



Dorm Handbook

2023 - 2024



Greetings & Welcome!

I would like to take the opportunity to officially welcome you to dormitory life at Arlington Baptist University. I would also like to personally applaud you for making the decision to enrich your lives through the vehicle of education.

For some of you, this may be your first experience with living in a dorm on campus. As a result, you may find navigating the dormitory life somewhat intimidating. In an effort to alleviate some of these very real concerns, this handbook is designed to provide you with the essential information you will need to enjoy a successful dorm life experience. In addition, both boys' and girls' dorms are staffed with Dormitory Supervisors and Resident Assistants who will be available to acquaint you with policies and procedures, guidelines for dormitory living, and serve as your mentor and advocate responsible for the welfare, social, and spiritual life of dorm students.

Finally, dorm life can be extremely beneficial as you will begin to develop a community of life-long friendships that will prayerfully reinforce your desire to lead a life that reflects your love for Christ.

I invite you to enjoy a new experience as you become familiar with ABU dormitory life, and I pray that your stay will be enjoyable and most importantly advantageous to your spiritual growth and development resulting in a deeper love for and commitment to Christ.

With kindest regards and blessings,

Peggy Smith
VP of Student Affairs

DORMITORY LIFE

Dormitory life is generally based on the concept of community, in which a group of individuals with shared values live in close proximity and interact with each other on a daily basis. At Arlington Baptist University, our dormitory life is based upon Christian principles. ABU holds high standards of morality, ethics, and practice based upon Biblical principles. The dorms fall under the Office of Student Affairs.

UNIVERSITY OVERVIEW

We have a responsibility for every student's welfare, safety, and spiritual wellbeing as well as the integrity of Arlington Baptist University as an institution established by God for God's glory. Therefore, Arlington Baptist University holds high standards of morality, ethics, and practice based upon biblical principles. You may not agree with the standards by which we operate. However, as a student, it is expected that you will so order your conduct to be consistent with these guidelines. The life of a disciple of Christ is a disciplined life. Learning to discipline your life to high standards will bring long-term benefit to you and those around you.

UNIVERSITY MISSION STATEMENT

Arlington Baptist University strives to prepare every student for Christian life and service by integrating faith and learning in the context of an informed biblical worldview that affirms the inerrancy of scripture.

UNIVERSITY PHILOSOPHY

Shaped by its fundamental Baptist heritage, Arlington Baptist University stands on the conviction that thorough preparation in the Word of God best equips an individual for a useful career and responsible citizenship. Education at Arlington Baptist University centers on a Christian worldview; as the Bible teaches, the world and men are direct 5 creations of God, and that man is responsible to God. Learning and faith are integrated in all university programs to provide a balanced educational experience.

This experience is based on an acquaintance with the life of Jesus Christ and an emphasis on practical service. Programs are characterized by academic excellence and personal discipline. A student's personal life and performance concern the faculty as much as training of the mind. All phases of university life are devoted to building Christian character into the life of each student.

DORMITORY OBJECTIVES

- To provide a distinctively Christian residential environment that supports and encourages academic achievement and individual maturity.
- To create a home-like atmosphere that will personalize, as much as possible, the opportunities offered at the university.
- To provide opportunity to engage in activities that will contribute to the spiritual, academic, cultural, social, and physical development of the residents.
- To cultivate a better understanding of democracy, which helps the student to:
 - Learn leadership skills
 - Cooperate with others
 - Respect the rights of others
 - Learn to Biblically submit to authority
- To encourage companionship and fellowship among students.

DORMITORY SUPERVISORS

Each dormitory has a designated supervisor. The supervisor is dedicated to the care and welfare of the residents of the dormitory. The spiritual and devotional life of the dormitory is a primary responsibility of the supervisor. Another major concern is the conduct and behavior of the residents and the disciplines that pertain to personal responsibilities in a community environment. The Dormitory Supervisor (Dorm Parent) will recommend disciplinary action to the Dean of Students/VP of Student Affairs when the conduct and/or behavior of a dorm resident indicates such action is necessary.

Arlington Baptist University is blessed to have Dormitory Supervisors living on premises. This involves dedication and a willingness to forfeit personal liberties of life for the sake of living on campus and being on 24/7 call. Therefore, dormitory residents are reminded to honor and respect the dormitory supervision that God has supplied in the person of the Dorm Supervisors (Hebrews 13:17; 1 Peter 2:13). There should never be any form of intimidation, verbal abuse, or threat made directly or indirectly to a Dormitory Supervisor or member of his/her family.

Dorm Supervisors' Duties & Responsibilities

- Promote a positive and safe atmosphere that makes all dorm students feel comfortable to include holding social gatherings for the students.
- Schedule and run a mandatory orientation meeting for all dorm students covering the dorm rules from the Dorm Handbook.
- Upon new students' arrival go through the housing check-in list with each resident.
- Upon check-out re-check the room with the student resident present. Collect keys and any ABU assigned items.
- Hire and train all Resident Assistants.
- Coordinate and communicate all pertinent information to the RAs.
- Provide high-quality supervision and management for the student population and positively influence student behavior.
- Show respect and courtesy to students and hold them accountable for their actions and behavior.
- Enforce visitor hours.
- Enforce quiet hours. This includes doing daily (and nightly checks) of the dorm rooms.
- Instruct the RAs on essential disciplinary issues that can arise throughout a semester.
- Communicate the disciplinary process to dorm students.
- Responsible for Emergency Preparedness for the dorm students: schedule, conduct, and document fire/tornado/active shooter drill each semester. Initial drills should be completed within 30 days of move-in.

DORMITORY RESIDENT ASSISTANTS

In addition to a Dormitory Supervisor, each dorm is staffed with Resident Assistants (RAs). The RA is responsible for assisting the Dorm Supervisor with providing students with a safe, clean and structured living environment that fosters student retention, satisfaction, achievement and success.

RA Essential Duties & Responsibilities

- Help to promote a positive and safe atmosphere that makes all dorm students feel comfortable to include holding social gatherings for the students.
- Assist with distributing the Dorm Handbook at the initial mandatory orientation meeting for all dorm students covering the dorm rules from the Dorm Handbook.
- Assist the Dorm Supervisor with the dorm check-in and check-out process.
- Show respect and courtesy to students and hold them accountable for their actions and behavior.
- Assist with enforcing visitor hours.
- Assist with enforcing quiet hours. This includes doing daily (and nightly checks) of the dorm rooms.
- Assist with communicating the disciplinary process to dorm students.
- Assist with the Emergency Preparedness procedures for the dorm students: assist with scheduling and conducting fire/tornado/active shooter drills each semester. Initial drills should be completed within 30 days of move-in.
- Coordinate and communicate any concerns and issues with Campus Security and Dorm Supervisors.
- Assist with conducting dorm meetings as necessary (at a minimum, once a semester).
- Assist with weekly cleaning of the common areas in the dorm.
- Assist with enforcing all rules of the dormitory as listed in the Dorm Handbook.

SECURING A ROOM

The dormitories will have a scheduled move-in date for students typically at the beginning of each semester. Contact the university admissions office for the day and time schedule for your move-in.

Room assignments are made by the Dormitory Supervisor in coordination with the Admissions Office. **BEFORE** moving into the dormitory rooms, all students **must** take care of financial arrangements for dormitory residency as part of their admissions procedures. Students who have not been cleared through the Financial Aid Department may not be allowed to move into the dorm.

After room assignment and receiving a room key, the Dormitory Supervisor/Resident Assistant and the student will complete a **“Check-In” inventory** of the room and its contents. The student will sign the **“Check-In” inventory** form acknowledging his/her responsibility for the condition of the room and contents until the time he/she vacates the room.

DORMITORY ROOM FEES

Students living in the dormitory are leasing a room for a period of 18 weeks during the regular session/semester. During non-session periods, rooms are rented by the week (\$25 per day) payable in advance. Summer session students may lease a room according to a current lease agreement with the Business Office. Please see a current university catalog for financial information concerning dormitory rooms, the \$250.00 non-refundable maintenance fee and other applicable fees.

Students who are on hand and those returning to school will have priority of room request and roommates. Requests concerning roommates are honored, when possible, on mutual request. It is assumed that you will accept the roommate assigned.

Resident students must enroll for a minimum of two semester hours to maintain the privilege of residency in the dorm. Married students and divorced students will not be permitted to live in the dormitory.

OFF CAMPUS HOUSING POLICY

Students who are not living at home with parents, grandparents, or legal guardian **MAY REQUEST** permission to live off campus if one or more of the following requirements are met:

- A. Must be of at least Junior status.
- B. Must be at least 21 years of age.
- C. Married.
- D. If any of the above criteria is **NOT MET**, the student's request will only be considered if the dorms are above full capacity.
- E. Must complete and submit a campus housing waiver application signed by the student, parent, or guardian seeking permission for the student to live off campus.
- F. The campus housing waiver **MUST** be submitted to VP of Student Affairs **BEFORE** any lease or like arrangement is made by the student.

If the request is made for a student who does not meet any of the above criteria and who will not be living at their permanent home address, the student will be expected to pay a \$500 waiver fee that will be charged to the student's account for each semester that they choose to live off campus.

**Request for permission to live off campus should be submitted to Vice-President of Student Affairs before any lease or like arrangement is made by the student. A decision on the request will be made in a prompt manner by the VP of Student Affairs.*

WHAT TO BRING

Each student provides his/her own linens and toilet articles. The rooms are well furnished so that students do not need to bring extra furniture. The furnishings that are in the room at move-in are not to be removed from the room. No sofas, no large chairs, no beds, no large desks may be brought in. Pathways to exit doors must be easily accessible in case of fire or another emergency.

Students are permitted to bring in irons, radios, stereos, TV's and accessories such as DVD players and video game-players. However, if the Dormitory Supervisor feels that these appliances/accessories deter study or create a problem of noise, the Dormitory Supervisor has the authority to have the student remove the item(s) from the room and place them in storage until the end of the semester.

A university size refrigerator (not full size), microwave, and appliances that have no exposed heating elements are permitted in the room for heating up food. By order of the Fire Marshall, there will be no cooking in the rooms using appliances with open heating elements (toaster ovens, etc.). All appliances must be approved by the Dormitory Supervisor. The Dormitory Supervisor has the authority to veto any appliance and order it removed.

Personal computers and accessories may be brought into the rooms. Only small compact computer/printer stands may be brought in if needed. Computers are an excellent tool for education and the University offers wireless internet access in the dorms and library. The ABU library has computers available for word processing and internet use during library hours. In addition, the library has laptops that can be checked out by students for a week at a time.

The dormitory has a laundry room equipped with washers and dryers.

WHAT TO BRING		WHAT NOT TO BRING	
• Bed linen	• Personal bath items	• Toaster ovens	• Electric skillets
• Toiletries	• College size refrigerator	• Sofas	• Griddles
• Radio	• Microwave	• Large chairs	• Grills
• TV	• Computer/laptop/tablet	• Beds	• Hot plates
• Stereo	• Compact printer and stand	• Large desks	• Space heaters
• DVD/blue ray player	• Iron/small ironing board	• Candles	• Hot plates
• Video game player			

ROOM KEY

If a student loses his/her room key, it should be reported to the Dormitory Supervisor immediately. There is a \$25 fee for a lost key replacement.

ROOM CHANGE POLICY

Rooms are assigned for the entire semester. Changes will be considered only in exceptional cases. There will be no room changes without the mutual consent of the Dormitory Supervisor and the Dean of Students.

ROOM FURNITURE

Furniture must not be dismantled, adjusted, or removed from any dormitory room. No furniture is to be removed or taken apart, even if there is only one student in a double room. Safety is an issue when modifying or dismantling furniture. Moving furniture from room to room makes it impossible to maintain the inventories required by auditors and municipal ordinances. No furniture is to be removed at any time except for official repairs as requested by the Dormitory Supervisor.

All personal furniture must be inspected and approved by the Dormitory Supervisor **before** placement in the dorm room. The Dormitory Supervisor will consult with the Dean of Students if there are any questions about an item of furniture.

All personal furniture must be removed, discarded, or taken home at the close of the school year. (*See Checking Out of the Dormitory*)

DORMITORY ROOM CARE

A friend is one of life's greatest possessions. It is important to treat your roommate with understanding, patience, and kindness.

Luke 6:31

And as ye would that men should do to you, do ye also to them likewise.

Taking care of your dormitory room is essential to a happy dormitory life experience. Here are some suggestions:

- Each student is responsible for his/her portion of the dormitory room. The Dormitory Supervisor or the RA will inspect rooms regularly.
- Never place room trash in the halls or lobby areas. All room trash must be placed in the outside dumpsters located in the rear of the dorm buildings.
- Empty or partially empty cans, bottles, potato chips, cookies, etc. must not be kept out in dormitory rooms. One person can cause the infestation of insects and rodents in a suite or hall.
- All soiled/dirty clothing should be placed in a laundry bag or other appropriate container and be washed as soon as possible. Clothing should never be thrown on the floor or strewn around the room on furniture or hanging on doorknobs. Bed linens, towels and other personal items should be laundered weekly. The dormitory has washers and dryers for your convenience. Please be aware that body odors on clothing in a closet will transfer to your clean clothing and carpet leaving unpleasant offensive odors. Remember that not everyone can afford expensive clothes, but everyone can afford to be clean.
- For personal health and dormitory sanitation reasons, opened food items should not be kept outside a refrigerator (only mini refrigerators allowed in dorm rooms).
- Food or drink stains should be cleaned up properly and immediately.

ROOM ENTRY

Authorized personnel of the Arlington Baptist University reserve the right to enter student rooms at any time for the purpose of repair, inspection for health, safety, or violation of University regulations. Exercise of this right will be used with restraint. The Dean of Students reserves the right to determine who is authorized personnel.

OVERNIGHT GUESTS

Students are allowed to have a guest in their room for no more than 3 consecutive nights for a \$15 charge per night (As a courtesy, a parent/guardian or sibling of the same gender may stay at no charge). Students will not be allowed to EVER have guests of the opposite sex in their rooms. In addition, students will not be allowed to have guests of the same sex sleep in the same bed. When planning to have an overnight guest, the student host is responsible to complete an **Overnight Guest form** and submit it to the Dormitory Supervisor for approval and then payment must be made in the Business Office for the entire length of stay. If the Business Office is closed, payment must be made to the Dormitory Supervisor who will forward it to the Business Office. Approval and payment must be made **prior** to the guest's arrival. A student who allows a guest to stay overnight without approval will incur a \$25 fine and will be written up for violating policy. Dormitory guests are expected to observe all dormitory rules. The host student is responsible for the actions and behavior of his/her guests.

CURFEW AND LATE ARRIVALS

Dormitory residents are required to return to their respective dorms by 12:00 a.m. Monday-Sunday.

*Curfew Disclaimer: Curfew privilege can be lost if a student is placed on Disciplinary Probation.

Students who are out beyond the curfew are counted as late and are subject to discipline. Residents returning to campus after curfew hours must present valid ABU student identification, indicating they live on campus, to be admitted to the campus. Unauthorized entrance to or exit from a secured residence hall is a violation of Residence Life policies. All other campus buildings not being used for educational or

fitness/athletic purposes are secured at 11:00 p.m. each evening and remain secured until 5:30 a.m. Access to these buildings during non- business hours is available only to authorized ABU employees who provide valid ABU identification.

To avoid disciplinary action, all after curfew arrivals must be **pre-approved** by the Dormitory Supervisor.

Security officers are on duty 24 hours a day, Monday – Sunday and will enforce curfew. Should the student arrive after curfew (12:00 am), the student must call security at (682) 326-7272 to let them in the gate and dorm. After curfew the dormitories are secured and locked to prevent entry from outside. The exit doors can be opened from the inside in case of emergency. To open a dormitory exit door after curfew, except in a true emergency is considered a **serious offence** and the student subject to discipline. Security cameras record activity in the halls and entry areas to provide additional safety for dormitory residents. After curfew, the entry gates are closed to further protect students and property and to provide a safe campus environment. **Dormitory Supervisors should be informed immediately if a student goes to an emergency clinic or hospital (this includes waking them up during the night before exiting the dorm).**

Services Provided by University Campus Security

- Patrolling the campus to detect and deter crime
- Upon request, escorting persons who are walking on campus, particularly during the hours of darkness
- Providing crime prevention information including relationship violence, safety awareness, and personal safety
- Reporting and investigating criminal offenses and incidents
- Securing campus buildings and conducting regular assessments of campus facilities
- Monitoring University entrances, particularly during the hours of darkness
- New Dorm Security Lock System (OpenPath)

Students who work late must complete the appropriate form requesting permission to arrive after curfew and submit the form to their Dorm Supervisor and Dean of Students. Each case will be considered individually.

PETS

Dormitory students are not allowed to keep pets (animals, reptiles, fish, etc.) in the residence halls. The student will be given 24 hours to remove the pet from the dormitory. Having a pet in a dorm room will result in disciplinary action against the student.

MOVING OUT OF YOUR DORMITORY ROOM

When moving from the dormitory or changing rooms, the dormitory resident must:

- Remove all personal property from the room.
- Clean the room thoroughly and notify the Dormitory Supervisor or the RA that the room is ready for inspection. **NOTE:** Failure to clean the room or failure to notify and get clearance from the Dormitory Supervisor or RA will result in the student being assessed an additional fee.
- The student and the Dormitory Supervisor or the RA will inventory the room, making note of the condition of each item on the **Check-Out** form.
- After the inventory is completed, the student will sign the **Check-Out** form and give his/her room key to the Dormitory Supervisor. The Dormitory Supervisor will take the Check-Out form to the Dean of Students who will communicate the need to deactivate the students' access to OpenPath. If Check-

Out procedures have been followed and the room is in satisfactory condition, the student will not incur additional fees. However, if damage has been assessed, the student will be responsible for paying the corresponding fee associated with the damage (see Check-Out form).

NOTE: The Arlington Baptist University dormitories are for ABU students only. The dormitories are not to be thought of as a hotel, motel, or apartment. The dormitories of ABU are intended to be a means of housing for single students while they are students at the University. Any student who ceases to be enrolled in the academic programs of the University must move out of the dormitory immediately. Students may continue to pay rent and stay in the dormitories between semesters if the student confers with the Registrar and pre-enrolls for the following semester. Graduates who have fulfilled all academic requirements should move out of the dormitory within 7 days of graduation.

RESPONSIBILITY FOR UNIVERSITY PROPERTY

The occupants of dormitory rooms are responsible for the furniture and equipment in the room assigned to them. Any loss or damage sustained in the room will be charged against the occupant(s) unless another person is positively identified as the one doing the damage.

The student resident must not make any permanent changes to the dormitory room or building. Permanent changes include: Painting, color markers, contact paper, and holes in walls/ceilings/floors. The use of nails, screws, hooks, paste/glue, pins, tape, and stickers will deface the walls and doors and necessitate costly repairs that will be charged to the student. Hangers that are designed for easy removal without damage to walls and products such as “Plastic-Tak”, “Fun-Tak” are the only substances to be used to hang decorations in dorm rooms. See the Maintenance Director for approval of any material or substance that could cause possible damage maintenance problems.

Residents desiring to redecorate their rooms must first obtain clearance to do so from their Dormitory Supervisor. The general guideline is that the room be maintained and habitable for future occupants. Needed repairs should be brought to the attention of the Dormitory Supervisor immediately. A Dormitory Maintenance Request form will be given to the Dean of Students noting the items needing attention.

Lost property or damages should be reported to the Dormitory Supervisor within 24 hours of the occurrence.

General breakage or damage that is not charged to an individual or group of individuals will be prorated to all the students living in the dormitory.

MAINTENANCE AND REPAIRS

The Maintenance Department is under the direct supervision of the VP of Business Operations. Students are not permitted to ask any member of the maintenance staff to do odd jobs for them.

PROCEDURE FOR REQUESTING MAINTENANCE: If there are matters of maintenance that need attention the student/resident must use the QR code that is posted in each dorm or fill out a maintenance request form in the Administration Building. **Note:** Emergency repairs such as water leaks and electrical problems should be brought to the attention of the Dorm Supervisor first then submitted immediately to the Maintenance Director.

No unauthorized person shall use tools or equipment in any building or on campus without the permission of the Maintenance Director. Students are not allowed to borrow any University equipment for personal use.

The Maintenance Director and maintenance staff provide essential services to our campus. It is expected that all students will treat the maintenance staff with respect and appreciation.

STUDENT DINING ROOM

The Student Dining Room (Cafeteria) can accommodate more than 200 people at one time. Dormitory residents are entitled to 10 meals per week and will pay for their meal plan when registering for the semester or academic session. Students living off campus are welcome and invited to eat in the Student Dining Room (SDR) and will pay a per meal cost. Per meal payments can be made in the SDR or opt to pay for a meal plan only. Payment for meal plans will be made in the Business Office.

Students must meet the school dress code at every meal eaten in the Student Dining Room. Standard rules of table etiquette should be observed.

Students picking up carry-out meals on their way to work may enter wearing work clothes and use the 10-minute parking spaces. Students dining in the SDR must dress appropriately and cannot park in the Administration or Cafeteria parking lots.

It is important to keep costs down and maintain the inventory of supplies. Therefore, non-disposable eating utensils, plates, cups, etc. should never be taken out of the SDR without the Cafeteria Supervisor's permission. The food service staff provides meals of quality and quantity for our campus family. It is expected that all students will treat the Cafeteria Supervisor and food service staff with respect and appreciation.

STUDENT DINING ROOM HOURS*

Monday – Friday

Breakfast: 7:30 am – 8:30 am

Lunch: 11:30 am – 1:30 pm

Dinner: 5:00 pm – 6:30 pm

**Hours are subject to change at the discretion of the Vendor and Administration*

LAUNDRY

Each dormitory has a laundry room with washers and dryers for your convenience.

Laundry rooms will be closed at curfew. Clothes must be removed from the machines by curfew. The owner of the clothing is responsible for any damage done to clothing left in the laundry room after curfew.

MAIL

All resident students are assigned an individual mailbox for receiving mail. The mailboxes are located in the north entry of the Administration Building. Students may drop off out-going mail at the mailbox area for their convenience. However, since the Administration Building closes at 4:00 pm on Monday – Thursday and at 2:00 pm on Fridays during the fall and spring semesters, students may not have access to large packages until the building reopens during regular business hours.

MEDICAL CARE

The University has no hospital or physician. There are many good hospitals in the area. Students who become ill and need medical attention will be sent to an area hospital or clinic unless a parent/guardian instructs otherwise. The University is not responsible or liable for any medical expenses so incurred. **Dormitory Supervisors should be informed immediately if a student goes to an emergency clinic or hospital (this includes waking them up during the night before exiting the dorm).**

Every student should have hospitalization insurance sufficient to meet his/her need in case of sickness or accident. Students should give the Registrar's and Student Affairs' Offices the name of the insurance company and policy number so that information can be included in the student's file. **If insurance coverage changes, the student should update the information in the Registrar's and Student Affairs' Offices.** Students in representative groups for the school are responsible for any medical care or hospitalization expenses when on representative trips.

LOCAL CLINICS

Treat Now Family Clinic
729 N Fielder Rd #A · (817) 633-3400
Arlington, TX

Accent Family Healthcare
1635 W Division St · (817) 274-0097
Arlington, TX

USMD Arlington North Clinic
809 W Randol Mill Rd · (817) 460-0257
Arlington, TX

CVS Pharmacies Minute Clinics – several
locations in Arlington

Arlington Community Health Center (Free Clinic)
979 N. Cooper
Arlington, TX - 76011
(817) 625-425

Texas Health Arlington Memorial Hospital
800 W Randol Mill Rd · (817) 960-6564
Arlington, TX

SOCIAL EVENTS

All social events must be scheduled by the Director of Student Life through the office of the Dean of Students. For the event to be successful, it should be planned well in advance. Every social event held on campus must have a faculty/staff representative approved by the Dean of Students. All social events must be placed on the University calendar maintained by the Director of Student Life.

For all social activities of the University, or group of students going out of town for any school function, there must be a school appointed sponsor or faculty member present.

DATING

Campus life provides an excellent opportunity to develop relationships with the opposite sex. However, relationships often begin quickly and are based on external, physical factors leading to self-gratification rather than the building up of the other person. Therefore, we suggest that relationships develop slowly, placing priority on spiritual and social maturity, thus building a lasting friendship.

The following guidelines found in 1 Thessalonians 4:3-6 should be evident in dating practice as romantic relationships develop:

- *“For this is the will of God, even your sanctification, that ye should abstain from fornication” v.3*
- *“That every one of you should know how to possess his vessel in sanctification and honour;” v.4*

It is God’s will for every Christian to be sanctified, avoiding sexual immorality, by learning to control his/her own body in a way that is holy and honorable. In application of these principles, displays of affection on campus are to be limited to hand holding or taking an escort’s arm. Private displays of affection should follow Biblical principles of chastity and purity.

Single students are not permitted to visit the dorm room, apartment, or home of a single person of the opposite sex unless a third party is present, and couples should not be alone in dwellings away from the University. (See 1 Thessalonians 5:22; 1 Peter 5:8)

VISITING HOURS

Dormitory visiting hours are 12:00 p.m. (noon) until 12:00 am (curfew) every day of the week. It is the student’s responsibility to return to his/her dorm **before 11:45 pm**. **Visitors of the opposite sex are allowed only in the lobby area; going beyond that boundary is a serious offense and will receive discipline.** The hallway between the lobby and the back hall is not a public visiting area. While visiting, couples are expected to conduct themselves honorably and to avoid the appearance of wrongdoing (such as covering up with a blanket or throw while sitting close together or laying together on couches). Lobby areas are to be well illuminated during visiting hours.

ABU CAMPUS NETWORK POLICY

Usage of and access to Arlington Baptist University’s IT resources entails certain expectations and responsibilities for students and guests. All on-campus students who access the internet must participate in the University’s “filtered” network so that we can provide the advantages of the internet in a wholesome, honorable, and truly educational environment.

Users may not engage in unauthorized use of ABU IT resources, regardless of whether the resource used is securely protected against unauthorized use. This includes illegally torrenting/downloading music, movies, pictures, books, games etc., viewing pornography, or anything that would break the code of conduct and ethics required by an ABU student. Users are expected to respect the privacy of other users, even if the devices and systems by which other users access ABU’s IT resources are not securely protected. This policy also extends into the realm of online social networking. It is against ABU’s network policy for a student to stalk, harass, or abuse another person via any social networking application.

Unauthorized use by a user of another user’s personal identity or access (log-in) credentials is prohibited. In operating its IT environment, the University expects users to engage in "safe computing" practices, such as establishing appropriate access restrictions for their accounts, setting strong passwords and guarding those passwords, keeping their personal operating systems and software applications up-to-date and patched, and employing security measures on their personal devices.

Use of ABU's IT resources is a privilege and not a right. A user's access to ABU's IT resources may be limited, suspended, or terminated if that user violates this policy. Alleged violations of this policy will be addressed by the Office of Student Life with the aid of the Campus Technology Department.

Instructions for using and setting up a network account are available in the office of Campus Technology. Your school email is owned and maintained by ABU. Upon completion of your degree, expulsion, or in the event you stop your studies, your email will be disabled within one week. ABU maintains the right to access and search your email if merited and written approval by the VP of Student Affairs.

Likewise, the internet is not to be the avenue in which one shares grievances with the school or its administration. As a student at Arlington Baptist University, you are expected to handle your internet privileges responsibly. Any threat or misuse of the University name and/or its administration could result in dismissal.

VIDEO GAMES

Video games are permitted as long as they promote unity and fellowship among suite mates and other dorm residents. Each student should exercise discretion and avoid games promoting graphic violence, the occult, pornography, or behavior contrary to Biblical principles. Dormitory Supervisors have the authority to veto any system or game they do not consider conducive to community life. Dormitory Supervisors have the authority to limit game playing time for any student who is having academic difficulties or absence problems due to staying up late.

Video games and the internet can be addictive. Be aware of the dangers and take steps to safeguard your mind and your time. Apply the principles of Philippians 4:5-8.

PRECAUTIONARY MEASURES

- Residents should not leave the dormitory after curfew without notifying the Dormitory Supervisor or the RA.
- Know your Dormitory Supervisor's and RA's phone number; you may need it in an emergency. Give your cell phone number to your Dormitory Supervisor and RA.
- Report all suspicious incidents to the Dormitory Supervisor. Be able to describe individuals, make, model, and color of car, license plate, etc. Call 911 immediately if you feel threatened or see a crime being committed.
- Keep doors locked. Report any loss immediately. It is a good practice to keep a record of serial numbers of electronic equipment to give to police in the case of filing a theft report.
- We strongly encourage you to purchase renter's insurance to protect/cover your personal property in the event of theft or damage.
- Communicate with the Dormitory Supervisor, keeping them informed of your activities and plans. This is for your safety and welfare.
- You should give the Dormitory Supervisor the following updated information:
 - Your place of employment, phone numbers, supervisor's name
 - Your work schedules
 - Your method of travel to and from work
 - How to contact you in an emergency
 - Contact information for your parent/guardian and another relative

QUIET HOURS

In order to provide a regular time for study and prayer/devotions, quiet hours will be observed in the dormitories. During quiet time, students should avoid loud talking and unnecessary noise. All devices, electronic or otherwise, must be kept low in volume. Quiet time is set aside for study, prayer/devotions, or sleep. Please refrain from interfering with any student when he/she is trying to study or have devotions, even if it is not during quiet time.

QUIET HOURS SCHEDULE

Sunday through Wednesday - 10 pm until 7 am

Thursday through Saturday – 10 pm until 9 am

If a student works late and comes into the dormitory after curfew, he/she should refrain from noisy activity and respect other students who are studying.

Cafeteria

The cafeteria is located on the lower level of the Administration Building. Students who reside in one of the residence halls are provided a meal plan consisting of 10 meals per week while non-resident students may purchase individual meals or a meal plan through the business office. The cafeteria provides a pleasant atmosphere for socializing while eating or students have the option of takeout. (Because meals are not served on the weekend, students can have small appliances in their dorm rooms. See the required list)

Chapel

Chapel services are an important part of the campus life of Arlington Baptist University. Chapel provides a time of spiritual growth and renewal for both faculty, staff, and students. Speakers are scheduled who can provide spiritual encouragement, enlightenment, and motivation throughout the school year. Chapel is scheduled on Tuesday and Thursday from 10:45 am – 11:45 am each week, and attendance is required of all students. Attendance by the entire campus family is greatly encouraged.

Chapel Attendance

Chapel is an important part of your educational experience. It is an essential element in providing a Bible education that focuses on Christ. Chapel enhances your Christian life through the experience of corporate worship. Chapel offers opportunity to grow through expositional preaching. Chapel teaches ministry skills and provides opportunities for student involvement. Chapel builds a sense of community. Chapel attendance is an essential element of student life. Class schedules on Tuesday and Thursday are arranged so that all students on campus can be present at the Chapel hour. All students are required to attend every Chapel even if they do not have any T/TH classes. Failure to attend Chapel will result in disciplinary action leading up to dismissal from ABU. Chapel exemptions may be granted by the VP of Student Affairs and the President of the University in very limited cases.

Church Membership/Attendance

Students are strongly encouraged to maintain an active membership in a local church which goes beyond the weekly attendance that is a part of the student's spiritual formation. Students living in the area will be introduced to multiple local churches of like faith during the week of orientation, and students are expected to be joined to a church of like faith within the first six weeks of the semester. Students should seek a church in which they can both grow and serve.

Arlington Baptist University is a church-oriented University, seeking to prepare men and women for Christian service. Therefore, church attendance is required for every student. A student is expected to attend all services of his/her local church except when providentially hindered. Students are encouraged to be involved in the activities of the church where they hold a membership and participate in ministries of that church.

Students are encouraged to remain faithful to a local church. As a student you are a representative of Jesus Christ and a representative of Arlington Baptist University. New students will have a period of six weeks to become established as a member. A church of like faith is required. Students should not change local church membership without notifying the VP of Student Affairs/Director of Spiritual Formation of their intent. Faithfulness to a local church is an important element in the student's Christian service.

Student Union Building

The student union building provides a place to study, watch television, play games, or simply hang out with friends. Bible studies and discipleship sessions are conducted in the student union building at least one evening per week. During the fall and spring terms, the student life director plans and promotes various activities that include ice hockey, intramural sports, collegian competitions, scavenger hunts, corn maze, and free refreshments at most activities. The gym is made available for all students a few nights per week for open gym.

The Student's Personal Life

The VP of Student Affairs has general supervision of all student life aside from the academic and business relations with the University. This includes standards of conduct, disciplinary measures, dormitory regulation, social and other extracurricular activities, etc. The VP of Student Affairs is here to help and to advise with matters of any kind that affect and impact the individual student or the campus community in general.

Campus Dress Code

Arlington Baptist University will follow the biblical principles of modesty when deciding how our dress code policies will be determined. Modesty, neatness, and a Christ-like manner should be characteristic of everyone. Therefore, the classroom dress expectations can be identified as Business Casual. Questions concerning the dress code should be addressed to the Office of Student Affairs. I Cor 10:31; Col 3:23-24; 1 Pet 3:3-4.

MEN

Classroom and Chapel Attire:

Class Attire is classified as Business Casual. It must be worn in Academic and Administrative Buildings until classes end on weekdays and in all classes, regardless of time. Appropriate dress for class includes:

- Collared shirts, clean ABU t-shirts, sweaters, (no inappropriate logos)
 - Pants which would include dress slacks, khakis, or jeans (properly worn, with no large holes, or tears)
 - Footwear (sandals or flip-flops are acceptable)
 - NO hats, athletic sweats/pants, dew rags, or hoods in class or chapel
- Casual Dress is acceptable in Academic and Administrative Buildings after classes end on weekdays and in the Dining Hall for all meals. Appropriate casual dress includes:
- Clean Shirts with sleeves (no inappropriate logos)
 - Pants, jeans, athletic pants, loose-fitting modest shorts (mid-thigh or longer)
 - Shoes (sandals or flip-flops acceptable)

- No hats, dew rags, or hoods during off-campus church services. Additional Information: Shirts must be loose-fitting and not too revealing. Hairstyles and Facial hair must be well groomed. (Dean reserves the right to determine the inappropriateness of style or length).

WOMEN

Classroom and Chapel Attire

Class Attire is classified as Business Casual. It must be worn in Academic and Administrative Buildings until classes end on weekdays and in all classes, regardless of time. Appropriate dress for class includes:

- Loose-fitting tops, sweaters, t-shirts/sweatshirts (no inappropriate logos), no midriff tops
- Skirts and dresses that fall close to the top of the knee
- Pants, which would include capri/cropped pants and jeans (no large holes or tears above the knee), and Yoga Style pants/leggings (to be worn with dress or tunic mid-thigh or longer). T-shirts are not an acceptable top with leggings.
- Footwear (sandals or flip-flops are acceptable) Casual Attire : Casual Attire is acceptable in Academic and Administrative Buildings after classes end on weekdays and in the Dining Hall for all meals. Appropriate casual dress includes:
 - Shirts (no inappropriate logos)
 - Neat pants/capris, jeans, athletic pants/sweats, leggings (to be worn with dress or top mid-thigh or longer), and loose-fitting, modest shorts (mid-thigh or longer).
 - Shoes (sandals or flip-flops are acceptable).

Additional Information: Dresses and skirts should be no shorter than 1” from the top of the knee (sitting or standing). Skirt slits should be modest; open slits should be no higher than the top of the knee, closed slits should be no higher than two inches from the top of the knee. Anything tight, scant, backless, see-through, low in the neckline or revealing the midriff (in any position) is immodest and unacceptable. Earrings and/or plugs are permitted in ears only except for a stud or small hoop in the nose. No other facial piercings or plugs are allowed, including tongue.

Automobiles and Parking

Dormitory students will park in designated places at the dormitory parking lots. Non-resident students may park in the large parking area east of Entzminger Hall, entering from Crowley Road.

Students should not park in the lot north of the Administration Building, the small area behind the Christian Education building, or behind the Chapel. These lots are reserved for faculty and visitors. Do not park under the north canopy of the dorms (a fire emergency zone). **The Fire Marshall prohibits parking at the north entrance because it blocks an exit door area.** Students who park a vehicle on the grass or in areas reserved for other purposes may receive a fine and may be towed.

There is also no student parking in front of the cafeteria. All students eating in the Student Dining Room must park in other areas. Never park on the grass.

The University reserves the right to have any vehicle removed from the premises if that vehicle is left in a non-operational condition for a period of 30 days. The decision of its non-operational status will be made by the Administration of the University.

Parking Permit Regulations

All students, faculty, and staff must obtain a parking permit (decal) from the VP of Student Affairs. All students parking a vehicle on campus must register their vehicle and display a current parking permit. A Vehicle Registration Form must be completed, and payment received prior to receiving the permit. Permits must be purchased and properly displayed by September 1st, when parking rules will go into effect. To complete the form, you will need the following information:

- License Plate Number
- Year of the Vehicle
- Make of the Vehicle
- Model of the Vehicle
- Color of the Vehicle

Parking decals must always be located on the front or back window in the lower corner and be visible. A permit does not guarantee a parking space but does authorize parking in designated areas inside the ABU campus. Vehicle registration forms and permits are available in the Dean of Students office, or you can scan the QR code located in the Dean of Students office.

All permits are valid August 1st – July 31st

Cost:

- Parking permits - \$50.00 • Replacement Permits - \$20.00
- Parking Tickets:
 - First Offense- \$25.00
 - Second Offense- \$50.00
 - Third Offense- Subject to lose right to park on campus. Parking tickets will be assessed to students for:
 - parking in staff parking lots or spaces
 - not properly displaying a student parking permit on their vehicle
 - parking on the grass or in any unmarked areas
 - parking in a fire lane or other restricted zones
- Tickets can be paid in the Business Office with cash, check, or credit card.
- Any outstanding and unpaid tickets will result in the inability of the student to take final exams or receive grades upon the close of a semester.

If there are any questions about obtaining a permit or an infraction, come by or contact the school's business office during regular business hours, Mon-Thur: 8 am-4 pm, Fri. 8 am – 2 pm, Phone: (817) 461-8741.

Firearms, Fireworks, and Weapons

Student possession of firearms including air guns, BB guns, handguns, and paintball guns is prohibited on campus or in the dormitories. Fireworks are illegal in the city of Arlington. Large knives, daggers, or martial arts instruments capable of inflicting serious bodily injury to others are prohibited. Any item in these prohibited categories will be confiscated and the student forfeits any right to ownership. Students who break this regulation are subject to dismissal.

Intoxicants and Drugs

Intoxicants, Vaping Chemicals, and illegal drugs of any kind are prohibited. Alcoholic beverage containers, Vaping supplies, drug “baggies.” etc. will be considered signs of use. A student may be subject to a drug test if he/she acts or appears to be under the influence of alcohol or drugs. Students found with intoxicants or illegal drugs on their person, in their vehicle, or in their rooms will be subject to dismissal.

Pornography

Movies, videos, DVD’s, books, and magazines containing pornographic material are forbidden in the dorms or on campus. Students are strongly cautioned about the temptations and dangers of pornography on the internet. Students in possession and/or participation in pornography are subject to dismissal.

Profanity

Written or verbal profanity and profane gestures are unacceptable behavior and, the student will be subject to discipline.

Sexual Harassment

At ABU, any form of sexual harassment, verbal or physical, is viewed as inconsistent with biblical teachings and University standards. Such harassment is considered illegal sex discrimination and violates Title IX of the 1982 Education Act for Students. Individuals found in violation will be subject to disciplinary action and possible charges by local law enforcement agencies. Complaints of any harassment should be reported immediately to the VP of Student Affairs. In all cases confidentiality will be adhered to except as required by law.

Sexual Misconduct

At ABU we believe that God has created men and women as distinctly different sexual beings, wonderfully made for one another according to God’s design and purpose. While the broader culture has chosen to abuse and exploit sexuality, we believe God intended that this gift only be used within the context of heterosexual marriage (1 Cor. 6:12-20). We affirm the biblical teaching that sexual purity is the standard of moral behavior for the Christian and that sexual activity and expression apart from the marriage relationship is a sin against one’s body and violates biblical standards (1 Thess. 4:3-8). Students participating in sexual misconduct will be subject to dismissal.

Tobacco

The use of tobacco is prohibited. Students participating in the use of tobacco products will be subject to discipline.

Fire Safety 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 to and remain at the designated evacuation area until their safe exit has been verified.

Fire Drills

Campus-wide fire drills (including the dorms) will be conducted at the beginning of each semester, and fire procedures for the dorm will be reviewed at the first dorm meeting of each semester. These drills are designed 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 who will determine follow-up needs.

GENERAL INSTRUCTIONS

In order to provide a Christian atmosphere and a safe environment, personal belongs and contents of rooms are subject to inspection by the Dormitory Supervisor and/or Resident Assistant (RA) at all times.

Candles, matches, lighters, incense, and other sources of open flames are strictly prohibited in the dormitories. The presence of candles in dormitory rooms is specifically prohibited by the insurance policy covering our buildings. Candles and open flames are a leading cause of residential and apartment fires often resulting in injury and death.

Do not install accessories (internet cable, ceiling fans, etc.) to your room without permission from the Dormitory Supervisor, Maintenance Director, and the Business Office.

No soliciting in the dormitories. Do not use the University name, phone numbers, or address for advertising.

Residents are not permitted to hold meetings in the dormitory or about the dormitory without the approval and presence of the Dormitory Supervisor.

Residents should close blinds in rooms to insure privacy, especially when the lights are on.

All dormitory residents must be fully clothed before entering hallways or lobbies of the dormitory.

Dorm halls and lobbies are the responsibility of all dorm residents. Residents can help by picking up after themselves, using trash cans, and not leaving trash in the halls or lobby areas.

Each dorm resident is responsible to clean that portion of the bathroom that is assigned to him/her. Each student is also responsible for keeping the toilet and shower clean after personal use. This is an important aspect of community life, health, and personal hygiene.

Posters of inappropriate movies, politically inflammatory imagery, and celebrities (movie stars, musical celebrities, models, etc.) are not allowed to be displayed in the dormitory.

Regardless of the time of day, it is expected that music in the dormitories will be controlled and not be an offense or disturbance to others.

While some within our University community may find practical jokes humorous and a part of camaraderie, others find them to be inconsiderate or even malicious. Although we allow for freedom, we do not condone or tolerate activities, which are contrary to Biblical principles relating to others (being destructive, offensive, taking revenge, etc.). A general guideline to follow is to examine beforehand whether a practical joke will enhance or damage relationships.

State of Texas SB 1107

Bacterial Meningitis Required Vaccination Prior to Enrollment

Arlington Baptist University

All new students and re-entry students must provide either:

1. Evidence the student has received the vaccination or booster dose during the five years preceding and at least 10 days prior to enrollment. This evidence must be submitted in one of the following three formats:

- A document bearing the signature or stamp of the physician or his/her designee, or public health personnel (must include the month, day, and year the vaccination was administered). **OR**
- An official immunization record generated from a state or local health authority (must include the month, day, and year the vaccination was administered). **OR**
- An official record received from school officials, including a record from another state (must include the month, day, and year the vaccination was administered).

OR

2. Evidence the student is declining the vaccination must be submitted in one of the following two formats:

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student. **OR**
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. (This may take up to 30 days.) <https://webds.dshs.state.tx.us/immco/affidavit.shtm>

3. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose:

- If the student is 22 years of age or older by the first-class day of the semester in which they intend to enroll. **OR**
- If the student is enrolled in on-line or other distance education courses only.

Vaccinations may be available at a discounted price at the following locations:

**Dallas County HHS
Immunization Clinic**
2377 N. Stemmons FWY, Rm 159
Dallas, TX 75207
(214) 819-2163

Arlington Public Health Center
536 W. Randol Mill Road
Arlington, TX 76011
(817) 548-3990

ALCOHOL AND DRUG POLICY

STANDARDS OF CONDUCT

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.

SANCTIONS

There are both Texas and Federal laws against the unlawful possession, use, and distribution of illegal drugs by those of any age; and 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.

As of January 1, 2012, the University has 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 test that shows positive or refusal to participate will be considered a failure and may result in dismissal from ABU.

Students who violate the University's Alcohol and Drug Policy will be referred to the Student Affairs Committee, who, after deliberation of their cases, may suspend them from school for a period of time or expel them permanently. Any student who is convicted of a criminal drug statute must notify the Dean of Students no later than five days after such conviction.

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.

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.

ABU BIBLICAL COUNSELING CENTER

Arlington Baptist University, as part of its core mission, seeks to come alongside students and encourage them to grow in their walk with Christ in all areas of life. Amid the rigors of academia, it can be difficult at times to find space to navigate personal struggles. ABU is convinced that it is critical to care for their students holistically. In order to accomplish this, the student needs avenues to grow in various aspects of their life: academia, athletics, as well as emotional and spiritual health. Many of the pressures students face can become increasingly challenging to navigate if not addressed, and therefore spill over into every other area. Through much prayer, it became clear that opening a safe space for students to go and find biblical care and support was the next step. On September 8th, 2022, ABU opened a campus Biblical Counseling Center with the aim of better caring for students. The counseling is free to all students and provides a safe environment to work through the unique challenges and pressures each individual is facing.

Currently, the counseling center is staffed by a husband-and-wife team, Dr. Charles Kuthe and his wife Erin Kuthe. Charles and Erin have been in ministry for nearly 20 years and consider it a privilege to walk with those who are struggling. They seek to provide a safe and helpful environment to wrestle with the challenges of life in partnership together. Right now, the center is open Fridays from 8am-12pm or by appointment. To learn more about the counseling center, or to schedule an appointment, please reach out via the emails below.

ADDITIONAL CHRISTIAN COUNSELING SERVICES

It's a New Day Counseling
Kim Bell, LPC
2508 Little Rd Suite 200, Arlington, TX 76016
(817) 983-7986

SETTLED Biblical Counseling
Egon Settle
www.Settledonananswer.com
Egon@settledonananswer.com
(817) 713-5564

Transitions Counseling
Toni Kincaid, LPC
2304 West Bardin Road, Suite 202
Grand Prairie, TX 75052
817-680-9218 – phone
469-212-9615 – fax
info@transitionscounselingdfw.com

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 alcoholic's 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

COST

The cost of services and programs vary. 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.

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.

Student Complaints and Grievances

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 communication, courtesy, and patience. It is most effective for conflicts to be addressed at their lowest level and as close to the time of the incident as possible with Matthew 18:15-17 as the model for procedure.

Informal Grievances

A student who has a complaint concerning ABU should first direct his/her questions to the University department involved. The student is responsible to make a reasonable attempt to resolve the problem with the person directly involved. If the student is not satisfied with the outcome of that informal process, then a written complaint should be filed.

Formal Grievances

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

1. A written complaint using the University's grievance form should be made to the immediate supervisor of the person against whom the complaint is made. 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 file a formal written grievance with the University administrator who has jurisdiction over the area involved. The administrator may deal with the issue directly 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 the complaint as submitted to the administrator. The administrator will inform the complainant and the area supervisor of the decision.
3. The complainant may appeal the decision of the University administrator and/or committee to the president of the University or the president's designee(s). Appeal to the president must be in writing using the University's grievance form and presented within 10 working days of the ruling in step 2 above. A ruling on the appeal to the president will be made within 15 days of filing of the appeal. Rulings made at this level are final within the institution.

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
<https://www1.thecb.state.tx.us/WWW/comments/>



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:

Annual Notification of the Family Educational Rights and Privacy Act of 1974 (FERPA)

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 University 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 arrangements 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 Professor decides not to amend the record as requested by the student, the Professor 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 be disclosed. 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.

(Continued on next page)

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.

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

General Policy for Summer Dormitory Residency

NOTE: The University Reserves the right to modify this policy as needed and any revisions will be printed and distributed or emailed to residents.

The Dormitories of the Arlington Baptist University are intended for the use of enrolled students. This provides a means of housing for our single students while they are here actively pursuing their education at ABU. The dormitories are a part of our Christian academic environment for young men and women who are enrolled as students at ABU.

You are encouraged to enroll in the Summer program so you can follow your curriculum plan as recommended by the Registrar. Enrolling in the Summer program allows you to improve your GPA and take a lighter class load during the Fall or Spring semesters. Note that Summer enrollment includes classroom, distance education, independent studies, directed studies, or the online curriculum. Dorm residents must pre-enroll for the summer session before 12:00 noon on the last day of the Spring semester.

Individual financial information regarding student loans, enrollment fees, tuition, and room/board is available in the Business Office.

See the Business Office, for payment policy of dormitory rent for the summer.

NOTE: The University reserves the right to assign resident summer students to different dorm rooms consistent with the existing occupancy policy. Understand that you will probably re-locate to another room as necessary at the discretion of the Dormitory Supervisor or RA.

If you choose NOT to enroll in ABU's Summer program, you need to be aware of the following moving instructions:

Students not enrolled in the summer session will need to vacate their dorm rooms and remove their property.

- **NOTE:** Student property not removed will be disposed of; the University is not financially responsible for items left in rooms. There are store closets available for students returning in the fall. See Dorm Supervisors for dates of availability.

- If a student has not properly cleaned the room or has not removed personal items from the room, there will be additional charges assessed.
- Maintenance will be scheduled for the summer and therefore all student possessions must be removed from the dormitory rooms.

STUDENT AFFAIRS TEAM

STUDENT AFFAIRS TEAM		
Peggy Smith	VP of Student Affairs	psmith@abu.edu
Timothy Hughes	Director of Student Life/Chapel	thughes@abu.edu
Mike Sellers	Campus Pastor	msellers@abu.edu
Skye Roach	Women’s Dorm Supervisor	sroach@abu.edu
Dr. Mike Evans	Men’s Dorm Supervisor	mevans@abu.edu
Sue Evans	Men’s Dorm Supervisor	mevans@abu.edu
Dr. Brady Blevins	Spiritual Formation/Missions	bblevins@abu.edu

The hours of the Student Affairs Office are as follows:

Monday – Thursday - 8:00 A.M.- 4:00 P.M.

Friday - 8:00 A.M.- 2:00 P.M.

Dorm Supervisors are on-call 24/7.

APPENDIX (FORMS)



DORM CHECKLIST

Student Name _____ Room # _____

Dorm Room Window Side _____

Dorm Room Door Side _____

MOVE-IN

MOVE-OUT

Items	Move-in Inspection	Discrepancies	Move-out Inspection	Discrepancies	Repair, or Replacement Fees
Dorm Room Checklist					
Floor					\$20
Walls					\$20
Ceiling					\$25 per tile
Door					\$20/\$75/\$150
Windows					\$125
Closet					\$20/\$75/\$150
Light Covers					\$25
Bed Frame					\$250/\$550
Mattress					\$225
Chair					\$50
Dresser					\$25
Key(s)					\$25
Blinds					\$25
Entry Door Lock					\$100
Bathroom Checklist					
Floor					\$20
Walls					\$20
Ceiling					\$25 per tile
Doors					\$20/\$75/\$150
Sink/Faucet					\$20
Mirror					\$20
Shower					\$25
Toilet					\$50

Student's Signature _____ Date _____ Student's Signature _____ Date _____

Dorm Parent's Signature _____ Date _____ Dorm Parent's Signature _____ Date _____

Director of Maintenance _____ Date _____

VP of Academic Affairs Signature _____ Date _____

MOVE-OUT EXPECTATIONS

MOVING OUT OF YOUR DORMITORY ROOM

When moving from the dormitory or changing rooms, the dormitory resident must:

- IMMEDIATELY report to your Dorm Supervisor that you are moving out of the dorm.
- Remove all personal property from the room.
- Take everything off the walls (pictures, duct tape, etc.).
- Clean the room **thoroughly**.
 - Vacuum/sweep & mop entire floor (under the bed, baseboards, and bathroom).
 - Wipe down all desks and shelves.
 - Clean shower, sinks, backsplashes, faucets, mirrors, and toilet.
 - Take all garbage to the outside dumpster.
- Notify the Dormitory Supervisor that the room is ready for inspection.
- The student and the Dormitory Supervisor or RA will inventory the room, making note of the condition of each item on the **Dorm Checklist** form.
- If there are discrepancies, the student will be assessed either the appropriate repair, or replacement fee.
- After the inventory is completed, the student will sign and date the **Dorm Checklist** form and give his/her room key and student ID to the Dormitory Supervisor.
- The Dormitory Supervisor will sign, date and take the **Dorm Checklist** form to the Dean of Students.
- If Check-Out procedures have been followed and the room is in satisfactory condition, the student will not be fined additional fees. However, if there is damage to the room, the student will be assessed additional fees for the repair and/or replacement of said items.



RESIDENCE HALL HOLD REQUEST

Last Name, First Name, MI:	Academic Year:
Home Address:	
Home Phone:	Cell Phone:
Email Address:	
Emergency Contact:	Relationship:
Phone:	Email:
Vehicle Make, Model, Color:	License Plate Number:
Classification: (circle) Freshman Sophomore Junior Senior	
Room Assignment Information	
Athletic Team:	
Roommate Preference (mutual agreement required):	
Room# Preference:	
Dorm: (circle) Girl's Dorm Boy's Dorm	
Student Printed Name:	Date:
Student Signature:	Date:

RESIDENCE HALL HOLD REQUEST

Last Name, First Name, MI:	Academic Year:
Home Address:	
Home Phone:	Cell Phone:
Email Address:	
Emergency Contact:	Relationship:
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Vehicle Make, Model, Color:	License Plate Number:
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Room# Preference:	
Dorm: (circle) Girl's Dorm Boy's Dorm	
Student Printed Name:	Date:
Student Signature:	Date:



CHAPEL ATTENDANCE EXEMPTION REQUEST DUE TO WORK SCHEDULE

Last Name, First Name, MI:		Academic Year:	
Home Address:			
Home Phone:		Cell Phone:	
Email Address:			
Phone:		Email:	
Classification: (circle)		Freshman	Sophomore
Employer Name:		Junior	Senior
Manager Name:		Address:	
Employer Phone:			
Reason for requesting exemption:			
Student Printed Name:		Date:	
Student Signature:		Date:	
VP Student Affairs Signature:		Date:	



**CURFEW VIOLATION EXEMPTION
DUE TO WORK SCHEDULE**

Last Name, First Name, MI:		Academic Year:		
Home Address:				
Home Phone:		Cell Phone:		
Email Address:				
Phone:		Email:		
Classification: (circle)	Freshman	Sophomore	Junior	Senior
Employer Name:		Address:		
Manager Name:				
Employer Phone:				
Work Schedule:				
Student Printed Name:			Date:	
Student Signature:			Date:	
Dorm Parent Signature:			Date:	