

CONSUMER AND SAFETY REPORT

Arlington Baptist University

Fall 2018 – Spring 2019

This annual report is available to the public and can be obtained by mail or email. It is also available on the University website.

<https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-updated-8-31-17.pdf>

(Updated February 2018)

Table of Contents

Method of Disclosure	4
Employee Contact Information	5
FINANCIAL ASSISTANCE INFORMATION FOR STUDENTS	6
INSTITUTIONAL INFORMATION FOR STUDENTS	12
Admissions Requirements	12
Vaccination Policy	12
Academic Programs	13
Teacher Preparation Program Report	14
University Facilities	14
University Faculty	14
School Costs (Financial Requirements)	14
Net Price Calculator	15
Students and Financial Requirements	16
Withdrawal Procedures	17
Absentee Policy	18
Refund Policies and Procedures	18
Return of Aid Policies and Procedures	19
Accreditation and Licensure	20
Disability Services / Accommodations	20
Transfer of Credit Policies	22
Voter Registration	23
Constitution and Citizenship Day	23
DRUG AND ALCOHOL PREVENTION	24
Drug and Alcohol Biennial Review (DAP)	34
CONSUMER INFORMATION FOR STUDENT ATHLETES	37
STUDENT RIGHT-TO-KNOW INFORMATION	41
Copyright Infringement	41
Academic Integrity Policies and Procedures	41
Disciplinary Procedures	44
Readmission Policy and Procedures	47
Student Complaints and Grievances	48
Student Appeal Process	50
Miscellaneous General Disclosures	51
Graduation (Completion) Rates	51
Transfer-Out Rates	52
Retention Rates	52

Placement or Employment Rates	52
Post-Graduate Study Rates	53
Course Textbook Information	53
CLERY ACT / CAMPUS SECURITY	54
Annual Security Report	55
Missing Persons Policy and Procedures	56
Sexual Offenses (Violence Against Women Reauthorization Act)	57
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)	61
SAFEGUARDING CUSTOMER INFORMATION	63
FIRE SAFETY REPORTS AND STUDENT HOUSING	64
Annual Fire Safety Report	64
Fire Safety / Housing	65
MISREPRESENTATION POLICY AND PROCEDURES	67
LOAN COUNSELING	68
GAINFUL EMPLOYMENT PROGRAMS	73
Consumer and Safety Procedure Chart	78
Miscellaneous Forms	80ff

<http://ifap.ed.gov/fsahandbook/attachments/1415FSAHandbookCompleteActiveIndex.pdf>
(668, Subpart D, Financial Student Aid Handbook)

Method of Disclosure:

The Arlington Baptist University consumer and safety information is maintained by the Financial Aid Officer, V. P. of Student Affairs, V. P. of Academic Affairs, Registrar, and Director of Recruitment and Admissions. This information will be updated annually and will be accessible through the University website. The institutional information, as well as the Consumer Information document, will be mailed or sent electronically upon request. The consumer information will be electronically sent to enrolled students at the beginning of each fall and spring semesters and will be made available to all new students during orientation at the beginning of each fall and spring semester. Notification will also be sent to all current students, faculty, and staff by email and text when information is updated and posted to our website.

<https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-updated-8-31-17.pdf>

<https://www.abu.edu/library/public/documents/Consumer-Reports/2016-17-Chart-Consumer-and-Safety-Inform-6-2016.pdf>

EMPLOYEE CONTACT INFORMATION

Current and prospective students are encouraged to contact the following University administration and staff for information and questions regarding admissions, academics, finances, financial aid, student and dormitory life.

John M. Brown – Student Affairs
jbrown@abu.edu
817-461-8741, ext. 1714
Administration Building

Melissa Hayward – Admissions / Recruitment
mhayward@abu.edu
817-461-8741, ext. 1769
Administration Building

Janie Taylor – Academics
jtaylor@abu.edu
817-461-8741, ext. 1768
Administration Building

Cindy Treat – Financial Services
ctreat@abu.edu
817-461-8741, ext. 1706
Administration Building

David Ingram – Business Operations
digram@abu.edu
817-461-8741, ext. 1704
Administration Building

Kim Marvin – Business Office
kmarvin@abu.edu
817-461-8741, ext. 1705
Administration Building

Dr. Carl Johnson – Institutional Assessment
cjohnson@abu.edu
817-461-8741, ext. 1770

Administrative Office Hours: 8:00 am – 4:00 pm – Monday-Thursday
8:00 am – 2:00 pm – Friday

FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS

Office Responsible	Financial Aid Office
Location of Information	University Catalog and Website, Business Office, Academic Office, Admissions Office
Information Updated	January 2018
Policy and Procedures Update	January 2018

Arlington Baptist University maintains a financial aid program for students who need additional funds to pay for their University education. It is the desire of the University administrators that no student be denied an education because of a lack of funds.

General Requirements:

- *Be a United States citizen or permanent resident.
- *Be accepted by ABU in a degree or certification program. Students admitted with non-degree seeking status are not eligible for scholarships, grants, or loans.
- *Not be in default on an educational loan or owe a refund for an educational grant.
Declared a major classification.
- *Meet satisfactory academic progress requirements.

<https://www.abu.edu/eligibility-requirements-awarding>

ELIGIBILITY: A student may establish eligibility for financial assistance by meeting the following established criteria.

1. Demonstrate a need for financial assistance determined by the following formula:
 Cost of Education.
 Minus amount paid by the student.
 Minus amount paid by the student's parents.
 Minus amount paid from other sources.
 Equals amount of financial assistance needed.
2. A formal disclosure of personal finances and parents' personal finances is required to qualify a student for assistance. The University will apply all eligible governmental funding as a direct payment to discharge the student's financial obligation to the University. Any University provided assistance the student qualifies for will be applied next and the two together shall not exceed total charges incurred. Funding from other sources will be applied only when received.
3. The student must maintain satisfactory academic progress in accordance with stated policy.
4. The student must enroll for at least a half-time course of study (6 credit hours). Some programs require full-time enrollment.
5. The student cannot be in default on any loan made from a student loan fund or a government loan program.
6. The student cannot owe a refund on grants paid under a government grant program.
7. The student cannot be in default on payments to another college or university.
8. Transfer students must furnish a financial aid transcript from previous schools.

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> p. 16

Miscellaneous Assistance Available

STAFFORD LOANS/PLUS LOANS/SLS LOANS. Students or parents may borrow funds for educational purposes from a participating lending institution. The government acts as guarantor to the loan; therefore, the student or parent needs no collateral. Interest is low and repayment depends on the type of loan.

PELL GRANT. The Federal Pell Grant is awarded to eligible undergraduate students who have not received a bachelor’s degree and who have high documented financial need. The Pell Grant Processing Center calculates the student’s eligibility from the Free Application for Federal Student Aid (FAFSA) completed, by the student, every academic year, based on the previous year’s income tax information.

TEACH GRANT. Teacher Education Assistance for University and Higher Education Grants (TEACH) are awarded to eligible students who enroll in necessary coursework in teaching, who are sophomores that have submitted passing scores from the THEA test (or are enrolled in Master of Education courses), and who maintain a Cum GPA of 3.25. Awards provide up to \$3,800 per year (\$16,000 total for four-year programs) in grants to students who intend to *teach full-time in high-need subject areas for at least four years*

VOCATIONAL REHABILITATION. Students with disabilities may qualify for assistance from the Office of Vocational Rehabilitation. Contact the State Department of Education.

VETERAN'S ASSISTANCE. Veterans or their dependents may be eligible under one of the assistance programs currently available. Contact the Veterans Assistance Officer in the Registrar's Office.

In addition to the above, there are a number of awards and scholarships for which the students can apply.

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> pp. 17-20

<https://www.abu.edu/awards-end-of-year-scholarships>

<https://www.abu.edu/other-assistance>

FINANCIAL AID PROCESSING FOR ABU STUDENTS

Office Responsible	Financial Aid Office
Location of Information	University Catalog and Website, Business Office, Academic Office, Admissions Office
Information Updated	January 2018
Policy and Procedures Update	January 2018

Applying for Government Financial Aid

Step One: Complete a FAFSA - go to our virtual website: <https://www.abu.com> or the government website at www.fafsa.ed.gov . (a) You will be assigned a PIN (Personal Identification Number), which is

extremely important for you to keep during your University attendance. We cannot keep a copy of this in the Business Office. (b) Also, you must sign your Master Promissory Note (MPN) if you are requesting loan funding. (c) Entrance loan counseling if you want to receive the loan.

Step Two: Provide Supporting Documentation – provide legible copies of your last year’s filed income taxes for you and your parents. This must include copies of all supporting documents such as W4s, unemployment forms, etc. You must also complete two additional forms (available in the Business Office or at the virtual website shown above). The forms are a Dependent/Independent Verification Worksheet and Dependent/Independent Asset Worksheet. These must be returned to the Financial Aid Officer when completed. If you apply for a TEACH grant, there is a separate form that must be completed and submitted. After submission, you will be required to sign an ATS once you are entered into the government system.

Step Three: Registrar’s Check List – all documents required by the Registrar must be completed and returned to that office. No funds will be distributed until you are clear with the Registrar.

<https://www.abu.edu/application-process>

<https://www.abu.edu/eligibility-requirements-awarding>

Accepting Government Financial Aid

Step One: Submission of Paperwork – all completed paperwork must be submitted to the FAO and then the third-party processor. That includes your completed forms, your on-line interview, signing the MPN and/or the ATS (for TEACH grants). Not doing any one of these items, will keep your submission from being complete and we can go no further in the processing.

Step Two: Approved for Receipt – once everything is complete and accepted, you will receive an email on your student portal account notifying you that your funds will be disbursed to your school on or after the disbursement date shown (that could be days, weeks, or even months in advance). This does NOT mean that ABU has possession of the funds, only that you are approved for the funding.

Step Three: Drawing Funds – after the notice is made via email, our third-party processor will draw funds from the government. Per government direction, those funds go into a separate checking account and must clear before a check can be written from the account. Then those funds are deposited into another checking account where they are held until they are posted and distributed on the appropriate student accounts. Again, the funds have to clear before we disburse funds into student’s bank accounts. This process can take about 4 to 5 working days. If you have a credit available, only after all these steps are complete can a disbursement can be made into your bank account.

Step Four: Disbursements – your disbursement will be processed after your school account is cleared. If you have any fines from the library, athletics, dorm, etc., those are added to your bill and they are paid from your disbursement. The Authorization to Hold a Federal Student Aid and Credit Balances Form and Arlington Baptist University Direct Deposit (AC) Authorization Form and Agreement are required to be completed by each student and submitted to the business office before any disbursement can be distributed into the student bank account. These forms are to be completed each semester – fall, spring and if attending summer. If you choose to leave your excess funds in your account

for books, the next registration fees, tuition, etc., you may leave it in your account to be used in your current academic school year after the proper authorization form is completed and filed. Any remaining credit on a student's account must be distributed to that student at the end of the school term. Credits cannot be held over to another school term.

Undergraduate students' disbursements are based on the semester for each disbursement. We have Fall, Spring, with a trailer semester of summer. Your funds are based upon the number of hours you take each semester. All your documents are scrutinized by the government for the most dollars that you are allowed.

(Updates Initiated Fall 2014)

Request for student aid (grants and/or loans) will be submitted based on the total number of registered hours for the semester. Disbursements/Reimbursements are normally made after the drop/add period of 45 days, but **students eligible for a disbursement must complete a disbursement request form.**

Please note that dropping a course may affect a student's financial aid eligibility. If 60% of the semester has not been completed, when a student drops (or is withdrawn from) a course and that reduction in hours alters the student's reported status, that student may become liable for previously credited moneys or ineligible for additional moneys as noted above. This could also alter future financial aid eligibility. [See "Satisfactory Academic Progress (SAP)" under "FINANCIAL SERVICES" Tab on our website.]

If the student expects a disbursement at the 45 day mark or after the second week of the Block B (fall) or Block D (spring), the student must complete a new disbursement request form in the business office by Wednesday of the given week. Disbursements are processed within fourteen (14) days from the date of receipt of government funds and will be issued by direct deposit into the student's bank account. The student must complete the Direct Deposit (ACH) Authorization Form and Agreement as soon as possible to prevent delays in the student disbursement process.

<https://www.abu.edu/financial-aid-disbursements> <https://www.abu.edu/financial-aid-repayments>
<https://www.abu.edu/satisfactory-academic-progress-sap>

Maintaining Financial Records

FERPA Policy

FERPA as it relates to students at Arlington Baptist University is distributed to students each semester during registration. New and or transfer students are asked Information regarding complete a "consent to disclose" form during the orientation / registration process. The "consent to disclose" gives the University the right to disseminate information to parents / legal guardians regarding the student's financial status, academic status, and department.

Each Student has a financial aid file with a copy of the Student Aid Report, Entrance Loan Counseling, any verification documents including tax transcript, w2's, a dependent/independent work sheet, and

any other verified information such as Social Security card, driver's license or birth certificate. Also in the file is a copy of the student's Master Promissory Note, as well as an admission's application to ABU. On the front cover of each student file is a Satisfactory Academic Progress form to be updated at the end of each semester. This SAP form identifies the student's academic progress for each semester according to the SAP policy. If a student is not making sufficient academic progress (SAP policy), a notification of status (warning or probation) will be emailed and mailed to the student.

The student files are kept in a locked fireproof file cabinet in a locked storage room in the administration building in a controlled access environment.

Student financial aid account information is stored in a data base system (CAMS) and backed up nightly.

Miscellaneous Policies Related to Financial Aid

Entrance/Exit Counseling

At the beginning of each semester, all new students must attend an orientation session in which they are advised of available financial aid, the application process, and the requirement to complete 60% of the semester or face the forfeit of a portion of any financial aid. The orientation session also will include information on all catalog policies of financial obligations, refund time frames, withdrawal procedures, satisfactory academic progress, and student conduct as described in the Student Handbook.

Official Withdrawal

Policy:

To ensure an honorable and official withdrawal from the University prior to completion of the semester, a student must initiate the withdrawal in the Registrar's Office. The withdrawal permit, approved by the Registrar, must then be submitted to the Financial Aid Office for calculation of Refund to Title IV. After the calculation, remaining federal funds may not cover all unpaid institutional charges due to the University upon a student's withdrawal. The student will receive a grade of "W", indicating withdrawn, for each class the student is passing at the time of withdrawal.

Procedure:

The student initiates the withdrawal by completing a withdrawal form obtained from the Registrar's Office. The student submits the form to the appropriate faculty for approval and a signature then returns the form to the Registrar's Office. After the form is processed a copy of the form is submitted to the financial aid office and a copy is placed in the student's file.

Unofficial Withdrawal

Policy:

Once a student has exceeded the number of allowed absences (unexcused + excused) in a course, an unofficial withdrawal will be processed by the Registrar. Anytime an unofficial withdrawal occurs, the result is a reduction of semester hours which can result in a change of status for financial aid (full-time to part-time, etc.). **The student may receive a withdraw passing (WP) grade, after he/she exceeds the

absences allowed, if the student is indeed passing the course. When the student has exceeded the allowed absences and is not passing the course, he/she will receive a withdraw-failing (WF) grade.

Procedure:

The procedure for unofficial withdrawals will be as follows: the professor of the course will notify the Registrar of the student who has exceeded the number of allowed absences, the Registrar will complete the unofficial withdrawal form, and the Registrar will submit the form to the financial aid office. IF at the time of the unofficial withdrawal, we have not reached the 60% mark, the financial aid officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government. If a required portion of the student's financial aid is returned to the Federal Government, the student will then become responsible for this amount in addition to any amount not originally covered by financial aid funds.

Dismissal from University

Administrative withdrawals or dismissals may be executed for academic or disciplinary reasons. Withdrawals/dismissal forms will be initiated in the Registrar's Office. Due to the serious nature of a dismissal, the student automatically receives a grade of "F" for all courses for the semester in which the infraction occurred. Students who are dismissed must apply for readmission before any further enrollment is allowed. The decision to readmit will be made on an individual basis. Any student who receives an administrative withdrawal or dismissal is still obligated to fulfill all financial responsibilities including payment of tuition, room and board, library fees, etc. The financial aid officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government.

Leave of Absence

A student may submit a written request (stating the reason) to the Registrar's Office for a leave of absence 180 days during any 12-month period. The request for a leave of absence will be submitted to the Vice President of Student Affairs and the Financial Aid Officer for personal interviews with the student. The interview will include a discussion of the reason justifying a leave of absence and the explanation to the student of financial aid consequences if the student does not return from the leave of absence. There must be a reasonable expectation that the student will return from the leave of absence. The leave of absence may be granted for personal health issues, immediate family problems, or undue financial burdens. It is incumbent on the Vice President of Student Affairs to verify the validity of the reason for the request and to recommend approval or denial. Upon approval by the Vice President of Student Affairs, the Financial Aid officer, and the Registrar, the leave of absence may be granted.

INSTITUTIONAL INFORMATION FOR STUDENTS

Office Responsible	V. P. of Academic Affairs
Location of Information	University Catalog and Website, Academic Office, Business Office, Admissions Office
Information Updated	January 2018
Policy and Procedures Update	NA

ADMISSIONS REQUIREMENTS

ADMISSIONS FILE DOCUMENTS:

Application
\$25 Application Fee
Pastor's Recommendation
Personal Essay
Official High School Transcript
Official University Transcripts (of all colleges attended)
Basic Physical/Medical Health Form
Meningitis Shot (not required if over 22)
TB test (Tuberculosis)
Copy of Driver's License/State ID
Copy of Medical Insurance (if applicable)
\$25 Dorm Hold Deposit Paid _____
Student Portal Access _____

INTERNATIONAL STUDENTS ADDITIONAL REQUIREMENTS:

Affidavit of Support
\$5000 Deposit
Passport
I-94
Permanent Resident Card (if applicable)

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> p.22

Vaccination Policy

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> p.22

ACADEMIC PROGRAMS

The following programs lead to a **Bachelor of Science** degree:

School of Business

Bible – Business Studies – Dr. Chris Rollwitz, Coordinator (Fall 2016)

School of Ministry

Bible – Biblical Counseling – Dell Canright, Coordinator

Bible – Biblical Counseling Online – Dell Canright, Coordinator

Bible – Children’s Ministry – Janie Taylor, Coordinator

Bible – Intercultural Studies – John Brown, Coordinator (Fall 2016)

Bible – Music and Worship Ministry – Robert Leatherwood, Coordinator

Bible - Pastoral Ministry – John Brown, Coordinator (Fall 2016)

Bible - Student Ministries – Ted Marvin, Coordinator

School of Education

Bible and Education – Brandi McDaniel, Coordinator

Bible and Music Education – Brandi McDaniel, Coordinator

School of General Studies

Bible – Interdisciplinary Studies – Brenda Miller, Coordinator (Fall 2017)

Bible – General Studies by Extension – Dr. Carl Johnson, Coordinator

Bible - Interdisciplinary Studies Online Degree – Brenda Miller, Coordinator

Master’s Programs:

Graduate School of Theology

Biblical / Theological Studies Division - Dr. Mark McDaniel, Coordinator

Master of Arts – Biblical and Theological Studies

Master of Divinity

Graduate School of Education

Professional Studies Division – Dr. Helen Wilson, Coordinator (Fall 2017)

Master of Education – Educational Leadership

Master of Education – Curriculum and Instruction

<https://www.abu.edu/accredited-degrees>

<https://www.abu.edu/master-of-education>

<https://www.abconline-mabts.com/application.php>

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> p. 29ff

TEACHER PREPARATION PROGRAM REPORT

The University has an education program which prepares students to become certified by the state of Texas. All students must complete set requirements to be admitted into the program. Once the student has completed all requirements, courses, student teaching practicum, and has passed practice tests, he/she is recommended for the Texas state exams. Once the student passes these exams, he/she is recommended by the University to receive a teaching certificate in their program area / level.

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> pp. 32-43

The link given below provides access to various reports required by the Texas Education Agency. One primary report is referred to as the *ASEP Annual Performance Report*. The latest report is for the year of 2014. This report identifies the following regarding the University's education majors which graduated in 2014: demographic information of the cohort group as well as the number of those who applied, were admitted, were retained, and that completed the program.

[http://tea.texas.gov/Texas Educators/Preparation and Continuing Education/Consumer Information about Educator Preparation Programs.aspx](http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Consumer_Information_about_Educator_Preparation_Programs.aspx)

FACILITIES

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> pp. 13-14

FACULTY: Full-time and Adjunct

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> pp.88-90

SCHOOL COSTS

Office Responsible	V. P. of Business Affairs
Location of Information	College Catalog and Website, Business Office, Admissions Office, Academic Office
Information Updated	May 2015
Policy and Procedures Update	NA

Schedule of Charges per Semester (effective Fall 2015)

Application Fee	\$ 25.00
Dorm Hold Deposit	\$ 25.00
Dormitory Room Security Deposit	\$ 125.00
Tuition/Fee (12-16 hours):	\$ 6550.00*
Less than 12 hours/more than 16 hours/per hour	\$ 405.00/credit

Late Registration Fee	\$ 100.00
Online Fee (per course)	\$ 125.00
Private Music Lessons	\$ 80.00
Make Up Test	\$ 30.00
Christian Service Make Up Fee	\$ 30.00
Athletic Fee	\$ 500.00
Parking Fee	\$ 30.00
Returned Check	\$ 25.00
Schedule Change	\$ 30.00
Transcript	\$ 5.00
Graduation Fee	\$ 190.00
Room and Board per semester	\$ 3,250.00
Room and Board (Summer School Only)	\$ 1,250.00
Lost Key Deposit	\$ 20.00
Student Identification Card Replacement	\$ 10.00

Estimated Cost Per Semester:

Tuition (12-16 Hrs.)	\$6,550.00
Books and Supplies	<u>400.00</u>
Cost for Off-Campus Students	\$6,950.00
Rent	<u>\$ 3,250.00</u>
Cost for On-Campus Students	\$10,200.00

<https://www.abu.edu/application-process>

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> pp. 14, 15

NET PRICE CALCULATOR

The Net Price Calculator is a tool that students can use to estimate their “net price” to attend Arlington Baptist University. Net price is the difference between the “sticker” price (full cost) to attend a specific college, minus any grants and scholarships for which students may be eligible. Sticker price includes direct charges (tuition and fees, room and board) and indirect costs (books and supplies, transportation, and personal expenses).

To calculate the net price to attend Arlington Baptist University, please view the following link:

<https://www.abu.edu/financial-aid-processes-requirements>

THE STUDENT AND FINANCIAL REQUIREMENTS

Office Responsible	V. P. of Business Affairs
Location of Information	University Catalog and Website, Student Handbook, Business Office, Academic Office, Admissions Office
Information Updated	November 2016
Policy and Procedures Update	November 2016

General Policy for the Payment of Tuition and Fees

The responsible handling of finances is an essential part of Christian stewardship (Luke 16:10-11). The timely payment of tuition not only helps the student develop his/her financial stewardship, it also helps the University to keep its operating costs and your tuition to a minimum. To this end, the following policies and procedures have been established.

Policy:

1. All tuition and fees are due and payable on or before the last day of registration for a given semester and before classes can be attended.
2. Failure to make payment within one calendar week of the last day of registration will result in cancellation of registration.
3. However, students may elect to pay such charges in three installments based on an estimated balance which includes all tuition and fees minus expected scholarships and financial aid.
4. A \$50 late fee will be added to all payments made after the posted due date.
5. It is the student's responsibility to communicate any unexpected difficulties to the business office.
6. Specific due dates, payment options, and late fee charges will be posted at the beginning of each semester in the business office and dorms.

Procedures:

Payments:

1. Students may elect to pay their bill in approximately three equal payments.
2. The first payment is due on or before the last day of registration.
3. The second payment is due on the 5th Friday of the semester.
4. The final payment is due on the 9th Friday of the semester.

Penalties:

1. Payments **not** made by the posted due date will be considered late, and a late fee will be assessed.
2. If the payment and late fee is not received within one (1) week of the posted due date, the student will be suspended from class(es) until the payment is made.

3. If the payment (including any late charges) is not received within fourteen calendar days of the posted due date, the student will be withdrawn from school for failure to pay.
4. Students who are withdrawn from school may be required to return some or all of their student aid.

WITHDRAWAL PROCEDURES

Office Responsible	V. P. of Academic Affairs and Financial Aid Office
Location of Information	University Catalog and Website, Academic Office, Business Office, Student Affairs Office
Information Updated	October 2017
Policy and Procedures Update	October 2017

Official Withdrawal

Policy:

To ensure an honorable and official withdrawal from the University prior to completion of the semester, a student must initiate the withdrawal in the Registrar's Office. The withdrawal permit, approved by the Registrar, must then be submitted to the Financial Aid Office for calculation of Refund to Title IV. After the calculation, remaining federal funds may not cover all unpaid institutional charges due to the University upon a student's withdrawal. The student will receive a grade of "W", indicating withdrawn, for each class the student is passing at the time of withdrawal.

Procedure:

The student initiates the withdrawal by completing a withdrawal form obtained from the Registrar's Office. The student submits the form to the appropriate faculty for approval and a signature then returns the form to the Registrar's Office. After the form is processed a copy of the form is submitted to the financial aid office and a copy is placed in the student's file.

Unofficial Withdrawal

Policy:

Once a student has exceeded the number of allowed absences (unexcused + excused) in a course, an unofficial withdrawal will be processed by the Registrar. Anytime an unofficial withdrawal occurs, the result is a reduction of semester hours which can result in a change of status for financial aid (full-time to part-time, etc.). **The student may receive a withdraw passing (WP) grade, after he/she exceeds the absences allowed, if the student is indeed passing the course. When the student has exceeded the allowed absences and is not passing the course, he/she will receive a withdraw-failing (WF) grade. Students may also receive an unofficial withdrawal from a course if during the course, the instructor determines that the student has not and will not be able to complete sufficient assignments / exams to pass the course. Also figured into this will be the points deducted for excessive absences as outlined in the individual courses.

Procedure:

The procedure for unofficial withdrawals will be as follows: the professor of the course will notify the Registrar of the student who has exceeded the number of allowed absences, the Registrar will complete the unofficial withdrawal form, and the Registrar will submit the form to the financial aid office. IF at the time of the unofficial withdrawal, we have not reached the 60% mark, the financial aid officer will process a Return to Title IV form and return the required portion of the student’s financial aid to the Federal Government. If a required portion of the student’s financial aid is returned to the Federal Government, the student will then become responsible for this amount in addition to any amount not originally covered by financial aid funds.

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> p. 27

Refund / Disbursement

<https://www.abu.edu/financial-aid-disbursements>

<https://www.abu.edu/financial-aid-repayments>

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> p.16

ABSENTEE POLICY

Students must attend 75% of the classes for each course unless otherwise approved by administrative review.

*Classes that meet only 8 times per semester are allowed 2 unexcused absences.

*Classes that meet 16 times per semester are allowed 4 unexcused absences.

*Classes that meet 32 times per semester are allowed 8 unexcused absences.

Excused absences (school-sponsored activities) do not count toward the 25% of absences allowed. However, students who participate in school-sponsored (ABU) extracurricular activities and have excused absences (athletics, traveling groups, etc.) must attend 80% of the classes not affected by school-sponsored extracurricular activities.*

REFUND POLICIES AND PROCEDURES

Refund Schedule

Students who officially withdraw through the Registrar's Office will receive refunds of their charges from the day of registration according to the following schedule:

FALL AND SPRING SEMESTERS	TUITION
Within one week	100%
Second through third week	50%
Fourth week	25%
After four weeks	No Refund
SUMMER TERM	TUITION
Within First Week	50%
After First Week	No Refund

Students are permitted to drop a class during the first calendar week of scheduled classes in a semester without any record of it being reflected on the transcript. Students may drop a course by processing a Change of Schedule Form with the Registrar and paying the necessary fee. Approval must be obtained from the instructor. At the time of withdrawal, the student will be assigned a grade of “W” if he/she is passing or a grade of “F” if the student does not have a passing grade. The Change of Schedule Form must be turned in before the student reaches the maximum number of absences in the course or his/her grade will be an “F”. The last day to drop a class is noted by semester in the semester calendars. Beyond the tenth week of the semester, permission of the Academic Dean must be obtained also. Students should be advised that dropping a course may change enrollment status (possibly affecting financial aid).

RETURN OF AID POLICIES AND PROCEDURES

Office Responsible	Financial Aid Office
Location of Information	University Catalog and Website, Business Office, Academic Office, Admissions Office
Information Updated	October 2017
Policy and Procedures Update	October 2017

Withdrawing from ABU / Failure to attend or Participate in Classes

Students who pre-register and decide not to attend must cancel their financial aid award and pre-registration prior to the first day of class to avoid academic charges and penalties. The student must return any financial aid funds previously accredited to their student accounts for that semester. Financial aid recipients who enroll and receive aid for a particular semester, then fail to complete more than 60% of that semester will have to repay all or part of the aid received for that semester. Additionally, any tuition, fees, and room or board payments refunded by ABU as a result of a student’s withdrawal must be returned to the financial aid programs in accordance with Federal law. Students who fail to complete the official withdrawal process, but stop attending classes prior to the end of the semester and receive grades of “F” in all classes for that semester will also have to repay all or part of the aid received for that semester.

ACCREDITATION AND LICENSURE

ACCREDITATION: The Association for Biblical Higher Education
5850 T. G. Lee Blvd., Ste. 130
Orlando FL 32822
Phone: (407) 207-0808
E-Mail: info@abhe.org
Web Site: www.abhe.org

CERTIFICATION: Teacher Preparation Programs:
Generalist EC-6 (Certification to teach grades Early Childhood - 6)
Social Studies 4-8 (Certification to teach Social Studies grades 4 - 8)
Social Studies 7-12 (Certification to teach Social Studies grades 7-12)
Science 4-8 (Certification to teach Science grades 4 – 8)
English, Language Arts, and Reading 4-8 (Certification to teach these subjects grades 4 - 8)
English, Language Arts, and Reading 7-12 (Certification to teach these subjects grades 7-12)
All-Level Music Education

<https://www.abu.edu/search?q=accreditations>

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> p.4

DISABILITY SERVICES / ACCOMMODATIONS

Office Responsible	V. P. of Academic Affairs
Location of Information	University Website, Academic Office, Admissions Office, Student Affairs Office
Information Updated	October 2017
Policy and Procedures Update	June 2015

In accordance with the Americans with Disability Act, Arlington Baptist University recognizes the need to provide accessibility service and special needs for any student with documented disabilities and has established policy and procedures for required accommodations.

POLICY AND PROCEDURES REGARDING SPECIAL ACCOMMODATIONS

Policy:

Arlington Baptist University's nondiscriminatory policy affirms the University's concern and respect for those individuals with specific physical and cognitive needs. This policy is published in both the University catalog, the student handbook and on the University website at:

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> , p. 2

<https://www.abu.edu/search?q=discrimination>

Any student in need of disability services should contact the 504 Coordinator or the Academic Affairs office prior to or upon enrollment to establish appropriate accommodations for any documented disabilities. Upon notification of a potential need, the student will be provided a ***Disability Service: Accommodation Request Form*** which is to be completed by the student and/or guardian and returned to the University so that proper procedures may be followed and documented.

Questions or concerns may be addressed to:

Disability Services
Janie Taylor
504 Compliance Officer
V. P. of Academic Affairs
817.461.8741, ext. 105
jtaylor@abu.edu
ABU Administration Building
3001 W Division St.
Arlington, TX 76012

Procedures:

1. **Students with a documented disability should obtain, complete, and submit a Disability Service: Accommodation Request Form along with any pertinent documentation.**
2. Once a ***Disability Service: Accommodation Request Form*** has been submitted to the Academic Affairs Office, documentation will be reviewed, and a conversation will be held between the Academic Affairs office and the student / guardian to further clarify the type and extent of the disability and determine the nature of the needed accommodation. (*Form can be found at the end of this document.*)
5. Once the needed accommodations (academic or physical) for the student's particular situation is determined, the student's professors will be given written notification of the procedures to be followed. (If there are physical accommodations needed, these will be implemented within the first week of classes.)
6. All material regarding the documented disability and accommodations are kept confidential, but will be placed in the student's permanent file to help ensure ongoing assistance.
7. Should the student / guardian feel that the accommodations are not appropriate or are not being followed, they are to contact the Academic Affairs Office. While most informal complaints can be resolved by communication between the Academic Affairs Office and the student / guardian, if the follow-up action of the Academic Affairs Office is not satisfactory, and/or the student/guardian feels that the University is refusing to make the appropriate accommodations, a formal complaint may be filed in accordance with the STUDENT COMPLAINTS AND GRIEVANCES policy as published in the student handbook.

8. Once a formal complaint has been submitted to the University, an Academic Affairs Committee meeting will be scheduled within one week of the complaint. The goal of this meeting will be to determine the appropriateness of the accommodations, whether or not the agreed accommodations were provided, and if the University needs to make additional adjustments to help meet the needs of the student.
9. The student and/or guardian will be informed of the committee's findings and if still dissatisfied may contact the United States Department of Education, Office for Civil Rights at 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810.

FSA ELIGIBILITY OF STUDY ABROAD

Currently, Arlington Baptist University does not offer any programs of study abroad, and we do not anticipate any in the near future.

TRANSFER OF CREDIT POLICY

Transfer Out Policy:

Students can transfer credits to schools that are accredited by ABHE (Association for Biblical Higher Education) or accept ABHE accreditation. However, individual courses will be transferred on the basis of how each course can be applied to the degree program chosen at that school.

Transferability is ultimately determined by the institution to which one hopes to transfer and should always be viewed as limited. Not only must the student earn at least a "C" for credits to transfer, but courses must also fit with the program into which one is transferring. Additionally, some schools will only accept credits from regionally accredited institutions and/or limit the percentage of courses that can be transferred in.

If a student is planning to attend for only a limited time, it would be wise to check the "Transfer In" policy of the school to which one hopes to transfer. The registrar can also provide the student wishing to transfer a list of some of the schools in our area that readily accept our credits and some that do not. Some of the schools that readily accept our credits include: Criswell College, Dallas Baptist University, Texas State University – San Marcos, and Texas A&M – Commerce. (We entered into an Articulation Agreement with Texas A&M – Commerce beginning in fall 2016 which may be viewed at

<http://www.tamuc.edu/admissions/oneStopShop/undergraduateAdmissions/transferAdmissions/articulationAgreements.aspx>)

Transfer In Policy:

Any student who attended any other institution of higher learning must present an official transcript with his/her application. Credits earned at an accredited institution will be considered for transfer where programs and courses are compatible. Grades earned in courses must be at least "C" level or equivalent before credits can be transferred.

Students on academic probation at another college or university will be interviewed before being considered for admission. Transfer students must meet all other admissions requirements listed above.

Students applying for admission to the University and are planning to use **VA benefits** must submit a military transcript. Even if no credits are accepted, a military transcript must be included with the application for admission.

At this time, Arlington Baptist University has established an articulation agreement with Texas A&M University - Commerce. ABU has instituted scholarships for any student who completes the requirements for a two-year program at either Jacksonville College (Jacksonville, TX) or any of the Word of Life Institutes (college). (SCHOLARSHIPS)

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> p. 24

VOTER REGISTRATION

Voter Registration cards (applications) will be distributed in New Student Orientation at the beginning of each fall and spring semester. These cards will also be a part of the registration packet made available through academic advisors during registration each fall, spring and summer sessions. The university website provides a link to voter registration and application information. Registration forms will also be available for pickup at the library, the registrar’s office, and the financial aid office.

CONSTITUTION AND CITIZENSHIP DAY

Office Responsible	V. P. of Student Affairs
Location of Information	University Website, Student Affairs Office, Academic Office, Admissions Office
Information Updated	October 2017
Policy and Procedures Update	Fall 2014

Planned Activities
On September 17 and/or during the week of September 17, ABU will commemorate this historical event with activities which may include the following: conduct a flag ceremony with pledges and patriotic songs; make a presentation of information related to the Constitution and Citizenship; provide access to a video presentation regarding historical heritage of America; publicize various information and activities via the University website.

In accordance with the United States Department of Education, and in partial fulfillment of Title IV and HEA programs, Arlington Baptist University will observe “Constitution Day” on September 17 of each year. In the event this date falls on a weekend, this special day will be observed the following Monday. Various activities will take place to both inform students and employees of the nature and purpose of

this day and to celebrate “Constitution Day”. Such activities include: reciting fascinating facts about the Constitution, its founding, and its founders; presenting video series related to our American heritage and the Biblical foundations of the Constitution; conducting a flag ceremony; recitation of the pledge and singing patriotic songs; identifying the author of famous quotes; providing patriotic tee shirts; and conducting contests related to the themes associated with Constitution Day.

<https://www.abu.edu/library/public/documents/Handbooks/ABU-Student-Handbook-2017-2018.pdf> p. 5

DRUG AND ALCOHOL ABUSE PREVENTION (students and employees)

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook, University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	February 2015
Policy and Procedures Update	February 2015

Drug and Alcohol Abuse Prevention Program

Policy:

The University requires all members of its community (students, visitors, and staff) to refrain from the possession and/or use of alcoholic beverages and the illegal and improper possession and/or use of narcotics, drugs, and other controlled substances.

Although Arlington Baptist University has a policy forbidding the use of Alcohol, Drugs, or Tobacco on campus, no drug prevention policy will ever guarantee drug-free practice, and sadly, some will seek to test the limits. As of January 1, 2012, the University initiated a random drug testing program as a means of protecting the campus community from the potential negative effects of illegal drugs. The administration reserves the right to request any student, visitor, or staff member to submit to a urinary drug test. A failed drug test or refusal to participate will result in disciplinary action.

Students suspected of violating the University’s Alcohol and Drug Policy will be referred to the Vice President of Student Affairs who will examine the evidence to determine the accuracy of the charges. Students found in violation of the University’s Alcohol and Drug Policy will appear before the Drug and Alcohol Prevention Committee; who, after deliberation of a student’s case, the committee may suspend the student from school for a period of time or expel the student permanently. Any student who is convicted of a criminal drug statute must notify the Vice President of Student Affairs no later than five days after such conviction.

However, since the goal of our policies remains prevention not punishment, it is our responsibility to inform our students of not only the academic consequences regarding alcohol and drug abuse, but of the greater personal, familial, and societal consequences associated with such abuse. To this end, **during at**

least one chapel each semester, time will be set aside to inform and/or address **some aspect of the drug abuse** issue by means of literature handout, informational packet, video presentation, or an informed and informative speaker. Those seeking help prior to discovery may be granted a measure of grace.

Furthermore, any member of the University community that is experiencing symptoms associated with their own or someone else's alcohol or drug use is encouraged to seek help. Available resources are listed below. Referrals can also be obtained through the Vice President of Student Affairs.

Procedures:

Drug issues involving students fall under the purview of the Vice President of Student Affairs. Student drug violations should be reported to his office, and students seeking assistance can also receive referrals to local counselors through his office.

1. Drug issues involving students should be reported to the Vice President of Student Affairs.
2. Those reporting an incident will be asked to help complete a **Drug Incident Form**.
3. The Vice President of Student Affairs will launch an investigation to discretely verify all reported information and identify all those involved.
4. Confirmed Infractions normally mandate suspension or expulsion and require immediate review by the DAP committee before any consequences are announced to ensure the best interests of the student and the consistent enforcement of administrative policy.
5. Self-reported offences, where suspension or expulsion is deemed unnecessary, may be handled by the Vice President of Student Affairs and reviewed by **Drug and Alcohol Prevention (DAP)** committee at their next meeting. (See information regarding the Biennial Review Committee.)
6. All students will be advised of the availability of counseling and of their right of appeal as further explained in the student handbook.

PROCEDURES Re: STAFF

For employees of the University, needed discipline is discretely handled through the appropriate administrative supervisor. Therefore, faculty matters would be handled by the Vice President of Academic Affairs, business personnel by the Vice President of Business Operations, etc. All staff discipline would then fall under review of the President. (See Faculty Handbook and Staff Handbook made available by appropriate administrators.) Faculty or staff members who violate the University's Alcohol and Drug Policy are subject to removal from employment. As a condition of employment, an employee convicted of a criminal drug statute must notify the institution no later than five days after such conviction. All ABU employees can receive counseling and/or rehabilitation services through Blue Cross and Blue Shield of Texas by contacting our local provider or by logging on to <http://www.bcbstx.com/>.

Possible Additional Sanctions

There are both Texas and Federal laws against the unlawful possession, use, and distribution of illegal drugs by those of any age; the unlawful possession, use, and distribution of alcoholic beverages by those who are under the age of 21; and against buying alcoholic beverages for those under 21 or sharing alcoholic beverages with them. Violations of these laws are punishable on either a State or Federal level

by fines and/or imprisonment. Students or employees of Arlington Baptist University who violate State or Federal drug and alcohol laws while on campus are subject to referral to State or Federal authorities for prosecution.

Health Risks

The use of illicit drugs and the abuse of alcohol greatly threaten one's health by diminishing the quality of life. Drugs and alcohol impair judgment, dull the senses, and pose a tremendous threat to the safety of the users and others.

WHERE TO FIND HELP

CHRISTIAN COUNSELORS

Christian Counseling of Mansfield
Dell Canright, MA, LPC
1580 Hwy 157 N Suite 100
Mansfield, TX 76063
817-453-9310

The Master's Touch Therapon Counseling Center

Dr. Joe Tims, LBT
205-A North Oak St.
Roanoke, TX
817-430-8184

(Christian Counseling Referrals)
Recovery Options Corporation
800-662-2873

DRUG PROGRAMS: INPATIENT

The Cedars Hospital
Desoto, TX
972-298-7323
House of Isaiah
Mabank, TX
903-887-1373

TREATMENT FACILITIES

Area treatment facilities offer a variety of services for those with drug or alcohol problems. Services and programs include: treatment, education and prevention, adult children of alcoholics support groups, family and group counseling, detoxification, and adolescent services. Information concerning assessment, referral, education, and support groups may be obtained by contacting:

Tarrant Council on Alcoholism and Drug Abuse
401 West Sanford, Suite 1300
Arlington, TX 76011

Hours: 8:30 a.m. to 5:30 p.m.
 817-548-9993
 24-hour hotline: 817-332-6329

The cost of services and programs varies. Individuals may call the treatment facilities for financial information. Some services may be offered without charge. Some are on a sliding scale; others, on a fixed rate.

Summary Policy Statement:

The Arlington Baptist University Alcohol and Drug Policy is based upon, and is in conformity to the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226.

Employees

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on University property or at any of its activities is prohibited. ABU will impose sanctions, consistent with local, State, and Federal law, for violations of ABU alcohol and drug policies as stated in the faculty/employee handbooks. Disciplinary action may include corrective discipline, counseling, (faculty) reassignment, documented warnings, probation, suspension with or without pay, and discharge, as well as referral to local law enforcement for prosecution. Legal sanctions may include drug abuse classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. Because of the seriousness of drug abuse, failure to disclose previous convictions on a job application is grounds for termination.

ABU supports the laws and regulations of the United States of America, the State of Texas, Tarrant County, and the City of Arlington. Each student and employee is expected to do the same. Applicable legal sanctions under state, local, and federal law can include: forfeiture of personal property and real estate, fines, revocation of driver’s license, probation, parole, imprisonment, mandatory minimum sentences, and deportation for non-US citizens.

A Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration (<https://www.dea.gov/druginfo/ftp3.shtml>), is provided below:

Federal Trafficking Penalties

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	

I	Fentanyl Analogue 10-99 grams mixture	individual, \$25 million if not an individual.	Fentanyl Analogue 100 grams or more mixture	individual, \$50 million if not an individual.
I	Heroin 100-999 grams mixture	Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Heroin 1 kilogram or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity			Penalty	
Any Amount Of Other Schedule I & II Substances		First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8million if an individual and \$20 million if other than an individual.

Texas Penalties

In addition to the information listed above, a complete listing of the Texas Controlled Substance Act can be viewed at: <http://www.statutes.legis.state.tx.us/Docs/HS/pdf/HS.481.pdf>

Texas Drug Regulations

Texas Law

I. Criminal Penalties:

A **Class C misdemeanor** is punishable by a fine not to exceed \$500.

A **Class B misdemeanor** is punishable by a fine not to exceed \$2000; confinement in jail for a term not to exceed 180 days; or both fine and confinement.

A **Class A misdemeanor** is punishable by a fine not to exceed \$4000; confinement in jail for a term not to exceed one year; or both fine and confinement.

A **state jail felony** is punishable by confinement in a state jail for any term of not more than 2 years or less than 180 days and by a fine not to exceed \$10,000.

A **3rd degree felony** is punishable by imprisonment for any term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000.

A **2nd degree felony** is punishable by imprisonment for any term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000.

A **1st degree felony** is punishable by imprisonment for life or for any term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000.

II. Offenses:

A. Offense of manufacture or delivery of controlled substances

These offenses are set out in Sections 481.112, 481.1121, 481.113, and 481.114, Texas Health and Safety Code, which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. Section 481.032, Texas Health and Safety Code, contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

Section 481.112, Texas Health and Safety Code, deals with Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 200 grams is a 1st degree felony; more than 200 grams and less than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine; more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$250,000 fine.

Section 481.1121, Texas Health and Safety Code, deals with Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felony; number of abuse units more than 20 and less than 80 is a 2nd degree felony; number of abuse units more than 80 and less than 4000 is a 1st degree felony; more than 4000 units is life imprisonment or a term of 15 to 99 years and up to a \$250,000 fine.

Section 481.113, Texas Health and Safety Code, deals with Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

Section 481.114, Texas Health and Safety Code, deals with Penalty Group 3 and 4 drug offenses: less than 28 grams is a state jail felony; more than 28 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

B. Offense of Possession of Controlled Substances

These offenses are set out in Sections 481.115, 481.116, 481.117, and 481.118, Texas Health and Safety Code, which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. Section 481.032, Texas Health and

Safety Code, contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

Section 481.115, Texas Health and Safety Code, deals with Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 3rd degree felony; more than 4 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

Section 481.1151, Texas Health and Safety Code, deals with Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felony; number of abuse units more than 20 and less than 80 is a 3rd degree felony; number of abuse units more than 80 and less than 4000 is a 2nd degree felony; more than 4000 units and less than 8000 units is a 1st degree felony; and more than 8000 units is life imprisonment or a term of 15 to 99 years and up to a \$250,000 fine.

Section 481.116, Texas Health and Safety Code, deals with Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 3rd degree felony; more than 4 grams and less than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

Section 481.117, Texas Health and Safety Code, deals with Penalty Group 3 drug offenses: less than 28 grams is a Class A misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 grams and less than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

Section 481.118, Texas Health and Safety Code, deals with Penalty Group 4 drug offenses: less than 28 grams is a Class B misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 grams and less than 400 grams is a 2nd degree felony; more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

C. Offense of Delivery of Marijuana

Section 481.120, Texas Health and Safety Code, deals with delivery of marijuana offenses: less than one quarter ounce is a Class B misdemeanor if delivery is without compensation; less than one quarter ounce is a Class A misdemeanor if delivery is for compensation; more than one quarter ounce and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 2nd degree felony; more than 50 pounds and less than 2000 pounds is a 1st degree felony; and more than 2000 pounds is life imprisonment or a term of 10 to 99 years and a fine not to exceed \$100,000.

D. Offense of Possession of Marijuana

Section 481.121, Texas Health and Safety Code, deals with possession of marijuana offenses: less than 2 oz. is a Class B misdemeanor; more than 2 oz. and less than 4 oz. is a Class A misdemeanor; more than 4 oz. and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 3rd degree felony; more than 50 pounds and less than 2000 pounds is a 2nd degree felony; and more than 2000 pounds is life imprisonment or a term of 5 to 99 years and a fine not to exceed \$50,000.

E. Offense of Delivery of Controlled Substance or Marijuana to Minor

Section 481.122, Texas Health and Safety Code, deals with the offense of the delivery of a controlled substance or marijuana to a minor (17 years of age or younger) and provides that the offense is a 2nd

degree felony punishable by imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000.

F. Offense of Driving while Intoxicated (drugs or alcohol)

Sections 49.04, 49.09, Texas Penal Code, provide that the offense of driving while intoxicated is punishable as a Class B misdemeanor with a minimum term of confinement of 72 hours unless the driver had an open container of alcohol in his possession in which case the offense is a Class B misdemeanor with a minimum term of confinement of six days in jail. One prior conviction enhances the punishment to a Class A misdemeanor with a minimum term of confinement of 30 days; two prior convictions enhances the punishment to a 3rd degree felony.

G. Offense of Consumption or Possession of Alcohol in Motor Vehicle

Section 49.03, Texas Penal Code, provides that the penalty for the offense of consumption of an alcoholic beverage while operating a motor vehicle in a public place is a Class C misdemeanor.

H. Offense of Public Intoxication

Section 49.02, Texas Penal Code, provides that the offense of public intoxication wherein a person appears in a public place while intoxicated to the degree that the person may endanger himself or another person is punishable as a Class C misdemeanor, unless the person is younger than 21 years old, wherein Sections 106.071 and 106.115, Texas Alcoholic Beverage Code apply and provide for a Class C misdemeanor punishment and attendance at an alcohol awareness program, and where the offender has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

I. Offense of Purchase of Alcohol by a Minor

Sections 106.02, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the offense of the purchase of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and when the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

J. Offense of Consumption of Alcohol by Minor

Sections 106.04, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the offense of consumption of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

K. Offense of Possession of Alcohol by Minor

Sections 106.05, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the possession of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

L. Offense of Sale of Alcohol to a Minor

Section 106.03, Texas Alcoholic Beverage Code, provides that the penalty for selling alcohol to a minor is a Class A misdemeanor.

M. Offense of Purchase of Alcohol for a Minor or Furnishing Alcohol to a Minor

Section 106.06, Texas Alcoholic Beverage Code, provides that the penalty for purchasing alcohol for a minor or giving or making available an alcoholic beverage to a minor is a Class B misdemeanor.

N. Offense of Misrepresentation of Age by a Minor to Person Selling or Serving Alcoholic Beverages

Sections 106.07, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the penalty for misrepresentation of age by a minor to a person selling or serving alcoholic beverages is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the offender is a minor previously convicted twice for alcohol-related offenses, a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both fine and imprisonment; community service of 8 to 40 hours; suspension of Texas Driver's License for 30 to 180 days and attendance at an alcohol awareness program.

Alcohol and Drug Abuse Information and Programs

The University assists in annual drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. Students found in violation of the ABU code of conduct with regards to drugs and alcohol will be subject to sanctions deemed appropriate by the office of the Dean of Students. Specific information will be addressed in the Alcohol and Drug Biennial Review, available in the Consumer and Safety Information document at: or located in the Dean of Students Office. The University also provides education through dissemination of informational materials, educational programs, and local counseling referrals.

Alcohol and Other Drugs Biennial Review

ABU will compile a Biennial Review of the University alcohol and drug policy and initiatives. The Biennial Review includes: foundational belief, a review of policy, annual notification, goals, statistical reporting elements, enforcement/sanction consistency, campus efforts, measured effectiveness of the policy and programs, and identified improvements that can be made. The Drug and Alcohol Biennial Review will be available in the following locations: Academic Office, Student Affairs Office, Business Office, and Admissions Office.

Arlington Baptist University
Drug Policy Oversight and Biennial Review

The Drug Free Schools and Communities Act requires, as a condition of receiving any federal funding or other financial assistance, that an institution of higher education certify it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol for students and employees on school premises and as a part of its activities.

The Arlington Baptist University campus and community will provide comprehensive alcohol and other drug prevention initiatives, programs, and services that focus on policy, environmental management, education, intervention, prevention, research and assessment. Regular assessment of the effectiveness of the DAAPP policies and procedures will be the responsibility of the Drug and Alcohol Prevention (DAP) committee. It shall be the responsibility of the DAP committee to implement changes when necessary or desirable and ensure that the sanctions developed are enforced consistently. Said committee will meet at least once a year to review current data and recommend any needed changes to the University President for approval followed by the needed postings. They will also conduct a biennial review of all procedures for submission to the Department of Education in accordance with the Clery ACT.

When conducting the biennial review, the following information will be reviewed by the DAP committee:

- A. Incident reports in the Vice President of Student Affairs Office related to any infractions of the student drug and alcohol policy which notes any follow-up steps taken for remediation and whether those steps were successful.
- B. Local, State, and Federal Mandates regarding drug and alcohol abuse to ensure that the following documents contain current and accurate information:
 - a. Alcohol and drug prevention information provided to students, staff, faculty and employees
 - b. Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
 - c. Current Arlington Baptist University Catalog - specifically the section dealing with student life on campus and expectations related to student behavior
 - d. Residence Life policies related to drugs and alcohol
 - e. Employee Handbook policies related to drug and alcohol use by University employees and the sanctions imposed for failure to comply
 - f. Various resources available to students and employees regarding drug and alcohol abuse
- C. Alcohol and drug policies at similar institutions to see if better approaches have been developed by others.

Upon completion of the biennial review, the findings will be submitted for approval by the office of the Arlington Baptist University President (Currently Dr. D.L. Moody). Upon his approval, the biennial review will be published and made available online in an electronic format, and in hard copies in the following locations:

Business office, Dean of Students office, Registrar’s office, and Vice President of Institutional Effectiveness office.

Hard copies can also be requested by mail.

In order to communicate the availability of these documents, students, faculty, staff and employees will receive e-mail notifications stating that the documents are ready and available at a specified URL and/or at the locations listed above.

Committee Members shall be represented by the following areas:

<u>Area of Interest</u>	<u>Current Member</u>
Vice President of Student Affairs	Joshua Moody
Vice President of Academic Affairs	Janie Taylor
Vice President of Institutional Effectiveness	Carl Johnson
Vice President of Business Affairs	David Ingram
Financial Aid Officer	Cindy Treat

These policies and procedures have been approved for adoption by the Arlington Baptist University President as noted by the signature on the document in **APPENDIX A**.

Health Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Additional health risks can include:

<i>Substance</i>	<i>Some Possible Long-Term Effects</i>
Alcohol	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment

Amphetamines <i>uppers, speed, crank</i>	loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression
Barbiturates <i>barbs, bluebirds, blues</i>	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment
Benzodiazepines (Valium, Xanax, Ativan, Dalmane, Rohypnol) <i>benzos, downers, sleepers, tranqs, roofies</i>	impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence
Cocaine & Cocaine freebase <i>coke</i>	loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations
Codeine	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Heroin <i>H, junk, smack</i>	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Inhalants <i>ames, gas, laughing gas, poppers, snappers</i>	psychological dependence, psychotic reactions, confusion, frozen airway, sudden death
LSD <i>acid</i>	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks
MDA, MDMA, MOMA <i>ecstasy, xtc</i>	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia
Marijuana (cannabis) <i>pot, grass, dope, weed, joints</i>	bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration
Mescaline (peyote cactus) <i>mesc, peyote</i>	may intensify existing psychosis, hallucinations at high dose
Methaqualone <i>ludes</i>	coma, convulsions
Morphine <i>M, morf</i>	physical dependence, constipation, loss of appetite, lethargy
PCP <i>crystal, tea, angel dust</i>	psychotic behavior, violent acts, psychosis, hallucinations at high dose
Psilocybin <i>magic mushrooms</i>	may intensify existing psychosis
Steroids <i>juice</i>	cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

Provided courtesy of the University of Washington.

Treatment Programs

Any member of the University community that is experiencing symptoms associated with their own or someone else's alcohol or drug use is encouraged to seek help. Students needing assistance can receive referrals to local counselors from the Dean of Student's Office. Any ABU faculty, staff or employee can seek help for counseling or rehabilitation through services provided by our healthcare provider, Blue Cross and Blue Shield of Texas. Information can be found on the services available by contacting our local provider or logging on to <http://www.bcbstx.com/>

CONSUMER INFORMATION FOR STUDENT ATHLETES

ATHLETIC PROGRAM PARTICIPATION RATES / FINANCIAL SUPPORT DATA (EADA)

Office Responsible	Athletic Director
Location of Information	University Website, Athletic Office, Academic Office, Business Office, Student Affairs Office
Information Updated	October 15, 2015
Policy and Procedures Update	NA

Arlington Baptist University provides equitable athletic opportunities for all sports offered for both men and women. By October 15 of each year, the University will complete and make available a report on athletic program participation rates and financial support. A copy of this report, Equity in Athletics Disclosure Act (EADA), will be available in the athletic office, admissions office, and library. Also, upon request, a copy of the report can be mailed.

Completion & Graduation Rates for Student Athletes

Arlington Baptist University does not offer student athletes athletically-related student aid; therefore, this information is not calculated.

Equity in Athletics Report (EADA)

This report is completed by October 15 of each year. The report is available on our University website at:

The EADA report is also available on the Department of Education website at: <https://ope.ed.gov/athletics/#/>

2017 EQUITY IN ATHLETICS DISCLOSURE ACT (EADA REPORT)

Arlington Baptist University

Unit ID: 222877

General Information

3001 W Division
Arlington, TX 76012-3425
Phone: 817-461-8741 (104)

Athletic Department Information

Director: Cliff McDaniel
3001 W. Division St.
Arlington, TX 76012

Number of Full-time Undergraduates: 207
Men: 138
Women: 69

Reporting Year: 6/1/2013 - 5/31/2014
Reporting Official: Clifton McDaniel
Title: Athletic Director
Phone: 817-461-8741
Sanctioning Body: NCCAA Division II

Participants

Athletics Participation

Varsity Teams	Number of participants as of the day of the first scheduled contest	
	Men's Teams	Women's Teams
Baseball	28	N/A
Basketball	12	11
Volleyball		10
Total Participants Men's and Women's Teams	40	21
Unduplicated Count of Participants (Number of individuals who participated on at least one varsity team.)	40	20

Coaching Staff and Salaries

Head Coaches - Men's Teams

Varsity Men's Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		1	1						1
Basketball		1	1						1
Coaching Position Totals	0	2	2	0	0	0	0	0	2

Head Coaches - Women's Teams

Varsity Women's Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball						1	1		1
Volleyball						1	1		1
Coaching Position Totals	0	0	0	0	0	2	2	0	2

Head Coaches' Salaries

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coach	\$2,000	\$2,000
Number of Head Coaches Included in Average	2	2
Average Annual Institutional Salary per FTE	\$20,000	\$20,000
Number of FTEs Included in Average	0.20	0.20

Revenues and Expenses

Athletically Related Student Aid

	Men's Teams	Women's Teams	Total
Total	\$0	\$0	\$0
Ratio (percent)	0	0	100%

Recruiting Expenses

	Men's Teams	Women's Teams	Total
Total	\$0	\$0	\$0

Operating (Game-Day) Expenses by Team

Varsity Teams	Men's Teams			Women's Teams			Total Operating Expenses
	Participants	Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant	By Team	
Basketball	12	\$759	\$9,108	11	\$492	\$5,413	\$14,521
Baseball	28	\$412	\$11,541	N/A	N/A	N/A	\$11,541
Volleyball				10	\$476	\$4,761	\$4,761
Total Operating Expenses Men's and Women's Teams	40	N/A	\$20,649	21	N/A	\$10,174	\$30,823

Total Expenses by Team

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	\$14,108	\$9,413	\$23,521
Total Expenses of all Sports, Except Football and Basketball, Combined	\$14,541	\$7,761	\$22,302
Total Expenses Men's and Women's Teams	\$28,649	\$17,174	\$45,823
Not Allocated by Gender/Sport	N/A	N/A	\$15,000
Grand Total Expenses	N/A	N/A	\$60,823

Total Revenues by Team

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	\$14,108	\$9,413	\$23,521
Total Revenues of all Sports, Except Football and Basketball, Combined	\$14,541	\$7,761	\$22,302
Total Revenues Men's and Women's Teams	\$28,649	\$17,174	\$45,823
Not Allocated by Gender/Sport	N/A	N/A	\$15,000
Grand Total for all Teams (includes by team and not allocated by gender/sport)	N/A	N/A	\$60,823

Revenues & Expenses Summary

Revenues and Expenses Summary	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	\$4,000	\$4,000	\$8,000
2 Total of Assistant Coaches' Salaries	\$0	\$0	\$0
3 Total Salaries (Lines 1+2)	\$4,000	\$4,000	\$8,000
4 Athletically Related Student Aid	\$0	\$0	\$0
5 Recruiting Expenses	\$0	\$0	\$0
6 Operating (Game-Day) Expenses	\$20,649	\$10,174	\$30,823
7 Summary of Subset Expenses (Lines 3+4+5+6)	\$24,649	\$14,174	\$38,823
8 Total Expenses for Teams	\$28,649	\$17,174	\$45,823
9 Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	\$4,000	\$3,000	\$7,000
10 Not Allocated Expenses			\$15,000
11 Grand Total Expenses (Lines 8+10)			\$60,823
12 Total Revenues for Teams	\$28,649	\$17,174	\$45,823
13 Not Allocated Revenues			\$15,000
14 Grand Total Revenues (Lines 12+13)			\$60,823
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	\$0	\$0	\$0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			\$0

Supplemental Information

No Supplemental Information was provided.

STUDENT RIGHT TO KNOW INFORMATION

Office Responsible	V. P. of Academic Affairs
Location of Information	Student Handbook, University Catalog and Website, Academic Office, Student Affairs Office, Business Office
Information Updated	October 2017
Policy and Procedures Update	July 2015

COPYRIGHT INFRINGEMENT: Penalties and Policies

“Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws”

“Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or ‘statutory ‘ damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For ‘willful’ infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment or up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.” (FSA HB June 2013, p. 2-105)

ACADEMIC INTEGRITY POLICY AND PROCEDURES

Office Responsible	V. P. of Academic Affairs
Location of Information	Student Handbook, University Catalog and Website, Academic Office, Student Affairs Office, Business Office
Information Updated	October 2017
Policy and Procedures Update	June 2016

Policy:

Academic Integrity Policy (Academic Dean and V. P. of Academic Affairs is the same person)

In accordance with Biblical principles of honesty and integrity, Arlington Baptist University views any act of cheating or plagiarism as a serious offense. If any faculty member observes or suspects that plagiarism or cheating has occurred, he or she is obligated to address the instance and notify the Academic Affairs office of the situation.

Academic dishonesty includes, but is not limited to, the following:

- Turning in work done by another person as if it was your personal effort.
- Copying another student's homework, paper, test, or assignment.
- Copying from a source (books, internet, etc.) and not giving credit to the source.
- Copying and Pasting from a website or document on the Internet.
- Working together with one or more persons on an assignment that is intended to be done by you alone.
- Copying or attempting to copy answers from the test of another student.
- Using notes, materials, or assistance on a test when the instructor has not given clear permission for their use.
- Communicating with another student during a test, quiz, or exam.
- Assisting or allowing someone to copy your work without the instructor's clear permission to do so.
- Submitting, without explicit permission from the current instructor(s), materials written for a previous or concurrent class.
- **Accessing another student's online course(s) from any semester/term, with or without that student's approval while registered for that course will be viewed as a deliberate and premeditated action and will be treated as a double offence resulting in an automatic failure of that course in accordance with step 2 below. If the student has already received a warning or it involves more than one course, this infraction could result in dismissal from school.**

The consequences for academic dishonesty may be applied at three levels:

1. When a student violates the Academic Integrity Policy, Faculty will contact the Academic Dean to see if this may be viewed as inadvertent. **Only "inadvertent" violations will receive the minimum. If the student has completed English Composition I or II at ABU or has taken an online course in two semesters, the infraction will be not viewed as inadvertent. The minimum consequences are to be understood as follows:**

- a. **An on campus only student whose violation seems inadvertent** may, at the discretion of the instructor, be given a variety of **penalties up to and including a zero** for the work submitted. If, based on their current grade, the penalty does not prevent the student from passing the course, the student will be allowed to continue. However, the **student must also attend an Academic Integrity (AI) Training session**. Said student should not be allowed to participate in class activities until an AI training session has been scheduled with the school's librarian who will provide an admittance note. When the AI training is completed, the student **must first show the appropriate faculty member a signed certificate of completion and then submit the certificate to the Academic Affairs office before a passing grade can be submitted or posted.**
- b. **An online only student or an on-campus student whose first inadvertent violation occurs in an online course** may, at the discretion of the instructor, be allowed to continue the course. However, the student **will be given a zero for the work submitted** and must first **retake and pass the plagiarism quiz** before any further work can be submitted. The student must also **submit to their instructor a one-page paper indicating why the noted action(s) violated our**

Academic Integrity Policy before a passing grade can be given or posted. *(The minimum penalty in the online course is more severe because the student has already taken a plagiarism quiz and affirmed an understanding of the process.)*

2. An instance of intentional academic dishonesty or subsequent violation in the same course or a second course will result in the student's dismissal from the course and a failing grade for that course. If an extreme abuse occurs, the faculty or administration may recommend that the student appear before the Academic Affairs committee to give reason why the student should not be suspended or dismissed from school.
3. A third offense, any pattern of academic dishonesty, or a clearly egregious violation (such as willfully assisting or encouraging another student to violate the Academic Integrity Policy) will result in course failure and required appearance before the Academic Affairs committee to determine if possible suspension or dismissal is appropriate.

Procedures:

Upon the occurrence of an infraction regarding cheating and/or plagiarism, the following steps should be taken:

1. As soon as possible, at the discovery of an apparent infraction, the instructor should notify the appropriate student(s) to discuss the nature of the alleged infraction(s), the consequences of such infraction(s), and the procedures related to the consequences.
2. The V. P. of Academic Affairs must then be notified and sent documentation regarding the infraction.
3. If after this initial notification an infraction is confirmed, the instructor will complete and sign The ACADEMIC INTEGRITY Information Notification Form and proceed as follows:
 - a. On-campus students will be asked to sign the form, acknowledging the complaint.
 - b. Online students will be emailed a copy of the signed form and asked to forward the document to the Academic Dean at jtaylor@abu.edu as acknowledgement of receipt.
 - c. The instructor's signed copy will be sent to the Academic Dean. (The instructor is encouraged to keep a personal copy as well.)
4. The Academic Dean will determine if this is a first, second, or third infraction regarding academic integrity and, based on the number of and seriousness of the infractions, determine the appropriate level of consequence as specified in our Academic Integrity Policy and initiate the appropriate consequences. The student will then be notified of the pending consequences and may appeal.
5. If this is a level three offense or appears to show a pattern of academic dishonesty, the Academic Affairs Committee will consider the evidence and discuss each circumstance thoroughly and determine a course of action. While the minimum consequence will be failure of the course in

which the infraction occurred, the committee will, upon evidence of a *pattern of academic dishonesty*, recommend either forced withdrawal or dismissal of the student from the University.

- a. A dismissal will result in a grade of “F” for all courses in which the student is enrolled during the semester of the last infraction.
 - b. If the student is allowed to withdraw, the student will receive an “F” in the course in which the third offense occurred, but other professors will have the option of awarding the student a grade of “W” (withdrawal) or “F” (failure).
6. Students given a dismissal or mandatory withdrawal will not be allowed to re-enroll for at least one semester.
 7. A copy of all ACADEMIC INTEGRITY Infraction Notification Forms will become a part of the student’s permanent file.

<https://www.abu.edu/library/public/documents/Handbooks/ABU-Student-Handbook-2017-2018.pdf> p. 7

DISCIPLINARY PROCEDURES

Office Responsible	V. P. of Student Affairs / V. P. of Academic Affairs
Location of Information	Student Handbook, University Website, Student Affairs Office, Academic Office, Admissions Office, Business Office
Information Updated	October 2017
Policy and Procedures Update	July 2015

ACADEMIC

Upon the occurrence of an infraction regarding cheating and/or plagiarism, the following steps should be taken:

1. As soon as possible, the discovery of an apparent infraction, the instructor should notify the appropriate student(s) to discuss the nature of the alleged infraction(s), the consequences of such infraction(s), and the procedures related to the consequences.
2. The VP of Academic Affairs must then be notified and sent documentation regarding the infraction.
3. If after this initial notification an infraction is confirmed, the instructor will complete and sign The ACADEMIC INTEGRITY Information Notification Form and proceed as follows:
 - a. On-campus students will be asked to sign the form, acknowledging the complaint.
 - b. Online students will be emailed a copy of the signed form and asked to forward the document to the Academic Dean at jtaylor@abu.edu as acknowledgement of receipt.

- c. The instructor's signed copy will be sent to the Academic dean. (The instructor is encouraged to keep a personal copy as well.)
4. The Academic Dean will determine if this is a first, second, or third infraction regarding academic integrity, and based on the number and seriousness of the infraction determine the appropriate level of consequence as specified in our Academic Integrity Policy and initiate the appropriate consequences. The student will then be notified of the pending consequences and may appeal.
 5. If this is a level three offense or appears to show a pattern of academic dishonesty, the Academic Affairs Committee will consider the evidence and discuss each circumstance thoroughly and determine a course of action. While the minimum consequence will be failure of the course in which the infraction occurred, the committee will, upon evidence of a "pattern of academic dishonesty", recommend either forced withdrawal or dismissal of the student from the university.
 - a. A dismissal will result in a grade of "F" for all courses in which the student is enrolled during the semester of the last infraction.
 - b. If the student is allowed to withdraw, the student will receive an "F" in the course in which the third offense occurred, but other professors will have the option of awarding the student a grade of "W" (withdrawal) or "F" (failure).
 6. Students given a dismissal or mandatory withdrawal will not be allowed to re-enroll for at least one semester.
 7. A copy of all ACADEMIC INTEGRITY Infraction Notification Forms will become a part of the student's permanent file.

DEMERITS

Demerits will be issued for the following:

- Violation of the policies set forth in the Student Handbook
- Violation of the dress code
- Violation of dormitory rules
- Disrespect toward instructors, office personnel, dormitory supervisors, maintenance and food service supervisors

Students will be notified when demerits are issued. On-campus resident students will receive notification in their mailboxes or by email and off campus students will be notified by email or regular mail.

A student who receives **5 demerits** in a semester (disciplinary and/or chapel) will be assessed a \$25.00 fine. This fine will be payable to the Business Office and is due within two weeks from the date the fine was issued. If the fine is not paid within this two-week period, the student will be suspended from activities such as sports teams, recruitment teams, or activity teams until the fine is paid.

A student who receives **10 demerits** in a semester will be assessed a \$50.00 fine and the student's status will be reviewed by the Student Affairs Committee. This fine will be payable to the Business Office and is due within two weeks from the date the fine was issued. If the fine is not paid within this two-week period, the student will be suspended from activities such as sports teams and recruitment teams until the fine is paid.

Notice of fines will be issued by the VP of Student Affairs and reported to the Business Office where the fine will be paid. A student who receives **15 demerits** in a semester will be dismissed for the remainder of the semester.

One chapel demerit will be issued for each unexcused chapel absence. On the **6th chapel demerit** the student will be required to personally report to the VP of Student Affairs and face possible dismissal. Chapel services are an essential part of the student's university experience. Therefore, every effort should be made to be present in all chapel services. If illness or some other providential hindrance requires that the student miss a chapel service, the student must contact the VP of Student Affairs to avoid receiving a demerit. The request for a chapel excuse should be written or emailed to the VP of Student Affairs including the student's name, date of absence and reason for the absence. This appeal should be made within 7 days of the absence; otherwise, the demerit will remain on the student's record.

DISCIPLINARY PROBATION

Students involved in serious disciplinary action may be placed on probation. Any student returning from suspension will be placed on disciplinary probation for the remainder of the semester. This probation status indicates that the faculty has serious doubt that the student measures up to graduation requirements. A student in this classification will report at regular intervals to a designated member of the Student Affairs Committee.

It is understood that while a student is on probation, there is a question as to his/her eligibility to return the following semester. Therefore, it is his/her responsibility to prove his/her right to return by his/her conduct during the probationary period. During the probationary period, individual restrictions may be imposed as the case warrants.

SUSPENSION / DISMISSAL / MANDATORY WITHDRAWAL

A serious violation or excessive amounts of demerits may result in the student being suspended from the university for a specified time. (See the section on demerits.)

A student may be dismissed for serious violations of university regulations as determined by the Student Affairs Committee. When dismissed, a student must leave the campus within the time limit set by the Student Affairs Committee. The dismissed student will not be allowed to return to the campus except by permission from the Administration.

Frequently, a student in serious violation of university regulations will be allowed to withdraw from all courses (mandatory withdrawal) instead of being dismissed. Where a dismissal constitutes a grade of "F" in all courses, a withdrawal may result in a grade of "W" for the student's courses for the semester in question.

<https://www.abu.edu/library/public/documents/Handbooks/ABU-Student-Handbook-2017-2018.pdf> p. 35

READMISSION POLICY AND PROCEDURES

Policy:

Students who have been dismissed or allowed to withdraw from the University as a result of disciplinary action regarding a rule(s) or policy infraction / violation can request to be readmitted to the University after the time designated by the Academic or Student Affairs Committee. The readmission process should be tracked using the **ABU Readmission Form**.

Procedures:

Following disciplinary action resulting in a dismissal or mandatory withdrawal, the student who wishes to reenter the University must complete these steps:

1. Follow the "wait" period as designated by the appropriate committee at the time the disciplinary action was issued. (This wait period could be for the remainder of the semester, until the following semester, for the remainder of the school year, or up to one calendar year.)
2. Submit a letter of request to the Student Affairs or Academic Affairs office to begin the process. This letter should contain:
 - a. a statement regarding the student's purpose for returning and his/her degree completion plans. ("I am seeking readmission because . . .)
 - b. an acknowledgement of the violation or infraction that led to the dismissal or mandatory withdrawal with an explanation of how he/she will avoid a reoccurrence, and a statement regarding the student's commitment to avoiding the same or similar infraction in the future;
 - c. a request to meet with the appropriate committee to explain their request in person;
 - d. if their dismissal was for disciplinary reasons, a statement regarding any counseling received during the "wait" period and a description of any continuing counseling or spiritual guidance the student expects to receive.
3. Prior to readmission, the appropriate committee will meet to discuss the information submitted by the student. The student will then meet with the committee to explain his/her desire to be readmitted, affirm his/her educational goals, and address any issues regarding the contents of the submitted letter.
4. The committee will confer in the absence of the student, and a decision will be reached by the committee. This decision will be communicated to the student and the appropriate administrative offices. The decision to readmit may be either unconditional or conditional. For conditional admittance, the probationary period may last up to one year.

The Student recommendation for conditional or unconditional re-admittance will be forwarded to the Business Office for verification that he/she is financially eligible to re-enroll. Upon receipt of a recommendation for re-enrollment, the student should contact the business office to verify his/her financial eligibility.

RIGHT OF APPEAL

In the case of a suspension, dismissal, or mandatory withdrawal, students have the option to appeal (See Appeal Process, page 36). If a suspension is appealed and the appeal is granted, the suspension will be reversed, but other consequences may be issued by the Student Affairs Committee. If the suspension appeal is not granted, the original terms of the suspension will go into effect.

If a dismissal or mandatory withdrawal is appealed and the appeal is not granted, the student will receive a dismissal for the semester in question. If this appeal is granted, other consequences may be issued by the Student Affairs Committee. This Committee’s decision is final.

STUDENT COMPLAINTS AND GRIEVANCES

Office Responsible	V. P. of Student Affairs / V. P. of Academic Affairs / V. P. of Business Affairs
Location of Information	Student Handbook, University Website, Student Affairs Office, Academic Office, Business Office, Admissions Office
Information Updated	
Policy and Procedures Update	

Policy

Arlington Baptist University understands that misunderstandings and conflicts are often a part of life and community interaction. ABU encourages the resolution of student complaints through courteous, patient communication, courtesy. Conflicts are best addressed at their lowest level, as close to the time of the incident. Following the procedures listed in Matthew 18:15-17, an initial solution should be sought with regard to the person deemed guilty of an offense. If a resolution cannot be reached at that level, it may be addressed at a more formal level.

Procedures

Informal:

A student who has a complaint concerning ABU should first direct his/her questions to the person directly responsible for the perceived offense. If this does not resolve the matter, the student should seek Godly counsel that can help to objectively affirm the validity of their concern and assist in a timely resolution. If the student has made a reasonable attempt to resolve the problem with the person

directly involved and is still not satisfied with the outcome of that informal process, a written complaint may be filed.

Formal

The formal grievance process requires written documentation. A formal grievance form is available through the office of the Vice-President of Student Affairs or the Academic Offices. The student will complete the form and observe the following process:

1. A written complaint should be made to the immediate supervisor of the person against whom the complaint is made which explains the concern and describes the actions taken to resolve the conflict. If no resolution is reached, or the student has not received a satisfactory response from the supervisor within 10 working days of the submittal of the grievance form, then the student may proceed to the next step.
2. The student should complete the formal written grievance form and present it to the university administrator who has jurisdiction over the area or person involved. (If an administrator is a person involved in the initial conflict, the grievance should be filed with the President.) The administrator may deal with the issue themselves or confer with a university committee and/or staff to rule on the grievance. A ruling on the grievance will be determined within 30 days of the receipt of complaint as submitted to the administrator. The administrator will inform the complainant and those previously involved of the decision.

<https://www.abu.edu/library/public/documents/Handbooks/ABU-Student-Handbook-2017-2018.pdf> p. 37

For grievances beyond this outline of procedures, students may contact the university's accrediting agency (ABHE) or the Texas Higher Education Coordinating Board. Contact information is listed below:

Association for Biblical Higher Education
5850 T.G. Lee Blvd, Suite #130
Orlando, FL 32822
<http://abhe.org/pages/NAV-Contact.html>

Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711-2788
<http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

TITLE 19, Texas Administrative Code
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=2&ti=19](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=2&ti=19)

U.S Department of Education
Office for Civil Rights
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

APPEAL PROCESS

Office Responsible	V. P. of Student Affairs / V. P. of Academic Affairs / V. P. of Business Affairs
Location of Information	Student Handbook, University Website, Student Affairs Off., Academic Off., Admissions Off., Business Off.
Information Updated	
Policy and Procedures Update	

If a student feels that he/she has been treated unfairly after completing the Student Complaints and Grievances process, or if the complaint involves a clearly stated policy which is not subject to the Grievance process, a final appeal may be made using the Student Appeal Form. (See last page.)

Academic appeals will be heard by the Academic Affairs Committee; Disciplinary appeals will be heard by the Student Affairs Committee; and Administrative appeals will be heard by the President or his appointed committee.

For grievances beyond this outline of procedures, students may contact the University's accrediting agency (ABHE), the Texas Higher Education Coordinating Board. For matters involving civil rights, contact the U.S. Department of Education. Contact information is listed below:

<https://www.abu.edu/library/public/documents/Handbooks/ABU-Student-Handbook-2017-2018.pdf> p.36

Association for Biblical Higher Education

5850 T.G. Lee Blvd, Suite #130

Orlando, FL 32822

<http://abhe.org/pages/NAV-Contact.html>

Texas Higher Education Coordinating Board

P.O. Box 12788

Austin, TX 78711-2788

<http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9>

Texas Education Agency

http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/

U.S Department of Education

Office for Civil Rights

1999 Bryan Street, Suite 1620

Dallas, TX 75201-6810.

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

MISCELLANEOUS GENERAL DISCLOSURES

Office Responsible	V. P. of Academic Affairs / V. P. of Student Affairs
Location of Information	University Website, Academic Office, Admissions Office, Student Affairs Office
Information Updated	Fall 2017
Policy and Procedures Update	Fall 2015

ABU GRADUATE SURVEY INFORMATION

Each Spring the University sends an electronic survey to graduates who have completed their degrees within the previous five school year terms. This survey calculates statistics regarding employment as related to the student’s degree, salary range, post-graduate endeavors, and other information useful for assessment purposes. In addition, in September of each year, the academic office calculates and report graduation rates and retention rates.

All of these rates are available to prospective students, enrolled students, school employees, and the general public. The information gathered can be obtained from the university’s website (Quick Facts), or by email, mail, or phone upon request. <https://www.abu.edu/quick-facts1>

GRADUATION / COMPLETION RATES

Office Responsible	V. P. of Academic Affairs / Department Heads
Location of Information	University Website, Academic Office, Admissions Office
Information Updated	Fall 2017
Policy and Procedures Update	NA

Arlington Baptist University publishes a graduation rate/percent for first time, full time students (six-year cohort) who completed their program within 150% of their entering year.

First-time / Full time students beginning: 2009 Cohort

Graduates: 2013 – 2015

GENDER

Male - 55%
Female - 45%

RACE

Caucasian - 64%
Hispanic - 18%
African American - 18%

FINANCIAL AID

Grants - 45%
Loans - 64%
Neither - 27%

<https://www.abu.edu/quick-facts1>

TRANSFER-OUT RATES

The University began calculating transfer out rates in the Fall 2017 School term.

2016-2017- 8% of Students transferred out

RETENTION RATES

The University calculates attrition rates each school year. These percent/rates are available on the university's website.

Five Year Retention Rate for First Time, Full-Time Students

2013 – 49% of 2012 FT/FT Students Returned
2014 – 47% of 2013 FT/FT Students Returned
2015- 22% of 2014 FT/FT Students Returned
2016- 30% of 2015 FT/FT Students Returned
2017- 42% of 2016 FT/FT Students Returned
(FT/FT = first-time, full-time freshmen)

<https://www.abu.edu/quick-facts1>

PLACEMENT RATES

Office Responsible	V. P. of Academic Affairs / Department Heads
Location of Information	University Website, Academic Office, Admissions Office
Information Updated	Fall 2017
Policy and Procedures Update	NA

Arlington Baptist University publishes a five-year employment rate/percent on its website. These rates represent employment related to the student's program of study at the University.

During the 2016-2017 year, our programs were grouped into schools. Due to the nature of our programs, we have chosen to group our ministry-related numbers and refer to them as church ministry graduates (2017). Five-year rate/percent average graduates' employment (2013-2017)

School of Business (2017 only)	% 100
School of Education (2013-2017)	% 60
School of General Studies (2013-2017)	% 45
School of Ministry (2013-2017)	% 55

<https://www.abu.edu/quick-facts1>

POST-GRADUATE STUDY RATES

Office Responsible	V. P. of Academic Affairs / Department Heads
Location of Information	University Website, Academic Office, Admissions Office
Information Updated	Fall 2017
Policy and Procedures Update	September 2014

A survey is emailed to graduates (5-year span) each spring semester to determine how many graduates pursue a post-graduate degree.

The latest Graduate Survey:

Applying or Currently Enrolled in a Graduate Program	30%
Seriously Considering Graduate Studies	60%

<https://www.abu.edu/quick-facts1>

TEXTBOOK INFORMATION

Office Responsible	V. P. of Academic Affairs / Department Heads
Location of Information	University Website, Academic Office, Admissions Office
Information Updated	Fall 2017
Policy and Procedures Update	NA

A course schedule for each semester is provided on the university's website, and paper copies are available in the Registrar's Office or by request through mail or email. The schedule lists the course name and number, as well as the instructor. The university maintains an online bookstore which allows the students to research by faculty or book title. Each course displays required and recommended textbooks, ISBN numbers, and retail prices.

Online Bookstore: <http://www.ecampus.com/arlingtonbaptist>

CAMs Student Portal : <https://portal.arlingtonbaptistcollege.edu/student/login.asp>

CAMPUS SECURITY

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook, University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	February 2015 (October 1, 2015)
Policy and Procedures Update	February 2015

CAMPUS NOTIFICATION AND RESPONSE PROCEDURE

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Under the federal law entitled "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," statistics regarding major crimes "reported" to campus security authorities must be published for the past three calendar years. A crime is "reported" when it is brought to the attention of a campus security authority or the local police. It is not necessary for the crime to have been investigated by the police or campus security, nor must a finding of guilt or responsibility be made. Information in this report was obtained from the files of the Office of Safety and Security, the Office of Student Affairs and the law enforcement agencies that surround our main campus & alternate sites. The reported crimes and relevant statistics are available in the office of the Dean of Students, as well as posted online at our website: <https://www.abu.edu/library/public/documents/Consumer-Reports/2017-ANNUAL-SECURITY-REPORT.pdf>

Policy:

When circumstances warrant, Crime Alert Notices are distributed to warn the ABU community of a crime or incident that poses a possible ongoing or continuous threat to campus safety. Warnings may also be utilized to notify the University community regarding campus or off-campus crime trends or incidents in order to encourage the use of safety precautions. These warnings will be disseminated by an authorized member of the administration office of Arlington Baptist University and disseminated in a timely manner.

Crime Alerts and other event-specific notifications that will be disseminated to the campus community include:

- Inclement Weather*
- Hazardous Materials Incident
- Armed/Hostile Intruder
- Bomb/Explosives Threat
- Terrorist Incident
- Natural Disaster
- Structure Fires

Once verified, such notifications are to be released as soon as reasonably possible by means of text, email, and/or website. (*Imminent danger from severe weather is announced by the sounding of a severe weather siren triggered by the city of Arlington. This system is tested every Wednesday.)

Procedures:

1. The first step when encountering a danger is to remove oneself from harm’s way.
2. Any observed threat should be brought to the attention of Administration, Faculty, Dorm Parents, and/or Campus Security officer.
3. Notifications will be sent by text and email using our *Funnelmaker* program, and law enforcement personnel will be notified as necessary.
4. When notifications become necessary, that information will also be posted to our website as soon as possible.
5. In the event of a hazardous material threat or bomb threat, students will be evacuated and/or placed into lockdown in accordance with the instructions of law enforcement.
6. In the event of an armed hostile intruder or shooter in area, the campus will be placed in lockdown.
7. When an evacuation is ordered, normal fire evacuations should be followed unless otherwise instructed.
8. When a lockdown is announced, all personnel should proceed to the nearest building and remain behind locked doors away from windows with the lights turned off until they are advised that the threat is no longer relevant.
9. University closings due to inclement weather will be posted on our website and may be sent out by text or email.
10. It is the administration’s responsibility to determine when and how such notifications are to be disseminated.

ANNUAL SECURITY REPORT

Office Responsible	V. P. of Student Affairs
Location of Information	University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	October 1 (each year)
Policy and Procedures Update	February 2015

Statistical information _ campus safety is compiled each year into an Annual Safety Report by the office of the VP of Student Affairs. The current report is available for review by both students and the general public. It may be accessed by the following means:

1. An electronic copy is posted on our website –
2. <https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-updated-8-31-17.pdf>
3. Hard copies are available for pick-up in the business and registrar’s office
4. Hard copies can be delivered electronically or through regular mail upon request to the VP of Student Affairs.

Whenever a new report becomes available, our website is updated and notification of its availability is sent through our campus-wide-email distribution program. <https://www.abu.edu/campus-security>

MISSING PERSONS POLICY AND PROCEDURES

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	July 2015
Policy and Procedures Update	July 2015

Policy:

Arlington Baptist College acknowledges its responsibility to monitor the general welfare of its students in general and resident students in specific.

In General:

If a member of the ABU community has reason to believe that a student is missing, he or she must immediately notify college administration. The office of the VP of Student Affairs will generate a missing person report using the *Missing Persons Form* and initiate an investigation. If the person is determined to be missing, that office will initiate the required notifications as per federal and state laws.

ABU accepts any report, including a telephone report, of a missing student. If ABU determines that a student for whom a missing person report has been filed has been missing for 24 hours, then, no later than 24 hours after the student has been determined to be missing, ABU will:

- Notify the individual(s) identified by the student to be contacted in such circumstances.
- Notify a parent or guardian if the student is less than 18 years old and not emancipated.
- Notify appropriate law enforcement agencies in compliance with all statutory requirements.

During each new student orientation, student affairs services will remind students of the opportunity to register a missing person contact and provide directions on how to do so. The student affairs office may issue additional registration reminders at its discretion.

The student-provided missing person contact information will be registered confidentially and will be accessible only to authorized campus officials (such as Dorm Parents, the Registrar and the VP of Student Affairs) and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

In Specific:

Students participating in on-campus housing are expected to be in their dorm rooms by curfew unless prior arrangements have been made, or they have completed the dorm sign-out procedures. Should a fellow student be missing after curfew, and there is no knowledge of his whereabouts, dorm supervisors should be notified. If that individual's whereabouts is not known to the dorm supervisor, efforts should be made to contact that student and verify his wellbeing. This may include notification of the *emergency*

contact person listed on his/her registration card and/or, if the student is under the age of 18 and not emancipated, the parent or legal guardian.

If the student’s location and wellbeing cannot be established within 24 hours, or if there is reason to suspect foul play, notification of a missing person is to be made to the VP of Student Affairs, using the **Missing Student Notification Form** which serves to document the steps taken to locate the student. The following procedures should be noted:

Procedures:

1. The first step upon notification that a student may be missing is investigation. This may be done by either the Dorm parent(s) or the administration and should be documented using the **Missing Student Notification Form**.
2. Whenever a resident student has been found missing under suspicious circumstances, or for a period of 24 hours, the Arlington Police Department shall be notified that a student has been declared missing.
3. A copy of the submitted **Missing Student Notification Form** shall be provided which indicates the means used to verify that a student is missing as well as any actions taken to locate the student.
4. If the emergency contact person and/or the legal parent and/or guardian of a student under the age of 18 have not been previously notified, they will then be informed that the student in question has been declared as missing.
5. ABU may issue community notice(s), including photographs of the student, to assist in locating a missing student.
6. The Registrar is responsible for maintaining missing student contact notice documentation in accordance with record retention requirements outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)).

SEXUAL OFFENCES (Violence Against Women Reauthorization Act -VAWA)

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook, University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	July 2015
Policy and Procedures Update	July 2015

Presentation regarding Sexual Offences (VAWA) in chapel assembly – Spring 2018. Presentation available on school website (www.abu.edu).

Policy:

Sexual offenses such as sexual assault and aggravated sexual assault are serious felony crimes, but **ARLINGTON BAPTIST UNIVERSITY strongly condemns ANY acts of violence related to one’s sexual identity**. Any reports of sexual offense occurring within the jurisdiction of Arlington Baptist University and/or its sponsored activities will be vigorously but discretely investigated so as to ensure the privacy of the victim and the accused. Any student who is found to be guilty of a sexual offense by a

preponderance of evidence, regardless of where the event occurs, will be subject to school discipline as well as possible civil and/or criminal prosecution. Sexual acts committed without the conscious, ongoing agreement of a legally competent adult are nonconsensual and subject to prosecution. **Stop means stop!**

ABU is also committed to assisting any ABU student who has experienced sexual assault and or harassment, and to providing programs aimed at preventing such crimes. To this end, the topic of sexual offenses will be addressed at every new student orientation as well the first faculty meeting of every school year. Furthermore, **at least one chapel shall be taken each spring** to address at least one of the following **topics**: Types of Offenses, Prevention Strategies, Notification Procedures, etc.

The following procedures are presented, in brief, to heighten student awareness of available assistance and provide a prescribed course of action for anyone experiencing this trauma. **A partial list of prohibited offenses as well as a list of possible consequences is also provided below.**

(Policies and Procedures with regard to this issue are both posted on our website and included in the Student Handbook .)

Procedures:

The best option is always prevention:

1. Remain vigilant when approaching an area that is isolated or poorly lit.
2. If a stranger seems to be lurking in the area, return to a place of safety, report any possible danger, and get someone to go with you.
3. Where practical, travel in groups.
4. Have your keys ready when approaching your parked car. Enter quickly and relock the doors.
5. Avoid activities that could compromise your judgment or leave you alone with a stranger.
6. Notify the University and your employers of any no contact, restraining, or protective orders that have been issued on your behalf.
7. If you see or sense danger and have no immediate means of aid or escape, call for help.

If you witness an assault on another person:

1. Call for help!
2. Render aid if possible.
3. Write down any information that might aid in the apprehension of the attacker.
4. Avoid placing yourself in undue danger.

If you are the victim of a sexual offense:

1. If possible, separate yourself from the offender.
2. Report the misconduct to a trusted adult. (Parent, Pastor, Faculty member, Dorm Supervisor, roommate, friend.) Without remediation, abuse is more likely to increase than abate.
3. File a report of sexual assault with the local police and, if appropriate, go to the nearest emergency room and notify them of your need for a sexual assault exam.
4. If you have experienced sexual trauma, you are encouraged to seek counseling.

- a. Whenever the University becomes aware that one of its students has reported such an event, the student will be encouraged to meet with one of our Biblical counseling staff.
 - b. Students will also be given a list of available counseling resources in our area.
5. If the incident occurs on or near ABU, or if the incident involves an ABU student, you may also file a report at the University through a trusted ABU faculty or staff member.
- a. Filing a report through ABU personnel will not obligate the victim to prosecute.
 - b. ABU will gladly assist the individual in further reporting the incident in accordance with the individual's wishes.
 - c. Victims making reports will be protected from unwanted scrutiny and judgmental opinions.
 - i. They have the right to submit the report using a pseudonym.
 - ii. Their names will not be released to the public without explicit written permission.
 - iii. No identifying information will be shared publicly.
 - d. All reasonable accommodations will be made to help students re-establish their sense of security. This may include such things as class accommodations, relocation of resident students within the dorm, and/or a needed escort to or from classes. (Note: If the need for such accommodations is not expressed or if such accommodations are refused at the time the incident is reported, it is the student's responsibility to inform us of subsequent needs.)
 - e. Charges made against any faculty, staff, or current student will be vigorously but discretely investigated with police oversight as prescribed by law.
 - f. Both accuser and the accused shall have the right to have others present during any disciplinary proceeding.
 - g. Both the accuser and the accused will be simultaneously notified in printed form of the institution's final determination with regard to the alleged sexual offense and any sanction that is imposed against the accused. This notification shall precede implementation and, in accordance with all disciplinary action, may be appealed.

POSSIBLE OFFENSES *include but may not be limited to:*

- 1. Domestic violence – *a felony or misdemeanor crime of violence committed by:***
 - a. A current or former spouse or intimate partner of the victim,
 - b. A person with whom the victim shares a child in common,
 - c. A person who is cohabitation with or has cohabitated with the victim as a spouse or intimate partner,
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 2. Dating violence – *violence committed by a person:***

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim, and
 - b. Where the existence of such a relationship shall be determined based on consideration of the following factors:
 - i. The length of the relationship;
 - ii. The type of relationship; and
 - iii. The frequency of interaction between persons involved in the relationship.
- 3. Stalking – *engaging in a course of conduct directed at a specific person that would cause a reasonable person to:***
- a. Fear for his or her safety or the safety of others, or
 - b. Suffer substantial emotional distress.
- 4. Sexual harassment / Harassment - *unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature / offensive gender related comments.***
- a. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s sex. For example, it is illegal to harass a woman by making offensive comments about women in general.
 - b. Both victim and harasser can be either a woman or a man, and the victim and harasser can be the same sex.

POSSIBLE CONSEQUENCES *may include but may not be limited to:*

1. **Being placed on Disciplinary Warning** (*See STUDENT HANDBOOK: Disciplinary Procedures.*)
2. **Mandatory counseling**
3. **Suspension**
4. **Expulsion / Termination**
5. **Civil and/or Criminal prosecution**
6. **A permanent and life changing mark against your record.**

THE STANDARD FOR JUDGMENT WILL BE BASED ON A PREPONDERANCE OF EVIDENCE. Copies of summary findings will be kept in student files in the event that subsequent actions indicate a pattern not substantiated by earlier findings.

Contact:

For emergencies dial **911**

National Sexual Assault Hotline 1-800-656-4673

Dean of Students (817) 461-8741 ext. 1714

Resources:

RAINN: Rape, Abuse, and Incest National Network – www.rainn.org

National Sexual Assault Hotline – 1-800-656-4673

The Women’s Shelter Arlington - 401 W Sanford, Ste 1400, Arlington, TX 76011 -(817)-548-0583

CAMPUS CRIME & SAFETY INFORMATION (Crime Warnings-Timely Notification) (See Campus Security)

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)

Office Responsible	V. P. of Academic Affairs
Location of Information	University Website, Academic Office, Admissions Office, Student Affairs Office
Information Updated	July 2015
Policy and Procedures Update	July 2015

Dear Student:

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords you as a student and parents of whom you are a dependent, certain rights with respect to your educational and financial records. It is the University’s responsibility to inform you and your family, annually, of these rights and the limitations thereon. They are:

- (1) **The right** to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
Students should submit to the registrar or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangement for access and notify the student of the time and place where the record (s) may be inspected.
- (2) **The right** to request the amendment of the student’s education records that the student believes is inaccurate or misleading.
Students may ask that the University amend a record that they believe is inaccurate or misleading. They should make a written request to the Instructor of the record in question, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Instructor decides not to amend the record as requested by the student, the Instructor will notify the student of the decision and advise the student of his or her right to a hearing before the Academic Affairs Committee regarding the request for amendment.
- (3) **The right** to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent “directory information” which is: student name, current address and telephone number, date and place of birth, major, dates of attendance, full – or part-time enrollment status, degrees and awards received and dates granted, previous education institution(s) attended, and eligibility and participation in officially recognized activities and sports. A student may request that any part or all of the above “directory information” require consent to disclose. The release of any other personally identifiable information will only be disclosed at the request of the student. A request regarding any of the above must be made in writing, annually to the Registrar’s Office.

It is also permissible for the University to release information from a student's educational record to a parent, provided the student is a "dependent" as defined in Section 152 of the Internal Revenue Code of 1954. The parent must request in writing, clearly identifying the information so desired. This request must be submitted to the proper University official, and it will be responded to within 45 days of the University's receipt of it.

Consent Not Required (34 CFR 99.31)

- *School officials with legitimate educational interests
- *U. S. Comptroller General, U. S. Attorney General, U. S. Department of Education
- *State and local officials
- *Authorized organizations conducting educational research
- *Accrediting agencies
- *Alleged victim of a crime
- *Parent of a Dependent Student as defined by the IRS
- *Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

HIPPA & FERPA (45 CFR Part 160; 45 CFR Part 162; 45 CFR Part 164)

The University follows requirements for the Privacy of health records (HIPPA). If a health record is used to make a decision in regard to a student's education program, the health record may be construed to be an education record. In that case, the normal FERPA provisions for safeguarding the record would apply.

Health and Safety Exemption Requirement (34 CFR 99.31 (a)(10) & 34 CFR 99.36)

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. The University follows the provisions outlined in the regulations as follows: The school only discloses personally identifiable information from an educational record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. (Public Law 107-56; DCL April 12, 2002)

This information is strictly for the purpose of informing you and your parents of your rights regarding your education and financial records. If you have any questions, you may write:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920.

<https://www.abu.edu/library/public/documents/Handbooks/ABU-Student-Handbook-2017-2018.pdf>

p. 15

SAFEGUARDING CUSTOMER INFORMATION

Office Responsible	V. P. of Business Operations
Location of Information	University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	September 2015
Policy and Procedures Update	July 2015

Arlington Baptist University is committed to the safeguard of all academic and financial consumer information. To this end, the following policies and procedures have been adopted.

Policies & Procedures:

1. Electronic student data is stored on a secured, password protected server with regularly updated firewall and virus protection.
2. A commercially available third party database software designed for University use is currently used for the input and access of both financial and academic student information.
3. Data that is entered by the University is inputted at secured terminals out of the view of unauthorized personnel.
4. All data input and retrieval is password protected with a required acknowledgment of FERPA restrictions.
5. Hard copies are secured in locked file cabinets in rooms that are locked when vacant.
6. It is the responsibility of the Business manager to oversee all financial information, and it is the responsibility of the Vice President of Academic Affairs to oversee academic records.
7. Data is made available for review only by those with the lawful right to do so.
8. All staff having the right to view any protected student information are regularly apprised of FERPA restrictions.

ANNUAL FIRE SAFETY REPORT

Office Responsible	V. P. of Student Affairs
Location of Information	University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	October 1 (each year)
Policy and Procedures Update	February 2015

<https://www.abu.edu/campus-security>

The gathering of statistical information in order to complete the Annual Fire Safety Report, as well as its production, reporting and dissemination, is the responsibility of the office of V.P. of Student Affairs.

Any and all policies regarding the Annual Safety Report are also under the responsibility of the office of V.P. of Student Affairs.

Upon completion, the Annual Safety Report is made available to the public in the following methods:

- 1) Electronic copy posted on our website -
<https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-updated-8-31-17.pdf>
- 2) Notification through our campus-wide e-mail distribution program that copies of the report have been made available
- 3) Hard copies available for pick-up in the business and registrar's office
- 4) Hard copies can be delivered electronically or through regular mail upon request to the office of V.P. of Student Affairs

Each of Arlington Baptist University's two student housing facilities will be required to maintain a written, easily understood, fire log. This fire log will include the following information: nature of event, incident number, date incident occurred, date incident reported, incident location. The office of the V.P. of Student Affairs will be responsible for making this log available for public inspection.

The daily fire log for Arlington Baptist University's campus housing facilities will be available for public inspection during regular business hours for the previous 60-day period. Portions of the log, older than 60 days, will be made available for public inspection, by the office of V.P. of Students Affairs within two business days after request is made known.

FIRE SAFETY

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook, University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	July 2015
Policy and Procedures Update	July 2015

Policy:

The safety of our students is paramount, and fire safety is an essential element of protecting our students. For this reason, fire extinguishers are located in all buildings and are *inspected and serviced* on a regular basis as prescribed by law. ***(Please be aware that the unwarranted use, removal, or disablement of any fire related equipment or system is grounds for immediate expulsion as well as possible criminal prosecution.)*** Students, faculty, and staff should all be alert to possible fire hazards and are expected to notify both the administration and maintenance of any suspected dangers.

Evacuation routes for each building are posted in each classroom and at each main entrance. These postings show the location(s) of nearby extinguishers and indicate the area to which students are to evacuate. **Should an evacuation become necessary**, students should report and **remain at the designated evacuation area until his/her safe exit has been verified.**

Fire drills will be regularly conducted for each dorm. Fire procedures will be provided to all students at the beginning of each semester, and fire procedures for the dorm will be reviewed at the first dorm meeting of each semester. In September of each year, a fire drill will be made to determine whether students' awareness of procedures is sufficient to ensure a timely exit. Evacuation results will be presented to the VP of Student Affairs, and he will determine follow-up needs. If students are unable to fully exit the building within the time recommended by the fire department, subsequent drills will be performed until they can do so. If the dorm population turnover exceeds 5%, this testing will be repeated in the spring. (See the Dorm Handbook for additional matters related to fire safety.)

All testing will be documented and will include:

1. Total time of evacuation.
2. Date and time of testing
3. Whether the testing was announced or unannounced.
4. Whether follow-up testing is required.

An On-Campus Housing Fire Safety and Emergency Response and Evacuation Plan shall be published on the Arlington Baptist University website, highlighted at New Student Orientation, and communicated to all students and employees via email annually.

Emergency Responder

The office of the Vice President of Student Affairs (817-987-1714) is the primary responder for all emergencies that occur on the University Campus. Immediately contact the Arlington Fire Department

at 911 if there is an emergency. The University Administration will contact and coordinate any additional emergency providers and shall establish incident command as needed. If you are unable to reach the University Administration, dial 911. The Dorm Supervisors shall serve as the secondary responder for any emergencies that occur on campus.

Emergency contact personnel include:

Vice President of Student Affairs – (817) 987-1714

Dorm Supervisors – Men’s: (817) 823-1581 Women’s: (815) 274-2947

Arlington Police / Fire – 911

Procedures:

Reporting of Fire Hazards

Any fire, evidences of fire or smoke, or missing or disabled fire equipment should be reported ASAP to the classroom instructor, area supervisor, and/or maintenance personnel. Copies of all such reports should be forwarded to both the VP of Student affairs and the head of maintenance.

Items that should be reported include:

- The beeping of a smoke or fire detector,
- shorted appliances,
- shorted electrical cords or outlets,
- darkened lighting fixtures,
- broken electrical outlets,
- missing or discharged fire extinguishers.

All such reports shall be logged by both the VP of Student Affairs and the head of the maintenance department, and appropriate corrective action shall be documented.

Evacuation of Buildings

In the event of a fire, the student should:

1. Remove himself/herself from harm’s way while warning those in the immediate area to evacuate, and, if it is a dorm fire, activating the nearest fire warning system.
2. Exit to safety and call 911.
3. If it is safe to do so, assist in the orderly evacuation of others.
4. Meet at **the designated evacuation location** so a head count can be made.
5. File, or assist in completing, a **follow-up report** to the Vice President of Student Affairs documenting what happened.

Further Lines of Communication

1. Students, faculty, and staff shall be notified via emails, phone calls, texts, and/or postings on the University website if a fire emergency situation occurs on campus.
2. If Arlington Baptist University facilities are evacuated due to a fire emergency, only the University administration or Dorm Supervisor is authorized (after approval by the fire department) to issue an all-clear that allows students, faculty, and staff back into the effected facilities.
3. For non-emergency matters, most fire related issues should be reported to both the VP of Student Affairs and the head of maintenance.
4. For non-emergency fire-related matters affecting the dorm, notification should be given to the appropriate dorm supervisor.

CAMPUS CRIME & SAFETY INFORMATION (Crime Warnings-Timely Notification)

(Please refer to Annual Security Report)

MISREPRESENTATION POLICY AND PROCEDURES

Office Responsible	V. P. of Academic Affairs, V. P. of Student Affairs, V. P. of Business Operations
Location of Information	University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	September 2015
Policy and Procedures Update	July 2015

Policy:

Arlington Baptist University is aware of the seriousness of “misrepresentation”. The University has safe guards in place to ensure that no false, erroneous or misleading statements are made directly or indirectly to a student, a prospective student, any member of the public, our accrediting agency, or a state agency or department regarding its education program, the nature of financial charges, and the employability of its graduates.

Procedures:

These safeguards include regular communication of policies and procedures through faculty and staff meetings, as well as, electronic reminders as necessary. Additionally, new employees are trained to guard against any misrepresentations. Information related to educational programs, financial charges, and employability of graduates is presented during the recruitment process, the admissions process and/or discussed during the advisement process with program directors. The University catalog, the University website, as well as the Consumer and Safety Document contain specific information regarding educational programs, financial charges, and the employability of its graduates.

LOAN COUNSELING

Office Responsible	Financial Aid Office
Location of Information	University Website, Business Office, Academic Office
Information Updated	November 2016
Policy and Procedures Update	November 2016

Entrance Counseling

Student Loans are an excellent form of financial aid to assist with educational expenses. Loans are a debt and **MUST BE REPAID**. Please borrow wisely.

Prior to receiving the first disbursement on a Federal Direct Subsidized Stafford Loan and Unsubsidized Federal Direct Stafford Loan the federal government requires you to complete a loan counseling session. The purpose of entrance counseling is to provide you with the information you need in order to make an informed decision about loan borrowing and the many aspects of loan repayment.

- If you are applying for or have been awarded a **Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Graduate PLUS loan**, you are required to complete loan counseling. When completing a VFAO Interview Entrance Loan/Debt Management Counseling is on the yearly interview to complete with yearly updated information. An interview has to be completed yearly to be processed for the year's financial aid. <https://studentloans.gov>

Many factors contributed to the requirement that student should receive complete loan counseling prior to receiving their first loan disbursement. One of the primary factors was the switch from grants to loans as the primary source of student aid over the last 10 to 20 years. By the mid-1980's loans had increased to approximately 52% of the aid package, and today that percentage has increased. At the same time, the default rate on student loans has continued to increase.

A student loan is a serious commitment. The promissory note you sign for your student loan is a legal document that signifies your agreement with the terms of the loan. A loan is a financial obligation that must be repaid, so it is important that you borrow only the amount you actually require to meet your educational expenses. You must repay your loan, including interest and fees, even if you do not graduate, are not satisfied with your education, or cannot find a job. All loan advances will be reported to a national credit bureau.

In estimating the amount you will need to borrow, be sure to include:

- tuition and fees
- books and supplies
- room and board
- personal expenses

- clothing
- transportation
- medical and dental expenses
- recreation
- Any other expenses you know you will incur

As you estimate your income for the year, be sure to include any amounts you may earn, parental or other support, savings, grants, or scholarships. Unless you have a significant amount of consumer indebtedness, your total expenses should be very close to our established financial aid budget. If you subtract your income from expenses, you will have a fairly realistic estimate of the amount you will need to borrow through student loans.

You will also want to keep in mind that when you graduate, you will be competing with thousands of other graduates for available jobs. Many of these jobs will be entry-level positions, and you may find your student loan will take a big chunk out of your paycheck. Developing a budget and sticking to it will make your student loan debt more manageable. For example, if you borrow \$25,000 in student loans your monthly payment would be approximately \$304.00 per month. Typically, 8% to 15% of your first year's gross income is considered a manageable level of educational debt repayment.

Before you decide to borrow funds to assist with your educational expenses, be sure to explore all alternatives. Some alternatives to consider include:

- Scholarships offered by the university and private sources
- Grants
- Employment programs on campus and traineeships
- National Guard and Veteran's programs
- Dependent awards for dependents of deceased veterans, prisoners of war, persons missing in action, police, and firemen

One of the factors to consider in selecting a student loan is the interest rate. Interest on the Subsidized Federal Stafford Loan and Unsubsidized Federal Stafford Loan is variable up to 8.25%. Interest on the Parent Loan for Undergraduate Students is variable up to 9%.

A student qualifies for a Subsidized Federal Stafford Loan based on financial need. Financial need is determined by completing the Free Application for Federal Student Aid (FAFSA). A student's need is not a factor in determining eligibility for an Unsubsidized Federal Stafford Loan. It is possible for a student to have both a Subsidized and Unsubsidized Federal Stafford Loan. The maximum amount you may borrow is determined by your grade level and the cost of attendance at the school you are attending.

If you have a subsidized loan, the government pays the interest on the loan while you are in school and for six months after you leave school. If you have an unsubsidized loan, you are

responsible for paying the interest on the loan. The interest on an unsubsidized loan begins to accrue immediately after the funds are disbursed.

Subsidized and Unsubsidized Federal Stafford Loans are made to students attending school at least half-time, which is 6 semester hours. During the summer a student must enroll in 6 semester hours if attending only one summer session. If a student is attending both summer sessions, the total number of hours enrolled for the summer must be a minimum of 6 semester hours. **IF YOU APPLY FOR A LOAN FOR SUMMER I AND II, YOU MUST BE ENROLLED BOTH SUMMER SESSIONS. YOU CANNOT ENROLL IN 6 SEMESTER HOURS IN ONLY ONE OF THE SUMMER SESSIONS!**

Exit Counseling Follow Up

Within 30 days of a student's graduation or withdrawing from ABU, the student is sent an exit loan letter or email with information about exit loan counseling (why it is important and how to complete the process).

The student is sent a letter or email on how to complete the Exit Loan Counseling and the importance of doing so. The Exit counseling informs the student that when they graduate, leave school, or drop below half time enrollment, this form needs to be completed for information of the six month deferment , repayment of their loans, what they can do to ask for help in repaying their loans, and what information is needed in completing this process.

<https://studentloans.gov>.

TEACH GRANT EXIT COUNSELING

TEACH Grants are awarded to eligible students who enroll in coursework necessary to begin a career in teaching or plan to complete such coursework. AT ABU the junior year is when a student will be eligible to apply for the TEACH Grant. Awards provide up to \$4,000 per year (\$16,000 total for four-year programs) in grants to students who intend to **teach full-time in high-need subject areas for at least four years at schools that serve students from low income families**. Graduate students are also eligible for \$4,000 per year (\$8,000 total).

IF YOU FAIL TO COMPLETE THE FOUR-YEAR TEACHING OBLIGATION YOU WILL HAVE TO REPAY THE GRANT WITH INTEREST!

Student Eligibility Requirements

To receive a TEACH Grant you must: Complete the Free Application for Federal Student Aid (FAFSA) for the year you are applying, although you do not have to demonstrate financial need. ABU's School Code is 014305.

Complete the Agreement to Serve at <https://studentloans.gov> .

Complete the TEACH Grant Request Form and submit to the financial aid office, who will verify the program with the Registrar's office for certification that you are taking coursework in an eligible program.

Be a U.S. Citizen or eligible non-citizen.

Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework. Coursework that will prepare a student to teach in a high-need subject area (e.g., math courses for a student who intends to be a math teacher) is acceptable.

Meet the following academic achievement requirements

o Score above the **75th percentile** on one of the following University admissions test(s) - SAT, ACT, or GRE, **Or** o Graduate from High School with a Cumulative **GPA of at least 3.25** on a 4.0 scale **AND** maintain a cumulative GPA of at least 3.25 throughout your academic program for which you receive a TEACH Grant.

Complete TEACH Grant counseling :

Sign a **TEACH Grant Agreement to Serve and Promise to Pay** each year with the U.S. Department of Education (Agreement must be completed if you are awarded a TEACH Grant)

TEACH Grant Agreement to Serve and Promise to Pay

Each year you receive a TEACH Grant, you must sign a TEACH Grant Agreement to Serve and Promise to Pay (service agreement) that will be available electronically on a Department of Education Web site. The TEACH Grant service agreement specifies the conditions under which the grant will be awarded, the teaching service requirements, and includes an acknowledgment by you that you understand that **if you do not meet the teaching service requirements you must repay the grant as a Federal Direct Unsubsidized Loan, with interest accrued from the date the grant funds were first disbursed.** Specifically, the TEACH Grant service agreement will provide that –

Teaching Obligation

To avoid repaying the TEACH Grant as a loan with interest you must be a **highly-qualified, full-time** teacher in a **high-need subject area** for at least **four years** within **eight years of finishing the program** at a **school serving low-income students**. Specific definitions of these terms are included below

Highly-Qualified Teacher

You must perform the teaching service as a highly-qualified teacher. The term highly-qualified teacher is defined in section 9101(23) of the Elementary and Secondary Education Act of 1965 or in section 602(10) of the Individuals with Disabilities Education Act.

Full-Time Teacher

You must meet the state's definition of a full-time teacher and spend the majority (at least 51 percent) of your time teaching one of the high-need subject areas. Elementary school teachers who teach many subjects would not be able to fulfill their service agreement.

High-Need Subject Areas

Bilingual Education and English Language Acquisition, Foreign Language, Mathematics, Reading Specialist, Science, Special Education, Other teacher shortage areas identified at the time you begin teaching. These are subject areas (not geographic areas) that are listed in the Department of Education's Annual Teacher Shortage Area Nationwide Listing.

Schools Serving Low-Income Students

Schools serving low-income students include any elementary or secondary school that is listed in the Department of Education's Annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits.

Documentation

For each TEACH-eligible program for which you received TEACH Grant funds, you must also provide documentation to the federal Department of Education that you completed your teaching obligation. TEACH Grant recipients must also confirm to the federal Department of Education in writing within 120 days of completing or otherwise ceasing enrollment in the TEACH-eligible program that they are fulfilling (or planning to fulfill) the terms and conditions of the service agreement.

Documentation of the teaching service must be certified by the elementary or secondary schools chief administrative officer, upon completion of four academic years of teaching service. This documentation must show that you were a **full-time, highly-qualified** teacher at a **school serving low-income students**, teaching a **high-need subject area** for at least **four years**.

Reminder

Failure to complete the teaching obligation or properly document your teaching service will cause the teach grant to be permanently converted to a loan with interest.

Once a grant is converted to a loan it can't be converted back to grant!

Procedures:

You must complete TEACH Grant Initial and Subsequent Counseling before completing your ATS. <https://studentloans.gov>

To learn more, read [What to Expect](#) and the [Frequently Asked Questions \(FAQ\)](#)

You will be required to use your Federal Student Aid PIN to complete an ATS. For additional information or to ask general PIN questions, access the [Federal Student Aid PIN Web site](#).

Pop-up blockers may prevent you from using some of the features of this site. Please check to make sure that you have disabled any pop-up blockers before proceeding.

Click on [My TEACH Grant](#) to:

Complete TEACH Grant counseling.

View and print previously completed TEACH Grant counseling.

Complete your ATS.

View and print a previously completed ATS

INFORMATION ABOUT PRIVATE LOANS

Arlington Baptist University does not use the Private Education Loan Applicant Self-Certification form. If a student wishes to use a Private Student Loan, the student initiates the process by contacting the lender of choice.

If a student applies for a private student loan, the student must initiate the procedure through their preferred lender. ABU verifies the loan information for the student when the application is either emailed or faxed. Arlington Baptist University does not promote alternative student loans.

When a loan check is given to or sent to ABU, the student and ABU must endorse the check. The check is then deposited into the ABU general account and applied to the student's account. If the student has a disbursement at that time, the student must complete the bank information on a Direct Deposit authorization form and agreement and an authorization to hold a Federal Student Aid Credit Balance or release form.

GAINFUL EMPLOYMENT PROGRAMS

Arlington Baptist University is a non-profit institution. **All of the degree programs at ABU are accredited and lead to either a Bachelor's or Master's degree; therefore, they are eligible for Title IV financial aid but are NOT considered Gainful Employment Programs.** However, the links listed below will assist prospective and enrolled students in choosing a program offered at ABU. Information available for each related program includes the following: Tools & Technology, Knowledge, Skills, Work Activities, Interests, Work Styles, Work Values, Related Occupations, Wages & Employment, and Job Openings.

***Occupations Related to University Academic Program**

Education: Generalist – EC-6th

SOC Code: 25-2021.00 Elementary School Teachers (except Special Education)
<http://www.onetonline.org/link/summary/25-2021.00>

English/Language Arts/Reading

SOC Code: 25-2022.00 Middle School Teachers (except Special and
Career/Technical Education
<http://www.onetonline.org/link/summary/25-2022.00>

25-2031.00 Secondary School Teachers (except Special and
Career/Technical Education
<http://www.onetonline.org/link/summary/25-2031.00>

Science

SOC Code: 25-2022.00 Middle School Teachers (except Special and
Career/Technical Education
<http://www.onetonline.org/link/summary/25-2022.00>

Social Studies

SOC Code: 25-2022.00 Middle School Teachers (except Special and
Career/Technical Education
<http://www.onetonline.org/link/summary/25-2022.00>

25-2031.00 Secondary School Teachers (except Special and
Career/Technical Education
<http://www.onetonline.org/link/summary/25-2031.00>

Music Education

SOC Code: 25-2022.00 Middle School Teachers (except Special and

Career/Technical Education
<http://www.onetonline.org/link/summary/25-2022.00>

25-2031.00 Secondary School Teachers (except Special and
Career/Technical Education
<http://www.onetonline.org/link/summary/25-2031.00>

Curriculum and Instruction

SOC Code: 25-9031.00 Instructional Coordinators
<http://www.onetonline.org/link/summary/25-9031.00>

25-9031.01 Instructional Designers and Technologists
<http://www.onetonline.org/link/summary/25-9031.01>

Educational Leadership

SOC Code: 11-9032.00 Education Administration, Elementary and Secondary School
<http://www.onetonline.org/link/summary/11-9032.00>

Children's Ministries

SOC Code: 21-2021.00 Directors, Religious Activities and Education
<http://www.onetonline.org/link/summary/21-2021.00>

Intercultural Ministries

SOC Code: 21-2021.00 Directors, Religious Activities and Education
<http://www.onetonline.org/link/summary/21-2021.00>

Music and Worship

SOC Code: 27-2041.00 Music Directors
<http://www.onetonline.org/link/summary/27-2041.00>

Pastoral Ministry

SOC Code: 21-2011.00 Clergy
<http://www.onetonline.org/link/summary/21-2011.00>

Student Ministries

SOC Code: 21-2021.00 Directors, Religious Activities and Education
<http://www.onetonline.org/link/summary/21-2021.00>

21-2011.00 Clergy
<http://www.onetonline.org/link/summary/21-2011.00>

Biblical and Theological Studies

SOC Code: 21-2011.00 Clergy
<http://www.onetonline.org/link/summary/21-2011.00>

25-1126.00 Philosophy and Religion Teachers, Postsecondary
<http://www.onetonline.org/link/summary/25-1126.00>

Business Studies (NEW – Fall 2015)

Over 100 possible occupations listed:
<http://www.onetonline.org/find/quick?s=CIP+Code+52.0101>

Miscellaneous Information Related to Programs***Program Length**

Each of the bachelor-level programs is a four-year program with total hours ranging from 128 to 139 hours.

***Graduation Rate**

Arlington Baptist University publishes a graduation rate/percent for first time, full time students (six year cohort) who completed their program within 150% of their entering year. <https://www.abu.edu/quick-facts1>

***Tuition/Fees/Room & Board (See Tuition and Fee section)**

<https://www.abu.edu/application-process>

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> pp. 14, 15

***Job Placement Rate**

Since our programs can be divided into ministry-based, counseling, and education, we have chosen to calculate job placement rates as such. The education rate is most accurately calculated. The other two divisions are informally calculated.

Arlington Baptist University publishes a five-year employment rate/percent on its website.
<https://www.abu.edu/quick-facts1>

***Median Loan Debt (list types of loans separate)**

Year	Subsidized and Unsubsidized Loans	
	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year	\$5,500—No more than \$3,500	\$9,500—No more than \$3,500 of this amount may be in Subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in Subsidized loans.
Third-Year and Beyond Undergraduate Annual Loan Limit	\$7,500—No more than \$5,500 of this amount may be in subsidized loans	\$12,500—No more than \$5,500 of this amount may be in subsidized loans
Graduate or Professional Students Annual Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students—No more than \$65,500 of this amount may be in subsidize loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

*The aggregate loan limits include any Subsidized Federal Stafford Loans or Unsubsidized Federal Stafford Loans you may have previously received under the **Federal Family Education Loan (FFEL) Program**. As a result of legislation that took effect July 1, 2010, no further loans are being made under the **FFEL Program**.

*Effective for periods of enrollment beginning on or after July 1, 2012, graduate and professional students are no longer eligible to receive Direct Subsidized Loans. The \$65,500 subsidized aggregate loan limit for graduate or professional students includes subsidized loans that a graduate or professional student may have received for periods of enrollment that began before July 1, 2012, or for prior undergraduate study.

*If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit.

The Mean loan for 4 yrs for Dependent Undergraduate Students is \$19,500.
The Mean loan for 4yrs for Independent Undergraduate Students is \$45,000

***Program Descriptions / Courses**

Undergraduate Programs

<https://www.abu.edu/programs>

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf>
pp. 29-53

Graduate Programs:

Master of Education

<https://www.abu.edu/master-of-education>

Master of Arts

<http://www.abconline-mabts.com/application.php>

<https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-2-2018.pdf> pp. 53-59

CONSUMER AND SAFETY PROCEDURE CHART

Office Responsible	V. P. of Academic Affairs
Location of Information	University Website, Business Office, Academic Office, Student Affairs Office, Admissions Office
Information Updated	July 2015
Policy and Procedures Update	July 2015

<https://www.abu.edu/library/public/documents/Consumer-Reports/Consumer-Safety-Report-updated-8-31-17.pdf>

FORMS

(Listed on the following pages.)

Office Responsible	V. P. of Academic Affairs / V. P. of Student Affairs / V. P. of Business Affairs
Location of Information	University Website, Business Off, Academic Off, Student Affairs Off, Admissions Off (Student forms in Student Handbook)
Information Updated	September 2015
Policy and Procedures Update	July 2015

Drug Incident Form

Person suspected and/or tested _____

Test Results: Passed Failed Refused Not Applicable

Reason for suspicion and/or testing Random Other (Explain)

- No action needed.
- Self reported and handled by the V.P. of Student Affairs. (See Back of page)
- Referred to the Drug and Alcohol Prevention Committee
- Police were notified of possible criminal behavior.

Committee Findings:

Student was informed of the action to be taken and notified of his/her right to appeal on ____/____/____.

Student Signature

Sexual Offences Form

Date of Occurrence ____/____/____

Date Reported ____/____/____

Did the offence occur on campus? Yes No

Nature of Offence Verbal Physical Contact Intimate Contact

Name of Victim _____

Person Making Report Same Other _____

Name of Offender if known _____

Description of Assailant _____

Have Police been notified? Yes No

Was physical evidence preserved? Yes No Not Applicable

If Yes, Where? _____

Description of Incident _____

(Attach extra page if necessary)

(Sexual Offences Form, continued)

Recommended Action(s):

Notify Police. **Transport to E. R.** **Counseling (List provided)**

Contact Family/Friend **Further Investigation** **Other** _____

Circle one(s)

Immediate accommodations if needed _____

Person Taking the Report _____

Signature

Subsequent Information or Action: _____

Date of resolution ____/____/____

Placed in Relevant File(s) ____/____/____

Missing Persons Form

Name of missing person _____

Person reporting them missing _____

Means of reporting In person phone email or text other

Date of reporting ____/____/____ Time ____:____ am pm
Circle one

Actions taken to locate the individual: _____

Is foul play suspected? Yes No

Individual located? Yes No

If foul play is suspected or the individual cannot be located in 24 hrs:

Police Notified Time ____:____ am pm
Circle one

Emergency contact(s) and/or
legal guardians notified Time ____:____ am pm
Circle one

List any follow up actions taken or final outcome. (Use back if necessary.)

Student Appeal Form

Disciplinary Appeal: VP of Student Affairs
Academic Appeal: VP of Academic Affairs
Financial Appeal: VP of Business Affairs
Administrative Appeal: Office of the President

Date: _____

Student Name: (First) _____ (Middle) _____ (Last) _____

Cell Phone: _____ - _____ - _____ Email: _____

Dorm Resident: YES NO

Circle the category of the appeal: Disciplinary Academic Financial Administrative

Describe the reason for or purpose of the appeal and the requested outcome(s):

(Attach all documentation related to the appeal.)

_____ / _____ / _____

Student's Signature

Date of submission

For Office Use Only

This document was submitted on _____ / _____ / _____ at _____ : _____ am pm
Circle one

Received by _____

This is scheduled for review on _____ / _____ / _____ at _____ : _____ am pm
Circle one

I have been informed regarding the time of my appeal and understand that:

1. I may appear before the committee or the President to present my case in person.
2. I may have someone present to provide me with counsel.
3. An acknowledged email receipt of this information is equivalent to a dated signature.

_____ / _____ / _____

Student Signature

Date of Receipt

Summary Decision

ABU Readmission Form

_____ submitted a request for readmission on ___/___/_____
Students Name

The request was reviewed by the Academic Affairs committee and/or The Disciplinary Committee on ___/___/_____.

The above committee(s) met with the student on ___/___/_____.

The following action is recommended (subject to eligibility based on his/her financial status):

The student has been **denied** admission for the following reason(s) or until the following condition(s) has/have been met:

The student is recommended for **Conditional Re-admittance** for the _____ term subject to the following:

These restriction will be lifted no later than ___/___/_____.

The student is recommended to re-admittance subject only to his/her financial clearance by the business office.

A copy of this determination was sent to the student and business office, and submitted to the Registrar for filing on ___/___/_____ by

Name of Committee representative

Committee representative Signature

Student Grievance Form

Student's Name _____ Date ____/____/____

Dorm Resident _____ Yes _____ No

Mailing Address

City _____ State _____ Zip _____

Mobile Phone _____

Email Address _____

This form should be brought to the attention of: _____

Describe the nature of your grievance. For accurate documentation include dates, times, names of people involved and/or witnesses; attach any relevant documentation related to this grievance; **and describe any informal attempts to arrive at a solution.** All documents will become a part of your permanent file. (Attach as many sheets as needed.)

For Office Use Only

This document was submitted on ____/____/____ at ____:____ am pm
Circle one

Received by _____

This is scheduled for review on ____/____/____ at ____:____ am pm
Circle one

I have been informed regarding the time of my grievance and understand that:

1. I may appear before the committee or the President to present my case in person.
2. I may have someone present to provide me with counsel.
3. An acknowledged email receipt of this information is equivalent to a dated signature.

Student Signature

____/____/____

Date of Receipt

Summary Decision:

Disability Services: Accommodation Request Form

Accessibility Services and Special Needs

In accordance with the Americans with Disabilities Act, Arlington Baptist University respects the individual physical and cognitive needs of all students. Any student in need of disability services should contact the Academic Affairs office upon enrollment to establish appropriate accommodations for any documented disabilities.

Disability Services
Janie Taylor
504 Compliance Officer
V. P. of Academic Affairs
817.461.8741
jtaylor@abu.edu
ABU Administration Building
3001 W Division St.
Arlington, TX 76012

Student's Name: (First) _____ (Middle) _____ (Last) _____

Cell Phone: _____ - _____ - _____ Email: _____

Dorm Resident: YES NO

List and/or Describe Physical or Cognitive Disability: _____

Requested Accommodations Related to Disability: _____

(Please attach official documents regarding the disability.)

(Disability Services Form, continued)

Approved Accommodations Related to Disability: _____

Appropriate Personnel Notified / Method and Date of Notification:

<u>Personnel</u>	<u>Notification</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Signature: _____ Date: _____

V. P. of Academic Affairs Signature: _____ Date: _____