



Student Handbook

2018 - 2019

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE #</u>
An Introduction	1
ABU Community Life Standards	4
The Student and Academic Requirements	6
Chapel Attendance	6
Class Attendance	6
Tardiness	6
Examinations	6
The Student's Academic and Work Load	7
Academic Integrity Policy and Procedures	7
The Student and Financial Requirements	9
The Student's Personal Life	10
Appearance and Dress Standards	10
Automobiles and Parking	11
Cheating and Plagiarism	12
Church Attendance	12
Couples Engagement and Marriage	12
Employment	13
Participation in Activities	13
Personal Identification	13
Personal Property	13
Disability Services / Accommodations	14
Family Educational Rights and Privacy Act of 1974 (FERPA)	15
Campus Notification and Response Procedures	17
Campus Security	17
Fire Safety	18
General Regulations for Students	21
Alcohol and Drug Policy and Procedures	24
Sexual Offenses (Violence Against Women Reauthorizaion Act)	27
Reporting Missing Persons	31
Disciplinary Procedures	33
Academic	33
Demerits	34
Appeal Process	36
Student Complaints and Grievances	37
Christian Service	39
Christian Service Form	40
Student Appeal Form	41
Student Grievance Form	42
Disability Service: Accommodation Request Form	43

AN INTRODUCTION

Welcome to the campus of Arlington Baptist University. For many of you, this is your first semester on campus. For others, you are in the process of completing your educational experience at ABU. May this be a profitable and fulfilling year in your Christian life as well as your academic life.

UNIVERSITY MISSION STATEMENT

The Arlington Baptist University endeavors to prepare men and women for Christian life and ministries, both lay and professional, through studies in Bible, general education, church vocations, and practical service; integrating faith and learning in the context of a Christian world view.

WELCOME FROM THE PRESIDENT

It is my joy to welcome you to the ABU Family! I am convinced that the days ahead for you as a student at Arlington Baptist University are going to be some of the greatest days of your life. God has great things planned for you and ABU is a part of that great plan.

The pages that follow will be a great help to you as you get settled into life at ABU. They have been designed with prayer, care, and great love for you and your wellbeing. You will notice that the policies incorporate Christian principles to help in the development of a godly atmosphere and instilling Christ-like virtues into your life as a student.

I encourage you to read this handbook carefully, get clarification on anything that you may not understand, and then commit to be the kind of student that will please our Savior and bring glory to Him.

Welcome to our family!

Dr. D.L. Moody

WELCOME FROM THE VICE PRESIDENT OF STUDENT AFFAIRS

The administration, faculty and staff of Arlington Baptist University welcome you to our campus. We as a staff want to do our very best in serving you during your time here. We are committed to promoting a campus experience that will grow you academically as a member of society and spiritually as a disciple of Jesus Christ. We want your years spent at ABU to be seen as a period of time where your personal faith becomes grounded in Biblical principles and the relationships you will make with fellow students and staff will help mature you in your walk with Christ. We are each here by divine appointment, for divine improvement.

By the Grace of God,
John M. Brown
VP Student Affairs
jbrown@abu.edu

A BASIC UNDERSTANDING

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.

NON-DISCRIMINATION POLICY

Arlington Baptist University does not discriminate against individuals qualified for its programs, services, or employment because of race, color, sex, age, religion, national origin, or handicap.

LET'S GET ACQUAINTED

Whom should I see?

Academic Requirements.....Registrar
Admissions.....Admissions Director
Church Ministries.....Christian Service Director
Dormitory Matters.....Dorm Supervisor
Financial Information.....Business Manager
Library.....Librarian
Lost and Found.....Receptionist
Personal Matters.....Dean of Students

SCHOOL VERSE

Matthew 28:19-20

Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.

SCHOOL ALMA MATER

Lyrics by Durward Cash
Arrangement by Delwyn Ellis

*Within each heart there's pride, on every tongue there's praise,
For thee our school that we do love.
May God n'er cease to guide, and send in many ways,
His richest blessings from above.*

*To thee, our Bible College, Arlington Baptist, by name,
We're thankful for the knowledge, that from you we've gained.
Teaching the Holy Bible, how to apply God's Word,
For the things you've taught, and what they've wrought,
We praise the Lord.*

SCHOOL HYMN

To God Be the Glory
Fanny J. Crosby
W. H. Doane

*To God be the glory – great things He hath done,
So loved He the world that He gave us His son,
Who yielded His life an atonement for sin,
And opened the life-gate that all may go in.*

*Oh, perfect redemption, the purchase of blood,
To every believer the promise of God,
The vilest offender who truly believes,
That moment from Jesus a pardon receives.*

*Great things He hath taught us, great things He hath done,
And great our rejoicing through Jesus the Son;
But purer and higher and greater will be,
Our wonder, our transport, when Jesus we see.*

Chorus:
*Praise the Lord, praise the Lord, let the earth hear His voice;
Praise the Lord, praise the Lord, let the people rejoice!
O come to the Father through Jesus the Son,
And give Him the glory, great things He hath done.*

School Motto: “Into All The World With All The Word”

School Colors: Royal Blue and White

School Teams: Patriots

ARLINGTON BAPTIST UNIVERSITY COMMUNITY LIFE STANDARDS

As a campus community the faculty, students, and staff are committed to maintaining an atmosphere that reflects our life in Jesus Christ. Our goal is to give the Lord praise, honor, and glory. We realize it is impossible to create behavioral standards that are acceptable to every member of the university family. However, we feel it is essential to specify certain rules and patterns of behavior to ensure that this desirable environment exists. The following considerations are used as the basis of establishing ABU's standards.

BIBLICAL ABSOLUTES

By Biblical absolutes, ABU means those unchanging scriptural truths about God, His creation, and eternal truths that He has established. Because they are rooted in His character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation.

Included in the Bible are various commands and requirements about moral living. Because we desire that the life of Christ be manifested in our university community, it is expected that every direct command of God for the believer will be obeyed. To love other Christians, yield to the leadership of the Holy Spirit, obey the Word of God, personally trust the Lord, and do good to others are examples of some of the positive commands of Scripture (Gal. 5:16-23; Eph. 5:18-21; Col. 3:5-17; 1 Thes. 5:12-22).

The Bible also forbids such activities as gossip, gluttony, drunkenness, stealing, dishonesty, murder, profanity, occult involvement, adultery, premarital sex, and homosexual behavior. In addition, attitudes such as thanklessness, pride, lust, hatred, jealousy, and rebelliousness are equally displeasing to God.

These Biblical principles are to govern our lives in and away from the ABC community. These precepts from the Word of God help us to manifest the life of Christ in our conduct and attitudes, expressing joy and purpose in living (John 10:10).

INSTITUTIONAL GUIDELINES

At Arlington Baptist University, we are committed to maintaining a lifestyle based on Biblical principles. These principles are general truths deduced from Scripture that guide us in our thoughts and actions. Therefore, we have established some moderate standards to govern the lifestyle of our university community. While we realize that these may not totally reflect the personal preference of each student, they enable our university community to function in harmony under the Lordship of Christ.

Social guidelines and administrative procedures are intended to promote order and consistency. We do not view these guidelines as standards of spirituality.

INDIVIDUAL DISCRETION

By individual discretion, we mean that each believer, though free to follow a Biblically informed conscience in some practices, must in love and consideration adapt personal behavior to benefit others. The application of some Biblical principles governing Christians living in the university community is a prerogative of ABU, and others are left for individual application.

For example, while the principle stands that we all need fellowship with God in prayer and Bible study, the specific time, place, and method of personal devotions are a matter of individual choice.

Students also have the responsibility to apply these principles to their own life situations, such as developing friendships or choosing a local church to attend.

Arlington Baptist University takes the position that these basic considerations are essential to ensure a thriving Christian atmosphere. Those individuals who choose to join the ABU community do so voluntarily and willingly take upon themselves the responsibilities outlined in the Student Handbook. It is also expected that a student who finds these principles unacceptable will seek education elsewhere.

These policies apply to students while they are enrolled in an ABU program or are residing in an ABU residence hall.

CONSTITUTION DAY and CITIZENSHIP DAY

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.

THE STUDENT AND ACADEMIC REQUIREMENTS

The office of the Registrar handles matters relating to class schedule, credits, registration, grades, attendance records, transcripts, grade points, veteran's benefits, and other academic requirements.

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 Monday and Wednesday are arranged so that all students on campus can be present at the Chapel hour. All M-W students (resident and non-resident) are required to attend Chapel. All dormitory students are required to attend every Chapel even if they do not have any M-W classes. Failure to attend Chapel will result in disciplinary action. Chapel exemptions may be granted by the Dean of Students in some cases.

CLASS ATTENDANCE

It is anticipated that every student will attend every session of every course unless providentially hindered by circumstances beyond his/her control. It is important to remember that other people have made contributions to help pay the cost of your education above and beyond your tuition fees. Choosing not to attend classes is to waste what God has provided for the student through the sacrificial giving of others. Proceeding on the theory that one can cut classes until a penalty is imminent is dangerous. From the viewpoint of stewardship, there should be no absence for anything other than providential hindrance. Regulations require that a student be present for 75 percent of the class periods. Any student absent for more than 25 percent of the class periods is automatically given an "F" and leaving no room for the unexpected could prove costly.

TARDINESS

The discipline of doing the right thing at the right time is an important element in one's education and training. Arriving on time for class or chapel is a sign of respect for other students and faculty. At the scheduled time for class to begin, the student should be in the classroom and ready to answer roll call.

EXAMINATIONS

All major examinations are to be taken at the scheduled hour. Permission to take a make-up examination must be secured from the instructor of that class. If permission is granted, the student will pay a late examination fee to the business office.

NOTE: Classroom instructors usually include information about attendance, tardiness, and examinations in the syllabus given to students enrolled in the class.

THE STUDENT'S ACADEMIC AND WORK LOAD

The normal academic load is 15 semester hours. However, if the student's grade average drops below a "C", the student is required to reduce the load to 12 hours. Students who have been out of school for several years and students who have had difficulties maintaining a grade of "C", should voluntarily limit themselves to a lighter load to provide additional study time. Many required classes are offered in the summer sessions, thus allowing the student to graduate at the expected time. Students who have financial problems or health issues are advised to reduce their academic load until the problems are resolved.

Students taking a full academic load of 12-16 hours should restrict their workload to no more than 25 hours per week. Students working more than 35 hours per week should not expect to enroll for more than 12 hours of academic work.

We want to help you to achieve the purpose for which God brought you to Arlington Baptist University. As you move toward that purpose, you will realize that you will need to have order and self-discipline in your life. We encourage each student to maintain a well-organized schedule of activities. Time should be scheduled for classes, devotions, Christian service, employment, recreation, meals, and proper sleep. Setting up your personal schedule reduces waste of time and frustration. It is important to learn to take life a day at a time and to do what needs to be done daily. University educators recommend that the student allow approximately one and one-half hours preparation for every hour spent in the classroom.

We encourage you to limit the amount of time you watch television. Video games and the internet can take much time away from study. Mobile communication devices can be time consuming and a distraction from quality study time. Warning: Pornography and chat rooms on the internet are major sources of temptation that are destroying Christian homes and ministry.

1 Peter 5:8 *Be sober, be vigilant; because your adversary the devil, as a roaring lion, walketh about, seeking whom he may devour:*

ACADEMIC INTEGRITY POLICY AND PROCEDURES

Policy:

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.

- **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 are:

1. The first instance of academic dishonesty will result in no credit for the affected work. The student must also complete an Academic Integrity (AI) Training session as prescribed by the Academic Dean. Students should not be allowed to participate in class activities until they have scheduled their AI training. When the AI training is completed, the supervisor of that training will notify the appropriate faculty member and the Academic Affairs office.
2. A second instance of academic dishonesty will result in the student's dismissal from the course in which the offence occurred and the posting of a failing grade.
3. A third instance of academic dishonesty or any pattern of academic dishonesty will result in course failure and a hearing before the academic affairs committee to consider the dismissal of the student from the university.

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.

THE STUDENT AND FINANCIAL REQUIREMENTS

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.

POLICIES

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.

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 advise with matters of any kind that affect and impact the individual student or the campus community in general.

APPEARANCE AND DRESS STANDARDS

At Arlington Baptist University we expect our students to dress modestly, neatly, and appropriately for the occasion. These expectations should govern the choice of clothing that is worn in every situation, whether for classroom, campus, church, off-campus, recreation, or athletic competition. Therefore, we have provided the following guidelines for appearance at ABU. We realize that submitting to these guidelines may involve temporarily setting aside personal preferences for the sake of the larger community of students. In every situation we ask that extremes be avoided in making choices regarding personal appearance. If you have any questions, please see your Dorm Supervisor or VP of Student Affairs.

MODESTY IS OUR GOAL AND STANDARD

In the context of the ABU campus community, we define modesty as the quality of behaving and dressing in ways that do not attract sexual attention. Standards of modesty discourage non-essential exposure of intimate body parts, undergarments, or wearing form-fitting clothing.

ABU students set the pace by dressing and conducting themselves in a manner that will honor Christ and not be offensive to others.

General Guidelines – Clothing should be kept clean and neat. Students should practice good habits of personal hygiene: bathe/shower, shampoo hair, apply deodorant, brush teeth, etc. Body piercing of any kind, other than in the ears, is not permitted. Gages are not permitted. Body markings such as tattoos are not to be added during a student's tenure at ABU.

Classroom and Chapel Campus Dress – *(during the fall and spring sessions, day classes – applies to campus classrooms and chapel)*

MEN – dress, casual or blue jean style pants, laced or loafer-style shoes, athletic/tennis shoes. collared shirts or Henley-style shirt, ABU t-shirts. All clothing should appear to be clean and “not slept in.” Clothing and shoes that are **not appropriate** include: clothing with holes or tears, T-shirts with inappropriate language, music band, or graphics, tank tops, shorts, sweat pants or “warm ups,” pajamas/lounge wear, flip-flops, bedroom slippers, and “sliders.” Pants must be worn at the appropriate waistline and underwear must not be exposed. Hats and “hoodies” must be removed from heads in chapel and classrooms. Men's hair is to be well groomed and should not extend below the collar. Mustaches and beards must be neatly trimmed.

WOMEN – Dresses, skirts, dress slacks, capris, or blue jean style pants, blouses, sweaters, tops with 2-inch or wider straps. To promote modesty, we ask that ladies refrain from wearing tight fitting clothing, strapless or low-cut tops/dresses, short skirts, short dresses, or clothing that exposes a bare mid-riff at any time. A top, sweater, or dress, no more than 2-3 inches above the knee, must be worn over leggings. Clothing and shoes that are **not appropriate** include: clothing with holes or tears, shorts, sweat pants or “warm ups,” pajamas/lounge wear, shower style flip-flops, bedroom slippers, and “sliders.” Pants must be worn at the appropriate waistline and underwear must not be exposed. Hats and “hoodies” must be removed from heads in chapel and classrooms

NOTE: Mondays are ABU Campus Spirit days; students and staff are encouraged to wear ABU logo shirts (includes T-style ABU/Collegian shirts).

Winter Dress Code – Approved apparel must still be worn even when covered by a hoodie or coat.

Casual Campus Dress – (*Applies when and where Classroom and Chapel Dress is not required*)
Casual clothing is defined as: jeans, slacks, T-shirts, knee length shorts, athletic warm ups. Clothing and shoes that are **not appropriate** include: short shorts (includes all short athletic shorts), immodest tops, pajamas/lounge wear, and bedroom slippers. Pants must be worn at the appropriate waistline and underwear must not be exposed.

Night Classes, Mini-Semesters, Summer Classes Dress – slacks, jeans, open collar shirts, T-style ABU logo/ABC Collegian logo shirts.

Church dress - We expect students to dress at or above the median standard of dress at the church they are attending.

SCRIPTURES TO NOTE:

1 Timothy 4:12 *Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.*

Romans 12:1,2 *I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.*

1 Timothy 2:9,10 *In like manner also, that women adorn themselves with modest apparel, with shamefacedness and sobriety; not with braided hair, or gold, or pearls, or costly array; But (which becometh women professing godliness) with good works.*

ABU students set the pace by dressing and conducting themselves in a manner that will honor Christ and not be offensive to others.

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, or park in the smaller area behind the Christian Education Building. Students should not park in the lot north of the Administration 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). 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. Students who park an automobile in off-limit areas may receive a demerit and/or fine. **All students, faculty, and staff must obtain a parking permit from the VP of Student Affairs.**

For safety and environmental reasons, students should not wash cars, change oil, or make other repairs to vehicles on university parking lots. 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 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. In order 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

Parking permits 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 - \$30.00
- Replacement Permits - \$10.00
- Parking Tickets - \$25.00

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.

CHEATING AND PLAGIARISM

Cheating and plagiarism is considered sufficient grounds for suspension of a student from Arlington Baptist University. If any student observes cheating or plagiarizing on exams, assignments, or research papers, it is the duty and obligation of the student to report immediately to the faculty member and/or Dean of Students any instance of cheating.

All students are expected to understand the concept of academic honesty as explained in our *Academic Integrity Policy and Procedures* section above. (See page 7)

CHURCH ATTENDANCE

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 or a "watch care" membership and participate in ministries of that church.

Students are encouraged to remain faithful to a local church. It is unethical to jump from one church to another. It is unethical to proselyte students from one congregation to another. As a student you are a representative of Jesus Christ and also a representative of Arlington Baptist University. Students who are faithful members of local churches are appreciated by pastors and congregations.

New students will have a period of six weeks to become established as a member or under a “watch care” of a local church. World Baptist Fellowship Churches are recommended. Students should not change local church membership without notifying the VP of Student Affairs/Christian Service Director of their intent. Faithfulness to a local church is an important element in the student’s Christian Service.

COUPLES, ENGAGEMENT AND MARRIAGE

Couples should conduct themselves publicly and privately in a manner that will honor the Lord in regard to expressions of affection. Please consider the following Scripture passages: Galatians 5:16-17; 1 Thessalonians 4:3; 2 Timothy 2:22 as personal guidelines.

We encourage all members of our campus family to live according to the highest standards of Christian conduct at all times. Public Display of Affection (PDA) should be limited to holding hands. Students should refrain from physical contact, which may lead to temptation to sin.

1 Cor. 6:18-20 *Flee fornication. Every sin that a man doeth is without the body; but he that committeth fornication sinneth against his own body. What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's.*

We strongly discourage becoming engaged or married during your first year of university. Hasty engagements and marriages often lead to heartbreak and disappointments with lifetime negative effects.

Weddings should not be scheduled during the fall or spring semesters. Normally, violation of this standard will result in suspension for the remainder of the semester.

EMPLOYMENT

The metroplex area offers the student many opportunities for employment. Job opportunities are often posted on the bulletin board near the mailboxes at the entrance to the Administration Building. Please consider the following:

- Remember you are here primarily to attend university. A job should be a means to an end, not the end in itself.
- Find employment that is in harmony with Biblical principles of the Christian life.
- Students taking full academic loads should not attempt to work full-time jobs. The university may restrict your class load due to your workload.

PARTICIPATION IN ACTIVITIES

Participation in activities that represent Arlington Baptist University is a privilege. To be eligible to participate, a student must achieve no less than a 2.00 Grade Point Average by the second consecutive semester (cum GPA). If a student's cum GPA falls below 2.00 for any two consecutive

semesters, eligibility for participation is lost for the following semester. Summer School is recommended for raising the GPA.

The student will forfeit activity privileges due to having excessive disciplinary demerits.

PERSONAL IDENTIFICATION

It is very important that the student carry some means of identification at all times. A student I.D. card will be issued to each student. A government-issued photo I.D. is also recommended. One should also carry insurance information and emergency telephone numbers in case of injury or illness. Dorm supervisors will issue emergency phone numbers to dorm residents and the university should be notified regarding hospitalization, injury, or other crisis in the life of the student.

PERSONAL PROPERTY

Arlington Baptist University cannot assume responsibility for money, valuables, or other personal property left in private or public rooms. The student is responsible for securing insurance coverage for personal property.

Students are urged to deposit their monies in local banks and limit the amount of cash carried on their person or in their rooms. A common-sense rule to consider: never carry or keep more money in your room than you can afford to lose.

It is not wise to loan money to other students, or to loan or borrow money from faculty members or university staff.

DISABILITY SERVICES / ACCOMMODATIONS

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 school's website at <https://www.abu.edu/library/public/documents/Academic/ABU-Catalog-2017-2018-updated-7-25-17.pdf>

Any student in need of disability services should contact 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
V. P. of Academic Affairs
817.461.8741
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.
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.

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 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.

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.

CAMPUS NOTIFICATION AND RESPONSE PROCEDURES

CAMPUS SECURITY

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/campus-security> <https://www.abu.edu/library/public/documents/Consumer-Reports/Campus-Crime-Fire-Stats.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. University closings due to inclement weather will be posted on our website and may be sent out by text or email.
5. It is the administration's responsibility to determine when and how such notifications are to be disseminated.

Annual Security Report

Statistical information regarding 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-AND-SAFETY-INFORMATION-2015-16.pdf>
(Hard copies are available for pick-up in the business and registrar's office)
3. Hard copies can be delivered electronically or through regular mail upon request to the VP of Student Affairs – jbrown@abu.edu

Whenever a new report becomes available, our website is updated and notification of its availability is sent through our campus-wide-email distribution program.

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 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 contact personnel include:

Vice President of Student Affairs – (903) 249-6614

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.

GENERAL REGULATIONS FOR STUDENTS

COMMUNICATION

Communication within the campus community is important for unity and interaction. Electronic media is an efficient method of communication and email is our preferred method of mass communication. Students are responsible to check their email every day while enrolled in classes and living in the dormitory.

BUILDING AND PROPERTY USE

Facilities and equipment belonging to the University are for the exclusive use of the students, faculty, and staff. Students should not invite a church group, class, or outside friends and family to come to the campus to use the facilities without prior approval from the VP of Business Affairs.

BULLETIN BOARDS

Although all major announcements are made in the chapel hour, students are responsible for reading notices that appear from time to time on campus bulletin boards or sent to student's email addresses.

The VP of Student Affairs should approve material for campus bulletin board display before it is posted. The Dormitory Supervisors will approve material for dormitory bulletin boards.

FINANCIAL REGULATIONS

The Business Manager is responsible for the business and financial affairs of the University. Other departments under this office include building maintenance, food service, and bookstore. The Business Office maintains all student accounts and accounts of student organizations.

Students are responsible to read *The Student and Financial Requirements* found on page 9 of this handbook as well as the Financial Information section of the catalog and be familiar with the financial requirements of the student. Financial obligations are the responsibility of the student and should be handled directly with the Business Office. Any questions regarding accounts and balances should be brought to the attention of the Business Manager immediately.

Any questions regarding the policies and procedures related to the student's bill are to be directed to the business office. In the event a student leaves the school owing money, that student will not be allowed to re-enroll until existing indebtedness to the university is paid.

All accounts, including any miscellaneous charges occurring during the semester, must be paid in full prior to graduation. If such bills are paid during the last thirty days of the semester, graduating students are requested to pay in cash, certified check, or credit card.

Grade transcripts will not be issued from the Registrar's Office until the student's account is paid in full.

See the current catalog for information concerning "Refunds and Deductions."

See the current catalog for information concerning scholarships. Students may make application to the university for scholarships that may be available. The University does not assume any authority or responsibility for local church scholarships.

SELLING AND SOLICITING

Selling or soliciting of goods or services by a student to other students is prohibited. For the protection of our students, there is to be no soliciting on campus. Salespersons who disregard these rules should be reported immediately.

STUDENT ORGANIZATIONS

We encourage students to find fellowship and service through our campus organizations.

The Collegian program is designed to involve all campus students (dorm residents and commuters) in group organizations that encourage spiritual and personal growth and provide opportunities for leadership and service. The Collegians are the organizational hub for the intra-mural sports program. Every student participates in the all-inclusive Collegian program bringing a sense of belonging and unity to the campus community.

All campus organizations must be sponsored by members of the faculty and have the approval of the President and the Dean of Students.

We believe that Christian service should be practiced through the local church where the student holds membership. Christian service is an essential part of the student's education and training and is under the direction of the University's Christian Service Director. A Christian Service Manual provides each student with guidelines regarding Christian Service activities.

ACTIVITIES AND BEHAVIOR TO AVOID

1 Thes. 5:21-23

Prove all things; hold fast that which is good. Abstain from all appearance of evil. And the very God of peace sanctify you wholly; and I pray God your whole spirit and soul and body be preserved blameless unto the coming of our Lord Jesus Christ.

Scriptural principles and the ministry of the Holy Spirit are the Christian's guidelines for practical daily living. The following list of activities and behaviors to avoid is provided to students as additional help in making personal choices in life.

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.

GAMBLING – Gambling and wagering in any form is strictly prohibited. Students who participate are subject to discipline.

HARASSMENT and BULLYING – At ABU we believe that everyone should be treated with respect. We all have unique aspects of our person that some might considered to be unusual. People can often become cruel by “picking” on the characteristics of some individuals. They may mock the way a person looks, talks, or acts. Students participating in harassment and/or bullying will be subject to discipline. In extreme cases the situation may be turned over to law enforcement as required by law.

INTOXICANTS AND DRUGS – Intoxicants and illegal drugs of any kind are prohibited. Alcoholic beverage containers, 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 Thes. 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.

ALCOHOL AND DRUG POLICY AND PROCEDURES

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. 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. In addition, any student who is convicted of a criminal drug statute must notify the VP of Student Affairs no later than five days after such conviction.

Students who violate the University's Alcohol and Drug Policy will be referred to the Student Affairs Committee. 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.

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 VP 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 VP of Student Affairs.
2. Those reporting an incident will be asked to help complete a **Drug Incident Form**.
3. The VP of Student Affairs will launch an investigation to discretely verify all reported information and identify all those involved.
4. Self-reported offences, where suspension or expulsion is deemed unnecessary, may be handled by the VP. of Student Affairs and reviewed by **Drug and Alcohol Prevention (DAP)** committee at their next meeting. (See information regarding the Biennial Review Committee.)

5. Infractions requiring suspension or expulsion will be immediately reviewed by the DAP committee before any announced consequences to ensure the best interests of the student and the consistent enforcement of administrative policy.
6. All students will be advised of the availability of counseling and of their right of appeal as further explained in the student handbook.

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 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 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.

SEXUAL OFFENCES

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (42 USC 13701)

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 promptly and vigorously but discretely investigated so as to ensure the privacy of the victim and the accused. Privacy will be insured by keeping every report, the investigation and proceedings confidential and only be disclosed as may be required by law or court order. 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. The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice, who may be an attorney.
 - e. 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.)
 - f. Charges made against any faculty, staff, or current student will be promptly and vigorously but discretely investigated with police oversight as prescribed by law.

- g. Both accuser and the accused shall have the right to have others present during any disciplinary proceeding conducted by officials who have received annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.
- h. 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. 11714

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
The Women’s Center of Tarrant County - <http://www.womenscentertc.org> – Rape Crisis and Victim Services and Counseling

REPORTING MISSING PERSONS

POLICY

Arlington Baptist University 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 university 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:

1. Notify the individual(s) identified by the student to be contacted in such circumstances.
2. Notify a parent or guardian if the student is less than 18 years old and not emancipated.
3. 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 has 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)).

DISCIPLINARY PROCEDURES

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.

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.

APPEAL PROCESS

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. (See *Student Complaints and Procedures, Formal Procedures*, numbers 2 and 3.) After review by committee or the President, the student will be notified of the determined results. This decision is final.

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, the U.S. Department of Education. 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=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>

Rules Governing Student Complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&r=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&r=Y)

STUDENT COMPLAINTS AND GRIEVANCES

POLICIES

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. Conflicts are best addressed at their lowest level, as close to the time of the incident as possible. Following the procedures listed Matthew in 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. Formal complaints or grievances include written documentation. For formal grievances, students must complete the STUDENT GRIEVANCE FORM. It should be noted that, *while students cannot file grievances with regard to the enforcement of stated policies*, **All DECISIONS CAN BE APPEALED** after the proper procedures have been followed. The right of appeal is the last step for resolving complaints and procedures.

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 the 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 and followed up with a formal grievance if needed.

Formal:

The formal process requires written documentation:

1. A written complaint should be made to the immediate supervisor of the person against whom the complaint is made. This complaint should explain the concern and describe 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 himself/herself may deal with the issue 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 those previously involved of the decision.
3. The complainant may **APPEAL** the decision of the university administrator and/or committee to the president of the university or a specially formed committee. An **APPEAL** to the President must be made within ten working days of a formal administrative ruling and must include all previously documented information, a completed STUDENT APPEAL FORM, and an explanation as to why the ruling is unsatisfactory. 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. (If the President chooses to use a committee, it will consist of at least three administrators and two faculty members. Although the affected administrator may be allowed to present information, he/she will not vote on the final outcome.)

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 of the Texas Administrative Code, Sections 1.110-1.120
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

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>

Christian Service Requirements

CM's 1110, 1111, 2110, 2111, 3110, 3111, 4110, 4111

Christian Service Director: John Brown

jbrown@abu.edu

The Christian Service program is a **1** credit hour.

As an enrolled **campus** or **online** student at ABU, you are a part of a Christian University. One major goal for each student is for them to develop in their relationship with Jesus Christ. There are two main elements to this process:

First, it is required that each student attend the weekly services of a local Church who would be in harmony with the doctrinal beliefs of ABU. A list of local churches will be provided at the beginning of the semester. Each student must submit the name of the local church they will be attending during the semester. This will be done through the Canvas portal for Christian Service during the first six weeks of the semester.

Second, it is required that each student spend time in worship and in service helping people in some form. Therefore, it is required that each student spend at least one hour per week, or a total of 16 hours per semester doing volunteer service. This can be done at a church. However, alternative options can be at a shelter or some other type of Christian ministry.

Your grade for this program will be comprised of the following components:

Online Canvas Spiritual Development Survey – 60% of Grade

Each week, the student will complete the Spiritual Development Survey located on their Canvas portal course called CHRISTIAN SERVICE. These surveys total 60% of the semester grade. The questions are general experience and should be answered honestly. The student will not be penalized for the answers they give in the survey.

Monthly Volunteer Validation – 40% of Grade

Each week, the student will be able to submit their Christian Service Volunteer hours in the online portal. While the weekly submission is not mandatory, the student should seek to submit their hours as often as they are accomplished instead of waiting till the end of the semester. A semester total of sixteen (16) hours is required for full credit. These hours can be served in Church volunteer positions such as children's ministry, music ministry, or any other facet of Church ministry. Volunteer hours can also be served in other areas such as Mission Arlington, or some other validated volunteering. In order for volunteer hours to be validated the student must submit the name and email address of the supervisor who will be able to confirm the number of volunteer hours.

For questions concerning any of these requirements, you can email Brandy Hudson at bhudson@abu.edu or schedule a meeting with the Dean of Students, John Brown.

VOLUNTEER VALIDATION FORM

Student Name

____/____/____
Date

Location

Number of Hours Served

Description of Service:

NAME OF LEADER

LEADER'S 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 Service: 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
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.)

Approved Accommodations Related to Disability: _____
