumously to the family of students who have completed all graduation requirements with the exception of participation in the graduation ceremony. The Board of Trustees approval must be obtained and all of the following conditions must be met.

1. The student must be registered or enrolled for classes at the time of death.
2. The student must be registered or enrolled in courses that, if completed, would have fulfilled graduation requirements.
3. The student must have a GPA at the time of death which meets ABC graduation requirements.

### **Academic Advising**

Arkansas Baptist College is dedicated to student learning and academic success. To encourage and foster student commitment to and involvement in the learning process, the College provides a comprehensive program of academic advisement. Students are advised by faculty advisors in

academic departments and academic advisors in Student Academic Success. To ensure students are on the correct, shortest path to graduation, ABC requires all degree seeking students to be advised every semester.

Advisors provide guidance, direction and information for the student's academic experience. However, students have the ultimate responsibility for correct course selection and non-duplication of course work.

### **Academic Calendar**

The Academic Calendar is developed on a three-year cycle. It is approved during the fall semester prior to the start of the three-year period. The calendar is cooperatively developed by the Offices of Academic Affairs, Business Services, and Enrollment Management. Approval is required by the President's Leadership Team.

### **Academic Catalog**

The catalog is not an irrevocable contract. While its provisions will ordinarily be applied as stated, Arkansas Baptist College reserves the right to change any provisions, including but not limited to, academic requirements for graduation. An addendum on changes will be provided as a supplement to the regular catalog. This information will also be available in the Office of the Registrar.

Every student is responsible for familiarity with the College Catalog, for maintaining the grade point average required, and for meeting all other degree requirement. It is the individual student's responsibility to keep apprised of current graduation requirements for his/her degree program.

All new and transfer students and continuing students whose program of study will be affected by the changes in this edition of the College Catalog are entitled to receive a copy. Academic-related revisions or recommendations to the existing college catalog will be forwarded to the Office of Academic Affairs through the Division Heads.

### **Academic Clemency**

In accordance with Act 1000 of 1991, 78<sup>th</sup> General Assembly for the State of Arkansas, Arkansas Baptist College has adopted a policy on Academic Clemency. Academic Clemency provides a second chance for students who performed poorly in their early academic careers and who wish to return to the college after having gained an appreciation for higher education. In order to qualify for Academic Clemency, students must meet and accept the conditions outlined by the college. Details are available in the Office of the Registrar.

### **Academic Credit**

The college uses the semester system. One credit hour is equivalent to one fifty-minute lecture each week of a semester or two class periods spent in a laboratory setting. Credit is given only when students are officially registered for a class (all steps in process completed). Two hours of laboratory

are counted as equivalent to one hour of recitation. Semester lengths vary (minimum of 14 weeks, maximum of 18 weeks) for fall or spring. Summer sessions are shorter. Veterans with a minimum of twelve months of active military service may apply for three semester's hours of credit in lieu of physical education activity.

### **Academic Freedom and Responsibility**

Arkansas Baptist College is committed to the following principles of academic freedom:

- Conduct scholarly investigation through research;
- Faculty freedom in the exposition of subject matter;
- Faculty are free from institutional censorship or discipline, when speaking or writing as private citizens.

“Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce their teaching controversial matter which has no relation to their subject (#2 under “Academic Freedom” from the AAUP 1940 statement of Principles on Academic Freedom and Tenure).” The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to the profession, students, college, and community. Faculty members are afforded the rights of academic freedom while willingly accepting the responsibilities that follow.

Faculty members:

- Should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy;
- Should recognize their responsibility to maintain competence in their disciplines;
- Should not attempt to force a personal viewpoints on students.
- Should always make clear that the views they express are their own, and should avoid creating the impression that they speak or act on behalf of the college.

### **Academic Program/Department Transfer**

This policy applies to the transfer of any academic program/department (within the academic divisions) between departments or divisions. Final determination of any program/department transfer rests with the President of the College. Before final determination of any program/department transfer occurs, the division heads, the department chairs and the affected faculty in the programs/departments (those in the program/department to be transferred and those in the department to which the program/department will be transferred) will be consulted about the program transfer being considered.

The Chief Academic Officer will provide the division heads, department chairs and the affected faculty with opportunities to discuss the implications of the planned transfer before it occurs. The Chief Academic Officer will solicit suggestions from the division heads, department chairs and the affected faculty to anticipate and reduce difficulties in the program transfer, and to help ensure a smooth transition. Concerns of both students and faculty should be considered.

Before final determination of any program/department transfer occurs, all appropriate academic unity will be informed of the planned transfer and the reason supporting it. These groups will be invited to offer comments or recommendations. These recommendations shall be forwarded to Chief Academic Officer who will then forward the recommendations to the President of the College.

### **Academic Records**

The information contained in student records is generally regarded as private and confidential. Public information may be disclosed (last known address, enrollment status and classification). Policies and procedures regarding student records are in compliance with regulations implementing the Family Educational Rights and Privacy Act of 1974 which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions regarding the Family Educational Rights and Privacy Act should be directed to the Office of the Registrar.

Students who have not been enrolled in three years or more forfeit the right to graduate according to the requirements of the catalog in effect at initial enrollment. When academic regulations are modified, changes are not made retroactive, nor will additional semesters of work be required.

### **Alternative Credit/Prior Learning Assessment**

In order for students to progress through the curriculum and meet program requirements expeditiously and with the least amount of redundancy, Arkansas Baptist College (ABC) encourages students to demonstrate acquired learning and skills through alternative methods in order to earn academic credit. A student may earn a maximum number of alternatives and or transfer credits equivalent to two-thirds of the program credit hour requirement. Credit is only awarded in the areas offered within the curriculum of ABC and must be related to the academic program in which the student is enrolled.

### **Advanced Placement (AP) Examination**

- A. Advanced placement (AP) is a program offering college-level curriculum and examination to high school students. Students who complete the Advanced Placement Examination with a score of 3 or higher may receive credit for required or elective courses in their programs of study at ABC.
- B. To apply for advanced placement credit, a student should have AP test scores sent to the Office of the Registrar where a list of courses awarded for satisfactory scores on AP examinations is maintained.
- C. Credit will be identified by a “P” on the student’s transcript and will not be calculated into the student’s GPA, but will be included in credits earned.

### **Experiential Learning**

- A. A Student may receive credit for college-level learning that has taken place on the job or in other life situations unless a specific program-accrediting agency does not allow portfolio or experiential credit.
- B. A student applying for experiential credit must have completed any required learning support courses and be registered during the semester in which he/she is applying for credit.
- C. In consultation with the appropriate academic department, a portfolio for experiential credit must be submitted at least two semesters prior to graduation and the completed portfolio must be submitted at least one semester prior to applying for graduation.
- D. The student will be required to document the accomplished learning in a portfolio as it relates to the learning outcomes of the college course for which the student is seeking experiential credit.
- E. The student will submit the portfolio to the department chair who will have an appropriate faculty member review the portfolio and make recommendation to approve/disapprove the portfolio for the requested credit.
- F. If approved, the chair will forward the recommend to the division head for the final approval. If experiential credit is approved, the division head will notify the Registrar.
- G. Students who have failed courses cannot challenge them by portfolios nor can a course already taken be replaced with experiential credit.

### **Credit/Advanced Placement for Licensure/Certification**

Students who have completed training, passed a national or state registry Has completed training, passed a national or state registry examination for licensure, certification or equivalent, and hold a current license or certificate may be eligible to earn credit or advanced placement by providing a copy of a current/active licensure, certification or its equivalent (licenses or certifications that have expired will not be considered). The department chair or designee that supervises the program of study will review the student's eligibility and will determine the course credit to be awarded.

### **Credit by Examination**

Arkansas Baptist College recognizes the College Level Examination Program (CLEP) of the College Entrance Examination Board as a method of establishing credit by examination. Arkansas Baptist College does not administer the CLEP examination but will accept scores which meet general standards for passing the examination.

Letter grades are not given in any course for which credit is granted by examination. Credit by examination does not count as residence work. Credit by CLEP is recorded only for students after



they have been enrolled for one (1) academic semester at Arkansas Baptist College. CLEP credit is not awarded for a course in which the student has already completed a more advanced course in the subject area. The Vice President for Academic Affairs will make the decision regarding the application of credit established by CLEP for academic affairs. The acceptance of CLEP credit by the college does not assure the application of this credit to any specific degree program. There are two (2) types of CLEP exams, General and Subject. Arkansas Baptist College awards a maximum of six (6) semester hours of college credit through CLEP.

### **External Study Credit and Cross Enrollment**

Students who transfer to Arkansas Baptist College must fulfill all the requirements for the program of study selected at ABC. Courses completed at other accredited institutions may be substituted for corresponding courses offered at ABC. Regular students at ABC may, with the approval of the Chairperson, Dean, and Vice President for Academic Affairs, take courses at other accredited institutions to be applied toward degree requirements. In order to receive credit for external study, students must have a minimum 2.00 grade point average and complete all required documentation prior to enrollment in the proposed courses(s).

### **Assessment and Placement of Students**

In order to ensure that students are adequately prepared for college courses and that you have a reasonable opportunity to succeed in their studies, Arkansas Baptist College requires that all students granted degree admission and all of those for whom it is specifically required in the General Admission policy are subject to the following applicable requirements:

- A. All Applicants for regular admission as first - time freshman who are ~~under the age of~~ **21** must submit ACT or SAT scores to the College to determine proficiency and readiness for college level work. ACT or SAT scores must have them posted within 3 years prior to the first day of the first term of enrollment.
- B. Applicants who are over age 21 or older on the first day of classes of the term of initial enrollment and have no transfer credits from another institution are required to take all areas of the COMPASS placement test prior to enrolment to determine placement into college level courses. However, applicants who are 21 or older may submit ACT or SAT scores which were posted within 3 years prior to the first day of the first time of enrollment to determine proficiency and readiness for college level work.
- C. Transfer students who have not completed at least one college level English and one college level mathematics course with a "C" or better from a nationally accredited institution will be required to undergo placement testing in the appropriate areas (i.e. Writing, Reading, and/or Math).
- D. Students who were enrolled in remedial and developmental courses and who are transferring from other accredited Institutions of Higher Learning to Arkansas Baptist College must have their test scores and transcript(s) submitted to the Admissions Office prior to enrollment.
- E. Students whose ACT, SAT or placement test scores do not indicate proficiency and readiness for college level work must complete the prescribed remedial and

developmental courses in reading, writing, & mathematics prior to enrolling in college courses for which such skills are prerequisites.

### **Attendance Reporting**

The attendance of every student is to be reported by faculty as a 'P' or 'NA' during the enrollment reporting. Of each semester. Any student reported as a 'NA' during the attendance reporting will be removed from the respective course.

### **Class Load**

Students must register for maximum of twelve (12) credit hours each semester to be enrolled at full time status. The maximum academic class load for full-time students with less than a 2.0 cumulative GPA shall not exceed twelve (12) hours per semester or 6 hours for 4 weeks summer time except for a freshman student who be permitted to carry an overload if the overload will complete freshman requirements. Sophomores, juniors, and senior students who have earned a minimum 3.25 cumulative grade point average or 3.50 grade point average for the current semester may register for a maximum of 21 credit hours with written approval from the appropriate Chairperson, Division Head, and the Chief Academic Officer.

### **Classification of Instructional Programs (CIP)**

All programs offered by Arkansas Baptist College shall bear a Classification of Instructional Programs (CIP) designation that corresponds to current CIP categories. These CIP designations shall be approved by the Department Chair, Division Head, Chief Academic Officer, Office of Institutional Research and the President prior to submitting to the Arkansas Department of Higher Education for approval.

### **Classroom Visitors**

Except in emergencies involving the health and safety of those present, visitors are not allowed visitors in a classroom, laboratory, or instructional facility while classes in progress. Only bona fide Arkansas Baptist College students and guests of the instructor are invited for legitimate purposes of instruction may attend class.

This policy is intended to include children of faculty and enrolled students, salespersons of books and supplies, and any other unauthorized individuals from visiting classes. No faculty member is authorized to make an exception to this policy without approval of the respective department chair.

### **Course Cancellation**

Arkansas Baptist College reserves the right to cancel, combined, or discontinue any schedule class. Cancellation of the class will always occur before the end of the official Drop/Add period, and students will be notified promptly. Students may, and such instances, substitute another class for the one cancel without penalty of late fees.

### **Course Enrollment Guidelines**

Arkansas Baptist College will establish optimal levels of course enrollment and take into consideration such factors as method of delivery, e.g. lecture, lab, clinical, experimental; accreditation and licensing guidelines; number of work stations; and safety. The institution reserves the right to add or cancel courses.

### **Course List**

The academic Course List is the official record of courses offered for academic credit in a particular term and only courses listed on it may be used to meet course requirements. It becomes fixed as of the last published day for student registration and may not for any reason be altered. The Course List is maintained by the Office of the Registrar and contains the following information for each course offered during the term.

1. Department Offering Course
2. Course Number
3. Course Type
4. Section Number
5. Course Name
6. Credit Hours Assigned
7. Instructor's Name
8. Day and Time of Class Meetings
9. Location/Room Assignment
10. Year and Term

### **Course Numbering System**

Academic courses offered at Arkansas Baptist College are divided into four groups which correspond generally to the freshman, sophomore, junior, and senior years. Courses in the 100s are for freshmen; 200s are for sophomores; 300s are for juniors; and 400s are for seniors. Sequential courses (131-132, 255-256) should be taken in succession as indicated in each departmental course listing. Unless otherwise stated, students of any academic classification who have satisfied the prerequisites for any course are eligible for admission to the courses in any group stated above.

### **Course Syllabus**

The course syllabus is the basic document to which students, faculty, and administration refer for specific information on a course. It constitutes the official record of the content and mode of evaluation in each course or section of a course. To the student, the syllabus communicates what the course is about, what he or she can expect to do and learn, and how his or her learning will be measured and evaluated. Each enrolled student will be given a copy of the instructor's syllabus at the beginning of each term. A copy of each course syllabus is also kept on file in the Department Office, the Office of the appropriate Division Head, and the Office of Academic Affairs. Each syllabus must be patterned after the approved general format.

**Registration**

All students must register in person on the days designated in the academic calendar. Late registration charges will be assessed beginning with the first day of classes during summer terms, fall and spring semesters.

**Academic Class Load**

Students must register for a minimum of twelve (12) credit hours each semester to be enrolled at full-time status. The maximum academic class load for full-time students with less than a 2.00 cumulative GPA shall not exceed twelve (12) hours per semester or six (6) hours for a four week summer term except for a freshman student who will be permitted to carry an overload if the overload will complete freshman requirements. Sophomores, juniors, and senior students who have earned a minimum 3.25 cumulative grade point average or a 3.50 grade point average for the current semester may register for a maximum of 21 credit hours with written approval from the appropriate chairperson, dean, and the Vice President of Academic Affairs.

**Concurrent Registration**

A student who wishes to enroll in courses offered by another institution at the same time he or she is enrolled at the College must get permission to do so from the dean of the school. In no case will the College permit a student to enroll in more than the normal number of credit allowed per term by the College.

**Changes in Schedule - Dropping/Adding Courses**

Students may add, drop or change sections of a course to arrive at a suitable schedule. All such changes require the approval of the appropriate advisors and must be executed on an Add/Drop form provided by the Office of the Registrar. Courses dropped by students without following prescribed procedure shall be recorded with a grade of "F."

Changes in class schedules will be made without charge if an advisor error is made or a class is administratively changed. A fee is charged for each student initiated change of schedule made after the student completes registration. Schedule changes are permitted only during the periods stated in the academic calendar. In rare cases, extenuating circumstances may justify withdrawal from a course after the end of the registration period. If the withdrawal occurs within the designated period for dropping courses after the end of registration, a grade of "W" shall be recorded.

A student who fails to attend class or ceases to attend one or more classes without officially withdrawing is considered an unofficial withdrawal. The course is recorded on the student's transcript with a grade of "XF." If a student submits verifiable evidence, at a later date, that he/she left school due to circumstances over which the student exercised no control, a "W" may be recorded on the transcript. Such evidence must be submitted to the Chief Academic Affairs Officer.

**Class Attendance Policy**

Students are required to attend every lecture, recitation, and laboratory session of every course in which they are enrolled. The College requires regular class attendance by all students.

While attendance and tardiness are primarily a student- teacher relationship, the College has a concern in the proper fulfillment of such obligations by students. Class attendance must be recorded at each class period. Faculty is required to monitor and report excessive absences.

Students may be allowed as many unexcused absences as hours a course meets weekly. For example, a three credit course could allow for three unexcused absences. More than six total absences from a three credit course may subject a student to being administratively withdrawn from the course. Students who miss more than the maximum number of classes may be assigned a grade of “F” in a course because of excessive absenteeism or have overall grade averages reduced. When a student accumulates as many absences as the number of credit hours represented by the course, the instructor will notify the student and document the notification.

A student may receive an excused absence due to participating in programs, activities or events that are sponsored by the college, or when a student is confronted with an extenuating circumstance (death in immediate family, judicial case or serious illness). Official documentation of the situation must be submitted for absences to be excused. Instructors shall set forth at the beginning of the semester their expectations with regard to make- up policy, class participation, tardiness, absences, and other factors that may influence grades.

### **Classification of Students and GPA Standards**

Students are classified according to the number of semester hours successfully completed.

#### **Freshman (0 to 29 hours earned)**

Freshman students whose cumulative grade point average is less than 2.0 on a 4.00 grade point average must be placed on academic probation. Freshman students on probation whose grade point for the probationary semester is 2.00 or higher may continue on probation for another semester if their cumulative grade point is less than 2.00.

#### **Sophomore (30 to 59 hours earned)**

Sophomore students whose cumulative grade point average is less than 2.00 on a 4.00 grade point average must be placed on academic probation. Sophomore students on probation whose grade point for the probationary semester is 2.00 or higher may continue on probation for another semester if their cumulative grade point is less than 2.00.

#### **Junior (60 to 89 hours earned)**

Junior students whose cumulative grade point average is less than 2.00 on a 4.00 grade point average must be placed on academic probation. Junior students on probation whose grade point for the probationary semester is 2.00 or higher may continue on probation for another semester if cumulative Grade point is less than 2.00.

#### **Senior (90 and above)**

Senior students whose cumulative grade point average is less than 2.00 on a 4.00 grade point average must be placed on academic probation. A senior student on probation whose grade point

for the probationary semester is 2.00 or higher may continue on probation for another semester if their cumulative grade point is less than 2.00.

### **Academic Credit**

The college uses the semester system. One credit hour is equivalent to one fifty-minute lecture each week of a semester or two class periods spent in a laboratory setting. Credit is given only when a student is officially registered for a class (all steps in process completed). Two hours of laboratory are counted as equivalent to one hour of recitation. Semester lengths vary (minimum of 14 weeks, maximum of 18 weeks) for fall or spring. Summer sessions are shorter. A veteran with a minimum of twelve months of active military service may apply for three semester hours of credit in lieu of physical education activity.

### **Grade Point Averages**

Arkansas Baptist College uses a grade point system in recording and computing the students' records. Arkansas Baptist College is on a four point grading system. The grading system includes permanent letter grades and grade point values. Grade point values are as follows:

A	(100-90)	4 points per credit hour
B	(89-80)	3 points per credit hour
C	(79-70)	2 points per credit hour
D	(69-60)	1 points per credit hour
F	(59-50)	0 points
Au	(Audit)	0 points
I	(Incomplete)	0 points
W		0 points
XF		0 points
CR		0 points
NC		0 points
P		0 points

A student's GPA is computed by multiplying the number of credit hours of each grade by the grade points assigned to that grade, and dividing the sum by the total number of hours in which the student was enrolled. A "XF" calculates as an "F" in the grade point average.

The GPA system shall be used in determining eligibility for participation in all extra- curricular activities including athletics, honor programs, holding office in the Student Government Association and other organizations, and for placement on the Honor Roll, Dean's List and President's List. For purposes of ranking, and to determine the student's cumulative grade point average, the college computes all transfer credits accepted.

### **Repeating of Courses**

Students may repeat courses in which a grade of "F" was earned and have only the last grade count in computing the grade point average (GPA). Appropriate credit hours and quality points will be

awarded for all grades of “D” earned in residence at ABC; however, courses in which grades of “D” are earned must be repeated if a minimum grade of “C” is required. Courses in which a grade of “C” or better was received may be repeated for credit only in special circumstances and only with the written permission of the Vice President for Academic Affairs. The Department Chairperson, Dean, the Registrar, and the Vice President of Academic Affairs will determine the application of a repeat course policy in those instances where course numbers and/or titles have been changed, and for courses which were completed at other institutions of higher education.

## **ACADEMIC WARNING, PROBATION AND SUSPENSION**

### **Academic Warning**

Students will receive an academic warning notification through CAMS email portal and/or US mail at midterm when two or more midterm grades are below a “C”.

### **Academic Probation**

In order to remain in good academic standing at Arkansas Baptist College, all students must maintain satisfactory academic progress each semester/term in accordance with the college policy. Students are placed on Academic Probation at the close of any enrollment period when there is a semester and/or cumulative GPA of less than 2.0. The registrar’s office will send an Academic Probation notification. The following process is undertaken for students on academic probation:

- Students are required to meet with an Academic Review Committee member to sign an Academic Agreement/Probation Contract before completing registration to monitor progress and offer academic support.
- Students are assigned an academic advisor on the contract.
- Once the contract is completed, students will receive two copies (one for the advisor and a copy for his/her file). The original contract must be submitted to the Registrar’s office
- Once the original contract is submitted to the Registrar’s office, the academic hold will be lifted.
- The student will deliver a copy of the contract to the assigned advisor who will then register student for semester courses.

Students pre-registered for courses prior to being placed on academic probation will have their enrollment cancelled and all courses dropped. In order to re- enroll, students are required to meet with an Academic Review Committee member to complete an Academic Probation Contract as previously stated.

While on Academic Probation, students are restrict to a maximum of 13 credit hours during the fall/spring semester and 7 credit hours in the summer. The Chief Academic Affairs Officer must approve exceptions to this policy.

In order to have probationary status lifted, students must earn a 2.0 semester/term GPA with



letter grades of “C” or better (no incompletes “I” or withdrawals “W”) during the semester or following term in which probation was imposed. Students must also earn a cumulative grade point average equal to (2.0 GPA) or above the required minimum for their level of attempted credit hours. If at the end of the probationary period a student fails to meet the probationary conditions described for Academic Probation, the student will be suspended for a period of one semester.

### **Academic Suspension**

Students will be suspended for poor scholarship when there are two (2) consecutive semesters without marked increase in the student’s overall GPA while on academic probation. Students suspended for poor scholarship may re-enter on probation after one (1) fall/spring semester, excluding summer sessions. Students placed on academic suspension more than once during a calendar year, must wait one (1) year before applying for readmission. After a student has been suspended one (1) year, the student is eligible to be reinstated on Academic Probation. If the student does not meet the academic requirements after being reinstated, the student may be expelled from the institution.

Note: No transfer credit hours will be accepted while on academic suspension. Financial aid is suspended while a student is on academic suspension. If approved for registration by the Academic Review Committee, the student will need to submit a written letter of appeal to the Satisfactory Academic Progress (SAP) Committee to seek reinstatement of financial aid. The SAP committee will notify the student of their financial aid status. See financial aid for details.

### **Academic Appeals for Suspension**

Students suspended for failure to meet academic requirements may file a written appeal with the Academic Review Committee. Students must submit a formal letter stating the reason for the appeal and all relevant documents. Academic appeal requests should be submitted within 21 business days at the end of the semester in which the student was declared academically suspended. All appeals must be made before the last day of regular registration. Students are allowed one appeal per academic year.

### **Extenuating Circumstances**

Students must have documented evidence of extenuating circumstances to file for an Academic Suspension Appeal. These extenuating circumstances will be reviewed on a case –by-case basis. Examples of extenuating circumstances include, but are not limited to:

- **Medical issues**
- **Homelessness**
- **Court or legal issues**
- **Family Emergencies**
- **Accidents**

### **Appeals Decision**

Once the Academic Review Committee has received the appeal letter from a student with supporting documentation, the Academic Review Committee will convene. If the Academic Review Committee finds that extenuating circumstances are proven, the student will be reinstated on a probationary status and evaluated at the conclusion of the semester. If extenuating circumstances are not proven, the student will remain on suspension for the following semester.

### **Appeals Reinstatement**

Students who have been reinstated will be restricted to a maximum of 13 credit hours in the fall/spring semester and 7 credit hours in the summer (during the semester immediately following the suspension period). Students will maintain a probationary status during the semester of reinstatement and must earn a 2.0 GPA for the semester. If, at the end of the semester of reinstatement, a student fails to meet probationary conditions described regarding academic appeals, the student will be expelled from the college.

### **Academic Suspension Waiver**

Arkansas Baptist College reserves the right to institute at its own discretion a one-time Academic Suspension Waiver. Under certain conditions a student may be eligible to register, once they agree to the conditions of academic suspension approved by the Academic Review Committee. Students who meet eligibility for this waiver will be contacted and given an Academic Suspension Waiver Application to complete. In addition, students are required to write a letter explaining their circumstances and why they should receive this waiver (What will student do differently to improve academically, if reinstated or readmitted to ABC?). Once student completes the application, they will meet with an Academic Review Committee member. The committee member will review and explain the terms of the Academic Suspension Waiver to ensure student understands the conditions of the academic suspension waiver terms. Once student states they understand and agree to the terms, student will sign the application. If after the student signs the waiver and does not adhere to the following conditions during the semester of reinstatement or reenrollment, student will be withdrawn from ABC. Once student is withdrawn, the academic suspension policy will be reinstituted.

### **Academic Suspension Waiver Conditions**

#### **Students must:**

- **Attend all meetings at the beginning, during and/or end of the semester.**
- **Attend all scheduled courses beginning the first day.**
- **Meet with tutors (see Academic Agreement/Probation Contract).**
- **Meet with academic advisors weekly to monitor progress.**

All academic appeals should be mailed to:

Academic Review Committee  
Arkansas Baptist College  
1600 Dr. Martin Luther King Jr. Drive  
Little Rock AR 72202

### **Academic Suspension from Institution Other Than ABC**

A student under academic suspension from a credited college or university cannot enroll in ABC. Once the student has served his/her suspension, he/she may enroll at ABC on a probationary basis. He/she may enroll for no more than 13 credit hours and have a 2.0 GPA. If the student does not meet probation requirements, he/she will be suspended.

### **Academic Clemency**

In accordance with Act 1000 of 1991, 78th General Assembly for the State of Arkansas, Arkansas Baptist College has adopted a policy on Academic Clemency. Academic Clemency provides a second chance for students who performed poorly in their early academic careers and who wish to return to college after having gained an appreciation for higher education. In order to qualify for Academic Clemency a student must meet and accept the conditions outlined by the college. Details are available in the Office of the Registrar.

### **Voluntary Withdrawal from the Institution by Students**

Students withdrawing from the college for any reason at any time must obtain an Official Withdrawal Form from the Office of the Registrar and obtain all the required signatures. No record is made on the transcript for official withdrawal from the college or a course during the official drop period.

If a student is called to active duty because of war or natural disaster, he/she may receive an official withdrawal from Arkansas Baptist College. A veteran or eligible person who withdraws from a class after midterm exams will receive a grade of “W”.

### **Auditing Courses**

A student who is enrolled in a minimum of twelve (12) semester hours may audit a maximum of three (3) semester hours during that semester without charge. All other students auditing a course will pay the regular rate per credit hour. No credit will be awarded for courses audited. The letters “AU” will be recorded in the grade column on the student’s transcript. Audited courses will be counted as part of the stated maximum load for a semester or term. Auditors are not required to submit papers, take examinations or meet other requirements.

### **Transient Enrollment**

A student enrolled and seeking a degree at the College may enroll as a “transient” student” at another institution and have a record of his/her credits forwarded to the College. Students must

complete the transient student form and have an official copy of the transcript sent to Arkansas Baptist College. Students should meet with their academic advisor for prior approval of courses to be transferred to the institution. The student is responsible for ensuring that the completed form is submitted to the Office of the Registrar.

### **Student Academic Grievance Process**

Students have grounds to appeal their grades only if one of the following situations has occurred:

1. Grades were assigned on some basis other than the basis of academic performance.
2. The instructor used standards which were inconsistent with those applied to other students in the same class or other classes which the instructor taught.
3. The instructor did not adhere to his/her previously announced grading standards and/or policies.
4. The student believes the instructor made some error in calculating or recording the student's grade or grades.
5. The student believes that the instructor has made some error regarding academic honesty or integrity.

The Grade Appeal Process is the only way to resolve a dispute about grades unless the grade dispute arises from discrimination on the basis of race, color, disability, religion, national origin, sex, sexual orientation, age, or status. The Grade Appeal Process consists of both an Informal and a Formal Resolution process.

### **Informal Resolution (Step I)**

- The student should discuss concerns about a final grade with his/her instructor. Most issues are resolved at this level.
- The instructor is expected to discuss the grade with the student. Only if the instructor is no longer working at the college or is otherwise unavailable may the student proceed to appeal the grade without discussing the matter with the instructor.
- After meeting with the student, the instructor may decide to change the disputed grade by submitting a change of grade form to the Office of the Registrar.

***No student may file a formal appeal until every attempt has been made to resolve the grade dispute on an informal basis.***

### **Formal Grade Appeal Process (Step II after Informal Resolution Step I)**

#### **Written Appeal to the Chairperson/Dean**

- If the matter is not resolved through informal discussions with the instructor, the student may initiate the formal grade appeal process by submitting a written request to the instructor's chairperson or dean.
- A student choosing to initiate the formal grade appeal process must do so within the first month of the semester following the one for which the grade was issued: an appeal for a spring semester grade must be made within one month after the start of fall semester.

- The request should contain:
  - a statement of the problem
  - a description of attempts to resolve the matter directly with the instructor
  - relevant information and documentation in support of the appeal
  - the remedy sought.
- The student should retain a copy of all materials for his or her records.
- The chairperson or dean will review the materials, confer with the instructor and student as needed and attempt to resolve the matter.
- The chairperson or dean will respond to the student in writing within ten class days and a copy will be sent to the instructor.

The majority of grade disputes should be resolved at this level. If, however, the student is dissatisfied with the Chairperson's or Dean's decision for any **legitimate** reason, the student may request a review by the Grade Appeal Committee.

### **Grade Appeal Committee (Step III)**

The Grade Appeal Committee will be convened under the following circumstances:

- A. The chairperson or dean, after reviewing the materials submitted by the student and the instructor, refers the case to the committee.
- B. The student is dissatisfied with the outcome of the chairperson's or dean's review and requests a review by the committee. The student must request a review within ten class days of receipt of the written response (Step II).

On an annual basis seven faculty members will be designated to comprise the pool of faculty to serve on the Grade Appeal Committee. In the event that the committee is convened, three faculty members will be selected from the pool to review the appeal. The instructor whose grade is being appealed cannot be selected as a member of the committee reviewing the case. The Vice President of Academic Affairs will convene the committee but will not participate in the proceedings.

- A. The Grade Appeal Committee will review the case within ten class days after accepting the chairperson's or dean's referral or the student's written request. The committee will select a chair, follow due process in reviewing the appeal, and reach a decision through majority vote.
- B. The Grade Appeal Committee will reach one of three decisions:
  - **Appeal settled by consent.** The committee reaches a resolution that is mutually acceptable to the student and the instructor who issued the grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a change of grade form to the Office of the Registrar.
  - **Appeal affirmed.** The committee recommends a change of grade to the Vice President of Academic Affairs, who implements the recommendation and notifies the instructor and student of the decision.
  - **Appeal denied;** original grade stands. The committee notifies the Vice President, who

communicates the decision to the instructor and the student in writing.

Decisions reached by the Grade Appeal Committee and implemented by the Vice President of Academic Affairs are final and binding on all parties.

### **Timelines**

Under unusual circumstances, timelines for proceeding with the grade appeal process may be extended. If the college administrator fails to review or respond within the time limits provided, the student may proceed to the next step of the process. If the student fails to respond within the time limits provided, the appeal shall be deemed to have been withdrawn. These procedures will be reviewed every two years by the Vice President, Deans, and Academic Council.

### **Other Student Grievances**

A student may have a grievance against an instructor which goes beyond a dispute over the grades received in a course. Such grievances might include allegations that the instructor is harassing students, practicing extortion or not meeting his/her classes. For non-grade grievances, the following procedure shall be followed.

These steps must be accompanied by appropriate documentation (including notation of the date time, location, length, content and final outcome of any discussions).

1. The student should make the grievance known to his/her instructor.
2. If the grievance is not resolved in step one, the student should request a meeting with the Chair of the Department offering the course. The instructor is not to be present at this meeting, but a follow-up meeting shall be scheduled with the instructor and the Department Chair. If the grievance is with the Department Chair, this meeting shall be held with the Dean of Students.
3. If the grievance is not resolved in step two, the proceedings will follow the college's regular channels for resolving grievances; check the Student Handbook or with the Dean of Students.

## **ACADEMIC POLICIES**

### **ACADEMIC DISHONESTY**

Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process at Arkansas Baptist College. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
5. Stealing, buying, or otherwise obtaining information about an un-administered examination.

6. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
10. Plagiarizing, that is, the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgement and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all ABC students to understand the methods of proper attribution and to apply those principles in all materials submitted.
11. Sabotaging of another student's work.
12. Falsifying or committing forgery on any University form or document.
13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
14. Committing any willful act of dishonesty that interferes with the operation of the academic process.
15. Facilitating or aiding in any act of academic dishonesty.

Sanctions for acts of academic dishonesty may include but are not limited to: receiving a failing grade for the assignment (F), failure of the course, and/or academic probation or suspension.

### **Academic Records**

The information contained in student records is generally regarded as private and confidential. Public information may be disclosed (last known address, enrollment status and classification).

Policies and procedures regarding student records are in compliance with regulations implementing the Family Educational Rights and Privacy Act of 1974 which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions regarding the Family Educational Rights and Privacy Act should be directed to the Office of the Registrar.

Students who have not been enrolled in three years or more forfeit the right to graduate according to the requirements of the catalog in effect at initial enrollment. When academic regulations are modified, changes are not made retroactive, nor will additional semesters of work be required (except when needed to meet certification requirements).



## **Academic Honors**

Honors provide lasting evidence of the high standard that students have achieved. Honors are represented by trophies, certificates, written mention in graduation programs, and in ways that give tangible, non-monetary recognition to recipients. The Office of the Registrar publishes an honors list consisting of the President's List, Dean's List and Honor's List at the end of each semester (excluding summers). Students who meet the requisite grade point average but earn grades of "D," "F," "XF," "W," "NC," or "I" are not eligible to receive honors. Students whose enrollment status is less than full-time (12 credit hours) are not eligible for recognition.

### **President's List**

Students whose academic performance is superior are recorded on the President's List. The recognition will be granted at the end of the semester in which the student has been enrolled and met the following qualifications:

1. Student was enrolled in a minimum of 12 credit hours, and shall have earned no grade lower than "C."
2. Student had a semester 4.00 grade point average.

### **Dean's List**

1. Student was enrolled in a minimum of 12 credit hours, and shall have earned no grade lower than "C."
2. Student had a semester grade point average of 3.50 to 3.99.

### **Honor's List**

1. Student was enrolled in a minimum of 12 credit hours, and shall have earned no grade lower than "C."
2. Student had a semester grade point average of 3.00 to 3.49.

## **Residency Requirements**

The minimum residency requirement for the granting of an associate degree is fifteen (15) semester hours, which must include the last twelve (12) submitted for a degree.

The minimum residency requirement for the granting of a baccalaureate degree is thirty (30) semester hours, which must include twenty-one (21) of the last twenty-four (24) credit hours submitted for a degree.

## **Graduation with Honors**

The Bachelor's degree with honors may be conferred upon candidates who at graduation have earned a minimum cumulative grade point on all college work (both transfer and residence credit) as follows:

- a. Summa cum laude - highest ranking graduate with a minimum grade point of 3.75 - 4.00
- b. Magna cum laude - minimum grade point of 3.50 - 3.74

- c. Cum laude - minimum grade point of 3.25 - 3.49
- d. Distinction in Field – minimum grade point average of 3.00-3.24

A minimum of 30 hours in residence at Arkansas Baptist College is required to qualify for these degrees with honors. A student qualifies for the honors degree based on:

- 1. The grade point average on all hours, including transfer hours whether or not accepted for credit (no grade below “C” will be used in determining graduation with honors).
- 2. The grade point average on all hours, including repeated courses at Arkansas Baptist College (no grade below “C” will be used in determining graduation with honors).

### **Conferring of Degrees**

The formal commencement exercises of the College occur at the end of the spring semester. In order to participate in commencement, a student must have six credit hours or less remaining and meet all other College obligations. Degrees are conferred only during spring semester and candidates are required to be present for the formal conferring of degrees. All candidates must file a formal application for graduation and pay all financial obligations.

### **Transcript Policies**

Transcripts are confidential and will not be released without written approval from the student. The transcript is a statement of the student’s academic achievement.

- 1. No transcript or other evidence of attendance is issued to or for a student who is in debt to the college until such indebtedness has been paid in full.
- 2. A fee of \$5.00 is charged for each transcript requested. The fee must accompany the request.
- 3. Transcript requests must be made at least seven to ten days prior to the date of expected issuance.
- 4. Transcripts which have been presented for admission or evaluation of credit become a part of the student’s permanent record and are not re-issued.
- 5. Transfer students who fail to submit official transcripts from all institutions previously attended before registration or who neglect to indicate previous college credits, may not be permitted to submit these credits at a later date when additional credits may be needed to complete graduation requirements or other purposes. Failure to submit transfer transcripts will cause a student to be denied full admission.
- 6. The College conforms to Act 351 for the State of Arkansas (1991), which “prohibits the making, forging or counterfeiting of a transcript, diploma or grade report.”

### **Official Transcript**

An “official” transcript is a statement of the student academic standing, bears the signature of the “Registrar” or other authorized official, and the legal seal of Arkansas Baptist College. An official transcript is mailed directly from the Office of the Registrar to another institution or agency upon receipt of a written request signed by the student. A \$5.00 fee is charged.

**Unofficial Transcript**

An “unofficial” transcript is a statement of the student’s academic standing. It does not include an authorized signature or the official seal of the college. Students should access the student portal to print an unofficial transcript.

**Grade Changes**

All grades, once reported, remain a matter of permanent record and cannot be changed, except in cases of instructor or clerical error. Any appeal or question concerning an assigned grade must be made in writing within one semester after the grade was awarded. The instructor and department chairperson must approve grade changes. Faculty (no forms are given to or returned by students) may obtain forms from the Office of the Registrar.

**DEAD WEEK POLICY**

There shall be NO Arkansas Baptist College student social events scheduled or permitted on the College campus by any student organizations sponsoring during the last two (2) weeks of each semester. This period will begin the Sunday prior to the last week of scheduled classes and shall last throughout final exams week. The intent of this policy is to provide an environment conducive to study and for preparation of final exams.

**LIBRARY POLICY**

The facilities of the Library are maintained to allow each student the best possible academic advantages. The basic collection is composed of reference materials, electronic databases and indices, and government documents, reserved reading collection, and archival materials that emphasize Arkansas history. Reference assistance, library instruction sessions, computer literature searches, and Interlibrary Loan services are available to the entire Arkansas Baptist College community. Arkansas Baptist College students, faculty, and staff are encouraged to use the library to the fullest extent. Several areas in the library are designated for quiet study and a Rules of Conduct policy is enforced. Full circulation privileges are given to persons who present a current Arkansas Baptist College ID card at the Circulation Desk. Students’ financial records will be flagged if materials are not returned. Students lose their ability to dispute notices of overdue material if they do not respond within fifteen (15) class days.

## **COMMUNITY STANDARDS**

### **Philosophy on Student Responsibility**

Arkansas Baptist College is dedicated to providing an atmosphere of integrity where students can learn and experience personal growth. Admission to the College carries a presumption that students will conduct themselves as responsible members of the community. The Student Code of Conduct provides guidelines for student behavior. The premise of our student conduct administration process is that we expect students to take responsibility for their behavior, in addition to holding their peers accountable for being good citizens. The student conduct administration process allows the college to address behavior that has a negative impact on individuals and/or the campus community. The Community Standards and Code of Conduct are designed to clearly communicate behaviors that negatively impact our community.

As a member of Arkansas Baptist College, you have voluntarily entered into a community of learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behavior on and off-campus. The College has developed the Five Principles of Student Conduct and other policies and procedures to support its academic mission, objectives, processes, functions, and general operations. These Principles represent the core values of respect for oneself, respect for others, respect for property, respect for authority, and honesty.

### **Purpose of the Community Standards and Code of Conduct**

Arkansas Baptist College is committed to the development and personal growth of students. Students are encouraged to be reflective of the college values and behavioral expectations as they engage in their academic studies and co-curricular activities. Research has demonstrated that students who are active participants in the college and surrounding communities are more likely to uphold college policies and maintain a positive community environment. Conduct occurs in the context of a community of scholars dedicated to seeking excellence in academics, personal learning and leadership.

Arkansas Baptist College is dedicated to pursuing truth, discovering and transmitting knowledge, promoting a life of faith, and developing leadership expressed in service to others. To achieve these ideals, students are expected to contribute to community development through action. The College encourages the pursuit of knowledge by representation and exploration of diverse ideas in a manner consistent with the mission. When a student enrolls at Arkansas Baptist College, he/she accepts the responsibility to uphold the mission statement and core values. Five Principles of Student Conduct have been established to facilitate mutual respect and consideration among students and the campus community. The basic premise of these principles is to ensure that students can exercise their rights as individuals, while upholding the integrity of the College.

## **THE FIVE PRINCIPLES OF STUDENT CONDUCT**

The student conduct administration process, including the right to appeal, is established to support the rights and responsibilities of each student, to sustain the college's values and behavioral expectations, in addition to determining future privileges as a member of the Arkansas Baptist College community. This is accomplished by holding individual students and student organizations responsible and accountable to the College's stated values and behavioral expectations. The following are the values of the student conduct administration process:

### **1. Respect for Oneself**

The College values students and is concerned about student development. Students are expected to pursue academic success to enhance quality of life. To achieve this, the student must hold himself/herself in high regard. The College does not tolerate students engaged in self-destructive behaviors that impede the education matriculation. College and community resources are available for students who need consultation.

### **2. Respect for Others**

Arkansas Baptist College expects students to treat members of the campus community with respect. Respect for others is showing consideration for religious beliefs, cultural differences, and socio economic status. Students should avoid behavior that may be deemed offensive to others.

### **3. Respect for Property**

The College provides reasonable accommodations and resources for students. Students should not deface, damage, or mutilate any property of the institution, thus having respect for property. Respect for property is essential to the College fostering a clean, well-maintained environment. In addition, students should respect the property of others as well as their own.

### **4. Respect for Authority**

Arkansas Baptist College personnel are responsible for peaceful and orderly College daily operations. These individuals preserve the College's well-being and foster the mission through daily duties and responsibilities of their respective units. Authority is delegated to the faculty, staff, and administrators to maintain peace and order in all facets of the College. These individuals deserve to be treated with respect at all times and in all places within the College community.

### **5. Honesty**

Students at Arkansas Baptist College are expected to exude integrity at all times. This includes activities both inside and outside of the classroom when interacting with peers, faculty, staff, and administration. Conduct that is dishonest in nature, whether in dialogue or in action, that is injurious to the College will result in disciplinary action.

## **STUDENT CODE OF CONDUCT**

All members of the Arkansas Baptist College community are considered adults and are expected to behave as responsible adults, representatives, and ambassadors of the College. Students are and will be held accountable for all behaviors and actions at all times. Because we exist in the larger society, the College does not provide immunity from city, state, or federal laws.

### **STUDENT CONDUCT ADMINISTRATION PROCESS**

The following Section outlines the Student Conduct Process at Arkansas Baptist College as related to violations of the Community Standards and Code of Conduct. In certain circumstances following an incident of serious misconduct by an individual or group, the Dean of Students has the option to impose a suspension, expulsion/dismissal, or other sanctions without a formal hearing process.

#### **College Jurisdiction**

- College jurisdiction relative to community standards and student conduct administration shall include Conduct and Behavior that:
- Occurs on college premises
- Occurs at college-sponsored or college-supervised events regardless of where they occur
- Occurs off college premises when the behavior may adversely affect the Arkansas Baptist College community and its interests as an academic community
- Relates to any facet of the relationship between the student and Arkansas
- Other off campus academic or recognized programs

#### **Reporting**

Any member of the Arkansas Baptist College community may file a written Incident Report regarding the misconduct of a student, group, or student organization. A report must be prepared in writing and directed to the Office of the Dean of Students. Incident Reports should be submitted immediately, preferably within 24 hours, though complaints may be possible months or years after a violation, depending on the circumstances. The Dean of Students will determine if the case requires further investigation. In cases involving more complex behaviors, the Dean of Students will consult with the Vice President for Student Affairs and the Student Conduct Board to determine the process for addressing student behaviors.

#### **Investigation**

Upon receipt of a report or other information about an alleged violation of the Community Standards and Code of Conduct, preliminary investigations may be conducted by the Office of Campus Security, Dean of Students, and/or Housing and Residence Life staff to determine the following:

- If the report has merit
- If there is a need for a formal violation notice to be filed
- If the alleged behavior can be appropriately resolved by an informal meeting

- If the information is insufficient to a degree that no formal violation notice will be filed.

### **Formal Notice of Violation**

Students will receive a formal written notification of a violation and asked to appear before the Dean of Students, or Vice President for Student Affairs, or a hearing body when there is reasonable basis to believe that the student may have committed a violation of the Community Standards and Code of Conduct. Notice of conduct proceedings and related materials will be expediently sent to the student's Arkansas Baptist College email address and/or local address which is listed in the Office of the Registrar. Students must update the College when their local addresses have changed.

### **Major Violations**

Incidents involving serious misconduct that potentially or actually endanger the health and safety of others, that damages property, that interferes with the Student Conduct Board process, and/or that involves the possession, use, sale, manufacture or distribution of drugs, shall be treated as major violations of the Community Standards and Code of Conduct. In such cases, the responsible student will typically receive a sanction that includes probation, suspension or expulsion/dismissal, any of which may be issued following a single occurrence.

### **Responsibility for Addressing Conduct Violations**

A time will be set for a hearing, not less than three (3) to fifteen (15) college business days after the student has been notified of the violation of the Community Standards and Code of Conduct. The time limits for the scheduling of hearings may be changed for reasonable cause at the discretion of the hearing officer. On occasion, as a result of the timing of a report or the College calendar, it may not be possible for the Dean of Students or the Vice President for Student Affairs to convene a hearing or the appropriate hearing board. On such occasions, the Dean of Student Affairs or the Vice President for Student Affairs will determine the appropriate alternative hearing format to be used.

After reviewing an incident report, the Dean of Students or the Vice President for Affairs will determine how the incident will be addressed. The incident may be addressed as follows:

1. The case may be dismissed or discharged
2. The Dean of Students or the Vice President for Student Affairs may request to meet with the parties involved to obtain more information
3. A hearing with a Hearing Officer or Hearing Board may be assigned

### **Student Conduct Administrators**

The following are the representative hearing bodies on the Arkansas Baptist College campus responsible for hearing violations of the Community Standards and Code of Conduct.

1. Area Residence Hall Directors
2. Assistant Director, Housing and Residence Life
3. Director, Housing and Residence Life
4. Dean of Student Affairs



5. Vice President for Student Affairs
6. Student Conduct Board

### **Student Rights in the Conduct Process**

This information applies to both complainant and the accused student, except where noted.

1. To have a copy of the written complaint and have the complaint explained clearly and fully at every level of the conduct process.
2. To request in writing to the Dean of Students that separate hearings are conducted, if more than one student has been accused of a Community Standards and Code of Conduct violation arising out of a common incident.
3. To hear testimony and/or see written statements concerning the complaint.
4. To be informed of the names of all witnesses who will provide oral and/or written statements, unless the Dean of Students makes special provision for a witness to remain anonymous, in the event that it is determined that the identity of the witness is not critical information necessary for a party to fully respond to the testimony/written statement.
5. To refute oral and/or written statements made by witnesses and other parties.
6. To have a fair and prompt hearing, and to have any delays in scheduling explained.
7. To be notified promptly of the resolution of the complaint.
8. To be advised of the appropriate appeal process. Complainants do not have the right to appeal all types of violations.

### **Governing Principles for Hearing Processes**

Students have the right to fundamental procedural fairness within an impartial conduct administration system. The following outlines principles of the campus hearing processes.

1. Hearings will be conducted in private.
2. A Hearing Officer or Hearing Board member who is unable to hear a case in an unbiased manner must excuse her/himself from the case.
3. Admission of any person to a College hearing process will be at the discretion of the hearing officer or board members.
4. Students may only be found in violation if the evidence brought forward during the investigation and/or hearing persuades the majority of the hearing board members that it is more likely than not that the accused student's action is a violation of the Community Standards and Code of Conduct.
5. The hearing officers and hearing board members may have access to records of previous disciplinary actions to assist with the determination of sanctions.
6. Where there are suspected patterns of serious offenses, records of previous similar violations of the Community Standards and Code of Conduct may be considered during the hearing and sanctioning process.
7. Witnesses and evidence that is not disclosed in advance of the hearing may be excluded at the discretion of the hearing officer and/or board members.

8. The complainant and accused are permitted to present no more than 5 material witnesses, all of whom may be questioned by the hearing board members and parties represented in the case.
9. The Dean of Students and/or the Vice President for Student Affairs may also contact witnesses to appear at a hearing. The hearing may proceed even if all witnesses are not present.
10. All conduct hearings will be recorded by the College using a digital recording device and this shall be the only record of the proceeding.
11. The complainant and accused student each have the right to have one adviser present at the hearing proceedings. The adviser must be a current full-time student, faculty, or staff member of Arkansas Baptist College. The adviser **CANNOT** be an attorney, law student, or relative.
12. The hearing board will determine the case outcome and provide notice of sanctions within 5-7 business days.
13. If the accused student has been provided a copy of the complaint and fails to attend the hearing, the hearing board may, at its discretion, proceed with the hearing and arrive at a resolution or hearing outcome.
14. A resolution or hearing outcome reached by a hearing board may be appealed by the accused student(s) or the complainant(s) to the Student Conduct Board.

### **Appeal Procedures**

Arkansas Baptist College will allow one (1) appeal of a hearing case outcome and sanctions. The Complainant and/or accused student have the right to appeal the case outcome based on the following:

1. New evidence unavailable during the original hearing that could determine a different outcome
2. Hearing procedures deviated from the written procedures in the Student Handbook which is perceived to have significantly impacted the fairness of the hearing process
3. Sanction(s) are perceived to be grossly disproportionate to alleged violation
4. The case outcome is not aligned with the evidence
5. Bias on the part of a hearing board member that deprived the process of impartiality

The appeal must be typewritten and addressed to the Vice President for Student Affairs within 24 hours from the issuance of the decision letter. The student may be placed on an interim suspension and/or be subjected to limited privileges while awaiting the outcome of the appeal. Appeals must be detailed and state the grounds for appeal in order to be valid for review. Appeals serve as a review of the written evidence to determine the validity of the appeal and are not intended to serve as another hearing of the case. The appeal is heard by the Vice President for Student Affairs and will take one of the following actions:

1. Uphold the decision of the Dean of Students;
2. Grant the appeal with special provisions or with the removal of some or all sanctions.

The appeal decision will be shared with certain members of the College on a “need to know basis” as outlined by FERPA guidelines. All students involved in the appeal process are expected to comply with the decision of the Dean of Students and/or the Vice President for Student Affairs. If an appeal is not filed within 24 hours of the date the parties received decision from the Dean of Students, the right to appeal is waived and the original decision will become final.

## **Sexual Misconduct & Discrimination Complaints**

For sexual misconduct complaints, and other complaints of a sensitive nature, whether the alleged victim/survivor is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room. In addition, the following provisions will be supported:

1. The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such evidence is determined to be highly relevant by the Chairperson. All such evidence sought to be admitted into the hearing process will be presumed irrelevant.
2. The alleged victim/survivor in any complaint alleging sexual misconduct will be notified in writing of the outcome and sanction. The student will be informed of the status of appeal.

## **Student Conduct Administration System Limitations**

In recognition of the limitations of the Student Conduct Administration System, it is important to note that students have a right to file civil and/or criminal charges in the Arkansas judicial system for any crimes committed. Members of Campus Safety and staff in the Division for Student Affairs can assist students with making contact with the appropriate justice agencies, in addition to providing support to the student throughout the process. Students should be aware that the staff of the College may be bound by law to report certain offenses to the criminal justice authorities.

## **LEVELS OF VIOLATIONS & SANCTIONS**

### **Level I Violations**

*The following are examples of the most common Level I violations and possible outcomes for offenses:*

- Improper Disposal of Trash
- Quiet, Courtesy Hours and Noise
- Room Inspection Policy
- Overnight Guests/Guest Room Policy
- Posting Policy

### **Possible Sanctions for Level I violations, include but are not limited to:**

- Letter of Warning
- Counseling
- Education Project
- Monetary Fine
- Community Service

### **Level II Violations**

*The following are examples of the most common Level II violations and possible outcomes for offenses:*

- Use/Abuse of Student ID
- Security Violations
- Smoking
- Solicitation on Campus
- Technology Misuse or Abuse
- Second-Level II Violation within a 12-month period
- Violation or conviction of local, state, and/or federal law

**Possible Sanctions for Level II Violations include but are not limited to:**

- Counseling
- Education Project
- Monetary Fine
- Restitution
- Community Service
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Disciplinary Probation

**Level III Violations**

*The following are examples of the most common Level III violations and possible outcomes for offenses:*

- Fighting/Physical Abuse/Sexual Assault
- Drugs/Possession/use/Distribution/Sale Manufacturing
- Alcohol/Underage Drinking
- Electronic Copyright Infringement Policy
- Disorderly Conduct
- Fire Safety-Minor (candles, halogen lamps/bulbs, coil appliances, in-censes)
- Failure to Appear before a Student Conduct Hearing Board
- Furnishing False Identification and/or information
- Gambling
- Hazing
- Illegal Entry/Trespassing
- Intimidation
- Keys-duplication and Unauthorized Possession
- Second-Level III Violation within an 12-month period
- Sexual Misconduct
- Theft, Attempted Theft, Possession of Stolen Property
- Violation committed while on living unit or disciplinary probation
- Violation or conviction of local, state, and/or federal law

**Possible Sanctions for Level III Violations, include but are not limited to:**

- Education Project
- Monetary Fine
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension

**Level IV Violations**

*The following are examples of the most common Level IV violations and possible outcomes for offenses:*

- Assault
- Concealed Weapons
- Drugs-Possession, Use, Sale and Drug Paraphernalia
- Failure to comply with a student conduct administrative or hearing board decision
- Failure to comply with College official/law enforcement
- Firearms/Firecrackers
- Fire Safety (creating false fire alarms, failure to evacuate a structure, tampering with fire equipment)
- Fourth – Level II Violation within a 12-month period
- Harassment
- Malicious Destruction of Property
- Second – Level III Violation within a 12-month period
- Sexual Assault and Sexual Violence
- Theft, Attempted Theft, Possession of Stolen Property
- Third – Level III Violation within a 12-month period
- Violations committed while on living unit or disciplinary probation
- Violation or conviction of local, state, and/or federal law

**Possible Sanctions for Level IV Violations, include but are not limited to:**

- Monetary Fine
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Loss of Privileges
- Disciplinary Probation

- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension
- Dismissal

### **Level V Violations**

*The following are examples of the most common Level V violations and possible outcomes for offenses:*

- (2) level IV violations within one-year
- Any offense or series of offenses that poses a threat to the health, safety, and well being of a student, to the college or to the community.
- A violation or conviction of local, state, and or federal law can also be considered a Level V violation

### **Possible Sanctions for Level I V Violations, include but are not limited to:**

- Suspension
- Dismissal

### **Case Outcome Sanctions**

The following are examples of sanctions that may be assigned in response to students found in violation of the Community Standards and Code of Conduct. Sanctions may be imposed independently or in combination with other sanctions.

1. **Counseling**-The student may be required to attend counseling sessions with the Director of Counseling & Disability Services, Coordinator of Religious Life, or referred to a professional off campus counseling agency.
2. **Dismissal/Expulsion**-Dismissal requires that the student completely sever any and all connection with Arkansas Baptist College within 24 hours of notification.
3. **Educational Project**-The student is required to conduct research or a project in an area relevant to the violation of the Code of Student Conduct.
4. **Fine/Administrative Fees**- Fines may range from \$35-\$500.
5. **Housing Dismissal**-Students who are permanently dismissed from campus housing, both on campus and off-campus apartments and duplexes, will be required to vacate campus housing within 24 hours of notification of the disciplinary action. In the event of suspension, students will be charged the full housing fee for the entire semester. The student will need to reapply for residency and adhere to specific guidelines outlined by the Dean of Students and the Director of Housing and Residential Life for living in campus housing.
6. **Housing Relocation**-If a student is living in a residence hall, she/he may be required to move to another floor or into another residence hall.
7. **Housing Suspension**-Students who are suspended from College housing will be required to move out of the campus housing facilities within 24 hours of notification of the disciplinary action for the length of time specified by the Director of Housing/Residential Life, Dean of Students or the Vice President for Student Affairs.

8. **No Contact Order-**A No Contact Order may be imposed in instances where it is determined that a student poses a potential threat to another person. The student will be asked to refrain from making contact in person, via phone, cell phone, text message, instant message, Face Book, YouTube, Twitter, and communication via friends or other third parties.
9. **Official Warning-**The official warning is notification to the student(s) that she/he has been found responsible for a violation and that any other violations will result in more serious sanctions.
10. **Parents/Guardian Notification-** Parents and guardians may be notified of violations of College policies pertaining to alcohol and drugs, potentially life-threatening emergencies, incidents involving hospitals or police agencies, and in violations of the any federal, state or local laws.
11. **Probation-**Probation is a sanction permitting a student to remain enrolled under prescribed conditions. The Probation may be imposed for a specified period of time, or through graduation. During the Probation, the student must demonstrate that her behavior conforms to College standards of conduct. Student conduct violations are cumulative. Therefore, all subsequent violations of the Community Standards and Code of Conduct will be subject to suspension or dismissal.
12. **Restitution-**The student is required to pay for repair or replacement of damaged or stolen property. The payment required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may be specified.
13. **Suspension-**Students will be removed from the College within 24 hours of notification of the disciplinary action. While a student is suspended, she/he is not to return to the campus, programs, facilities and activities of the university without written permission from the Vice President for Student Affairs or Dean of Students. In the event of suspension, students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the College Bulletin. All other fees and charges are forfeited. If a student is suspended from the College, a letter will be sent to her/his parent(s) or legal guardians with notification of the suspension.
14. **Suspension of College Recognition** Suspension of College recognition refers to the termination of College recognition as a registered student organization for a specific or indefinite period of time.

#### **Other Sanctions by the Dean of Student Affairs and Vice President for Student Affairs:**

In certain circumstances following an incident of serious misconduct by an individual or group, the Dean of Students may impose a suspension, dismissal, or other sanctions without a formal hearing process. The Dean of Students or Vice President for Student Affairs may also take the following actions:

1. **Interim Suspension-**When imposed, the student may be temporarily separated from the College until such time as the incident is resolved before a hearing officer or hearing board, and until a final decision including any appeal is issued. This interim action may be imposed

if there is any reason to believe that it is necessary:

- a. to ensure the safety and well-being of members of the Arkansas Baptist College community;
- b. to ensure the student's own physical or emotional safety and well-being;
- c. if the student poses a threat of disruption of or interference with the normal operations of the College; or
- d. when a felonious act has been committed. The interim suspension may also include other losses of privileges.

Examples of behavior that may lead to immediate suspension are, without limitation, physical violence, sexual assault, disruption of the educational mission or civil living environment of the College, larceny, severe damage to property, and possession and distribution of controlled substances.

## **ACTIONS AGAINST MEMBERS OF THE COLLEGE**

### **A. PHYSICAL AND VERBAL ABUSE**

Abusive conduct that includes any words or acts that cause physical injury, threaten any individual, or interfere with any individual's rightful actions. Any student, student organization, or group of students participating in activities that endangers, or attempts to endanger the physical health, safety, and rights of another are in violation of the Code of Student Conduct. The definition of physical abuse includes: battery or assaults by any means such as physical harassment, or conduct that threatens the health and safety of any person on College property and in other locations in the immediate vicinity of the campus, e.g., nearby fraternity/sorority houses, student religious centers, athletic houses/apartments, or housing space, etc., or in connection with official College functions.

### **B. SEXUAL MISCONDUCT**

Sexual misconduct is defined as non-consensual, intentional physical conduct of a sexual nature. Lack of consent may be inferred from the use of force, threat, physical intimidation, or advantage gained by the victim's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.

### **C. INJURY OR HARM**

Intentionally or recklessly causing physical or mental harm to any person or to self, and/or intentionally or recklessly causing reasonable apprehension of such harm. The alleged victims' consent or acquiesce to physical mistreatment is not an acceptable defense by any individual (s) or group (s) in the Arkansas Baptist College community.

### **D. SEXUAL ASSAULT/RAPE**

Sexual assault is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who



is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.

#### **E. STALKING**

Any repeated abusive conduct directed specifically at another person that creates fear for his/her safety, follow-in another person, acts that threaten or intimidate another person through fear of bodily injury, or harm to property.

#### **F. HUMAN DIGNITY VIOLATIONS**

Human dignity violations include physical, verbal, graphic, electronic or written conduct based on race, ethnic origin, gender, age, religion, disability or sexual orientation that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the college.

#### **G. BIAS MOTIVATED INCIDENTS**

Bias-motivated incidents are defined as behavior which constitutes an expression of hostility against the person or property of another individual. This may include behavior such as non-threatening name calling, using racial slurs/language or disseminating racist leaflets. Additionally, this policy includes actions such as, but not limited to, threatening phone calls, hate mail, physical assaults, and vandalism.

#### **H. HARASSMENT**

Consistent with its Statement on Non-Discrimination and its Mission Statement and values, the College is committed to providing a positive learning and working environment and therefore will not tolerate harassment and discrimination which violates College policy and/or state/federal law. The College has established specific policy statements and complaint resolution procedures for harassment and discrimination, as described below. Any community member who feels he or she has experienced harassment, discrimination or retaliation should contact the Division of Student Affairs.

Arkansas Baptist College seeks to assure that all community members are able to learn and work in an atmosphere free from harassment. Harassing conduct is contrary to the positive educational environment the College wishes to foster and maintain. Because harassment undermines the College's mission and threatens the wellbeing of its community members, it is a serious policy violation and will not be tolerated.

The College prohibits harassment on the basis of race, sex, gender, religion, national origin, ethnicity, age, sexual orientation, disability, or any other harassment prohibited by federal or state law. This policy applies to all College community members, including faculty, staff, students, and administration. Vendors, independent contractors, visitors and others who conduct business with the

College are also expected to comply with this policy. The College will take appropriate action when this policy is violated by community members and guests.

This Harassment Policy defines and prohibits harassment based on federal and state law as interpreted by the courts. If statutory provisions or court interpretations change or conflict with this policy, the College's policy will be deemed amended to assure continued compliance. This harassment policy is also intended to comply with statutes and guidelines of other regulatory agencies, such as the U.S. Office of Civil Rights guidelines for student-to-student harassment.

Harassment can take many forms and can include racial slurs, rude comments, outlandish rumors, racial or sexual jokes, innuendoes, unwelcomed compliments, unwelcomed touching, inappropriate cartoons, pranks, and other verbal or physical conduct. Harassment or any physical, verbal, graphic, written, or electronic communications that are sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to function in the college community. Using online communities and electronic communications such as email, websites, Face book, Twitter, Tumbler, and texting for the purpose of harassing, threatening, or engaging in behaviors that ridicule, belittle or harm individuals or groups, regardless of your intent also consist of o a policy violation and will not be tolerated by the College. Generally, physical and verbal conduct is considered harassment when it meets one or more of the following criteria:

1. Submission to the undesirable conduct or communication is made, either explicitly or implicitly, a term or condition of one's employment or academic status, OR
2. Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education, OR
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or academic environment, OR

The conduct or communication would not have occurred but for the protected category of the individual(s) or group(s) to whom it is directed and who are affected by it.

## **RACIAL HARASSMENT STATEMENT**

Racial Harassment and Harassment Based on National Origin, Ethnicity, or Color is objectionable verbal and/or physical conduct toward others. Arkansas Baptist College seeks to provide equal educational opportunities for all students and to cultivate the ethical and moral values of a just society. To do so, the College must maintain an environment free from racial harassment, intimidation, and humiliation as expressed by communication, threats, acts of violence, hatred, abuse of authority, or ill will that assault an individual's self-worth. Racial harassment interferes with or limits an individual's or groups' ability to participate in or benefit from College programs, services, activities, or amenities. Racial harassment dishonors the College and its members and diminishes the stature of the academic community. Arkansas Baptist College unequivocally condemns racist behavior in any form.

## **SEXUAL HARASSMENT STATEMENT**

Sexual harassment, whether verbal, physical, written, or visual, is unacceptable behavior and will not be tolerated. Sexual harassment is a violation of state and federal law and has a negative impact on the functioning of the university. Consequently, all members of the college community must be sensitive to the possibility of sexual harassment whether intended or inadvertent. Individuals must recognize this potential and act to prevent it. When sexual harassment has occurred, the college shall take effective and expeditious action. Any member of the college community who believes he or she has been the victim of sexual harassment may bring the matter to the attention of the Division of Student Affairs.

Sexual harassment is objectionable verbal and/or physical conduct that is sexual in nature or gender-based. Sexual Harassment is defined as unwelcomed sexual advances, re-quests for sexual favors, and/or other verbal or physical conduct of a sexual nature which is made either explicitly or implicitly as a term or condition of an individual's employment, academic advancement, or ability to participate in or benefit from the services, activities or privileges provided by the college. While sexual harassment most often takes place in situations of a power differential between the persons involved, the College also recognizes that sexual harassment may occur between persons of the same or lower college status, which includes students creating a hostile environment for a faculty member.

## **HARASSMENT BASED ON OTHER PROTECTED CATEGORIES**

Harassment based on other protected categories is treated the same as sexual and racial harassment in this policy. The U.S. judicial courts have also traditionally applied the standards established for sexual and racial harassment to other types of harassment.

## **SEXUAL ASSAULT POLICY**

Arkansas Baptist College is committed to combating sexual assault both on campus and in the community at large. Our efforts in this area are focused on sexual assault awareness and prevention and are directed at every member of the College community. Programmatic efforts include seminars and workshops, providing group and individual counseling services, and distributing materials that educate the community about rape and other forms of sexual assault and harassment. The Division of Student Affairs is charged with providing information regarding ongoing programmatic efforts and resources for students. The resources can be obtained by contacting the Division of Student Affairs at (phone number) or by visiting the Student Affairs web page for additional resources. In the event a member of this College community is the victim of a sexual assault on or off- campus, it is the policy of the College to:

- Encourage prompt reporting to both campus authorities and local police
- Refer victims/survivors for appropriate medical treatment
- Provide initial post incident counseling services and make referrals to community based victim/survivor assistance programs.

In the event of an alleged on campus sexual assault, either forcible or non-forcible, all members of the College community are directed to notify the Office of Campus Security immediately and file an official report. In all cases where criminal acts are alleged, the Arkansas Police Sex Crimes

Unit will be notified. Victims/survivors should preserve all physical evidence in cases where a criminal assault has occurred. In such cases, Campus Security should be consulted before removing clothing, washing or showering, or altering the scene of the crime in any manner. Campus Security will also assist any victim in making a report to the local police agency with jurisdiction, if the victim chooses to make a report of a sexual assault that occurred off campus. In these instances, the local police agency with jurisdiction shall assume responsibility for the criminal investigation.

In the event of an allegation of sexual misconduct or criminal behavior by a member of the College community, a thorough administrative inquiry shall be conducted. This process will comply with all College policies that pertain to complaints and disciplinary actions as they apply to faculty, staff, and students as outlined in the respective College handbooks applicable to each group. In all cases, both the accuser and accused shall have the same opportunities to have others present during disciplinary proceedings. Both must be informed of the outcome of any institutional disciplinary proceeding brought regarding an alleged sexual offense.

### **SEXUAL MISCONDUCT POLICY**

Arkansas Baptist College is committed to promoting an environment, which preserves the safety and dignity of its students. When dealing with students who have engaged in sexual activity and where one or more individuals have been victimized, the College reserves the right to intervene disciplinarily in keeping with our expectations of students.

Sexual misconduct is a violation of the College's Student Code of Conduct, and Harassment Policy. The following section provides a policy statement, additional helpful information, and an explanation of how the College will respond to complaints of sexual misconduct such as rape, sexual assault, and sexual exploitation.

#### **Sexual Misconduct of Any Kind is Prohibited and Unacceptable.**

Arkansas Baptist College views, with the utmost seriousness, any form of non-consensual sexual activity and sexual misconduct. Sexual Misconduct is defined as "engaging in, or attempting to engage in, any one or more sexually offensive acts with or directed at another person without obtaining his or her consent." Rape, sexual assault and most forms of sexual exploitation described below are violations of the state of Arkansas's Criminal Code. Arkansas Baptist College undertakes inquiries and disciplinary hearings and renders disciplinary sanctions regarding sexual misconduct in a non-criminal context. Although the definitions and procedures used may be similar to criminal law or the criminal court system, they are specific to Arkansas Baptist College and limited to the meaning and use given them by the College. An act, which might not be criminally prosecuted, may still violate College policy.

### **REPORTING SEXUAL MISCONDUCT**

The College encourages students to make use of appropriate resources and will assist all persons

involved in an allegation of sexual misconduct. When a person is subjected to sexual misconduct he/she has reporting options:

- File an incident report anonymously with Arkansas Baptist College Campus Security. This provides a way for a reporting party to seek personal assistance and information without entering the campus judicial system. The College will not initiate proceedings under its student disciplinary process unless there are compelling reasons or potential danger to other community members.
- File an incident report directly in which a College staff member will complete a preliminary inquiry.
- File a complaint of sexual harassment with the Director of Human Resources in the Equal Opportunity office located in the Administration building.
- File a criminal report with the Little Rock and/or North Little Rock Police Department.

### **SEXUAL MISCONDUCT DISCIPLINARY HEARING PROCESS**

A College inquiry may be undertaken when a reporting party alleges sexual misconduct by a student. Subsequently the College, in its discretion, and depending upon the results of the inquiry, may conduct a disciplinary hearing. Generally, the College will only initiate an inquiry or disciplinary hearing with the consent of the reporting party; however the College reserves the right to pursue a hearing and disciplinary action without the consent of the reporting party in certain situations.

During the disciplinary hearing process, either an Arkansas Baptist College Hearing Officer(s) and/or the College Judicial Conduct Board formally review the incident for students as determined by the Vice President for Student Affairs. The process involves the hearing officers speaking with the reporting party, accused and witnesses and considering other relevant information. Since a hearing is disciplinary in nature, pertinent information is heard, a determination of responsibility for a rule violation is made, and sanctions are applied if appropriate. The College uses a standard of “more likely than not” in making a finding of responsibility for a violation which is different from criminal law.

For a finding of responsibility for sexual misconduct, a minimum of two conditions must be established to meet the College’s standard: 1) It was “more likely than not” that the reporting party was not able to or did not give consent according to the definitions above and 2) It was more likely than not that the accused engaged in sexual misconduct, as described above, with knowledge or with what most people would reasonably consider knowledge that the reporting party was not able or willing to give consent freely and actively.

The right to an appeal as described here is limited to the student found responsible for the violation. However, in compelling circumstances, the Vice President for Student Affairs will consider an appeal request from those impacted by the responsible student’s misconduct.

In-lieu of a hearing, a facilitated discussion may take place. A facilitated discussion is a voluntary process in which the reporting party and the accused communicate with the help of a neutral third party trained in the dynamics of sexual misconduct. A facilitated discussion utilized by the reporting party has the potential to achieve certain desired outcomes. A facilitated discussion does not dictate an outcome in the same way as a hearing.

Although Arkansas Baptist College acknowledges the extreme emotions and stress involved in an occurrence of sexual misconduct, it does not condone any person on either side of the incident engaging in any type of retaliation. This includes slander, libel, vigilante justice, or harassment. Violations of this type will be handled in accordance with the Community Standards and Code of Student Conduct. Persons making verbal or written statements may be subject to civil liability.

## **COLLEGE VIOLATIONS**

The following conduct and any attempt to engage in the following conduct will be subject to intervention and disciplinary action:

### **ALCOHOL POLICY**

- A. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on the Arkansas Baptist College property or at any College sponsored event or activity are prohibited.
- B. Under the influence of alcohol and or intoxicated in public and/or in the residence halls or any College facility or sponsored event or activities are prohibited.
- C. Alcohol provided to students by their parents is prohibited on campus and in College residential facilities.

Any violations of the Arkansas Baptist College Alcohol Policy will result in disciplinary actions by the Division of Student Affairs and/or referral to law enforcement officials. The College reserves the right to confiscate, retain, dispose of, and destroy any and all alcohol related items regardless of value or ownership.

### **OFF CAMPUS CONDUCT RELATED TO THE ALCOHOL POLICY**

- A. Use, possession, sell, distribution, purchase, delivery, or consumption of alcoholic beverages off campus while under the legal age of 21 or the legal age in other jurisdictions as a student at Arkansas Baptist College is prohibited and is in violation of State statutes.
- B. Use of false identification to purchase, possess, sell, distribute, deliver, or consume alcohol while under the legal drinking age as an Arkansas Baptist College student is prohibited.

Arkansas Baptist College is governed by all state and local laws regarding the alcohol. The College reserves the right to confiscate, retain and dispose of/destroy any and all alcohol related paraphernalia regardless of value or ownership.

### **DRUG POLICY**

- A. Use, manufacturing, possession, sale, delivery, or distribution of any narcotic, drug,

medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia and drug paraphernalia containing drug residue on the Arkansas Baptist College premises, except as expressly permitted by law, are prohibited.

- B. Under the influence of illegal drugs and /or synthetic drugs on the Arkansas Baptist College premises or at College sponsored activities and events (including individual residence hall rooms and apartments) are prohibited.
- C. Abuse and medically unsupervised use of prescription drugs are prohibited.
- D. Knowingly in the presence of others who possess illegal drugs or paraphernalia, or to be in the presence of a person using illegal drugs is prohibited.

Any violations of the Arkansas Baptist College Drug Policy will result in disciplinary actions by the Division of Student Affairs and/or referral to law enforcement officials. The College reserves the right to confiscate, retain, dispose of, and destroy any and all drug related items regardless of value or ownership.

### **BY-STANDER CONDUCT**

Arkansas Baptist College students are expected to refrain from enticing inappropriate behavior. Students who engage in such act are subject to disciplinary sanction. An example of by-stander conduct is encouraging illegal alcohol and drug consumption.

### **SMOKING POLICY**

- A. Smoking on the premises, which include residence hall rooms, academic buildings, gymnasium, dining facilities, and public common areas of Arkansas Baptist College are prohibited.
- B. Smoking is also prohibited in College vehicles unless the vehicle is assigned to one person for his/ her own use.
- C. Students who choose to smoke must be twenty (20) feet from the exterior of the College campus.

Smoking on all Arkansas Baptist College campus property is regulated under the authority of Act 462 of the 76th General Assembly of the State of Arkansas, 1987. In accordance with this statute and recognizing the ill effects of tobacco on its smoking and non-smoking faculty, staff, students, and visitors, the College and its assembly declare that Arkansas Baptist College buildings shall be **Smoke-Free**. Smoke-free is defined as: “no use of smoking materials such as legal and illegal cigarettes and tobacco of any kind on the Arkansas Baptist College premises which include buildings, outside hallways, and stairwells.

### **POSSESSION OF FIREARMS, WEAPONS AND EXPLOSIVES**

Any possession or use of firearms, weapons, or explosives of any kind is prohibited. A dangerous weapon is to include any instrument of offensive or defensive combat or anything used, or designed to be used, in destroying or injuring a person or object. A firearm or dangerous weapon shall include, but not be limited to: pistols, rifles, handguns, BB guns, pellet guns, slingshots, bows and

arrows, knives, and homemade cocktail explosives. Any student or group of students in violation of this regulation will be subject to separation from the College.

- A. Use or possession of weapons, including handguns, firearms, and knives (2 inches or longer), ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances on College premises or at a College sponsored event.
- B. Arson with intent to destroy persons or property.
- C. Attempting to ignite and/or igniting College and/or personal property and/or property of others on fire either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College sponsored event.

*Please Note: Possession of weapons, including handguns is prohibited, even for licensed handlers. Arkansas Baptist College reserves the right to confiscate firearms and other weapons, explosives and fireworks.*

### **FIRE ALARMS, EMERGENCIES AND FIRE SAFETY**

- A. Tampering with fire alarms, fire extinguishers or fire signs and pre-vention equipment or failing to comply with other safety rules.
- B. Making false emergency calls and destruction of emergency signs on College premises.
- C. Attempting to ignite and/or igniting College and/or personal property on fire either by intent or as a result of reckless behavior that result in damage to persons or property on College premises or at a College sponsored event.
- D. Failure to exit or evacuate the building during a fire alarm or fire drills.
- E. Inducing panic and causing the evacuation of any public place, or otherwise causing serious public inconvenience or alarm. Representative actions include the following:
  - I. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false.
  - II. Threatening to commit any offense of violence
  - III. Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.

### **FAILURE TO COMPLY**

- A. Failure to comply with policies, procedures and/or directions imposed by any College official in performance of his/her duties.
- B. Failure to comply with reasonable instructions from a College official.
- C. Failure to respond to written and/or verbal communication from a College official in performance of his/her duties.

### **GAMBLING**

Gambling of any form on the Arkansas Baptist College campus is strictly prohibited. Students found in violation of this policy will be subject to disciplinary action by the College as well as any state and federal laws.



## **COMPLICITY**

Helping, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Student Code of Conduct.

## **AIDING, ABETTING, OR CONCEALING VIOLATORS OF CODE OF STUDENT CONDUCT**

Any student, student organization, or groups of students aiding, abetting, or concealing a community member who is in violation of the Code of Student Conduct is subject to disciplinary action.

## **BREACHING CAMPUS SAFETY AND SECURITY, PROVIDING FALSE INFORMATION, DESTROYING OR DAMAGING PROPERTY**

- A. Forgery/furnishing false information, including knowingly providing false information to the College, faculty and/or staff either verbally or written, and/or the unauthorized alteration of financial, academic, and/or nonacademic documents.
- B. Stealing or possessing stolen property, or extorting or attempting to extort money or property from any member of the College community.
- C. Intentionally damaging property of the College, damaging the property of a member of the College community, or those individuals contracted with the College.
- D. Unauthorized entry into, use or occupancy of College facilities. This includes unassigned residence hall rooms. Unauthorized access to college facilities, including unassigned residence hall rooms;
- E. Unauthorized possession of college keys or master keys, and access cards to College offices or residential facilities; duplicating college keys or access cards;
- F. Propping open fire doors, security doors, and/or secured doors;
- G. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- H. Unauthorized use of checks, personal records information, credit cards, or calling card.

## **COMPUTER SYSTEMS APPROPRIATE/ACCEPTABLE USE**

IT Systems and network may be used only for the intended authorized purposes. Privately owned computers may not host sites or non- Arkansas Baptist College organizations across the IT managed network without specific authorization.

- A. Unauthorized use of computing and/or networking resources.
- B. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission.
- C. Use of computing and/or networking resources for unauthorized or nonacademic purposes.

- D. Attempted or actual breach of the security of another user's account and/or computing system.
- E. Attempted or actual use of College computing and/or networking resources for personal or financial gain.
- F. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission.
  
- G. Attempted or actual destruction or modification of programs, records, or data belonging to the College or any other user or destruction of the integrity of computer-based information.
- H. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer).
- I. Electronic Copyright Infringement- Using intellectual property without authorization from the owner, including downloading, uploading or sharing copyrighted material without permission.

### **CELLULAR PHONE USE**

Technology is an integral component of learning both inside and outside of the classroom. Mobile devices such as cell phones, iPhones, iPods, and iPads can be used to enhance the classroom learning experience. This technology is permissible only when authority is granted. Failure to adhere to this policy will result in disciplinary action.

### **MISUSE OF COLLEGE TELEPHONE/COMMUNICATION SYSTEMS**

Misuse of Arkansas Baptist College communication systems is prohibited. Misuse includes unauthorized dissemination of information electronically and making harassing phone calls.

### **DEMONSTRATIONS AND MASS GATHERINGS**

Students and groups planning a demonstration or mass gathering must inquire at the Division of Student Affairs regarding the time and location for holding such events. An advance notice of forty-eight (48) hours is required to allow the College to review the completed documents and to determine appropriate and designated areas available as well as allow for the College to provide for adequate campus security or police protection both for the demonstrators and the College community members and property.

### **STUDENT PROTESTS**

Arkansas Baptist College is committed to providing an academic environment in which diverse political, religious, and social views can be expressed and debated in a responsible manner. Arkansas Baptist College will not tolerate the use of physical force or obstruction in a manner that interferes with teaching and learning, impedes the movement of others throughout the College campus, or obstructs the programs or operations of any College unit or department, including administrative functions. Arkansas Baptist College does not condone the use of physical force to seize and occupy school buildings, to injure persons, or to harm property. Students who use physical force or obstruction as a means of forcing their will upon others will be subject to prompt

and severe disciplinary actions.

### **POSTING AND PUBLICITY**

Posting flyers or other media used for marketing or event purposes that are not approved or aligned with individual building and College publicity and posting policies is prohibited.

### **LITTERING**

Littering is strictly prohibited on any Arkansas Baptist College property. All students are expected and encourage taking pride in their living environment and all of the common areas on the campus. Students are expected to help keep their living areas reasonably clean and free of trash and litter at all times. Any student in violation of this littering policy will be subject to disciplinary action.

### **SALES AND SOLICITATION**

Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering any other comparable event admission, materials, and privileges. Likely violations include, but are not limited to:

- Promoting sales in person or by handbills, through e-mail and/or internet, or by posters or similar materials without the approval of the Office of Student Activities, appropriate Building Coordinator and/or Residence Life and Housing staff.
- Soliciting and selling for private or commercial gain.
- Door-to-door solicitation in academic and non-academic buildings, including residential facilities.

### **ILLEGAL SELLING OF BOOKS**

Any student, student organization, or group of students selling books belonging to another person, organization, firm, or institution will be subject to disciplinary action.

### **VIOLATION OF LAW**

Violation of any city, county, state, and/or federal law or municipal ordinance.

### **HOUSING/RESIDENCE LIFE**

Violating any policy, procedure, notification, regulation or condition established within the residence halls, (this includes published and non-published materials) and/or any rules established by majority vote of the residents.

### **UNAUTHORIZED USE OF KEYS**

Loaning keys for the purpose of unauthorized entry into a residence hall room or secure area is prohibited. This policy is applicable to key theft and duplication to enter buildings and facilities.

### **PETS**

Pets and other animals are prohibited in all College buildings, with the exception of those identified as service animals or those approved for guided assistance are prohibited.

## **INTERFERENCE WITH EMERGENCY EVACUATION PROCEDURES**

Any student, student organization, or group of students found to be intentionally interfering with the emergency evacuation procedures for any building, structure, or facility on the Arkansas Baptist College premises, or failing to follow prescribed emergency procedures or any willful disregard of the emergency alarm signals that endanger the lives of the community members will be subject to severe disciplinary actions which may include immediate separation from the College.

## **HOST RESPONSIBILITY**

Students and student organizations are responsible for their guests or visitors' behavior and compliance with college policies and procedures in academic and non-academic buildings, on college owned property, and at college sponsored events. Any student's failure to fulfill her responsibilities will be subject to fines/charges for any damage and possible disciplinary action. Non-members of the Arkansas Baptist College community whose behavior is detrimental to the college may lose his/her visiting privileges and/or be subject to charges of trespassing on Arkansas Baptist College property.

## **DRESS CODE VIOLATIONS**

Arkansas Baptist College is committed to the total development of students. As such, we strive to instill in the hearts and minds of every student, a foundation of appropriate conduct and attire for success. Dressing for success is essential both in and out of the classroom as an established practice to be taken serious by your peers, professors, and future employers. Arkansas Baptist College is dedicated to educating her students on the vicissitudes of life. Both on and off campus, it is important to remember that you represent Arkansas Baptist College, a faith-based historic institution of higher learning with high integrity and strong moral values.

### **Appropriate Dress Attire**

The following is appropriate attire to be worn as a student at Arkansas Baptist College. On the campus and at College-sponsored events and activities, students at Arkansas Baptist College will be expected to dress neatly and appropriately at all times. The following are examples of appropriate attire for various occasions:

1. Classroom, Dining Hall (The Bistro & Buffalo Barn), and College offices - neat, modest, casual or business casual attire.
2. Formal programs in the College Auditorium, Chapel in the gymnasium, Opening Convocation, Founder's Day, Baccalaureate, Commencement, and other college functions - **business or business casual attire.**
3. Interviews - business attire.
4. Social/recreational activities, residence hall lounges (during visitation hours) - **modest, casual or business casual attire.**
5. Balls, Galas, - formal and semi-formal attire. Students who choose not to abide by this policy **will be denied** admission into class and various functions and services of the

College if their manner of attire is inappropriate. If students have questions regarding attire for different functions or desire further clarification on what is considered neat, modest, casual, business, semi-formal or formal attire, please consult staff in the Office of Student Affairs.

### **Inappropriate Dress Attire**

Examples of inappropriate attire and/or appearance include but are not limited to:

1. Head wraps, rollers, hair picks, caps, do-rags and/or hoods in classrooms, the cafeteria, or other public settings. Do-rags should not be worn outside of the residence halls. This policy item does not apply to headgear considered as a part of religious or cultural dress.
2. Sun glasses or “shades” are not to be worn in class or at formal programs, unless medical documentation is provided to support use.
3. Jeans at major programs such as, Opening Convocation, Baccalaureate, Commencement, and Founder’s Day, Homecoming or other programs dictating professional, business casual attire, semi-formal or formal attire.
4. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
5. Top and bottom coverings should be worn at all times.
6. No sagging – the wearing of one’s pants or shorts low enough to reveal undergarments or secondary layers of clothing.
7. Pajamas, shall not be worn while in public or in common areas of the College.
8. Midriffs, halters, tube tops or cutoff/shredded tee shirts or pants or short-shorts
9. Pants below the waist
10. Leggings without the appropriate coverage
11. Bare feet in public venues.
12. Dresses and/or skirts two or more inches above the knees-- Thigh length dresses or suits are inappropriate.
13. See-through materials are not acceptable.

Additional dress regulations may be imposed upon students participating in certain extracurricular activities that are considered Arkansas Baptist College auxiliaries (e.g. athletic teams, the Band, Glee Club, fraternities and sororities, etc.). The College reserves the right to modify this policy as deemed appropriate.

### **Consequences for Violating the General Dress Attire Guidelines**

Each student at Arkansas Baptist College is expected to honor the Dress Decorum guidelines both on and off campus. The Administration, faculty, and staff at Arkansas Baptist College reserve the right to respectfully discuss with students the inappropriateness of their attire as it relates to classroom expectations. Students are expected to adhere all policies regarding academic and co-curricular programs, activities, and events.

All administrative, faculty, students and support staff members are asked to assist in enforcing this policy and may report disregard or violations to the Division of Student Affairs. Failure to comply with this policy is a violation of the Code of Student Conduct and students may be given a verbal warning to correct their attire by a faculty or staff member. Should the student choose not to abide

by the directives of a faculty or staff member, this is a violation of our Code of Student Conduct for “failure to comply,” and this matter will be referred to the Office of Student Affairs for disciplinary action.

If for religious, medical or cultural reasons, a student is unable to comply with this policy, the student must:

- make a written request to the Vice President for Student Affairs;
- provide required documentation;
- secure written approval from the Vice President for Student Affairs.

## **DISORDERLY CONDUCT**

Any conduct involving disturbance of the public peace, lewd and indecent behaviors. This includes belligerent behavior toward students, faculty, staff, and administration in the performance of their duties. Belligerent behaviors include aggressive, argumentative, quarrelsome, loud-mouthed, flipping the bird, confrontational, threatening remarks or gestures, foul and/or abusive language, and physical aggressive behavior on the College premises and at College sponsored events and activities.

## **ANTI-HAZING POLICY**

Arkansas Baptist College does not condone or supported the practice of hazing. Hazing is contrary to the principles upon which the College and its surrounding community are built. Therefore, hazing is prohibited on and off campus as a requirement for admission or acceptance into any sorority, fraternity, club, organization or athletic activity.

### **Anti-Hazing Statement of Standards**

The College has an obligation to protect the environment within which fraternities and sororities operate. All students are expected to conduct themselves responsibly and respect the rights of fellow citizens. Any departure from these standards may result in disciplinary action.

### **Definition of Hazing**

The Division of Student Affairs defines hazing as any activity that is intentional, or unintentional due to reckless behavior, occurring on or off campus directed against a student that endangers or is likely to endanger the student’s mental and/or physical health or safety regardless of a student’s willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization. This activity is commonly associated with the student’s membership, initiation, affiliation, pledging and/or association with an organization, but may include other activities. The definition includes, but is not limited to:

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm

or threat.

2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
3. Harassment, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips and/or kidnapping.
5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
6. Personal servitude--doing chores or errands for the group(s) or individual members.
7. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.
8. Any required or recommended activity taking place between midnight and 7 a.m. during the weekday (1 a.m. on weekends), or series of activities that do not allow for 8 hours of sleep per night.
9. Morally degrading, humiliating or embarrassing games or activities.
10. Requiring or recommending the wearing of apparel or hairstyles that are conspicuous and or/ normally in bad taste. This includes unusual clothing styles, repetitious wearing of uniforms or repetitious "dressing up" (coat and tie, dresses, t-shirts, jeans, headbands). Clothing that refers directly to the wearer as "pledge" or other terms is not acceptable.
11. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing
12. Requiring or recommending the carrying of unusual items (rocks, plants, pumpkins, pillows).
13. Forced isolation from other members, friends or the rest of the campus. This includes any prohibition on speaking or social interaction, including public marching or walking in lines or "on line."
14. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that purposely inflicts mental stress by not revealing the requirements or basic timetable for joining.
15. Physical brutality, whipping, beating, striking, branding, paddling, kicking, choking, scratching, and electronic shocking and placing harmful substance on or in the body;
16. Screaming at an individual or group
17. Belittling or humiliating participants
18. Using derogatory, profane or obscene language toward participants
19. Requiring participants to engage in morally degrading or humiliating games (as perceived by the College community and/or participants)
20. Performing embarrassing activities that are inhumane and disrespectful
21. Reputation damaging
22. Disheveling hair, tearing clothes

23. Using participants' cars, money, or clothes or other personal items.

Persons found in violation of hazing will be subject to severe disciplinary actions imposed by Arkansas Baptist College as well as possible criminal charges against individuals. Sanctions for organizations found in violation of the Hazing Policy can result in loss of recognition on campus for an extended period of time. Charges of hazing are referred to and investigated by the Dean of Student Affairs and the Arkansas Baptist College Judicial Board.

### **DISRUPTIVE ACTIVITY**

Includes participation in an activity that interferes with teaching, research, administration, student conduct proceedings, other college functions including public-service functions and off-campus activities. Representative actions include:

- A. Leading or inciting others to disrupt scheduled and/or normal activities on college premises.
- B. Classroom behavior that seriously interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program.
- C. Any behavior in or out of class, which for any reason materially disrupts the academic work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the college.

### **USE OF THE COLLEGE NAME**

Arkansas Baptist College logos are copyrighted. Student (s) or student organization(s) desiring to use the College's name on printed materials must obtain written permission from the Office of Financial Affairs and the Office of Institutional Advancement.

### **ACADEMIC MISCONDUCT**

- 1. Any student who (a) knowingly discovers or attempts to discover the contents of an examination before the contents are revealed by the instructor; (b) obtains, uses, attempts to obtain or use any material or device dishonestly; or (c) supplies or attempts to supply to any other person any material or device dishonestly; or (d) during the course of an examination obtains or attempts to obtain unauthorized information from another student or from another student's test materials.
- 2. Any misrepresentation of academic work by a student as the product of their own study and efforts.
- 3. The unauthorized possession, taking, or copying any document and submitting it as the author of the written work; on any assignment, activity, or project assigned by the instructor, professor, and/or guest lecturer or guest speaker.

In the event an instructor determines that a student has engaged in academic misconduct, the instructor will notify student of the infraction. The instructor will inform the student of a course of action deemed appropriate. Any student deemed guilty of an act of academic misconduct may



be subjected to one or more of the following penalties:

1. The student may receive a reduced or failed grade.
2. The student may be placed on probation or suspended for a specific period of time.
3. The student may be expelled from the College.

### **POLICY ON DISRUPTIVE BEHAVIOR IN THE CLASSROOM**

Academic excellence demands that students maintain appropriate behavior and decorum at all times in the classroom. Arkansas Baptist College will not tolerate disruptive behavior by students. When it is found that a student has engaged in disruptive behavior, the instructor shall initiate the following procedures:

1. The instructor will request verbally that the student(s) discontinue the disruptive behavior.
2. Student (s) will be instructed by the instructor to exit the class immediately, if the disruptive behavior continues.
3. Student(s) refusing or resisting instructor's request(s), will be required to leave the classroom or be escorted from classroom by Arkansas Baptist College Campus Safety staff. An incident report will be completed by the instructor and filed in the office of Dean of Students.

Upon receipt of the incident report, including the student's comments, the College of General Studies and the Office of Student Affairs shall investigate the matter and take appropriate action including, but not limited to, referral of the incident to the Dean of Students or the Vice President of Academic Affairs.

1. The accused student must secure written permission from the Dean of Students in order to return to class after his/her judicial hearing.
2. The instructor will be informed of the disciplinary sanction imposed on the student and the student will be held responsible for all absences incurred between the time of suspension from class and his/her return.
3. Repetition of misconduct will result in immediate suspension.

### **CONDUCT VIOLATION(S) AMONG OTHER COLLEGES AND UNIVERSITIES**

Arkansas Baptist College has a reciprocal agreement with the other member institutions regarding student behavior and discipline in the State of Arkansas. When an Arkansas Baptist College student is accused of misconduct on a sister institution campus, the Dean of Students will address the behaviors through the Student Social Conduct & Behavior Process. Likewise, non-Arkansas Baptist student conduct violations on the College campus will be addressed by the student's home institution.

## **CAMPUS LIFE**

Arkansas Baptist College provides a vibrant campus environment that engages students in their growth and development using a holistic approach: culturally, intellectually, spiritually, recreationally, socially, interpersonally, emotionally, and nutritionally. Students are encouraged to get involved in their collegiate experience by joining a club or organization, participating in the discussions in class, and becoming active as leaders. Empirical research suggests that the more students are engaged in college, the more likely they will persist and graduate. The following list outlines programs and activities where students can actively engage in their growth and development for success during and beyond college.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the representative voice for all Arkansas Baptist College students. SGA formulates policies and works closely with administration on issues that directly affect students. Elections for various offices are held annually. Students are encouraged to get involved in leadership positions and sponsored activities. SGA officers include President, Vice President, Secretary, Treasurer, Historian, Chaplain, Chief of Staff, Senior Class President, Junior Class President, Sophomore Class President, and Freshman Class President. A student must have a GPA of at least 2.50 to run for office and once elected must maintain a 2.50 GPA.

### **STUDENT CHAPEL**

Arkansas Baptist College is a Christian Institution interested in the religious life of its students and encourages them to attend regularly the churches of their choice. Churches of all the denominations are located in Little Rock. Arkansas Baptist College provides regularly scheduled Chapel assemblies during the academic school year with the exception of summer terms. All students are required to attend Chapel which is mandatory. Students who do not adhere to this requirement will be sanctioned. Dress attire for Chapel consists of the following: slacks, collar shirt, ties, and dress shoes for male students and dresses, skirts, slacks, blouses with buttons or crew neck tops, and dress shoes for female students. No jeans, t-shirts, shorts, sweat suits, sweatpants, hoodies, or sneakers regardless of brand name, are permitted as acceptable attire for Chapel. Students who attend wearing inappropriate clothing will be required to change their clothes to the appropriate clothing provided by the Office of Student Affairs. Chapel is scheduled at 11:00 a.m. every Thursday in the gymnasium during each semester.

### **GREEK LETTER ORGANIZATIONS**

The College recognizes that fraternities and sororities are an integral part of campus life. The College also reserves the right to allow these organizations to colonize on the campus. There are two national sororities and three national fraternities with chapters on the Arkansas Baptist College campus. These organizations are nationally affiliated and report on campus to the Director of Student Activities or his/her designee. Each sorority and fraternity must act in accordance with the organization's constitution and by-laws, national guidelines, membership requirements, and recruitment regulations that must meet with the approval of the Dean of Student Affairs and/or

his/her designee. At the beginning of each semester, each sorority and fraternity is required to submit a roster of active members to the Director of Student Activities. All chapter members must maintain a minimum 2.30 GPA and attend an Anti-Hazing Workshop each semester. Each organization is required to complete three (3) campus service projects per semester. In addition, national organizations must allow chapter members to sign an agreement to follow college regulations of sororities and fraternities, which include having an on campus advisor. When possible, the on campus advisor should be a certified trained member of the sorority or fraternity and should additionally serve in the capacity of primary advisor. ABC welcomes the establishment of Greek Letter Organizations on campus. To obtain a charter, the organization must submit a Form of Intent to the Division of Student Affairs. Once a letter of approval and support is received from the Director of Student of Activities, written notice of approval is sent to the representative chapter member. All Greek Letter organizations must adhere to this process and all College policies. Failure to do so could result in the organization being banned indefinitely from campus.

### **Membership Intake Process**

Arkansas Baptist College Membership Intake Process occurs during a six- week period, not before September 15th and not after November 15th during the Fall Semester and not before February 15th and not after April 15th during the Spring Semester. No organization is allowed to exceed this six-week period. Any student(s) and or organization(s) violating this policy is subject to disciplinary action.

### **Academic Requirements**

Membership in a fraternity or sorority is a privilege. In order to be eligible for membership in a fraternity or sorority at Arkansas Baptist College, students must have completed at least 36 credits at Arkansas Baptist College with a minimum cumulative GPA of 2.3 and not be on or have been on any type of academic probation or student conduct probation in the last two consecutive semesters. The completion of these requirements generally coincides with attendance of the first semester of the second semester year. Individual organizations have additional internal requirements for membership beyond the College's policies. If students participate in Membership Intake Process as a student or an organization without meeting these stated requirements and decides to participate in illegal and unsanctioned activities such as "pledging underground", they will be in violation of College and national chapters policies. The College will only recognize formal Membership Intake Processes outlined by the College and by the sorority and fraternity national chapters. Students and/or organizations participating outside of this realm will be in violation these policies and will be sanctioned as individuals and/or organization, accordingly with notification to the governing body of national chapters. **NOTE: COLLEGE CLEARANCE DOES NOT AUTOMATICALLY ENSURE MEMBERSHIP INTO A FRATERNITY OR SORORITY.**

### **REGISTERED STUDENT ORGANIZATIONS (RSOs)**

Arkansas Baptist College students are encouraged to form and join student organizations to enhance their learning and hone their leadership skills. These organizations must be aligned with

the mission statement of the College and must adhere to the policies of the College.

Students have the privilege of forming and joining campus organizations of their choice without respect to race, religion, disability, or creed. Each student is responsible for his/her own actions involving any and all activities by a group or organization. All campus organizations must be approved by Dean of Student Affairs. In the best interest of open inquiry and debate, organizations should identify their sponsorship of speakers, causes, and activities by following prescribed College procedures. It is the aim of Arkansas Baptist College to provide an atmosphere where free exchange of ideas may exist.

### **GENERAL REGULATIONS FOR REGISTERED STUDENT ORGANIZATION (RSO) ACTIVITIES**

1. RSO's are permitted to sponsor events and activities for its members and invited guests.
2. Requirement of attendance by advisors, approved chaperones, or security officers are determined by the type of event.
3. Student organizations may undertake fund-raising projects.
4. An event shall not be publicized until approved by the advisor and officially scheduled with the Office of Student Activities.
5. Events scheduled on campus must close by midnight on Sunday through Thursday, unless on a holiday, and by 1:00 A.M. on Friday, Saturday, and holidays.
6. Classrooms are not to be used for general purposes.
7. Arkansas Baptist College campus security and/or other constituted law enforcement officers are required for dances/parties scheduled on campus.
8. When certified police officers are required by the approving authority for campus events, a written request for police services must be submitted to the Campus Security Administrator at least 15 class days in advance. There will be a built-in charge of thirty (30) minutes for clearing the facility and premises after the closing of the event.

### **FUNDS SOLICITATION BY REGISTERED STUDENT ORGANIZATIONS (CHARITABLE ACTIVITIES)**

Solicitation activities shall be defined as donations without products or services being rendered or as a means of raising funds through direct sale of merchandise or services for the benefit of non-College charitable organizations. Registered Student Organizations (RSOs) desiring to solicit funds for non-College charitable organizations which they deem worthy of support do so subject to the following restrictions:

1. All charities will be required to certify their existence to the satisfaction of the College.
2. All solicitation activities, on campus or off, must comply with College policies and federal, state, and local laws.
3. All solicitation activities must be registered and approved in advance by the Office of Student Activities.
4. Fund-raising projects for philanthropic purposes must be directed to nonprofit, tax-exempt

organizations and not made directly available to individuals.

## **FUNDS SOLICITATION BY REGISTERED STUDENT ORGANIZATIONS (NON-CHARITABLE ACTIVITIES)**

Within the parameters established herein, RSOs may sell materials related to the purpose of the organization and may collect dues, initiation fees, donations, and admission charges for their activities. All funds raised are to be used for the ongoing support of these non-charitable activities. Fund-raising activities are subject to the following restrictions:

1. All fund-raising activities must be scheduled and approved at least one (1) week in advance by the Student Activities office.
2. In addition, if the activity is held on-campus, it must be scheduled in advance with the Office of Student Activities, Campus Security and the Maintenance and Facilities Department.
3. All fund-raising activities must comply with College policies and federal, state, and local laws.
4. A proposed fund-raising program of an RSO will not be approved if it is determined that the program is in direct conflict with the ongoing business enterprises of the College.
5. No RSO shall have the right to disturb or infringe on the privacy of individuals.
6. Use of College classroom facilities is limited to prevent exploitation of the members of the College community. No room-to-room soliciting will be permitted in College housing. Fundraising door-to-door is prohibited.
7. Solicitation of funds is limited to RSOs sponsoring or participating in solicitation, either on or off campus. RSOs will assume full responsibility for adherence by participating students to all laws and regulations governing such activities, including financial obligations.
8. RSOs or other groups that use the College facilities for moneymaking purposes will use the proceeds only for purposes stated on the fund-raising forms and in accordance with the purposes of the RSO.
9. The College's name can only be used in accordance with the policies, rules, and regulations as stipulated herein, i.e., regulations governing RSOs and activities.
10. Solicitation of funds from merchants, non-College groups, or individuals must be coordinated by the appropriate office and with Institutional Advancement so that the College's total fund-raising efforts may be coordinated and an overall fundraising balance maintained.
11. Use of college facilities and premises for fundraising activities is permitted only at designated locations under these specified conditions. Requests for campus fund-raising location must receive 1) approval from the Director of Student Activities and the Dean of Student Affairs or his/her designee and 2) approval of the site by the person responsible for the facility or space.
12. RSOs will not charge admission, sell tickets, or conduct fundraisers in connection with dances held on campus unless authorized by the Director of Student Activities and the Dean of Enrollment Management.

## **PROCEDURES FOR SCHEDULING ACTIVITIES**

The Master Calendar of the College is maintained by Academic Affairs. All events sponsored on or off campus by RSOs or groups must be entered on the Master Calendar via the Office of Student Activities. The following procedures shall be followed before events sponsored by RSOs will be allowed:

1. Obtain copies of the facilities request form from the Office of Student Activities.
2. Each event sponsored by an RSO or group must be entered on the Student Activities Calendar at least three (3) class days before the date requested.
3. Campus Security is required at all events and it must be placed on the calendar ten (10) class days prior to the event. Security is the responsibility of the RSO and must be paid in full within 24 hours of the event.
4. The Facilities Request Form must be complete with all information and all signatures before being approved by the Office of Student Activities and Dean of Students. Return the copies to the Office of Student Activities for processing.
5. The supervisor will sign the scheduling form and return copies to the RSO for the designated member.
6. Failure to comply with these procedures may result in denial of the event and the eligibility of posting events on the College calendar.

## **STUDENT ORGANIZATION DISCIPLINARY PROCEDURES**

Any registered student organization may be placed on probation, restricted, have its registration withdrawn, suspended, or other sanctions appropriate to the violation by the Dean of Students or the Vice President for Student Affairs after a Board hearing. Such action may be taken for any of the following reasons:

1. The organization fails to maintain compliance with the General Policies on Student Organizations and Criteria for Registration of an Organization.
2. The organization operates or engages in any activity in violation of the rules and regulations of the College, the Student Code of Conduct, bylaws and;
3. The student organization shall be afforded all the rights of fundamental fairness (due process) as outlined in the Student Code of Conduct, and for violations of college rules and regulations, or federal, state, or local laws.
4. Violations of College rules and regulations, the Student Code of Conduct, or federal, state, and local laws, shall be reported to the Dean of Students.
5. Where a violation involves organizational governing bodies' rules or violations of the constitution or bylaws, a report shall be made to the president or appropriate officer of the governing body. This person will report to the appropriate advisor and the advisor will take appropriate action in accordance with the constitution, bylaws, and policies of the governing body.
6. In cases of violations of College rules and regulations, the Student Code of Conduct, or federal, state, and local laws, the Dean of Student Affairs or his/her designee after a

hearing shall hold a preliminary interview to determine if formal disciplinary action is warranted.

7. If the Dean of Students or his/her designee determines there is a probable cause to suspect a violation of College rules and regulations, the Student Code of Conduct, or federal, state, and local laws, he or she shall arrange a conference with the organization's officers and individuals to notify them of the alleged charges, to allow them to present their version of the alleged violation, and to review the rights of due process with the student organization officers.
  - a. In the absence of unusual mitigating circumstances, an initial conference should be held within five (5) class days of the date of the charge.
  - b. Failure of the officers and individuals involved to agree to a meeting or appear at a conference will result in a decision being rendered without organizational input and possible disciplinary action.
  - c. After notifying the officers and individuals of their rights and explaining the hearing procedures set forth in the Student Code of Conduct, the Dean or Vice President for Student Affairs may solicit a plea of violation or non-violation and shall solicit from the officers their choice of a hearing alternative. Once the selection has been knowingly made, the choice will be binding on all parties policies of the governing bodies, or federal, state, and local laws.

### **Organization Governing Body**

For purposes of this Handbook, organizational governing body shall mean any student governance body made up of representatives from several organizations with a constitution and bylaws. Examples include, but are not limited to, National Pan-Hellenic Council (NPHC) and Interfraternity Council (IFC).

### **Organization Sanctions**

Upon a proper determination that an organization has violated any rules or regulations, of the College, the Code of Student Conduct, or federal, state, and local laws, the following organization sanctions may be imposed either singularly or in combination:

1. Reprimand. A written reprimand may be given to any organization in violation of College policy, the Code of Student Conduct, or federal, state, and local laws. It signifies that the organization is to take necessary actions to bring it into compliance and to avoid further violation. Failure to do so will result in more severe penalties.
2. Restitution. Any organization that has committed an offense against property may be required to reimburse the College or other owner. Any such payment shall be limited to actual cost of repair or replacement.
3. Restriction. Such restrictions may include but are not limited to, loss of privilege of meeting in or using College facilities, denial of right to participate in intramural sports or other campus events, denial of social functions, other restrictions consistent with the nature of the offense.

4. Probation. An organization placed on probation is deemed not to be in good standing with the College. Its continued registration is conditioned by adherence to the rules, regulations, and provisions of the Code of Student Conduct.
5. Organizations on probation may continue to hold meetings, but may lose selected privileges including but not limited to access to College facilities and social privilege. The organization must obtain advance approval from the Director of Student Activities for all activities.
6. Suspension or Withdrawal of Registration. Any organization that is suspended or has had its registration withdrawn may not engage in or sponsor any activity or program and may not hold meetings. When registration is withdrawn, the organization shall cease to exist.

### **SALES & SOLICITATION ON CAMPUS**

Unauthorized solicitation on the College property is prohibited. To sell or distribute items, prior approval must be obtained from the Division of Student Affairs. Concern for the privacy of students, general building security and the protection of property has led to stringent regulations about selling and soliciting on college campuses. Solicitation is defined as requesting money or goods, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering any other comparable event admission, materials and privileges. This includes actions taken to promote sales in person or by handbills, through e-mail and/or internet, or by posters or similar materials. Soliciting and selling for private or commercial gain is not permitted on campus.

### **CAMPUS POSTING AND DISTRIBUTION OF LITERATURE**

Students and organizations who desire to post, display, or distribute materials on campus must receive approval from the Office of Student Affairs. Posting of obscene or defamatory material is strictly prohibited. Students and organizations, found in violation of this policy are subject to disciplinary action.

### **USE OF THE COLLEGE NAME**

Arkansas Baptist College logos are copyrighted. If a student or organization desires to use the College's name on printed materials, written permission must be obtained from the Division of Students and the Office of Institutional Advancement. The use of the Arkansas Baptist College name or logo in conjunction with sales and solicitation, and/or a business and/or entrepreneurial activity or enterprise is prohibited. Students and student organizations found in violation of this policy are subject to disciplinary action.

### **TRAVEL POLICY**

All travel by a Registered Student Organization must be approved by the Dean of Students or the Dean of Enrollment Management. Individual students or student groups traveling off-campus and/or out of state are required to obtain and complete the Student Travel Packet with the Division of Student Affairs. All student travel must provide the appropriate contact information to the Division of Student Affairs at least 15 days prior to the travel date.



## **CAMPUS RESOURCE & ADMINISTRATION**

The Division of Student Affairs administers the *Student Handbook*, the student conduct and behavior board, and the Code of Student Conduct. The Division of Student Affairs may also provide conflict mediation and diversity programs to assist with managing conflict in the College community.

## **ADDITIONAL COLLEGE POLICIES**

### **COPYRIGHT INFRINGEMENT POLICY**

Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted.

There are exceptions to these rules - notably the "fair use" doctrine, - but generally the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties.

Arkansas Baptist College, its faculty, students and employees must comply with the Copyright Law. Questions regarding copyright law compliance should be directed to the department head, the professor, the supervisor, the Librarian of the College or the Office of the General Counsel. Additional information about copyright is available on the following web site:

<http://www.copyright.gov/circs/circ01.pdf>

### **FAIR USE POLICY**

"Fair use" is a copyright law doctrine that permits the reproduction or other use of a copyrighted work, without the copyright owner's permission, for purposes such as criticism, commentary, news reporting, teaching and research. The Copyright Act, however, does not specify which uses are fair, but rather establishes a four-factor balancing test for courts to employ on a case-by-case basis. Despite the broad reach of the Copyright Act, there are certain circumstances under which it is permissible to reproduce or display copyrighted works without the permission of the copyright owner. These circumstances are known as "fair use" standards. The fair use standards, embodied in section 107 of the Copyright Act, are:

- The purpose and the character of the use, including whether it is for commercial or non-profit educational purposes:
- The nature or type of the copyrighted material (i.e., periodical, film, book, etc.)
- The amount and substantiality of the portion used in relation to the whole
- The effect of the use on the potential market for or value of the copy-righted material.

### **INSTITUTIONAL POLICY ON HIV/AIDS**

Arkansas Baptist College adheres to the guidelines and regulations set forth by the Americans with Disabilities Act (ADA) on its treatment of HIV/AIDS and persons with other serious health problems. The College, through the appropriate agencies on campus, will provide educational materials to students and to administrators, faculty and staff members to better equip them to deal with the presence of HIV/AIDS and other serious health problems. Such information will be reviewed periodically to ensure that it is consistent with the latest research findings. To ensure that in any situation where some risk of HIV/AIDS exposure might occur, precautions will be taken to protect the persons involved in such situations. Persons living with HIV/AIDS shall have all the rights afforded by the **Human Rights Code** with respect to education and employment. Information regarding HIV/AIDS received from any source will be treated completely confidential. Testing for HIV/AIDS is voluntary, unless required by medical or public health officials.

### **INSTITUTIONAL POLICY ON SAFETY**

Arkansas Baptist College is committed to providing a safe and healthy environment for all members of the college community. It is, therefore, the objective of the college to:

1. Maintain, as a minimum standard, compliance with all relevant statutes, regulations and standards of regulatory authorities representing occupational health and safety.
2. Ensure that safety and accident prevention are an integral part of planning, operations and college activities.
3. Promote safe working practices and awareness through training, education and the implementation of safety programs.

### **NONDISCRIMINATION STATEMENT**

Arkansas Baptist College is committed to providing equal opportunity for all persons and will not discriminate in regard to admissions, programs, or any other educational function and service on the basis of race, color, creed, national origin, gender, religion, age or disability toward any person who meets the College's admission criteria and is willing to abide by the College's standard of conduct. In employment, including hiring and other conditions of employment, Arkansas Baptist College will not discriminate on the basis of race, color, creed, national origin, gender, age, or disability. Arkansas Baptist College follows the principles of affirmative action and operates within the regulation of Title IX of the Educational Amendment of 1972, as amended, and other federal law prohibiting discrimination.