

CONSUMER AND SAFETY INFORMATION PROCEDURES

Arlington Baptist University

Information	Office Responsible for Information	Person Responsible for Information	Recipient of Information	Method / Date of Dissemination (All Information Available on ABU website. See specific URL address in section below.)	Information Update Schedule
*General Institutional Information (Policy & Procedures: Withdrawal, Refunds, Return of Aid, Disability, Transfer of Credits)	V. P. of Academic Affairs	Janie Taylor	<ol style="list-style-type: none"> 1. Prospects 2. Enrolled Students 3. ABU Employee / General Public 	Links: Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf Website: https://www.abu.edu/19 Student Handbook: https://www.abu.edu/library/public/documents/Handbooks/ABU-Student-Handbook-2018-2019.pdf University Catalog: https://www.abu.edu/library/public/documents/Catalogs/ABU-Catalog-2018-2019-2-14-19-both-tuitions.pdf <ol style="list-style-type: none"> 1. Admission's Packet / Handouts in Orientation – August / January 2. Handouts at Registration and Student Email – August / January 3. University Website / Mail Upon Request / Email – Anytime 	Costs (Tuition and fees for upcoming school year set by ABU University Board each April.) <i>Other General Information updated as changes occur.</i>
*Admissions Requirements (Admissions Forms, Academic Records, Medical Information)	Director of Recruitment, Admissions and Retention	Paddy Parks	<ol style="list-style-type: none"> 1. Prospects 2. ABU Employees/ General Public 	Links: Website: https://www.abu.edu/19 University Catalog: https://www.abu.edu/library/public/documents/Catalogs/ABU-Catalog-2018-2019-2-14-19-both-tuitions.pdf <ol style="list-style-type: none"> 1. Admission's Information and Packets / Brochures – Mailed upon Request / College Website 2. University Website / Information mailed upon request 	Admissions Requirements and Forms are updated as needed. Most updates occur during the spring semester.
*Financial Aid (Financial Assistance Available; Applying for Financial Aid;	Financial Aid	Cindy Treat		Links: Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf Website: https://www.abu.edu/19 University Catalog: https://www.abu.edu/library/public/documents/Catalogs/ABU-Catalog-2018-2019-2-14-19-both-tuitions.pdf	July 2019 (Updated: Sept. 2018) (College-specific information is updated 6 months prior to the school term.)

Accepting Financial Aid; Loan Counseling)			<ol style="list-style-type: none"> 1. Prospects 2. Enrolled Students 	<ol style="list-style-type: none"> 1. Admission's Packet / Handouts in Orientation – August / January 2. Handouts at Registration / Student Email / University Website - August / January 	
*FERPA - General and College Specific Information (Peer-to-Peer File Sharing)	V. P. of Student Affairs and V. P. of Academic Affairs	John Brown and Janie Taylor	<ol style="list-style-type: none"> 1. Prospects 2. Enrolled Students 3. ABU Employees/ General Public 	<p>Links: Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf Student Handbook: https://www.abu.edu/library/public/documents/Handbooks/ABU-Student-Handbook-2018-2019.pdf University Catalog: https://www.abu.edu/library/public/documents/Catalogs/ABU-Catalog-2018-2019-2-14-19-both-tuitions.pdf</p> <ol style="list-style-type: none"> 1. Handouts in Orientation – August / January 2. Handouts at Registration and Student Email – August / January 3. University Website 	(Updated: Sept. 2018)
*Graduate Rates *Retention Rates *Job Placement Rates *Post Graduate Education Rates	Registrar / V. P. of Academic Affairs	Janie Taylor	<ol style="list-style-type: none"> 1. Prospects 2. Enrolled Students 3. ABU Employee/ General Public 	<p>Links: Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf Website: https://www.abu.edu/19 University Catalog: https://www.abu.edu/library/public/documents/Catalogs/ABU-Catalog-2018-2019-2-14-19-both-tuitions.pdf</p> <ol style="list-style-type: none"> 1. Admission's Packet / Handouts in Orientation – August / January 2. Handouts at Registration and Student Email – August / January 3. University Website / Mail Upon Request – Anytime 	(Updated Fall 2018)

*Annual Campus Security Report	V.P. of Student Affairs	John Brown	<ol style="list-style-type: none"> 1. Prospects 2. Enrolled Students 3. ABU Employee/ General Public 	<p>Links: Website: https://www.abu.edu/campus-security Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf</p> <ol style="list-style-type: none"> 1. Admission's Packet / Handouts in Orientation – August / January 2. Handouts at Registration and Student Email – August / January 3. University Website / Mail Upon Request – Anytime 4. Email and text notification to all current students, faculty and staff whenever the Campus Security Report is updated. Include the URL. 	(Updated: Sept. 2018)
*Fire Safety Report	V.P. of Student Affairs	John Brown	<ol style="list-style-type: none"> 1. Prospects 2. Enrolled Students 3. ABU Employee/ General Public 	<p>Links: Website: https://www.abu.edu/campus-security Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf</p> <ol style="list-style-type: none"> 1. Admission's Packet / Handouts in Orientation – August / January 2. Handouts at Registration and Student Email – August / January 3. University Website / Mail Upon Request – Anytime 4. Email and text notification to all current students, faculty and staff whenever the Campus Security Report is updated. Include the URL. 	(Updated: Sept. 2018)
Drug and Alcohol Prevention Program	V.P. of student affairs	John Brown	<ol style="list-style-type: none"> 1. Prospects 2. Enrolled Students 	<p>Links: Website: https://www.abu.edu/campus-security Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf</p> <ol style="list-style-type: none"> 1. Admission's Packet / Handouts in Orientation – August / January 2. All Students - Christian Service course module 	(Updated: Sept. 2018) (DAP Committee will meet in September.)

			3. ABU Employee/ General Public	3. University Website / Mail Upon Request – Anytime 4. Email and text notification to all current students, faculty and staff whenever the Campus Security Report is updated. Include the URL.	
*Athletic Report		Cliff McDaniel	1. Prospects 2. Enrolled Students 3. ABU Employee / General Public	Link: Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf 1. Mail upon Request 2 Mail upon Request 3. University Website / Mail Upon Request – Anytime	October 2018
*Voter Registration Information	V. P. of Student Affairs / Registrar	John Brown / Janie Taylor	1. Enrolled Students 2. Enrolled Students/ABU Employees	Link: Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf 1. Admission’s Packet / Handouts in Orientation – August / January 2. Handouts at Registration / University Website / Cards Available in Library, Financial Aid Office and Registrar’s Office (anytime)	Fall Term - September
*Constitution and Citizenship Day (September 17)	V. P. of Student Affairs	John Brown	1. Enrolled Students/ABU Employees	Link: Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf 1. University Website / Chapel Services / Email	September
ABC’s Educational Programs	V. P. of Academic Affairs	Janie Taylor	1. Prospects	Links: Consumer Document: https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-Doc-FINAL-2018-19-updated-02-2018-002-.pdf Website: https://www.abu.edu/19 University Catalog: https://www.abu.edu/library/public/documents/Catalogs/ABU-Catalog-2018-2019-2-14-19-both-tuitions.pdf 1. Admission’s Information and Packets / Brochures – Mailed upon Request / University Website	As academic programs are added or updated, changes will be posted in the online college catalog. Updates will also be made to printed materials.

			2. Enrolled Students 3. ABU Employees/ General Public	2. Handouts at Registration and New Student Orientation / Degree Plans available from Registrar and Academic Program Advisors / Online college catalog 3. University Website / Information mailed upon request	
				UPDATED: March 2019	