



## **Student Handbook**

**2021 - 2022**

## TABLE OF CONTENTS

<b>UNIVERSITY OVERVIEW</b>	<b>4</b>
<b>UNIVERSITY MISSION STATEMENT / PHILOSOPHY / GOALS</b>	<b>4</b>
<b>CAMPUS AND COMMUNITY</b>	<b>7</b>
CAMPUS	
SECURITY OF CAMPUS FACILITIES	
SERVICES PROVIDED BY UNIVERSITY CAMPUS SECURITY	
COMMUNITY	
BIBLICAL ABSOLUTES	
INSTITUTIONAL GUIDELINES	
<b>STUDENT LIFE AND ACADEMIC REQUIREMENTS</b>	<b>9</b>
CHAPEL ATTENDANCE	
CLASS ATTENDANCE	
ADD/DROP PERIOD	
ACADEMIC WORK-LOAD	
ACADEMIC INTEGRITY POLICY AND PROCEDURES	
DISABILITIES SERVICES / ACCOMMODATIONS	
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)	
TRANSFER OF CREDIT / CRITERIA	
<b>STUDENT AND FINANCIAL PROCEDURES</b>	<b>16</b>
SATISFACTORY ACADEMIC PROGRESS (SAP)	
WITHDRAWAL POLICY / PROCEDURES	
<b>STUDENT LIFE AND SERVICES</b>	<b>22</b>
CAMPUS DRESS CODE	
CHURCH ATTENDANCE	
PURITY	
EMPLOYMENT	
PERSONAL IDENTIFICATION	
PERSONAL PROPERTY	
<b>CAMPUS SAFETY AND SECURITY</b>	<b>28</b>
CAMPUS SECURITY	
ANNUAL SECURITY REPORT	
CAMPUS LOCKDOWN	
ACTIVE SHOOTER	
FIRE SAFETY POLICY	
REPORTING OF FIRE HAZARDS	
EVACUATION OF BUILDINGS	
FURTHER LINES OF COMMUNICATION	

<b><u>GENERAL REGULATIONS FOR STUDENTS</u></b>	<b>31</b>
COMMUNICATION	
BUILDING AND PROPERTY USE	
BULLETIN BOARDS	
FINANCIAL REGULATIONS	
SELLING AND SOLICITING	
STUDENT ORGANIZATIONS	
ACTIVITIES AND BEHAVIOR TO AVOID	
<u>ALCOHOL AND DRUG POLICY AND PROCEDURES</u>	<b>34</b>
POSSIBLE ADDITIONAL SANCTIONS	
HEALTH RISKS	
WHERE TO FIND HELP	
DRUG PROGRAMS – INPATIENT	
TREATMENT FACILITIES	
<u>SEXUAL OFFENCES</u>	<b>36</b>
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT	
<u>REPORTING MISSION PERSONS</u>	<b>39</b>
<b><u>UNIVERSITY DISCIPLINARY PROCEDURES</u></b>	<b>40</b>
PURPOSE	
CAMPUS DISCIPLINE	
DISCIPLINARY PROBATION	
SUSPENSION / DISMISSAL / MANDATORY WITHDRAWAL	
RIGHT OF APPEAL	
<b><u>STUDENT COMPLAINTS AND GRIEVANCES</u></b>	<b>42</b>
<b><u>SPIRITUAL FORMATION REQUIREMENTS</u></b>	<b>44</b>
<b><u>MISCELLANEOUS FORMS</u></b>	<b>45</b>

## **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.

# **ARLINGTON BAPTIST UNIVERSITY**

## **STUDENT HANDBOOK**

### **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!  
Clifton McDaniel  
President  
cmcdaniel@abu.edu

### **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 follower 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,

Peggy Smith  
VP Student Affairs, Interim  
psmith@abu.edu

## PERSONNEL CONTACT INFORMATION:

### Academic Requirements

V. P. Academic Affairs	Janie Taylor	<a href="mailto:jtaylor@abu.edu">jtaylor@abu.edu</a>
Registrar	Kristi Hughes	<a href="mailto:khughes@abu.edu">khughes@abu.edu</a>

### Admissions

Admissions Director	Jesus Vazquez	<a href="mailto:admissiona@abu.edu">admissiona@abu.edu</a>
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### Dormitory Issues

Residence Hall Managers		
Women's Dorm	Fowlers	<a href="mailto:cfowler@abu.edu">cfowler@abu.edu</a>
Men's Dorm		
V.P. of Student Affairs, Int.	Peggy Smith	<a href="mailto:psmith@abu.edu">psmith@abu.edu</a>

### Financial Information

Student Accounts	Kim Marvin	<a href="mailto:kmarvin@abu.edu">kmarvin@abu.edu</a>
Financial Aid	John Rocha	<a href="mailto:jrocha@abu.edu">jrocha@abu.edu</a>

### Dorm Student Mail

Receptionist	Skye Roach	<a href="mailto:sroach@abu.edu">sroach@abu.edu</a>
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### Spiritual Formation

Dr. Brady Blevins		<a href="mailto:bblevins@abu.edu">bblevins@abu.edu</a>
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### Library

Head Librarian	Amy Schaeffer	<a href="mailto:aschaeffer@abu.edu">aschaeffer@abu.edu</a>
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## UNIVERSITY OVERVIEW

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

## UNIVERSITY MISSION STATEMENT

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

## UNIVERSITY PHILOSOPHY

Shaped by its fundamental Baptist heritage, Arlington Baptist University stands on the conviction that thorough preparation in the Word of God best equips an individual for a useful career and responsible citizenship. Education at Arlington Baptist University centers on a Christian world view; as the Bible teaches, the world and men are direct

creations of God and that man is responsible to God. Learning and faith are integrated in all college programs to provide a balanced educational experience.

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

## UNIVERSITY GOALS

Arlington Baptist University students can expect to achieve the following:

### Biblical Competence:

1. A basic understanding of biblical facts and principles
2. An ability to inductively and methodically study Scripture
3. An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding
4. An overt understanding of the Christian world view and how it differs from other world views
5. The ability to relate biblical principles to life situations

### Spiritual Growth:

1. Developing habits of personal and corporate worship.
2. Exploring and developing areas of giftedness through Spiritual Formation.
3. Learning the importance and power of personal and corporate prayer.
4. Applying biblical principles to real life problems.

### Evangelistic Application

1. Examining historical and current methods of evangelism
2. Understanding the power of a personal testimony
3. Learning Scriptures that will help articulate the Christian faith
4. Communicating the Christian message in word and deed.

### Academic Excellence:

1. Acquiring basic knowledge in a broad base of subjects
2. Allowing for in-depth study in areas of special interest or giftedness
3. Establishing patterns of clear and logical thought that recognize the effect of unexamined presuppositions
4. Learning to effectively communicate thoughts and ideas
5. Developing methods of study and research that lead to life-long learning

### Personal Development

1. Learning to recognize and apply one's unique academic, social, and spiritual gifts
2. Gaining an understanding and appreciation of the differences of others
3. Learning to lovingly and effectively communicate with those of differing world views
4. Recognizing the importance of self-discipline and service
5. Applying the knowledge gained to life ministry through targeted internships

## 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 Robert Leatherwood  
Arrangement by Robert Leatherwood

*Oh, to you our Alma Mater faithful and true  
We declare our loyalty and pledge our love to you  
Lord, we thank You for the knowledge  
Lord, we praise You for Your Word  
Arlington Baptist University we thank God for you*

## 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:** “Preparing Worldchangers”

**School Colors:** Navy Blue and Red

**School Mascot:** Patriots

## CAMPUS AND COMMUNITY

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### CAMPUS

Arlington Baptist University's main campus is located on 3001 W. Division Street Arlington, Texas. The campus inhabits the historic property known as Top O' Hill. Many areas of the campus and its structures are listed as historic landmarks.

**Administration Building.** The administration building houses the Office of the President, Dean of Students, the Business Office, the Registrar's Office, the office of the Academic Dean, the cafeteria, the mail service, and the Heritage Collection.

**Louise Oldham Religious Education Building.** Eight classrooms and several faculty offices are located on the two floors of this building. This building also houses the new SULLIVAN HALL

**Wayne Martin Fine Arts Chapel.** This building houses music classrooms, faculty studios and offices, music practice rooms, the Christian Service Director's office, and the chapel.

**Entzminger Hall.** This building, named after University founder Louis Entzminger, houses two large lecture rooms.

**J. Frank Norris Memorial Auditorium.** This multi-purpose facility, the largest building on campus, has a seating capacity of over 3,000 people, houses a full basketball court, locker rooms, and a large stage with adjacent dressing and prop rooms, classrooms, and an exercise room.

**Earl K. Oldham Library.** The Library's unique design and WIFI technology accommodates research, study, and/or leisure reading. The Library's collection is completely automated and includes over 30,000 volumes of printed material: as well as, audio, video, and electronic media. The Library's second floor offers two audio-visual rooms, a seminar room that can easily seat 80, a conference room, and a computer lab. The services available at the library include Internet research, photocopying, printing, and/or laminating. The Library strives to provide a pleasant enjoyable atmosphere which is student friendly.

**F. Merle & Virginia May Student Center.** Located in the heart of the campus, the newly remodeled May Center (2018) is a place where students can go to study or just to relax and meet friends. The facility is equipped with satellite television, wireless internet, vending machines, tables and chairs, and comfortable living room furniture. The May Center is the perfect place for small group gatherings for study, fellowship, and worship.

**The Lillian Norris Hall for Women and the Tommy Masters Hall for Men.** These two residence halls provide supervised housing for 136 students in semi-private rooms housing two students each. Two such rooms make up a suite sharing bath facilities. Lounges, vending machines, and a laundry facility complete the available services. Wireless internet access is provided in the dormitories.

**World Baptist Fellowship Missions Office.** This building, located near the campus entrance, houses the offices of the World Baptist Fellowship Mission Agency. Its location on the University campus provides a close link between the work of the Mission Agency and the Missions training program of the University.

### SECURITY OF CAMPUS FACILITIES

Access to the main campus after 12:00 a.m. is controlled by perimeter fencing and gated access requiring identification to be presented to the campus security personnel. and/or Campus Security Department officer on duty. All residence halls remain secure 24 hours a day except for special use circumstances approved by the

University. Residents returning to campus after stated campus curfew hours must present valid ABU student identification, indicating they live on campus, to be admitted to the campus. Unauthorized entrance to or exit from a secured residence hall is a violation of Residence Life policies. All other campus buildings not being used for educational or fitness/athletic purposes are secured at 11:00 p.m. each evening and remain secured until 5:30 a.m. Access to these buildings during non-business hours is available only to authorized ABU employees who provide valid ABU identification.

## **SERVICES PROVIDED BY UNIVERSITY CAMPUS SECURITY**

1. Patrolling the campus to detect and deter crime
2. Upon request, escorting persons who are walking on campus, particularly during the hours of darkness
3. Providing crime prevention information including relationship violence, safety awareness, and personal safety
4. Reporting and investigating criminal offenses and incidents
5. Securing campus buildings and conducting regular assessments of campus facilities
6. Monitoring University entrances, particularly during the hours of darkness

## **COMMUNITY**

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.

## **THE STUDENT LIFE AND ACADEMIC REQUIREMENTS**

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The office of the Academic Office 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 Tuesday and Thursday are arranged so that all students on campus can be present at the Chapel hour. All students are required to attend every Chapel even if they do not have any T/TH classes. Failure to attend Chapel will result in disciplinary action. Chapel exemptions may be granted by the Dean of Students and the President of the university in very limited cases.

### **CLASS ATTENDANCE (Updated June 2020)**

It is anticipated that every student will attend every session of every course unless providentially hindered by circumstances beyond his/her control. Due to the new block schedule instituted Fall 2020, the class attendance policy for Arlington Baptist University has been updated. All faculty and students will be subject to this new policy.

### On Campus Courses

1. If a student is absent the first two class periods of any course, the student will be unofficially withdrawn from the course. (These two class periods would include the add/drop week.) A grade of WP (withdraw passing) would be assigned for that course.
2. A student must attend at least 75% of class time which means he/she cannot miss more than four classes. On the fifth absence (or partial absence) from class, the student will be unofficially withdrawn with a grade of WP (withdraw passing) or WF (withdraw failing) depending on the student's grade average in the class on the day of withdrawal.
3. Absences related to school-sponsored events will not be counted against the student. However, the student must still attend 75% of the course meetings minus the absences due to school sponsored events. These absences will be labeled as excused absences.

Excused Absences School-sponsored	Max absences that are not excused	Max Total Absences = Ex. Ab + Other Ab.	Withdrawn on
0	4	4	Absence #5
1	4	5	Absence #6
2	3	5	Absence #6
3	3	6	Absence #7
4	3	7	Absence #8
5	2	8	Absence #9

4. Each professor will determine tardy or partial absence policies, late work policy and due dates of assignments which will be clearly stated in the class syllabus and consistently enforced by the professor.

### Online Courses

1. If a student does not participate in and/or submit classwork or assignments during the first two weeks of an online course, or if there is no activity by the student during any two-week period of the eight-week course, the student will be unofficially withdrawn from the course and assigned a grade of WP (withdraw passing) or WF (withdraw failing) depending on the academic standing at the time of the withdrawal.
2. Each professor will determine tardy or partial absence policies, late work policy and due dates of assignments which will be clearly stated in the class syllabus and consistently enforced by the professor.

### 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.

### DROP / ADD PERIOD

Students are permitted to drop or add a class during the first calendar week of scheduled classes in a semester. This period is referred to as the ADD/DROP period. During this period, students do not need to process a change of schedule form. The procedure during this period would be for the student to contact his/her department chair or

advisor to seek approval and guidance for this decision. Once the decision is reached, the necessary course changes will be processed through the Registrar's Office. A new statement will be generated, and the student will process this statement through the Business Office. During this period, no ADD/DROP fees are charged, and no grade (WP or WF) is issued.

## **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**

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.

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:
  - On-campus students will be asked to sign the form, acknowledging the complaint.
  - 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.
  - 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.

## **COPYRIGHT INFRINGEMENT: PENALTIES AND POLICIES**

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

“Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or ‘statutory ‘damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For ‘willful’ infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment or up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://www.copyright.gov/>.

## **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**

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>

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.

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.

Questions or concerns may be addressed to:

Disability Services  
Janie Taylor  
V. P. of Academic Affairs  
817.461.8741  
[jtaylor@abu.edu](mailto:jtaylor@abu.edu)  
ABU Administration Building  
3001 W Division St.  
Arlington, TX 76012

## **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)**

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 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.

## **TRANSFER OF CREDIT POLICY**

### **Transfer Out Policy:**

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

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

If a student is planning to attend ABU for only a limited time, it would be wise to check the "Transfer In" policy of the school to which one hopes to transfer. The registrar can also provide a list of some of the schools that readily accept credits from ABU. Currently, these include Criswell College, Dallas Baptist University, Texas State University – San Marcos, and Texas A&M – Commerce. (ABU entered into an **Articulation Agreement** with Texas A&M – Commerce beginning in fall 2016.

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

### **Transfer In Policy:**

Any student who attended any other institution of higher learning must present an official transcript with his/her application. Credits earned at an accredited institution will be considered for transfer where programs and courses are compatible. Grades earned in courses must be at least "C" level or equivalent and the courses must be applicable to the program chosen by the student before credits can be transferred. Students on academic probation at another college or university will be interviewed before being considered for admission. Transfer students must meet all other admission requirements listed above.

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

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

**Policy for Validating Credits from Unaccredited Institutions.** *(The following criteria are also applicable to students in online programs.)*

The following criteria must be met:

- 1) A validation process which includes the following: a review of syllabi, faculty credentials, grading standards, and other relevant learning resources from the sending institution. (If not available online, the student must provide a catalog and course syllabi for courses being considered.) This process must be completed prior to the student's enrollment in any course even if the student has received an unofficial transcript evaluation from the ABU Registrar's office. Once the courses are validated then criteria 2) will be applied.
- 2) During the first semester at ABU, the student must complete a minimum of 12 credit hours with a 2.0 (or above) grade point average. The transfer hours will not be added to the student's ABU transcript until all criteria are met.
- 3) Only credits with a grade of "C" or above that are applicable toward the degree program being pursued will be validated for transfer purposes.
- 4) Because of a long-standing history with Norris Bible Baptist Seminary (Fort Worth TX) and Louisiana Baptist University and Seminary (Shreveport LA), ABU will accept Bible/Theology and church ministry-related credits with a grade of "C" or above that are applicable toward the degree program being pursued. For other courses from these two institutions, the criteria in 1) will apply.

## THE STUDENT AND FINANCIAL REQUIREMENTS

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### 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, but 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.

## Financial Registration Policy and Procedure:

What is financial registration?

- When ABU determines how much money a student owes ABU when registering for classes (and living in a dorm, etc.) during a given semester.
- When the student decides how to pay the money owed to ABU for a given semester.
- When the student makes the required initial payment when the initial payment is due.
- When the student's academic enrollment is approved, and the student can attend classes (and live in the dorm, etc.)

When is the initial payment due?

- Financial registration must be completed, and the initial payment made on or before the last day of regular registration for a given semester.

What happens when a student does not complete financial registration?

- ABU takes the position that the student has decided not to attend and cancels the student's academic enrollment (also requires the student to move out of the dorm, etc.)
- The student can reregister (a late registration fee will be charged) but is not guaranteed the same classes or schedule.
- The student will have to make the necessary payment arrangements and pay the initial payment by the end of the day when reregistration is done.

What are the payment options available?

- Cash, check, or credit card can be used to pay in person at the business office.
- Credit card payments can be made over the phone by calling the business office.
- PayPal payments can be made by logging into the student portal.
- Payment plans are available to spread out the payments over a semester.
- Federal Student Aid is available for those who qualify.
- Scholarships are available for those who apply and qualify.

What is required for Federal Student Aid?

- A FAFSA application must be completed and submitted to the U.S. Department of Education
- If the DOE requires verifications, those verifications must be completed.
- For a pending award to be applied to a student's account, the FAFSA must be submitted at least 1 week before registration and required verifications must be in progress.
- Once verifications are complete, the student must approve the aid that is awarded within 1 week after the approval is requested.
- Once the student approves, the award will be applied to the student's account.

What if a student changes his/her mind about using Federal Student Aid as a payment option?

- The day the student chooses not to approve and receive the Federal Student Aid award, the pending award will be removed from the student's account.
- The total balance will become due immediately and payable that day.
- If the student chooses to not make the payment that is due, ABU will take the position that the student has decided to voluntarily withdraw from his/her classes (and move out of the dorm, etc.).
- The student will be blocked from classes (and requested to move out of the dorm) unless or until an agreed upon payment arrangement is made with the business office

What happens if a student fails to make timely payments on a payment plan?

- The first time a payment is not received by a due date, the student will be charged a late fee.

- If the payment that is late is not received by the next due date, then the student will be given a chance to “catch up” by making a double payment.
- If the student does not “catch up” by the next due date, ABU will take the position that the student has decided to voluntarily withdraw from his/her classes (and move out of the dorm, etc.).
- The student will be blocked from classes (and requested to move out of the dorm) unless or until an agreed upon payment arrangement is made with the business office.

## REFUND POLICIES AND PROCEDURES

### REFUND SCHEDULE

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

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

Students are permitted to drop a class during the first calendar week of scheduled classes in a semester without any record of it being reflected on the transcript (Drop/Add Period). After the first week of classes, students may drop

a course by processing a Change of Schedule Form with the Registrar. Approval must be obtained from the instructor. At the time of withdrawal, the student will be assigned a grade of “W” if he/she is passing or a grade of “F” if the student does not have a passing grade. The Change of Schedule Form must be turned in before the student reaches the maximum number of absences in the course or his/her grade will be an “F”. The last day to drop a class is noted by semester in the semester calendars. Beyond the tenth week of the semester, permission of the Academic Dean must be obtained also. Students should be advised that dropping a course may change enrollment status (possibly affecting financial aid).

## MISCELLANEOUS POLICIES RELATED TO FINANCIAL AID

### Entrance/Exit Counseling

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

### Satisfactory Academic Progress

Arlington Baptist University requires a student to achieve a cumulative grade point average (CGPA) of 2.0 (C average) to graduate from any of the degree programs.

A student must demonstrate satisfactory academic progress toward the completion of the degree program in which the student is enrolled and pursuing to receive Title IV financial aid funds through the Pell Grant or Student Loan Programs and to receive veterans' benefits through the DVARO.

The Federal guidelines state that there must be both quantitative and qualitative standards established by the institution, which determine whether a student is progressing satisfactorily toward the completion of a degree program. The student has six years to complete a four-year program.

The student must successively complete 67% of the courses attempted each year to satisfy the quantitative standard. The qualitative standard is based on the cumulative grade point average achieved at the following increments:

<u>Undergraduates</u>		
(Based on <b>Attempted</b> Courses)		
<u>Cum. Attempted Hrs.</u>	<u>Cumulative GPA</u>	<u>Actually Completed</u>
0-32 Hours	1.00	67%
33-64 Hours	1.50	67%
65-above Hours	2.00	67%
<u>Graduate Students</u>		
0-36 Hours	3.00	67%

\*Arlington Baptist University reserves the right to deny any student access to financial aid if the student does not successfully complete any courses during a particular term (fall, spring, or summer) even if the student meets the quantitative and/or qualitative standards stated in the chart above. In this case, the student is not denied enrollment in future terms; however, the student will not be allowed to use financial aid through ABU until the student can show academic progress. This academic progress can be shown by completing course work at ABU or through another institution. Students may also be denied attendance and financial aid due to previous criminal activity. An exception to this policy of denying aid may be made in the case of a student who was dismissed for disciplinary reasons and who was issued grades of WP (withdraw passing) and/or WF (withdraw failing) in each course for the term in which he/she was dismissed.

If a student's cumulative grade point average (CGPA) falls below 2.0 (C average), the student will be advised to enroll for no more than 13 semester hours, and the student will be advised to maintain an outside work schedule of no more than 20 hours per week.

**Failure to Maintain Satisfactory Academic Progress**

**Financial Aid Warning** - Students who fail to meet the cumulative grade point average and/or the successful completion of course standards will be placed on financial aid Warning status for their next semester of enrollment. A student on financial aid Warning will be eligible to receive financial aid. If the two standards are met at the end of the Warning semester, the Warning status will be removed. When students receive SAP Warnings, they can continue for one semester. These students will be sent a Warning letter at the end of the semester. If, at the end of the warning status, the student's cumulative GPA and percentage of courses passed does not meet the qualitative or the quantitative standard as stated on the SAP chart, the student will be placed on financial aid Probation.

**Financial Aid Probation** - Financial aid Probation occurs when the student does not meet the qualitative or quantitative standard as stated on the SAP chart for two consecutive semesters. The Director of Financial Aid also reserves the right, through professional judgment, to place a student on financial aid Probation. When placed on Probation status, students will not receive financial aid; this includes student loans, while on financial aid Probation. To regain eligibility, students must enroll at ABU or another college / university and successfully complete enough courses to meet the cumulative GPA requirement as stated on the SAP chart. **Before financial eligibility can be regained, the student must meet the qualitative and quantitative standard as stated on the SAP**

**chart.** Students who are placed on Probation status lose Title IV eligibility unless they file an appeal, and the appeal is approved. If the student is approved, the student is then on financial aid probation for one more semester or for the period of their academic plan. When this is accomplished, the student will be removed from financial aid Probation and therefore eligible for financial aid. Financial aid Probation is permanent, and the student **cannot** regain their eligibility once he/she has been placed on financial aid Probation for the third time. **STUDENTS ARE RESPONSIBLE FOR NOTIFYING THE OFFICE OF FINANCIAL AID WHEN THEY BELIEVE THEY HAVE REGAINED ELIGIBILITY FOR FINANCIAL ASSISTANCE**

### **Appeal Procedure**

Students placed on financial aid probation due to lack of satisfactory progress may appeal the denial of financial aid due to an unusual or extraordinary situation that affected the student's progression toward the successful completion of his or her program of study. The appeal must be submitted in writing to the Financial Aid office and must include supporting documentation to support the appeal. Appeals submitted without supporting documentation will be denied. The appeal must address why the student failed to make satisfactory academic progress, this includes, if applicable, the semester the student was placed on Probation, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. An appeal may be approved only if the Financial Aid office has determined that the student will be able to meet satisfactory academic progress standards after the subsequent semester. The Financial Aid office also has the option to develop an academic plan with the student that, if followed, will ensure the student is able to meet satisfactory academic progress standards by a specific point in time. The Financial Aid office will notify students in writing of the results within 30 business days after submitting all requested documentation. Students who successfully appeal their financial aid probation status **will still be placed on financial aid probation for one semester or in accordance with the student's academic plan.** ABU can require that a student on probation fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses. A student on financial aid probation may receive financial aid for one semester only. At the end of that semester, the student must meet ABU's satisfactory academic progress standards or the requirements of the established individual academic plan to maintain financial aid eligibility. Failure to do so will result in the student being placed on financial aid probation. Additional Details regarding the Satisfactory Academic Progress available on the school website at: <https://www.abu.edu/satisfactory-academic-progress-sap>

## **WITHDRAWAL POLICY AND PROCEDURE**

### **Official Withdrawal**

#### **Policy:**

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

#### **Procedure:**

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

## **Unofficial Withdrawal**

### **POLICY:**

Once a student has exceeded the number of allowable absences (unexcused + excused) in an on-campus course, an unofficial withdrawal should be initiated by the professor. In the case of online courses, if a student has no activity during the first two weeks of the course or if there is any two-week period during the eight-week course that the student has no activity, the student will be unofficially withdrawn from the course. Anytime an unofficial withdrawal occurs, the result is a reduction of semester hours which can result in a change of status for financial aid (full-time to part-time, etc.). \*\*The student may receive a withdraw passing (WP) grade, after he/she exceeds the absences allowed if the student is indeed passing the course. When the student has exceeded the allowed absences and is not passing the course, he/she will receive a withdraw-failing (WF) grade. For online courses, if the student is withdrawn after the first two weeks due to no activity, the student will receive a grade of WP; however, if, after the first two weeks the student is inactive for another two-week period, the student will receive a grade of WP or WF depending upon the academic status at the time of withdrawal. Students may also receive an unofficial withdrawal from a course if during the course, the instructor determines that the student has not and will not be able to complete sufficient assignments / exams to pass the course. Also figured into this will be the points deducted for excessive absences as outlined in the individual courses.

### **PROCEDURE:**

The procedure for unofficial withdrawals will be as follows: the professor of the course will notify the student that he/she is being unofficially withdrawn for the course and specify the reason. The professor will complete the unofficial withdrawal form and submit the form to the Registrar who will submit the form to the Financial Aid Office. IF at the time of the unofficial withdrawal, we have not reached the 60% mark, the Financial Aid Officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government. If a required portion of the student's financial aid is returned to the Federal Government, the student will then become responsible for this amount in addition to any amount not originally covered by financial aid funds.

## **DISMISSAL FROM THE UNIVERSITY**

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

## **WITHDRAWING FROM THE UNIVERSITY / Failure to attend or Participate in Classes**

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

the semester and receive grades of “F” in all classes for that semester will also have to repay all or part of the aid received for that semester.

## **STUDENT LIFE AND SERVICES**

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### **Admissions/Recruitment/Retention**

A major goal of ABU is to take the prospective student from the moment of inquiry through completion of a degree. Prospective students are guided through the process of admissions through constant contact via emails, text messages, and phone calls. The prospect receives an information packet that includes degrees offered, financial information, available scholarships, the financial aid process, and admissions requirements. Campus tours are available for all prospective students and their family. Students wishing to transfer in credits are provided a pre-admission degree audit aimed at maximizing their transfer hours. Retention has been improved through ongoing degree audits, information about new scholarships as they become available, and remote or face-to-face advising by the department chairs prior to each term.

### **Financial Aid / Student Accounts**

In person or virtual one-on-one counseling and advising by the office of student accounts and the financial aid office is available to all students. This advising includes assisting the students in setting up payment plans, explaining how scholarships are applied, providing information regarding financial aid opportunities, and in-person assistance with completing the financial aid application and requirements.

### **Academic Guidance and Advising**

Advising is available to students for academic work, registering, degree audits, and questions regarding the student's work. Most academic advising occurs as each student meets with his/her department chair or program advisor prior to enrolling in each term. Although academic advising is a primary task of department chairs, their guidance extends beyond the academic as students prepare for various ministry and vocational opportunities, and they will find other faculty to be a ready source of wisdom as well. For academic issues that extend beyond normal advising, students are encouraged to consult with the Academic Dean or the Registrar.

### **International Student Services**

The admissions officer serves as the PDSO (*Principal Designated School Official*) and provides international students with step-by-step procedures to address admissions requirements and processes. The PDSO enters the student into SEVIS (*Student Exchange Visitor Information System*) and monitors the student while enrolled at ABU.

### **Disability Services**

Disability services at ABU are handled by the Academic Office. When a student provides documentation of a need related to his/her disability, the V. P. of Academic Affairs collects the documentation, ensures proper paperwork is completed by the students, and communicates the student's need via email to all appropriate faculty. These faculty sign a document signifying receipt of the advised accommodations, and the students sign a document signifying they will inform the Academic Office if/when these accommodations are not properly administered. All paperwork related to disabilities are filed in the appropriate student file.

Due to the age of the ABU facilities, some ADA requirements do not apply; however, if a student has a physical disability and cannot navigate stairs, provisions are made to meet this student's academic needs.

### **VA Education Benefits / Veterans Affairs**

Education benefits are available through the U. S. Department of Veteran's Affairs for service members, veterans, and their dependents to further their civilian education. After a student provides a letter from the VA which states the student is entitled to these benefits, and the student registers for the semester courses, the certifying official at ABU will certify the student through the VA website.

### **Counseling**

The Student Handbook provides information regarding counseling as it relates to drug and alcohol use / abuse. The professors who teach the counseling courses can provide guidance to students who need assistance beyond the classroom instruction.

### **Campus Employment / Job and Housing Placement**

ABU provides a limited number of student job opportunities. Students can apply in the main office for positions in maintenance and the library. Students are usually hired on a part-time basis as needed. Job placement and housing placement advising are available to students in the Administration Building. As off-campus jobs and housing become available and advertisements are presented to the main office, these are placed on the job board near the student mailboxes. General inquiries may be made to the Registrar.

### **Dormitory**

ABU provides two supervised residence halls (one for men and one for women) which can house 136 students in semi-private rooms housing two to four students per room. Two such rooms make up a suite sharing bath facilities. Each hall has wireless internet access, a lounge, vending machines, and a laundry facility.

### **Cafeteria**

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

### **Library**

Intellectual needs are addressed through rigorous academic course work and library facilities that include both on-campus resources and electronic data bases chosen to address the various areas of study. Recent improvements have been made to the internet, and expanded technology resources have been added. (See Library Handbook.)

### **Chapel**

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

### **Praise Band**

A student-led band consisting of vocalists and instrumentalists lead worship at the beginning of each chapel service. Students are encouraged to participate in this ensemble which meets to practice at least one day per week.

### **Church Membership**

Students are strongly encouraged to maintain an active membership in a local church which goes beyond the weekly attendance that is a part of the student's spiritual formation. Students living in the area will be introduced to multiple local churches of like faith during the week of orientation, and students are expected to be joined to a

church of like faith within the first six weeks of the semester. Students should seek a church in which they can both grow and serve.

### **Athletics**

Competitive sports are a major part of the student-life at ABU. Competitive sports include men's baseball, men's and women's basketball, women's volleyball, and men's and women's soccer. One objective of all the coaches is team building with the goal of building character beyond the competitive sport. All students are encouraged to support the teams by attending the games. Most games are free to faculty, staff, and ABU students.

### **Student Activities**

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

### **Grievances**

Student grievances related to housing and student activities, organizations, and programs should be directed to the vice-president of student affairs of the University. Policy statements and procedures can be viewed in the Consumer and Safety Policies and the University Catalog on the college web site.

## **THE STUDENT'S PERSONAL LIFE**

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

## **CAMPUS DRESS CODE**

Arlington Baptist University will follow the biblical principles of modesty when deciding how our dress code policies will be determined. Modesty, neatness, and a Christ-like manner should be characteristic of everyone. Questions concerning the dress code should be addressed to the Office of Student Affairs. **1 Cor 10:31; Col 3:23-24; 1 Pet 3:3-4** We recognize opinions vary considerably regarding the word modesty and appropriateness of dress from various individual students; therefore, we have established some simple guidelines, which we require students to respect on campus. **Cleanliness, neatness, appropriateness, and modesty** are the general guiding factors with regard to dress.

The future of all students will depend to a large extent as to their ability to present themselves suitably to the appropriate situation. Therefore, the classroom dress expectations can be identified as **Business Casual**. Faculty, Student Life staff and others will enforce the dress code and educate all students regarding these guidelines. Questions concerning the standard of dress should be directed to a Resident Assistant. The RAs are equipped with the information to help their peers choose the suitable attire for the appropriate situation. The Dean of Student's Office can also help with clarification in this matter. The Dean of Students reserves the right to determine the appropriateness of dress.

### **MEN**

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

- Collared shirts, clean ABU t-shirts, sweaters, (no inappropriate logos)

- Pants which would include dress slacks, khakis, or jeans (properly worn, with no large holes, or tears)
- Footwear (sandals or flip-flops are acceptable)
- NO hats, athletic sweats/pants, dew rags, or hoods in class or chapel

**Casual Attire :** Casual Dress is acceptable in Academic and Administrative Buildings after classes end on weekdays and in the Dining Hall for all meals. Appropriate casual dress includes:

- Clean Shirts with sleeves (no inappropriate logos)
- Pants, jeans, athletic pants, loose-fitting modest shorts (mid-thigh or longer)
- Shoes (sandals or flip-flops acceptable)
- No hats, dew rags, or hoods during off-campus church services.

**Additional Information:** Shirts must be loose-fitting and not too revealing. Hairstyles and Facial hair must be well groomed. (Dean reserves the right to determine the inappropriateness of style or length)

## **WOMEN**

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

- Loose-fitting tops, sweaters, t-shirts/sweatshirts (no inappropriate logos)
- Skirts and dresses that fall close to the top of the knee
- Pants, which would include capri/cropped pants and jeans (no large holes or tears above the knee), and Yoga Style pants/leggings (to be worn with dress or tunic mid-thigh or longer). T- shirts are not an acceptable top with leggings.
- Footwear (sandals or flip-flops are acceptable)

**Casual Attire :** Casual Attire is acceptable in Academic and Administrative Buildings after classes end on weekdays and in the Dining Hall for all meals. Appropriate casual dress includes:

- Shirts (no inappropriate logos)
- Neat pants/capris, jeans, athletic pants/sweats, leggings (to be worn with dress or top mid-thigh or longer), and loose-fitting, modest shorts (mid-thigh or longer).
- Shoes (sandals or flip-flops are acceptable).

**Additional Information :** Dresses and skirts should be no shorter than 1” from the top of the knee (sitting or standing). Skirt slits should be modest; open slits should be no higher than the top of the knee, closed slits should be no higher than two inches from the top of the knee.

Anything tight, scant, backless, see-through, low in the neckline or revealing the midriff (in any position) is immodest and unacceptable. Earrings and/or plugs are permitted in ears only except for a stud or small hoop in the nose. No other facial piercings or plugs are allowed, including tongue.

## **DRESS CODE DURING SEMESTER BREAKS**

Residents who stay on campus through summer, winter or holiday breaks are to comply with ABU standards and guidelines, including the dress code. Students who live off campus but frequently visit the campus are required to comply with the ABU dress code.

## **AUTOMOBILES AND PARKING**

Dormitory students will park in designated places at the dormitory parking lots. Non-resident students may park in the large parking area east of Entzminger Hall, entering from Crowley Road. Students should not park in the lot north of the Administration Building, the small area behind the Christian Education building, or behind the Chapel. These lots are reserved for faculty and visitors. Do not park under the north canopy of the dorms (a fire emergency zone).

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 1<sup>st</sup>, when parking rules will go into effect. To complete the form, you will need the following information:

- license plate number
- year of the vehicle
- make of the vehicle
- model of the vehicle

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 1<sup>st</sup> – July 31<sup>st</sup>

Cost:

- Parking permits - \$50.00
- Replacement Permits - \$20.00
- Parking Tickets –
  - First Offense- \$25.00
  - Second Offense- \$50.00
  - Third Offense- Subject to lose right to park on campus.

Parking tickets will be assessed to students for:

- parking in staff parking lots or spaces
- not properly displaying a student parking permit on their vehicle
- parking on the grass or in any unmarked areas
- parking in a fire lane or other restricted zones

Tickets can be paid in the Business Office with cash, check, or credit card. Any outstanding and unpaid tickets will result in the inability of the student to take final exams or receive grades upon the close of a semester.

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

## **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 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 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. A church of like faith is required. 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.

## **PURITY**

The Scriptures are full of passages that encourage every believer to live a godly and holy lifestyle in sexual purity. The members of the ABU family are responsible before God to live a life of purity and righteousness that would be honoring to God. Ex 20:14; 1 Cor 6:18-19; 1 Cor 10:13; Phil 4:8; 1 Thess 4:3-8; 2 Tim 2:22; James 1:13-15

ABU provides the following specific guidelines intended to help students with their commitment to moral purity:

- Public displays of affection should be limited to holding hands or a brief embrace.
- Students are not allowed to maintain same-sex romantic relationships.
- Students are prohibited from accessing pornographic or obscene websites, creating links to such sites, or possessing literature and posters. The University regularly conducts scans of all Internet activity to ensure that members of the ABU community are not using campus computers or the campus network to access this type of material.
- Indecent exposure of any kind is prohibited.
- Curfew violation with a member of the opposite sex is prohibited.
- Traveling out of town with members of the opposite sex is not permitted without prior approval from the Office of Student Life and parents (single students).
- Spending the night together in any unchaperoned situation could result in dismissal.

## **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 always carry some means of identification. 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.

## **CAMPUS SAFETY AND SECURITY**

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### **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>

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 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.)

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 public. It may be accessed by the following means:

1. An electronic copy is posted on our website – [www.abu.edu](http://www.abu.edu)
2. Hard copies can be delivered electronically or through regular mail upon request to the VP of Student Affairs-  
[rkoons@abu.edu](mailto:rkoons@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.

## **CAMPUS LOCKDOWN**

A lockdown is issued whenever there is a possible or ongoing threat to the safety of those at Arlington Baptist University. Campus-wide communication will be made in the case of a lockdown.

### **Lockdown Procedures**

#### **Indoors:**

- Secure room you are in by locking and/or barricading the doors.
- If on the ground floor, stay away from windows
- Turn off lights
- Remain as quiet as possible as to not attract attention

#### **Outdoors:**

During a lockdown, access to the buildings will be restricted. Gaining access to the buildings will be controlled by security and other authorized ABU personnel.

## **ACTIVE SHOOTER**

- Get away and leave campus if you believe you can do so safely
- If you are not able to leave, secure your room by locking and/or barricading the doors

- Prepare yourself as practiced and outlined
- Student Response to Active Shooter classes at the beginning of each semester.
- Call the police when it is safe for you to do so.

Finally, remember that a lockdown is not officially lifted until notification has been received from the Safety and Security Department. These procedures are meant to keep our campus secure. If they are not followed properly, the consequences could be fatal.

## **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 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

## **Reporting of Fire Hazards**

Any fire, evidence 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 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**

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## **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* in 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. 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 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

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*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. 1 Thes. 5:21-23*

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

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

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

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

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

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

## **ALCOHOL AND DRUG POLICY AND PROCEDURES**

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.

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

## 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)

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 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 about this issue are both posted on our website and included in the Student Handbook.)***

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](http://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

## REPORTING MISSING PERSONS

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:

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

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

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

### 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:

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)).

## UNIVERSITY DISCIPLINARY PROCEDURES

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### PURPOSE

The purpose of discipline is to assist students in modifying their attitudes and behavior. Students must learn to take greater responsibility for their actions and be willing to accept the consequences for their choices. I Thess 5:22; I Tim 4:12

It is also appropriate for other believers to help restore a disobedient brother so he can be a vital part of a spiritually functioning community. Occasionally, to keep students from injuring themselves or possibly hurting others, a fellow student has a moral and ethical responsibility to report inappropriate behavior to proper authority. Such action is not viewed in God's word as improper, but rather God uses properly ordained authority as an instrument of working His will in the lives of His children. Matt 18:12-17; Gal 6:1-2

To accomplish these disciplinary goals, one or more of the following actions may be used, or a different one that is deemed appropriate for a particular situation may be devised:

### CAMPUS DISCIPLINE

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 through their ABU Student email.

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. Any student who has a fine balance will not be allowed to take their final exams until the balance is fully paid.

A student who receives **15 demerits** in a semester will be suspended for the remainder of the semester.

One chapel demerit will be issued for each unexcused chapel absence. On the **6<sup>th</sup> 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 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. 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.

## STUDENT COMPLAINTS AND GRIEVANCES

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

# SPIRITUAL FORMATION REQUIREMENTS

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

**Spiritual Formation Director: Dr. Brady Blevins**

bblevins@abu.edu

The Spiritual Formation program is a **1** credit hour course.

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 have attended each week, via the Spiritual Formation Survey.

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 should 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 – 50% of Grade**

Each week, the student will complete the Spiritual Development Survey located on their Canvas portal course called SPIRITUAL FORMATION. 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 – 50% of Grade**

Each week, the student will be able to submit their Spiritual Formation 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. 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 or schedule a meeting with the chair of the School of Ministry Dr. Blevins (bblevins@abu.edu).



# Student Appeal Form

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

Date: \_\_\_\_\_

Student Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Dorm Resident: YES NO

Circle the category of the appeal: Disciplinary Academic Financial Administrative

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Attach all documentation related to the appeal.)**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Student's Signature Date of submission

### For Office Use Only

This document was submitted on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_ : \_\_\_\_\_ am pm

Received by \_\_\_\_\_

This is scheduled for review on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_ : \_\_\_\_\_ am pm

Circle one

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

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

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Student Signature Date of Receipt

Summary Decision

\_\_\_\_\_  
\_\_\_\_\_



# 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](mailto: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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Appropriate Personnel Notified / Method and Date of Notification:

Personnel

Notification

Date

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

V. P. of Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_