



Student Life Handbook 2015-2016

Challenging. Engaging. Inspiring.

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Emergency contact numbers

Campus Emergency	911
Conway Police Department	501-450-6120
Conway Fire Department	501-450-6147
Faulkner County Sheriff's Office	501-450-4914
National Poison Control Center	800-222-1222
Central Baptist College Campus Safety	501-205-8919 / 8 AM to 5 PM

Mission Statement

Central Baptist College, is committed to transforming lives through education that integrates Christian faith and academic excellence in a Christ-centered environment.

Central Baptist College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the institution. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered program or employment except where necessitated by religious tenets held by the institution and its controlling body.

History of Central Baptist College

Early Beginnings

Central Baptist College is a privately owned institution operated by the Baptist Missionary Association of Arkansas – a group of approximately four hundred cooperating Baptist churches. Central Baptist College first opened its doors under its present ownership in September 1952. At that time it was known as Central College for Christian Workers. Soon thereafter the name was changed to Conway Baptist College, only to be renamed Central Baptist College a few years later.

Growth

During its short history the college has experienced considerable change. Since 1952, enrollment has grown from 23 students to over 800; the faculty from 5 to 100+. The student to faculty ratio is 16:1. Library holdings have multiplied dramatically and campus buildings have more than doubled.

Philosophy

The thrust of present-day educational philosophy is education of the whole person. A learned individual has achieved physical, mental, social, and spiritual maturity. Central Baptist College accepts that philosophy, but holds to the conviction that spiritual development should be given much more attention that it receives in many institutions of higher learning. Central believes that spiritual experiences and attitudes markedly affect physical, mental, and social development and that faith in the God of the Bible is necessary to meet daily experiences and responsibilities. Students dedicated to Christian principles as well as to academic excellence are the type of students that comprise Central Baptist College.

Note from the President

Welcome to Central Baptist College!

We have anxiously awaited your arrival all summer and anticipate another great year ahead. We are really excited about all of our new students and the return of those who have already experienced the many blessings associated with being a student at CBC. It is our prayer that you will take full advantage of the opportunities found here and engage in as many programs and activities as possible without losing sight of the ultimate goal of obtaining an education provided by our faculty.

We want you to know there will be many chances to get involved, both in leadership and team member roles both on and off campus. I truly believe that the involvement you have with extra-curricular activities will provide an undergraduate experience that will not be easily forgotten.

Keep in mind that Student Services is here to make your campus experience as enjoyable as possible. They are absolutely committed to providing a wide variety of programs and activities that are designed with you in mind aiding in social, emotional, and spiritual growth.

Do spend time becoming familiar with this student handbook. In it you will find the expectations of students at CBC as well as the answers to most questions you may have. However, if at any time you have any question at all, please feel free to stop by the Student Services Office.

Terry Kimbrow
President

Central Baptist College reserves the right to add, delete, or modify any program, regulation, or policy in this student handbook at any time during the period it is in effect. The proper authorities of Central Baptist College will determine effective dates of changes, and students will be properly notified of any changes in policy. Other policies can also found in the Catalog located on the Central Baptist College website at ***cbc.edu***.

Attendance at CBC is totally voluntary, and a student may withdraw from the College at any time that he/she feels that the obligations are disproportionate to the benefits.

The *Central Baptist College Student Handbook* is approved annually by the Central Baptist College Board of Trustees.
Policies and Standards

The Central Baptist College community is intended to be a family bound together by mutual interests and values. Its educational philosophy, moral standards, and academic goals are distinctly Christian. In describing the College's standards of conduct, CBC recognizes that its students are becoming young adults and must have ample opportunity to make decisions that will aid their development and growth. At the same time, CBC emphasizes the importance of being obedient to the commands and principles of the Word of God, the Bible.

Almost all standards of conduct are based on scriptural commands or principles. The remaining standards are based upon generally accepted traditions for this area of the nation. Sometimes, traditions change. However, the standards advocated this year are selected based on the short and long-term impact of their adherence. Central does not want to jeopardize the integrity, reputation, or opinion of this institution or its supporters by allowing students to practice actions that at this time and in this area of the nation could be interpreted in a negative fashion.

It's a Student's Choice

Each student who becomes a part of Central Baptist College does so voluntarily. By enrolling at CBC each student agrees to abide by the college's policies and regulations. This handbook serves as the notification to the student that he/she is subject to disciplinary action by the college upon violation of the policies or regulations. Such disciplinary action may include Suspension* or Expulsion**.

****Suspension is defined as a temporary revocation or interruption of a privilege.***

*****Expulsion is defined as the act of removing a student from the institution for a violation of rules.***

Student Responsibility

With greater freedom comes greater responsibility. It is the responsibility of each student to be knowledgeable of and to abide by the published policies and regulations of the College. All such guidelines are effective at any time a student is enrolled in Central Baptist College including holidays, semester breaks, and summers. When a student leaves campus, he or she is still associated with the institution. Students are expected to conduct themselves according to Christian principles and standards on and off campus. Additionally, students are responsible for their guests and must ensure all guests comply with the College standards while on campus.

Central Baptist College standards of conduct are set forth in writing in order to give students notice of the institutions expectations.

The standards of conduct should be read broadly and are not designed to define conduct in exhaustive terms.

There may be some situations, other than those stated separately in this handbook, which will warrant disciplinary action. Additionally, students who persist in conduct that may be less serious than violations listed above but would eventually serve to discredit the institution and/or her students will warrant disciplinary action. Therefore, in order to provide a structure that allows for social order and unity while protecting individual rights, privileges, and freedoms, in addition to scriptural and legal standards, CBC has adopted the following policies and standards of conduct.

General Policies

Bicycles

Bicycles must be kept in designated areas on campus and are not to be ridden on sidewalks. Students must provide their own lock and chain that should be used at all times. Bicycles are not allowed in any campus building except the residence halls. Residents must keep their bikes in their room or on the bike rack outside of the residence hall.

Textbooks

Central Baptist College is pleased to offer traditional and nontraditional students the options of rental or purchase of textbooks and e-books in partnership with Textbook Brokers. It is our goal to provide convenient, cost-effective options for students. Information on these textbook options for courses offered in the fall 2015 and spring 2016 is located on our website under textbooks or directly at www.cbctextbooks.com. Students are encouraged to order books through the on-line store. However, students can also purchase textbooks at the Conway Textbook Brokers location. The North Little Rock Textbook Brokers location can only be used for returning book orders. Online orders can also be made from an iPad kiosk in the Student Services Office located in the Mabee Student Center. Payment will be made directly to the site which will require a valid credit or debit card. Students receiving financial aid will also be able to take advantage of this program. If using financial aid vouchers click on the voucher link at www.cbctextbooks.com, a credit or debit card will be required. Textbooks may be shipped directly to your home, or to the Conway Textbook Brokers location or to the Central Baptist College post office. However, the student's name and P.O. Box number must be included in the order to ensure on campus delivery. For rented textbooks, when the pre-determined rental period concludes, students will work directly with Textbook Brokers to return rented textbooks. The campus post office can be utilized as a mail drop off point only. Students will be responsible to adhere to all Textbook Brokers policies as they are the official textbook providers for Central Baptist College. Textbook Brokers will be able to assist or troubleshoot students in the ordering process. They can be contacted at 501.336-0166 or CBCTextbooks@bbasolutions.com. They are located at 255 Farris Rd. Conway, AR 72034. Also, the Textbook Brokers campus liaison is Gwenda Williams and can be reached at gwilliams@cbc.edu or 501.205.8879.

Postal Service

The campus postal service located in the Student Center is for the student's convenience. All mail must have complete address, including name and box number, city, state and zip code. All students living on campus will have an option to receive a post office box and key at no additional charge, however if a post office key is lost or stolen, or not returned, the students account will be charged a \$25.00 fee for key replacement. Students living off campus are not eligible for a post office box. Any students using a post office box on campus will have all correspondence sent to their permanent address on file with the Registrar's office.

Change of Address or Name

Students are required to notify the Registrar of any address changes immediately. Change of address forms are available in the Registrar's office or on line through the Registrar's Office Page at www.cbc.edu. To officially change a student's name, the student must provide the Registrar with proof of the change with Social Security Administration.

Chapel

Chapel services are provided to promote the Christian ideals of Central Baptist College and personal spiritual growth through testimony, preaching, and music. Each chapel service is designed to glorify God, foster the Christian community, and provide biblical direction for daily living.

Chapel Attendance (THERE IS NO APPEAL PROCESS FOR CHAPEL)

Chapel is mandatory for all full time (12 or more hours,) on-campus and commuting students. (If a student is taking 11 or fewer hours per semester, they are exempt from chapel. No exemption paperwork is needed). The services are held each Wednesday from 1:00-1:50 p.m. in the Burgess Auditorium.

Students are required to attend 11 chapel services per semester. Should a personal or family tragedy occur which requires prolonged absence from classes and chapel, the Dean of Students should be contacted. In cases of severe personal illness, surgery, or therapies, a doctor's note outlining the dates of treatment will be required to be excused. Absences due to College-related functions are excused.

Student ID is required to attend chapel. ID readers are positioned at each chapel door to ensure a student is present during chapel. Those readers are activated from 12:45 PM until 1:15 PM each Wednesday during chapel. Before or after that time, the ID will not be recognized. Students that arrived after 1:15 PM will be counted absent.

Students who have only attended 10 chapel services will be fined \$50 and those attending 9 chapel services will be fined \$100. Those students who attend 8 chapel services or less will be placed in the Chapel Renewal program the following semester and will lose all institutional aid (i.e. academic scholarships, athletic scholarships, minister's discount, music scholarships, and transfer scholarships). All institutional aid will be awarded back to the student once Chapel Renewal has been completed. Students can only use the Chapel Renewal program to satisfy Chapel requirements once before being suspended from CBC.

The Chapel Renewal program requires students complete the 11 required chapels in the current semester, and attend an hour-long weekly Chapel Renewal session for 8 weeks to satisfy requirements from the previous semester. Chapel renewal sessions will be offered at 5:30 pm on Mondays and 1:40 pm on Tuesdays.

Students must complete a chapel requirement for each semester they are enrolled at CBC in order to graduate, but no more than 8 are required.

Chapel Etiquette

The following will result in a student being counted absent:

- Excessive talking
- Hats, visors, hoods, or any other head covering being worn by males or females
- The use of IPOD/MP3 player, PDA, or any other electronic device
- A cell phone being ON (ringing, vibrating, lighting up, text messaging)
- Sleeping or the appearance of sleeping

Chapel Exemptions

Exemptions will be granted ONLY IF:

- the student works 40 hours a week in addition to taking classes
- the student only has class on Tuesday and Thursday
- the Dean of Students determines a student's rare circumstances limits his/her ability to attend chapel
- the student has completed 8 semesters at CBC

Students who meet any of these requirements, must fill out a Chapel Exemption Request form and return it to Dean of Students before the last day of the drop/add period. These requests must be submitted each semester.

Students receiving an exemption from Chapel (**excluding those students who have completed 8 semesters at CBC**) must complete 11 sermon summaries or pay a \$250 fine before the last chapel service to prevent a hold from being place on their account.

Students are required to attend chapel the semester they are to graduate. If a student chooses not to attend they cannot be placed in chapel renewal because they are graduating, instead they will receive a \$250 fine which MUST be paid before their diploma or transcript will be released.

Closed Campus Policy

In attempt to keep unwanted guests off campus during quiet hours, the Central Baptist College campus is closed between the hours of 12:00 am (midnight) and 6:30 am. This means that the campus should be clear and quiet between these hours. Activity on campus is to cease during these hours. This applies to students living on-campus, commuters, and visitors. In circumstances where residents need to leave campus during these hours, the appropriate Resident Director must be notified and give prior approval. Otherwise, residents should remain inside the residence hall during these hours.

Communicable Diseases

CBC reserves the right to restrict campus activities or access for any student who has been diagnosed as having a contagious or communicable disease or virus. It is assumed that all students are free of any such diseases or viruses, however; if any student knows or has reason to believe he/she may be infected, they must report this information immediately to the Student Health Clinic. Any restrictions and/or exclusions deemed necessary by the proper officials for the welfare of all students will be determined in light of the most current medical knowledge and in accordance with state and federal laws.

Dancing

Students and/or student organizations may not sponsor dances on or off campus.

Dining Hall and Food Service

Resident Students have paid for all meals offered in the dining hall through their room and board plan. The board plan includes 19 meals per week, with the exception of holidays and inclement weather where classes are dismissed. When classes are dismissed, the schedule will revert to a Saturday schedule. Commuter students may pay for meals in the dining hall individually.

Sick meals are also offered by the Dining Hall which includes broth, crackers and a clear liquid that a sick student can request at any time during meal hours.

Students with special dietary needs should inform the Dining Services Director at the beginning of each semester. Every effort is made to accommodate these needs.

The **Dining Hall** offers all-you-can-eat service with a full salad bar, deli bar, grill station, handmade pizza, soup, comfort station, and dessert station. Meals are served at the following times:

Monday – Friday

Breakfast 7:30AM - 9:30AM
Lunch 11:00AM - 1:00PM
Light Lunch* 1:00PM - 2:00PM
Dinner 4:45PM - 6:30PM

***will include soup, salad, and sandwiches**

Saturday

Brunch 10:30AM - Noon
Dinner 4:45PM - 5:30PM

Sunday

Lunch 12:15PM – 1:00PM
Dinner 4:45PM – 5:30PM

Sharing food in the dining hall is strictly prohibited. Students who have a meal plan with room and board, purchase a separate meal plan, or otherwise purchase a daily meal are not allowed to share any portion of their food or drink with any other person. Each student eating in the dining hall must purchase their own meal. **No exceptions.** Anyone violating this policy will be deemed guilty of questionable honesty, a level 2 offense and will face disciplinary sanction from the Dean of Students. **Dishes and silverware should never be taken from the Mabee Student Services Complex.**

Café 52 is located in the Story Library. You can enjoy specialty coffee drinks and selected foods during listed business hours.

Café 52 hours of operation*:

Monday – Thursday 7:30am-9:30pm

Friday 7:30am-3:30pm

Sunday 7pm-11pm

**During inclement weather and holidays when classes are dismissed, Café 52 hours of operations follow the college's hours of operation.*

Fundraising and Solicitation

Groups or organizations may not solicit money from businesses, churches, individuals, or civic groups without approval from the Vice President for Advancement. Furthermore, students may not raise funds on campus without prior approval of the Director of Student Services.

Harassment

It is the policy of Central Baptist College that all individuals have a right to work and/or study in an environment free from illegal discrimination including all types of harassment. Central Baptist College will not tolerate harassment of its employees or students by anyone, including but not limited to supervisors, faculty, staff, students or alumni. Harassment is an insidious practice which demeans individuals and creates unacceptable stress for the entire organization. Significant costs are involved. Morale is adversely affected. Work effectiveness declines. More importantly, such harassment violates Biblical principles upon which Central is founded and operates. This action could result in Disciplinary Probation, Suspension or Dismissal.

A. No employee or student of Central Baptist College, male or female, may engage in the following conduct toward another employee or student.

1. Making sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's obtaining employment or continuing employment, or a condition affecting a student academically or otherwise
2. Making submission to or rejection of such conduct the basis for employment decisions affecting an employee; or making submission to or rejection of such conduct the basis for academic decisions affecting a student;
3. Creating an intimidating, hostile or offensive living, learning, or working environment or otherwise substantially interfering with an individual's employment by such conduct; or creating an intimidating, hostile or offensive, academic environment or otherwise substantially interfering with an individual's academic pursuits by such conduct
4. Retaliating against an employee or student for complaining against such conduct.

B. Examples of Sexual Harassment

Sexual harassment can occur intentionally or unintentionally. Some examples of conduct that are prohibited by policy are listed. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor.

1. Unwelcome sexual flirtation, propositions, and invitations to social events;
2. Offensive physical contact or physical closeness;
3. Use of offensive words of a sexual nature describing body parts or the sexual act, telling "suggestive" jokes or stories, and conversations about sexual exploits, sexual preferences, and desires;
4. Displaying in the workplace or in the academic setting sexually suggestive objects, pictures, cartoons, or pornographic magazines, or representations of any action or subject which is sexual in nature and which can be perceived as offensive;
5. Sabotaging an employee's or student's character, reputation, work effects, or property because of sex;
6. Direct or indirect suggestions that a student's academic standing or an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors or relations.

C. Examples of Disability Harassment

Some examples of conduct that are prohibited by policy are listed. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor.

1. Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in the class; as a result, the harassed student has difficulty doing work in class;
2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom;
3. A professor subjects a student to inappropriate physical restraint because of conduct related to his disability, with the result that the student tries to avoid class through increased absences;
4. A professor repeatedly belittles and criticizes a student with a disability for using accommodations in class with the result that the student is so discouraged that he/she has great difficulty performing in class and learning.

D. Penalties for Harassment

A violation of this policy may be grounds for immediate discipline up to and including discharge or expulsion or other appropriate action. Central Baptist College recognizes that false accusations of harassment can have serious effects on innocent men and women. Accordingly, accusations which are not made in good faith may also be grounds for discipline up to and including discharge or expulsion or other appropriate action. Sanctions, if any, will be determined on a case by case basis after a review of relevant information.

E. Complaints Relative to Harassment

An employee or student who believes he/she has been subject to harassment may make his or her concerns known by:

1. Telling the person engaging in harassing conduct or communications that the conduct or communication is offensive, against this policy and the law, and must stop.
2. If the issue is not resolved, the individual who believes he/she is a victim of harassment should immediately report the alleged act(s) to the appropriate official. Depending upon the classification of the aggrieved individual, the following lists the preferred reporting officials:

Aggrieved Person Reporting Point

Administration	President
Administrative Staff	Vice President for Academic Affairs
Faculty Member	Vice President for Academic Affairs
Academic Support Staff Member	Vice President for Academic Affairs
Non-Academic Support Staff Member	Vice President for Finance
Students	Dean of Students

3. If the aggrieved person feels uncomfortable or for any reason feels that he/she cannot report the alleged acts of harassment to the designated official, the aggrieved person may report the matter directly to the President.
4. The aggrieved person will be asked to specifically outline the nature of the complaint. The person to whom the report is made will make a written report of the incident and the appropriate officials will be notified. The alleged harasser will then be contacted by the appropriate official and informed of the seriousness of the allegation. The official will review with the alleged harasser the policy and indicate a charge of harassment has been made. The alleged harasser will then be given an opportunity to respond to the allegation verbally and in writing. Interviews will be held with other students, employees or persons if they are named or if they are witnesses to, or knew or had reasons to know of, the alleged behavior or incident. Potential witnesses' knowledge or lack of knowledge of any events may be documented.

NOTE: All claims of harassment should be filed with appropriate College authorities within 30 days following any alleged acts of harassment. Failure to file a claim within the required time frame shall not, however, bar the enforcement of College policy.

F. Statement of Confidentiality

During formal resolution of complaints of harassment, all parties including the complainant, the alleged harasser, witnesses, and those investigating the complaint must strictly uphold rules of confidentiality. Due process is guaranteed the alleged offender, including the right to be informed of the specific charges, the opportunity to respond, and the opportunity to present information and witnesses.

G. Method of Appeal

To appeal a sanction due to a harassment charge, academic and nonacademic support staffs are to follow the problem resolution procedures as outlined in the Employee Handbook. Likewise, administration and faculty members are to follow the problem resolution procedures as outlined in the Employee Handbook. Students are to follow the student grievance procedure outlined in the Student Life Handbook.

H. Non-Retaliation

Intimidation, retaliation, or discrimination against anyone for complaining about harassment, providing statements, or otherwise cooperating in any investigation of an alleged violation of this policy is prohibited.

Hazing

Hazing of any kind is not permitted (see http://www.stophazing.org/laws/ar_law.htm for a legal definition of hazing according to Arkansas law).

Inclement Weather

When weather appears severe enough for all travel to be dangerous, classes will be dismissed. Announcements of such closings and cancellations will be broadcast over area media and the SchoolCast alert system early the day of such closings. If one's circumstances are such that travel is dangerous, students should contact their instructors directly to notify them.

Insubordination

Enrollment at CBC is regarded as a commitment to comply with all of the standards, rules, and regulations of the institution. Failure to comply with the directives of College officials or other authorized guidelines is considered insubordination. Refusing to cooperate with efforts made to help a student adjust to College life will be considered insubordination.

Insurance

Students are responsible for insuring personal items brought on campus. Students who suffer accident or illness while on campus or on a College-related outing or function are personally responsible for all related expenses.

Keys and ID Cards

Keys

Students who have an institutional assistantship, institutional labor, or work study position on campus and are issued a key(s) to fulfill the duties of that position may not loan their keys to another individual. This behavior could result in disciplinary action and/or loss of that position. Keys should never be used for anything other than work purposes.

Each resident will be issued one key to his/her residence hall room and one access card (Student ID) to their residence hall. If a key is lost a \$150.00 fine must be paid. Residents should notify their RA or Residence Director immediately if a key is lost or stolen.

No student will have a duplicate key made to a residence hall room or have in his/her possession a master key or a key to another room in the residence hall. Students should not use another student's ID card or key to gain entrance to the residence hall or a room, or give their ID to another student for any reason.

Student ID's

All students are issued (1) ID upon enrolling at Central Baptist College. The replacement fee for each additional student ID (residents and commuters) is \$10. The \$10 cash fee will be paid to student services at the time the new ID card is made.

ALL STUDENTS MUST HAVE AN ID CARD.

ID'S ARE USED FOR EATING IN THE DINING HALL, CHECKING OUT LIBRARY MATERIALS, SCANNING INTO CHAPEL, AND GENERAL IDENTIFICATION PURPOSES. Student are required to have their ID on their person at all time and are required to show their ID to a Staff or Faculty member upon request. Students must have a new ID made if theirs is lost, stolen, or damaged. Cards with faded ink, an unidentifiable photo, or otherwise damaged must be replaced immediately. If keys or ID cards are found they should be turned in immediately to the Student Services Office.

Legal Standards

All laws of the nation, state and local community are to be obeyed. The only exception to this submission to legally constituted authority would be the rare occasion when obedience to civil authorities would require disobedience to God. In such case, individuals must be prepared to submit to the civil penalty for such behavior. In all cases of violation of federal, state or local laws, CBC reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecutions. Students who have serious or repeated minor difficulties with state, local or campus law enforcement authorities may warrant disciplinary action.

Library

The Story Library features a learning commons, offices for library staff, over 30 computer workstations, multimedia classroom, a cafe and cafe seating area, the Ronald V. Mitchell Archives, Science Resource Center, Curriculum Media Center, conference room, group and private study rooms, and book stacks. The hours of operation are as follows:

Public Hours:

Monday – Thursday: 7:30 am - 5:00 pm

Friday: 7:30 am - 4:00 pm

CBC ID Access Only Hours

Monday – Thursday: 5:00 pm – 11:30 pm

Saturday: 11:00 am to 4:00 pm

Sunday: 7:00 – 11:30 pm

Mandatory Meetings

From time to time there will be mandatory meetings. This may be limited to specific students or encompass all students. These meetings will be announced via the Campus Alert system or by signs posted around campus. A fine may be added to the students account for failing to attend mandatory meetings. If a fine will be processed for not attending said meeting, it will be included in the meeting announcement.

Non-Departmental Music /Performance Groups

A student may wish to form or participate in a music or performance group that is not supported by any department. Should a group wish to be recognized by the College a written request should be submitted to the Director of Student Services. At that time a demonstration performance for the Director of Student Services will be scheduled. No unrecognized group may perform or practice on campus or for any campus event/organization. No music/performance group or individual participating in a music/performance group shall use the name Central Baptist College in representing themselves to the general public.

Parking

The operation of a vehicle on campus is considered a privilege rather than a right. Failure to comply with traffic and parking regulations may result in loss or suspension of that privilege. All students must register their automobiles with the Student Services Office during registration. A parking decal will be issued to each student who has an automobile that will be parked on campus. No student is to have more than one vehicle on campus. Boats, ATV's, jet skis, and/or trailers are prohibited on campus. Please lock your vehicle at all times. CBC is not responsible for theft or break-ins.

Regulations

- The campus speed limit is 15 mph.
- Blue parking zones are for faculty and staff only.
- Motor vehicles are prohibited on any grass areas. When moving into or out of a residence hall, loading and unloading of vehicles must be done through doors adjacent to paved lots.
- No mechanical/maintenance work of any type is to be done on vehicles on campus or on the immediate streets surrounding the campus.
- Sleeping in vehicles is not allowed on campus.
- Students should properly display the CBC parking decal on their vehicle.
- CBC may immobilize or tow and impound from its property any parked vehicle that does not display a current parking permit, is parked illegally in a handicapped parking space, is parked in a restricted zone, or has unpaid parking tickets.

Parking Tickets and Fines

Motor vehicle violation tickets may be written by CBC authorized personnel. Tickets represent an official notice of a violation of a CBC parking regulation. If a ticket is received the student may:

- make payment at the CBC Business Office
- appeal the violation to the Director of Safety

Violations and fine amount are as follows:

Appeals must follow the appeals process outlined in this handbook.

Parked in a handicapped space	\$100.00
Parked in marked fire lane	\$100.00
No Parking Permit	\$20.00
Failure to Display Parking Permit	\$20.00
Parking in Unauthorized/Restricted Zone (includes Blue Permit Parking and Visitor Parking)	\$25.00
Speeding/Reckless Driving	\$50.00
Parking Excessively over the Line	\$20.00
Driving and/or Parking on the Grass	\$25.00
Driving the Wrong Direction	\$25.00
Parked in an unmarked space	\$25.00
Over parked in a times space	\$25.00

Payment Requirement

All students are required to make full payment or payment arrangements through Nelnet by the established deadlines for each Semester. If full payment or payment arrangements for tuition, room and board, and fees are not timely made, the student will not be allowed to attend class.

Full Payment Options

Full payment options include:

Cash

Check

Credit Card (Visa, Mastercard or Discover) (American Express) (in the Business Office, by phone, on-line)

Steps for online bill payment:

1. Go to www.cbc.edu and then "my CBC portal"
2. Log in using CBC username and password
3. Select the CampusAnywhere icon on the home page
4. Under Student Services, select Online Payment
5. Enter student ID number and PIN

Contact the Business Office at (501) 205-8872 or (501) 205-8792 with any questions or for assistance.

Payment Arrangements through Nelnet Business Solutions

In an effort to meet student needs, the College has contracted with Nelnet Business Solutions (e-Cashier) to allow multiple payments for those who cannot pay by the time of registration. An enrollment fee of \$25 per semester is charged by Nelnet to participate in this service.

The deadlines for enrollment in Nelnet for each semester are:

Fall 2015

<u>Last day to enroll online</u>	<u>Required down payment</u>	<u>Number of payments</u>	<u>Months of payments</u>
June 30	none	4	July-Oct
July 22	15%	3	Aug-Oct
Aug 21	25%	2	Sept & Oct
Sept 22	50%	1	Oct only

Spring 2016

<u>Last day to enroll online</u>	<u>Required down payment</u>	<u>Number of payments</u>	<u>Months of payments</u>
Dec 1	none	4	Dec-Mar
Dec 19	15%	3	Jan-Mar
Jan 22	25%	2	Feb & Mar
Feb 19	50%	1	Mar only

For more information and the steps for Nelnet enrollment:

1. Go to <http://www.cbc.edu>
2. Go to Quick Links
3. Select Business Office, then the e-Cashier logo
4. Follow prompts to set up account

Contact the Business Office at (501) 205-8872 or (501) 205-8792 with any questions or for assistance.

Availability of e-Cashier is determined by Central Baptist College. Please be aware the College may elect not to have e-Cashier available during specific times and dates during registration.

Public Notices and Announcements

Any student, faculty, or staff member wanting to display college-related posters, newsletters, or announcements should post such things only on bulletin boards located in the Cooper Complex, Residence hall lobbies, and outside the Dining Hall. Any visitor wanting to distribute information or any non-College related information must be approved by the Director of Student Services before being posted. Nothing should ever be taped to any door or window.

Verbal announcements during chapel must be approved by the Director of Student Services. Weekly announcements are distributed by the Office of Student Services to everyone before each chapel service via e-mail to your CBC e-mail address.

Additionally students should not contact any media outlet concerning the activities at Central Baptist College.

Right to Entrance, Search, and Seizure

At Central Baptist College students are guaranteed reasonable privacy. However, under specific protective guidelines residence hall rooms and vehicles may be entered in case of emergency, for maintenance purposes, and/or for safety and clean room inspections. CBC also reserves the right for appropriate campus personnel to enter and search a residence hall room or student vehicle when evidence or strong suspicion of standards violations exists. Seizure of any item not allowed on campus or items that are illegal will take place. The same action may be taken when a threat to a student's well-being is present. Students who enroll with Central Baptist College agree to submit to such entrances, searches, and seizures.

Right to Notify

Central Baptist College reserves the right to notify parents or guardians of students concerning disciplinary matters when deemed appropriate by College officials.

Sex Offender Notification

A.C.A. §12-12-913(g)(4) states that "in accordance with guidelines promulgated by the Arkansas Higher Education Coordinating Board, the board of directors of an institution of higher education shall adopt a written policy regarding the distribution to students of information regarding a sex offender."

Additionally, the Campus Sex Crimes Prevention Act (section 1601) and (42 U.S.C., 14071j and 20 U.S.C., 1092 (f) (1) (I)) is a federal law enacted on October 29, 2000 which provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This federal law requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. This law further requires that institutions of higher education issue a statement advising the campus community of the availability of this information.

Additional citations to federal and state statutes relevant to an institution's responsibilities: A.C.A. §12-12-903 (6), A.C.A. §12-12-913, A.C.A. §25-17-304 (a)(b) Procedures for notification of a registered sex offender:

For the purposes of this policy, the role of Central Baptist College is to assist the local law enforcement agency having jurisdiction (i.e. Conway Police Department) in the distribution of information concerning a registered sex offender.

The Conway Police Department is responsible for notifying the Director of Campus Safety in the event that a level 3 or 4 registered sex offender is found to be living on or near campus, is employed by Central Baptist College, or is a student at Central Baptist College. The Conway Police Department will provide the Director of Campus Safety with the following information concerning the registered sex offender: Photograph; Age; Crimes they are accused of; History of other crimes

NOTE: The Conway Police Department will determine which registered sex offenders to notify Central Baptist College about and what information will be disseminated.

A Sex Offender Notification Letter and Notification Sheet will be released to persons deemed appropriate by the Administrative Committee. This information will be kept on file by the Director of Student Services. Individuals wishing to obtain additional information about registered sex offenders may go to the Arkansas Crime Information Center Sex Offender Registry web site at <http://www.acic.org/Registration/index.htm>.

Any questions or concerns about these procedures can be directed to the Director of Student Services.

Thefts/Break-Ins

Students are responsible for all personal items brought on the campus. Should personal property be stolen, or an area broken into, the person reporting the incident must report to the appropriate person and fill out an incident form.

If a theft occurs in the residence hall, notify the appropriate Residence Director.

Each student living in the residence hall has the option to fill out a personal property log, documenting the serial numbers and descriptions of valuables. This document is kept on file in the Director of Student Life office and can be helpful should an item be lost or stolen.

Any theft outside the residence hall should be reported to the Director of Campus Safety during regular work hours or to campus security during nights and weekends.

Any student found guilty of stealing any property will be sanctioned, regardless of whether or not the property is returned to the rightful owner.

All students should keep car doors and room doors locked at all times.

CBC is not responsible for lost, damaged, or stolen property and will not replace such items. Students are responsible for filing their own police report, should it be deemed necessary.

Student Center

Student Center Hours:

Monday – Friday.....7:00 AM to 12:00 AM
Saturdays.....10:00 AM to 12:00 AM
Sundays.....12:00 PM to 12:00 AM

The student center should be kept clean. Students are responsible for picking up their own trash, and keeping up with their own belongings. Hours may be modified if the student center is being abused or damaged.

Using College Facilities

Any campus organization may schedule activities in classrooms, buildings, or other approved places for College-sponsored functions. The arrangement for the use of campus facilities should be made by the sponsor of the organization through the Director of Special Events located in Student Services. All plans for campus facilities must be on the CBC Activities Calendar. All activities must be carried out under the supervision of the sponsor of the organization.

Using the College Name

Any student or group of students engaging in or sponsoring any activity in the name of the College, on or off campus, must have prior approval from the Director of Public Relations. Any such activity contrary to the best interest of Central Baptist College will subject the student or student group to disciplinary action.

Official College Logos, Use of

Students must have written permission from the Director of Public Relations in order to use the official College seal, word mark, or Authorized Version of the mustang athletic logo. The Director of Public Relations is located in the Advancement Suite in the David T. Watkins Academic Building.

Academic and Classroom Standards

POLICY ON ACADEMIC INTEGRITY

This policy applies to any and all student experiences in which academic credit is involved.

1. Academic Integrity

Because academic integrity is a cornerstone of an institution's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which

students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

A breakdown of behaviors that constitute academic dishonesty is presented below. The definitions and clarifications are meant to provide additional information and examples of these behaviors. They are not intended to be all-inclusive. Questions regarding this policy or requests for additional clarification can be directed to the Dean of Students.

2. Academic dishonesty includes:

A. Cheating on Examinations

Definition:

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at another student's materials and from using external aids of any sort (e.g., books, notes, calculators, and conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

B. Plagiarism

Definition:

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

C. Fabrication, Forgery, and Obstruction

Definition:

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences.

Forgery is the imitating or counterfeiting of images, documents, signatures, etc.

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to officials of the institution or to agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.

D. Multiple Submission

Definition:

Multiple submission is the submission of the same or substantially the same work for credit in two or more courses.

Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution.

Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification:

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will

apply to submissions of the same or substantially the same work in the same semester or in different semesters.

2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.

4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

E. Complicity

Definition:

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.

2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other official.

3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

F. Misconduct in Research and Creative Endeavors

Definition:

Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the institution in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification:

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

3. Sanctions for Violations of the Policy on Academic Integrity

In cases involving violation of the Policy on Academic Integrity, determination of the student's grade and status in the course are made by the instructor. The instructor's determination made through informal proceedings can be appealed by the student to the Academic Affairs Committee.

4. Process for Handling Alleged Violation of this Policy

A. Informal Proceedings

1. Conference with the Student

A conference between the student and the instructor is the first, and may be the only, step in addressing alleged violations of the Policy on Academic Integrity.

If an instructor has reason to believe that a student has committed a violation of the Policy on Academic Integrity, the instructor will contact the student within a reasonable period of time to notify the student of the suspected violation of the Policy on Academic Integrity and to either discuss the matter

with the student or set up an informal meeting between the student and instructor. The student has the right to decline to talk about the matter with the instructor until they have a meeting. Any meeting shall take place as soon as possible after the discovery of the alleged violation; however, it is understood that having a conference with a student may not always be possible before grades are due.

At any meeting, the instructor will inform the student of the details of the alleged violation and will give the student a copy of the Academic Integrity Policy. It will be the responsibility of the instructor to present evidence of the alleged violation of the policy. The student will be provided the opportunity to respond to the allegation and may explain any suspected or alleged misconduct by presenting evidence, giving additional information relevant to the matter, explaining extenuating or mitigating circumstance, or acknowledging a violation.

If the student declines to discuss the matter or attend a meeting with the instructor, or is unavailable for more than ten (10) business days, the instructor shall make a determination as to whether a violation of this policy has occurred and what the appropriate sanction will be.

If, after completing the above process, the instructor believes there is a preponderance of evidence that the student violated the Academic Integrity Policy, the instructor may make an admonition to the student (i.e., an oral statement that the student has violated the policy) or impose one or more of the following:

a. Warning

A written notice that the student has violated the Academic Integrity Policy and that further violation may result in additional sanctions.

b. Revision of Work

A requirement that the student revise or replace the work in which the violation of the Academic Integrity Policy occurred. The instructor may assign a deferred grade pending the replacement or revision of the work.

c. Reduction in Grade

The grade on the assignment or in the course may be lowered.

d. Dismissal from Class

The instructor may choose to withdraw the student from the course.

e. Additional Disciplinary Sanctions (Formal Proceedings)

In addition to the above sanctions, an instructor may refer the matter to the Dean of Students to seek additional disciplinary sanctions if the situation appears to warrant it.

When an instructor decides to impose any sanction(s) the instructor will notify the student of this decision in writing by mailing a letter to the student, sending it via email, or delivering it personally to the student. If the notice is mailed, it will be deemed received two (2) days following the date the notice is posted at facilities of the United States Post Office. The day the notice is emailed or given to the student shall be deemed the date the notice is received. A faculty member will make a copy of this letter to submit to the Dean of Students to be placed in the student's file.

Instructors are encouraged to report incidents of violations of this policy and any sanctions they have imposed to their department chairs and the Vice President for Academic Affairs; however, they are required to report any violations to the Dean of Students. The Dean of Students will document the incident, maintain a file, and may initiate formal proceedings for disciplinary action against the student.

The Dean of Students will maintain a confidential file on students for one (1) year after they graduate or have not been enrolled at the institution for a period of three (3) years. If students are suspended, the records are maintained for one (1) year after graduation or five (5) years after last enrollment. If students are dismissed, records are maintained indefinitely.

Failure to appeal a sanction after an informal conference with an instructor constitutes acknowledgement that the student violated the Policy on Academic Integrity.

5. Appeal of an Informal Proceeding

A student sanctioned for violation of the Academic Integrity Policy may appeal the instructor's decision that a violation of the policy has occurred, and / or the sanction.

The student should consult with the instructor's department chair about the sanction. If the department chair is unable to resolve the issue to the student's satisfaction or the department chair is the student's instructor and is connected to the dispute, the student should contact the Vice President

for Academic Affairs to begin the process of filing an appeal with the Academic Affairs Committee.

The appeal must be submitted in writing to the Vice President for Academic Affairs not later than ten (10) business days after the student has been notified of the instructor's decision. An appeal not made within the time limit will not be heard unless an exception is made by the Vice President for Academic Affairs.

An appeal is made by addressing a written statement of appeal to the Academic Affairs Committee and submitting it to the Vice President for Academic Affairs within the time limit. The written statement of appeal must include the following information: the name of the person appealing, the name of the instructor involved in the dispute, the name of the course, the basis of the appeal, and the remedy which the person appealing is requesting from the Academic Affairs Committee.

The Vice President for Academic Affairs will give a copy of the student's appeal letter to the instructor and ask him/her to provide a written response to the grievance.

As soon as practical, the Vice President for Academic Affairs will convene a meeting of the Academic Affairs Committee to consider the appeal. The committee will receive a copy of the appeal letter and a copy of the instructor's response for consideration. Neither the instructor nor the student shall attend the meeting unless invited by the committee for further questioning.

The purpose of the appeals committee is to decide if the findings of the instructor were so incorrect that the decision should be changed. It is not the function of the appeals committee to rehear the charges against the student; it is an appeal of the findings of the instructor. The appeals committee may reach the following outcomes:

Find that there are not sufficient facts presented to warrant the findings of fact made by the instructor and ask the instructor to set aside or change the sanctions against the student.

Find that there are sufficient facts presented to warrant the findings of fact made by the instructor and uphold the sanctions against the student.

The decision by the Academic Affairs Committee will be final, and a written resolution letter will be sent via email or mail to the student and instructor.

A copy of the resolution letter will also be submitted to the Dean of Students for inclusion in the student's file.

B. Formal Proceedings

If the instructor believes that a student has violated the Academic Integrity Policy and that the violation is sufficiently serious, the instructor may refer the case to the Dean of Students for the consideration of additional sanctions. The following procedures will be followed:

1. As part of the letter notifying the student of the sanction(s) resulting from the informal meeting, the instructor will inform the student that formal proceedings by the Dean of Students are being requested.
2. The instructor will forward all documentation supporting the allegation of violation to the Dean of Students with a cover letter describing the situation. Examples of documentation include the course syllabus, quiz or exam, assignment, source of plagiarism.
3. The *Student Planner and Handbook* will govern the sanctions which can be imposed and the appeal process.
4. The Dean of Students will determine if additional sanctions are warranted and will notify the instructor of his/her determination.
5. This sanction will be recorded on the student's permanent disciplinary record, subject to release only under the terms of the Family Educational Rights and Privacy Act.

The Dean of Students can also initiate formal proceedings against the student without an instructor's request if there has been more than one violation of the Policy on Academic Integrity.

Adapted from Central Michigan University Policy on Academic Integrity
http://ethics.cmich.edu/ACADEMIC_INTEGRITY_POLICY.pdf

Absence of the Professor

No attendance record will be taken if the teacher or class monitor fails to appear. However, the class should remain in session for at least fifteen minutes before leaving unless word is received that the class is to remain longer.

Academic Advising

Students are assigned an advisor when they initially enroll based on their declared major. Advisors assist students in making choices concerning course selection, scheduling, and degree plans. Students are responsible for reading the CBC catalog and making choices necessary to complete degree requirements. When students change degree programs they will be assigned an appropriate advisor. Students who will ultimately complete their degree at another institution are responsible for obtaining degree requirements from that institution. CBC advisors will then be able to assist the student in proper course selection in preparation for transfer.

Class Attendance

Attendance at all lectures and labs is expected of all students and is regarded as a course requirement. When absences from class are excused, the student may, at the discretion of the instructor, be allowed to make up work. The responsibility for initiating make-up work rests with the student. Arrangements for such work are to be made with the instructor on the first day the student returns from an excused absence.

Absences may be excused by the instructor for the following reasons:

- Illness of the student which is certified by a physician or, in the judgment of the instructor, is serious enough to warrant an excuse. The student should contact his/her professors if he/she misses class due to an illness.
- Other personal demands which, in the judgment of the instructor, are serious enough to warrant an excuse
- External interference judged by the instructor to be legitimate and unavoidable through normal precaution
- Institutional field trips, choral/band activities, and sports for which the sponsor provides written notice to the faculty prior to the function. Students who participate in these activities should understand that they cannot exceed the maximum number of absences allowed for each class.

NOTE: If an instructor considers the absence unexcused, the student may request review of that judgment by the Academic Affairs Committee. This request is to be made immediately following notification by the instructor that the absence is unexcused.

It is the responsibility of the student to notify his/her instructor directly if he/she will be absent due to emergency or for prolonged periods of time. If the student cannot reach the instructor, the student should contact the faculty secretary at 501-205-8819.

During a semester, a student may miss (excused or unexcused) no more than twice the number of lectures or other regularly scheduled class activities that would normally be scheduled in a week. Absences in excess of that number may result in the student being administratively withdrawn from class. If an instructor administratively withdraws a student from a course, a grade of "WF" will be recorded. For example, a student may be withdrawn upon the 7th absence in a 3-hour MWF class or on the 5th absence from a TTH class. For other classes, see the class syllabus for specific details.

NOTE: This is the general institutional attendance policy. Instructors have the right to modify the attendance policy to meet class objectives. If this is the case, the course syllabus takes priority over this general institutional attendance policy.

Grade Appeal Policy

If a student believes an **error in grade** has occurred, the student shall formally initiate a review of the grade no later than three weeks after the beginning of the next semester. It is the student's responsibility to verify with the instructor the accuracy of the recorded scores and the final reported grade as the first step of the process. If the grade differences have not been resolved through discussion with the instructor, and the student seeks additional mediation, the student should contact the chair of the department. If the instructor is also the chair of the department the student needs to begin with step 1 below. If the matter is not resolved after meeting with the department chair, the student may initiate a formal appeals process.

The following procedures must be followed to make a formal grade appeal:

1. The student must submit a grade appeal letter to the Vice President for Academic Affairs within two weeks of meeting with the department chair. The letter should explain the reason for the appeal, citing specific examples which support the grievance
2. The Vice President for Academic Affairs will give a copy of the student's letter to the instructor and ask him/her to prepare a written response to the grievance
3. The Academic Affairs Committee will review both letters and make a decision regarding the grade appeal. In some cases, the student and/or the instructor may be asked to make statements and/or answer questions. A final written decision will be given to the student, instructor, and Registrar.

Grading System and Reports

In order to receive credit in a course a student must complete the assigned work of the semester and the final examination. The final semester grade shall be determined by the instructor, based on his/her appraisal of the student's progress in class. Examinations, daily grades, class participation, special works, etc., shall be considered in determining the grade.

The semester hour is the basis of credit. As a general rule, one semester hour is given for each hour of recitation (lecture) a week per semester. Three hours of laboratory are usually considered to be the equivalent of one hour of lecture. At the end of each semester, the student receives one of the following letter grades as an official evaluation. (Unofficial status grades are given at mid-term.) Grade scales may vary with instructor. The following is an unofficial grade scale:

Grade	Points	Interpretation	Quality Points
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Average	2
D	60-69	Below Average	1
F	0-59	Failure	0
W		Withdrew	
WP		Withdrew Passing	
*WF		Withdrew Failing	
* I		Incomplete	
AU		Audit	

E	Expelled
S	Satisfactory
U	Unsatisfactory
CR	Credit
NC	No Credit

* Calculates as an F in GPA

Any student receiving an “I” in any course may fulfill the course requirements and receive a proper grade within one semester. The student is responsible for making arrangements with the instructor to fulfill the course requirements. If no action is taken, the “I” will be replaced with an “F.” For scholarship and financial purposes the “I” must be replaced with a grade by the last date to enroll for the following term. An “I” is calculated as an “F” in the grade point average.

Make-up Tests

If you have an excused absence at a time when a test is scheduled, you can make up the missed test. You must have a valid reason for your absence and the instructor must agree that your reason is valid and be willing to give the test. Make-up tests must be scheduled immediately upon your return to class.

Financial Aid Procedures

Students applying for Federal Financial Aid must complete the FAFSA online each year by June 30 in order for aid to be finalized prior to the payment deadline of the fall semester. For FAFSA applications submitted after that date, students should be prepared to make other payment arrangements before the payment deadline of the fall semester. The FAFSA must be renewed each year a student wishes to receive Federal Financial Aid.

Federal Student Aid Satisfactory Academic Progress Policy

Federal and State regulations require all schools participating in state and federal financial aid programs to have a Standard of Satisfactory Academic Progress (SAP). The standard will be applied to all applicants and recipients of financial aid as a determination of eligibility. These standards are applicable to all students whether they are eligible for the Title IV funding or not. This standard requires an evaluation schedule, a quantitative standard (pace of completion), a maximum time frame, and a qualitative standard. CBC will review SAP annually following the spring semester.

Quantitative Requirement

1. **Pace of Completion** – Students must successfully complete at least 67% of the hours attempted. Successfully completing attempted hours means earning a letter grade of D or higher. Some courses may have a specific passing grade requirement. In such cases, the student must earn the specified grade to be considered to have successfully completed the hours. A student may take a class for grade forgiveness, but until the new grade is posted after a subsequent semester, for the purpose of Satisfactory Academic Progress, the financial aid office will use the existing grade.
2. **Maximum Time Frame** – Federal regulation states that the maximum allowable time frame to complete a degree is 150% of the published length of the educational program. For example, students enrolled in a degree

program requiring 124 credit hours are eligible to receive Title IV aid for a total of 186 attempted credit hours.

Qualitative Requirement

Satisfactory academic progress is also monitored through a student's grades.

Total number of hours completed by Student	Required Cumulative GPA
1 – 29 total hours (Freshman status)	1.50 cumulative GPA
30-59 total hours (Sophomore status)	1.75 cumulative GPA
60 or more total hours (Junior + status)	2.0 cumulative GPA

A Grade Point Average of 2.0 is equivalent to a C average.

Remedial classes will be counted towards the 150% maximum allowable timeframe AND will be considered in the review of SAP.

The complete Satisfactory Academic Progress Policy can be found on our website under Financial Aid. Please read the entire policy and sign below. Your federal aid will not be applied to your account or disbursed without this signed policy.

Technology Standards

All students are issued a username and password to gain access to the computing systems at Central Baptist College during their first semester enrolled at CBC. The password for this account expires every 60 days and must be reset either from a CBC owned computer system or using the password change/recovery system. To use the password change/recovery system, you MUST have already set up your personal questions and answers. You will do this the first time you log in to MyPlace from the CBC website.

Students who withdraw or do not re-enroll will have their account dropped and all files and emails will be erased.

Students with technology questions (passwords, usernames, computer or general tech help), should email the technology helpdesk at techsupport@cbc.edu.

Computer Labs

CBC offers each student access to three computer labs on campus. These labs are located in the Cooper Complex in KB110 and PB109, and one in the Watkins. Each of these labs is equipped with computers and printers for student use. Lab hours of operation will be posted on the lab doors.

Student Printing

Students are allowed to print 100 free pages per semester using the printers in the computer labs and/or library. Additional print pages may be purchased in the Business office for 10¢ per page. When a student's account reaches zero, the print job will cancel and the student will be given a reminder to purchase additional prints from the Business Office.

Wireless Hotspot System

CBC offers each student access to a campus-wide free wireless hotspot system. To gain access to the wireless system, simply connect to the Central Baptist College SSID and accept the legal use policy. For all support questions please submit an email request to the help desk at techsupport@cbc.edu.

Computer Use Standards

Central Baptist College believes that access to computing and network resources are a significant benefit to the education of all individuals. Such access to computing systems and networks owned or operated by Central Baptist College is considered a privilege which imposes certain responsibilities on users and obligations to users and is granted subject to College policies. Acceptable use is considered to be ethical, reflecting academic honesty and showing restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and malicious annoyance. Violations of these rules will be reviewed through established procedures and could result in restrictions, expulsion, or criminal procedures. Punitive actions may be appealed through the same procedures.

Technology Guidelines

DO:

- use resources only for authorized purposes
- abide by restrictions associated with one's account
- protect one's account and system from unauthorized access. (The student is responsible for all activities on his/her account or that originates from his/her system.)
- access only files and data that are one's own, that are publicly available, or to which one has been given authorized access
- use only legal versions of copyrighted software in compliance with vendor license requirements
- be considerate in one's use of shared resources by refraining from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, or other resources

DO NOT:

- disclose privileged or sensitive information to which one has access other than in the course of official College business
- use another person's system, account, password, files, or data without permission
- use computer programs to decode passwords or access control information
- attempt to circumvent or subvert system or network security measures
- engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, installing software, removing icons, or damaging data
- use College systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates
- make or use illegal copies of copyrighted materials, store such copies on College systems, or transmit them over College networks

- use mail or message services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail
- waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper
- use the College's systems or networks for personal gain, for example, by selling access to your resources or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College
- engage in any other activity that does not comply with the rules of Computing presented above
- enter into a file, to use, read, or change the contents, or for any other purpose
- transfer a file without authorization
- use another individual's identification and password.
- use computing facilities to interfere with the work of another student, faculty/staff member or College official
- use computing facilities to send or procure obscene or abusive materials
- use computing facilities to interfere with normal operation of the College computing or any other system

Use of Campus Computer Network

Although Central Baptist College has expanded network access in various areas around campus utilizing wireless connectivity, students and visitors are advised to make use of the student wireless system only. This system is meant for transmission of data using authorized connections and not for general access to roam on campus. It is a violation of the computer use policy to connect to the private Campus Network using wireless connectivity or any other means without prior permissions and such violations will be dealt with in the strongest manner possible.

Legal Note

Unauthorized copying or use of digital material (e.g. computer software, movies, music, and intellectual material) is illegal and unethical. Central Baptist College strictly prohibits copying licensed software. Users are allowed, however, to make a copy for backup or archival purposes of duly licensed software. Central Baptist College will not knowingly encourage, condone or support the illegal acquisitions, possessions, or distribution of copyright protected materials in any form. Specifically, if Central Baptist College becomes aware of persons utilizing the campus network for such purposes, those persons could be considered in violation of these Rules of computing Practices, and appropriate actions will be taken. If one is in doubt of whether or not he/she owns a legal copy of one's digital material, he/she may contact the Technology Department for assistance.

Being connected to a network may involve security risks including viruses. Central Baptist College is not responsible for damages resulting from connection to the network. We recommend taking appropriate measures such as using antivirus software and regular backups.

Central Baptist College cannot and does not make any guarantee, explicit or implied, regarding the privacy of electronic mail or information saved in network folders. Electronic communication is vulnerable to interception, misdirection, or rerouting. Therefore, highly confidential materials should be delivered or stored in another manner.

Be aware also that occasionally a representative of the College may see all or part of an electronic message sent by you or addressed to you. College personnel may also view files saved in network folders. Information contained in electronic messages or network directory files may be used against you in disciplinary proceedings. Central Baptist College reserves the right to view all contents example (email accounts, chats, saved documents, ETC.) on the college's network.

Violation of Standards or Conduct

Any incident or inappropriate conduct in a computer lab will be documented by the Director of Information Technology and kept on file with the Dean of Students. Possible sanctions for violations include verbal warning from Director of Information Technology, loss of network access, or ban from computer lab facilities.

Disclaimer

The above does not cover every situation that pertains to proper or improper use of the computing resources at Central Baptist College, but it does suggest some of the responsibilities that one accepts if he/she chooses to use Central Baptist College's computing resources or any network access that the College provides. These rules are intended to work for the benefit of all users by encouraging responsible use of limited computing resources. Any portion of these rules may be changed at any time. New versions of the rules will supersede all previous versions. You will receive notification of any changes that are made.

Specific Standards of Conduct

Alcohol

Central Baptist College is an alcohol-free campus. Use, possession (including empty cans), and distribution of alcoholic beverages or public intoxication are not acceptable behaviors, whether on or off campus. Non-alcoholic beverages that have the appearance of alcoholic beverages are also not allowed and will be considered to be an alcoholic beverage. No posters, t-shirts, or any other items that promote alcohol are allowed on campus. Parents or Guardians of all students who violate the policy may be notified. Students who violate this policy may be required to have a meeting with the Campus Chaplain and parents/guardians in addition to any other sanctions.

Appearance

CBC students are to appear in public modestly dressed and neatly groomed, and will avoid wearing clothing that is provocative, or calls undue attention to themselves. All messages and logos on clothing must be in good taste. No posters, t-shirts, or any other items that promote drug use are allowed on campus. In their dress, as in their behavior, CBC students are expected to reflect the marks of educated, cultured, and mature Christians as determined by the Dean of Students.

Specific guidelines include: midriffs and backs should be covered at all times; undergarments (including sports bras) should never be seen; shoes and shirts, along with other articles of clothing necessary for modesty, are required to be worn in all public buildings and areas; shorts must reach mid-thigh when seated; all shirts must have sleeves; no head coverings should be worn in chapel.

Faculty and staff will determine what attire is appropriate for their classes or specific events, and students are expected to comply.

Bomb Threat

Making a bomb threat by word of mouth, e-mail, text, phone call or by any other means is prohibited and as such, violations of this policy will result in immediate suspension without the right to appeal.

Campus Safety and Security Equipment

Misuse or tampering with any fire pull station, smoke detector, fire extinguishers, security camera, area of rescue, or other electrical equipment, such as switches in the breaker boxes is prohibited. Additionally, any Emergency Exit door alarm or AED alarm should not be activated unless there is a true emergency. Anyone found guilty of misusing a campus safety device could face sanctions of a level 2 or level 3 offense.

Cursing/Profanity/Vulgarity (Language)

Obscene and abusive language, language considered offensive to public taste and campus moral standards, and language that is not characteristic of a follower of Christ is prohibited both on campus and at College sponsored activities, whether on or off campus.

NOTE: Please be aware that because of the varied backgrounds of the student body and CBC employees what is considered to be acceptable language to some may be considered offensive language to others.

Destruction of Property

Students may take no action to intentionally damage, litter, deface, or destroy private or College property. Students may be required to pay replacement cost of damaged items which can include tax, shipping, labor costs, etc. if the College is required to pay those costs.

Drugs

Central Baptist College is a drug-free campus. Under no circumstances are students to use illegal drugs, misuse over-the-counter or prescription drugs, inhalants, or anything that causes a hallucination or "high" whether on or off campus. Consumption, possession, or transportation of illegal drugs will not be tolerated and will result in immediate suspension. Any known or suspected possession or use of illegal drugs will be reported to local law enforcement agencies. Parents or Guardians of all students who violate the policy may be notified. Any violation under this section will result in an immediate suspension from Central Baptist College, without the right to appeal.

Entertainment

Students are expected to exercise careful judgment and use Scriptural standards when making choices about movies, video games, computer games, television, music, reading material, and off campus entertainment.

Only G, PG, and PG-13 rated movies and EC, E, and T rated video and computer games are permitted for group use. Please use mature discretion when selecting movies and games for personal viewing or playing. All pornographic or non-rated materials are prohibited. No electronic device (DVD/blueray player, video game system, streaming device ect.) should be hooked up to the TV in the Dickson Hall main lobby.

All music played or performed on campus, must be in keeping with the spirit and standards of CBC. Music with vile, vulgar, or immoral lyrics should be avoided.

Gambling

Gambling in any form, at any level is not allowed. Gambling is defined as the exchange of money or property based on a certain outcome. Raffles are also not allowed.

Gangs

Gangs and gang signs, graffiti, and paraphernalia are prohibited. Any signs of such activity will be immediately reported to local law enforcement agencies.

Immediate Suspension

CBC has a zero tolerance policy towards the following and as such, the following violations will result in immediate suspension without the right to appeal.

- Bomb Threat
- Drugs
- Physical Harm to Others
- Theft
- Weapons

Mischievous Conduct

The following actions are not permitted on or off campus:

- Disruption of classes.
- Disturbance of the peace.
- Excessive horseplay.
- Interference with College business.
- Leading or participating in destructive group action.
- Raids (making visits to another building on or off campus for the purpose of mischief or practical jokes).

Physical Harm to Others

The following actions are considered physical harm and are prohibited:

- Threatening or promoting harm or violence against another person.
- Attempting to harm or harming another person.
- Fighting
- Endangering or seriously threatening the life or physical safety of others.

Violations of this policy will result in immediate suspension without the right to appeal.

Physical Harm to Self

It is the policy of Central Baptist College to ensure the safety of students from being harmed or harming themselves. If the student threatens to hurt himself/herself, the Conway Police Department will be immediately notified to evaluate the student with the possibility of the student being placed into protective custody and transported to a facility where trained professionals can evaluate the emotional and mental status of the student. If a student is placed in protective custody, the student will not be allowed to return to the CBC campus for any reason, whether classroom or sports related events until a letter from a licensed counselor or medical doctor is submitted to the Dean of Students, clearing the student to resume normal activities. If it is determined by the treating mental health counselor that the treatment received by the student is failing to produce positive results, or, the student refuses to submit to treatment on or off-campus, the student will be suspended for the remainder of the semester to consult off campus treatment. If the student makes further threats following the initial contact with Conway Police Department, the student will be immediately suspended until sufficient documentation is obtained by a licensed psychiatrist or psychologist that mental health treatment is being pursued and the threat of harm to self is rescinded.

Pornography

Pornography through any medium is prohibited. This includes, but is not limited to, obscene and/or pornographic books, literature, posters, music, movies and forms of obscene and/or pornographic communication via computer.

Public Displays of Affection (PDA)

Students are discouraged from excessive or inappropriate displays of affection. All provocative or sensual, sexual misconduct, or sexual harassment behaviors are prohibited. Behavior by couples should be such that they always appear approachable. **When any student, faculty, or staff member feels uncomfortable in the presence of a couple, the couple's behavior is wrong.**

Questionable Honesty

Any form of dishonesty, including but not limited to academic misconduct; plagiarism; falsification of excuses, tests, and assignments; forgery; staying out of the residence hall under false pretenses; and lying to College officials, is prohibited.

Repeat Offenders

Any student with repeat or multiple conduct violations will face higher level sanctioning, up to suspension or expulsion.

Sexual Misconduct

Any form of sexual misconduct or immoral sexual acts, or the potential appearance of such, will not be tolerated. Additionally, any form of homosexual activity or the appearance of such activity is prohibited.

Social Media

Students are strongly encouraged to use caution when using any form of social media, video source, or any social networking website. All information posted online is public information. Pictures, vulgar language, or other documentation of students violating, or reasonably suggesting a violation of CBC policy on or off-campus is subject to further verification by the College. All online information can be used as a personal admission of guilt. Any conduct policy violations that are documented as a result of such verification will result in disciplinary action by the Dean of Students.

Central Baptist College logos, the Central Baptist College name, and/or the name of any Central Baptist College employee should not be associated with any student's personal online accounts. Social media accounts should not be set up by students using CBC logos or the Central Baptist College name unless written permission has been obtained from the Director of Public Relations. Any impersonation of CBC or any of its brands/entities WILL be subject to disciplinary action by the Dean of Students.

Student Complaint Policy

In order to comply with federal regulation 34 CFR 602.26 (b) 11, the College has established the following policy regarding formal student complaints:

A student desiring to file a formal complaint should submit in writing the following information: 1) the date of the complaint; 2) the nature of the complaint; 3) address the complaint to either the President, Vice President for Academic Affairs, or Dean of Students; 4) and all complaints must be signed by the student.

A confidential record of the complaint, including a detailed explanation of the action taken by the institution to resolve the complaint, along with the institution's final decision regarding the complaint will be logged and maintained by the President's Office.

Complaints from parents, employers, etc. are not tracked for the purposes of this policy even if the complaints might relate to a student. **Only a student who is enrolled full- or part-time or who has recently been enrolled, within the previous two semesters, is eligible to file a formal complaint.**

Central Baptist College is required by law to share information about complaints with its accrediting agency, the Higher Learning Commission of the North Central Association of Colleges and Schools; however, individual identities will be shielded from evaluation teams, and no letters or documents from individual complainants will be revealed without the express permission of the complainant. The Commission is not a source of additional remedies for students who have complaints about accredited institutions.

Substance Abuse Testing

All students are subject to substance abuse testing. The approximate cost of each drug screen is \$60. The cost for the drug screen will be paid by Central Baptist College. If the student fails the drug test, the student will then be responsible to reimburse Central Baptist College for the cost of the test. The Dean of Students may require any student to submit to a drug screen when that student demonstrates

behavioral changes suspected to be related to substance abuse. The decision to drug screen may be drawn from, but is not limited to, the following observances:

- Observable phenomena, such as the direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wild mood swings, and/or deterioration of work performance.
- Information that a student has caused or contributed to an accident as a result of substance abuse.
- Information that a student has been arrested or charged with a substance abuse related offense.
- Conviction by a court or being found guilty, plea of guilty, or a plea of no contest for substance abuse related offense.

Suspension

Termination of status as a student with CBC, for a specific period of time, may be immediate or deferred until the end of the current term. When suspended, the student will be given an adequate amount of time to leave campus with all personal belongings. Furthermore, students may be given specific requirements that must be completed before petitioning reenrollment at CBC.

Tobacco

Central Baptist College is a tobacco-free campus. Smoking and the use of smokeless tobacco, or possession of tobacco in residence hall or classroom are prohibited on campus and at College sponsored functions. Non-nicotine/herbal products that have the appearance of being a tobacco product are also not allowed and will be considered to be a tobacco product.

Unauthorized Entry

No resident is to enter the room of another resident without permission of that resident. Residents are not allowed access to on campus housing facilities that close during academic breaks and holidays. No student shall enter a hallway or stairwell designated for the opposite sex at any time. Non-resident students found staying in a residence hall room without written permission from the housing staff will be subject to disciplinary action for unauthorized entry to the residence hall.

Weapons

The possession, carrying, or storage of any weapon is prohibited on the Central Baptist College campus including buildings, in college-owned student housing, on the grounds, in personal vehicles, in college owned vehicles, and at any college sponsored event. The term "weapons" includes but is not limited to rifles, shotguns, pistols, concealed carry handguns, bows, crossbows, arrows, explosives (including fireworks and other incendiaries), shell-loading equipment, razor blades, whips, pellet guns, air guns, martial arts training equipment, or any other item that can be used as a weapon to threaten or harm another person. Violations of this policy will result in immediate suspension without the right to appeal.

Student Housing

Housing Policy

All full time students (enrolled in 12 or more hours) who are under 21 years old must live in on campus housing. To be eligible to live off campus a student must meet one of the following criteria:

- Be at least 21 years old on the day classes start for the semester
- Lived in a residence hall for four semesters
- Be married
- Live with a parent, guardian, or other family member who is at least 21 years old within a 50 mile radius of Central Baptist College

All students under 21 years old who meet the requirements and choose to live off campus **MUST** have an off-campus request form on file with the Director of Student Life. Commuter students 21 years old or older should keep the Registrar's office updated with their correct address. If a student is granted permission to live off campus with a parent or guardian who is 21 years of age or older and is caught NOT living with a parent or guardian and has falsified information, WILL move back into the dorm immediately for the remainder of the semester and may face disciplinary action.

On Campus Housing Contract TERMS AND CONDITIONS STUDENT HOUSING CONTRACT

This is a binding contract between Central Baptist College and the student for an ENTIRE ACADEMIC YEAR (Fall and Spring Semester). If the student is under 18 years of age, this is also a contract between Central Baptist College and the student's parent or legal guardian.

This contract is offered to the student and, if the student is under 18 years of age, his/her parent or legal guardian. The student and parent/legal guardian are urged to carefully read the contents of this document. This contract must be signed by the student and his/her parent or legal guardian in the presence of a witness in order to be considered for a housing assignment. At the time formal notice of a housing assignment is sent to the student, this contract is considered a binding agreement between the student, the parent or legal guardian, and Central Baptist College.

TERMS AND CONDITIONS

I. ELIGIBILITY

- A. All currently enrolled students, who are age 24 and younger on the day classes begin for the start of the semester, are eligible to live in campus housing. Full-time single students who have not lived in a residence hall for at least four semesters and are under the age of 21 are required to live on campus in the college-owned residence halls. Exceptions are made for local residents and commuting students who live with immediate, adult family (i.e. parents, grandparents, aunts and uncles, siblings, or legal guardian, who are over the age of 21 and live within a 50 mile radius of CBC). Students who

plan to live with family must complete an Off-Campus Housing Request Form and obtain approval from the Director of Housing.

- B. The College reserves the right not to contract with students who have violated the terms and conditions of the Housing contract or CBC rules or regulations, or who have past due balances with the college.

II. CONTRACT PERIOD

- A. **The period of this contract is an entire academic year, fall and spring semester and goes into effect at the point a student is final accepted through the Admissions Office.** (NOTE: A new housing contract must be signed at the beginning of each academic year.) **In order to receive priority consideration for room assignments, Returning Students, application and contracts must be submitted to the Director of Student Life by May 1st for the Fall semester and/or December 1st for the Spring semester. Applications and contracts submitted after the dates indicated will not be given priority and room assignment requests may not be honored.** If a student signs a contract after the beginning of the semester, the charges will be prorated based on the date that he/she moves into the Residence Hall.
- B. Students are expected to vacate the Residence Halls according to the closing schedule.

III. HOUSING DEPOSIT

- A. Housing applications cannot be processed unless accompanied by a check or money order for \$100.00 (U.S.) made payable to Central Baptist College. The housing deposit can also be paid online using PayPal.
- B. The \$100.00 housing deposit is NOT applied toward regular room charges. The deposit is a guarantee against damages; proper check out and return of assigned keys; and an assurance of enrollment. Fees for lost keys and improper check outs will be taken out of the deposit. Students will be held responsible for any damages of college housing property. The cost of damages will be taken out of the deposit first and payment for any remaining balance will be the responsibility of the student.
- C. Upon fully meeting the terms and conditions of the contract, the deposit will be carried over to the following academic year. However, a refund check in the amount of the deposit (less any fees or damages) will be issued to the student after submission of a written request by July 1 to the Director of Housing.
- D. This \$100.00 deposit paid by First Time Entering Students is refundable if the student gives written notice of canceling his/her housing application to the Director of Housing no later than July 1. Notification must be received or postmarked by July 1. New students entering during the spring semester must cancel their application by December 1. Notification must be received or postmarked by December 1. Cancellation after these dates will result in the forfeiture of the housing deposit.

IV. HOUSING PAYMENT

- A. While this contract is in effect, the student is required to meet all financial obligations of the contract. It is the student's responsibility to pay room and board charges at registration each semester, or through payment

arrangements made through the Nelnet tuition management program. If a student does not pay the room and board fees by the due date, the College may terminate this contract, remove the student from College housing, and/or cancel the student's enrollment in the College.

- B. CBC reserves the right, subject Board of Trustees approval, to raise, lower, or modify room and board charges and fees without prior notice. If changes are made, all residents will be notified in a timely manner.

- C. After classes begin, students are responsible for the entire semester's charges of room and board, charges will NOT be prorated for students who withdraw from the college or move out of the residence hall during the semester. If a student withdraws from the college during registration, he/she will be required to pay the cancellation fee of \$500.

V. RESIDENCE HALL ROOMS

- A. ASSIGNMENTS: The College reserves the right to make all residence hall, room, and roommate assignments. The College cannot guarantee a resident will be assigned in accordance with his/her preferences. Generally, room assignments are made on a first come first serve basis, based on student preference when possible. Upperclassmen are given first priority. Room assignments are honored until the first day of classes of each semester. The College reserves the right to change room assignments at any time for health, safety, maintenance, disciplinary reasons, or irreconcilable differences between roommates.
 - a. Private rooms may be requested by the student in writing. A limited number of single rooms are available and will be assigned on a first come first serve basis and will incur an additional charge of **\$850 per semester**.
 - b. Requests for roommates must be mutual on both student's Housing Applications or on written requests signed by both students.
- B. ROOM CHANGES: A room change may NOT be made without prior consent of the Resident Director and will depend heavily on available space. After the first day of class in a given semester, a resident may request a room/roommate change through the Resident Director. Times designated for room/roommate changes will be published by CBC Housing and Residence Life; no moves or changes will occur outside of the designated time frame, unless deemed necessary or required by the Resident Director or Director of Housing.
 - a. The College reserves the right at any time to move the resident to another room, assign a roommate, or assess an additional charge for single room occupancy when only one student occupies a room.
- C. CHECK-IN CONDITION: The student's signature on the check-in form establishes acceptance of the condition of the room and contents at the time of occupancy and, therefore, becomes the standard for the condition of the room at the termination of occupancy. The student is liable for the condition of the room at the termination of occupancy. The student is liable for the condition of the room furnishings that are assigned to him/her and shall reimburse the College for all damage to or loss of these accommodations and furnishings, which is not the result of ordinary wear and tear. The College at its discretion shall make determination of the amount of such loss or damage, selection of a repair method, and scheduling of repair. If the

amount of damage is less than the \$100.00 housing deposit, the cost will be deducted and the remaining balance may be refunded to the student. If the amount of damage is more than the \$100.00 housing deposit, the student forfeits the housing deposit and will be responsible for the remaining amount.

- D. CHECK-OUT: The student must check-out in accordance with printed check-out procedures. Failure to properly check-out will result in a \$75 improper check out fee. Failure to return a room key will result in a \$150 key replacement fee.
- E. RIGHT TO ENTRANCE, SEARCH, AND SEIZURE: The College reserves the right to enter student rooms as outlined in the Student Life Handbook.
- F. A resident may not sublease or rent a room assignment or permit another person to share a private room assignment.

VI. COLLEGE HOUSING REGULATIONS

- A. The College Student Handbook contains the Residence Hall Policies and Procedures. By signing this housing contract, the student is also agreeing to abide by all polices and procedures as outlined in the Student Life Handbook.

VII. TERMINATION BY THE STUDENT

- A. Students may be released from their housing contract only for the following reasons (*NOTE: Written proof of any of these circumstances must be submitted to the Director of Housing for approval*):
 - a. Graduation
 - b. Internship or course requirements for a degree from CBC where commuting a long distance would be required
 - c. Enrollment in military service
 - d. Marriage
 - e. Physical incapacitation, medical or disability requiring withdrawal from the College with written Physician attestation.
- B. Students not re-enrolling for the spring semester can pay a cancellation fee of \$500 and be released from the academic-year-long contract at the end of the fall semester by providing written notification to the Director of Housing by January 5 (If written notification is not received by January 5, the student is responsible for the full room and board charge).**
- C. Contract termination will only be accepted in writing
- D. The housing deposit is refundable according to the guidelines outlined in section III. C. of this contract.
- E. Students receiving medical attention that are required to withdraw from college will have their housing charges prorated.

VIII. TERMINATION BY THE COLLEGE

- A. All students whose housing contract is terminated by the College will forfeit the housing deposit and the room and board charge.**
- B. The College may terminate this housing contract and require the student to vacate the residence hall for, but not limited to, the following reasons:
 - a. Failure to meet financial obligations to the College.
 - b. Official College disciplinary action.
 - c. Failure to register for classes.
 - d. Violation of the terms of this contract.

- C. Students identified as needing mental health services beyond the capabilities of the College will have their charges prorated.

IX. MISCELLANEOUS

- A. **LIABILITY: CBC does not assume any legal obligation to pay for the loss or damage to the student's personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the period of the contract.**

Residence Hall Guidelines

Appliances

The following are examples of permitted appliances:

- Small refrigerators (must not exceed 3.7 cubic feet)
- Coffee Makers
- Blenders
- Microwaves

The following are examples of appliances that are not permitted:

- Open element appliances (i.e. toasters, toaster ovens, hot plates, broilers, space heaters, electric grills, electric frying pans/skilletts, fry daddies)
- Halogen lamps & sun lamps
- Air conditioners (personally owned units)

Candles and Incense

Burning candles and incense is not allowed. Candles may be used as decoration or for fragrance as long as the wick has never been burned. Additionally, lighter fluid should not be stored in any resident's room.

Check in/ Check out

Students must follow published guidelines for properly checking in and out. Residents will be required to check out for Thanksgiving, Christmas, and Spring Break, in addition to checking out when they are moving out. Failing to properly check out will result in a \$75 fee taken from the student's housing deposit. Failing to return a room key will result in a \$50 fee being taken from the student's housing deposit.

Clean Room Checks

Residents should keep their rooms clean. Residence Hall staff will perform **weekly** clean room checks and one "White Glove Check" per semester. If a resident's living space does not meet published requirements for these checks, a \$25 fine will be applied to the student's account in the Business Office.

Curfew

Monday-Thursday: 12:00 midnight

No Curfew: Friday, Saturday, and Sunday

All residents are expected to follow curfew hours. Residence Hall staff will check rooms at curfew Monday through Thursday nights. Each resident should be in his/her room at this time. After the room is checked, the resident is free to go anywhere within the residence hall.

Late permission may be given for work, some College programs, and other things considered necessary by the Residence Director. Late permission is given only by the Residence Life Staff. Late permission must be obtained before 9:00 pm.

Sneaking In and Out of the Residence Hall is prohibited.

Curfew will not apply on nights before a school closing holiday.

Decorations

Students are encouraged to decorate their rooms in a manner that makes them feel at home. However, a few restrictions apply:

- Students are not allowed to paint any part of their room.
- Nothing may be attached to the front of the room door without the permission of the Residence Life staff.
- Students are permitted to lay their own carpet but should not attach it to the floor. Students may not leave carpet in their room after check out.
- Contact paper is prohibited except where it has already been placed.
- Do not attach anything to the ceiling.
- Aluminum foil, plastic, signs, etc. should NOT be placed in the windows without permission from Residence Life staff.
- No dart boards or basketball goals are to be attached anywhere in the room.
- No decoration is allowed that promotes alcohol, tobacco, or drugs.
- Posters are permitted, but people in the posters must be dressed according to the CBC Appearance Standard.
- Students are not permitted to remove screens from windows. If a window is missing a screen at the end of the semester, the resident will be charged for a replacement screen.
- No Christmas lights shall be in individual rooms.

Failure to follow these decoration guidelines will result in damages being charged to a student's account in the Business Office.

Doors and Windows

Residents should keep their doors and windows locked at all times. The College is not responsible for lost or stolen articles.

Outside doors should **NEVER** be propped open for any reason. If a door is propped open, the last person who scans in will be held responsible and charged \$50 on their account in the Business Office.

Residents of Bruce Hall: Only use Thumbtacks to attach decorations to the wall.
Residents of Dickson Hall: Only use command strips to attach decorations to the wall

Internal hallway doors of Dickson Hall should never be propped open.

Fire and Tornado Drills

A fire and tornado drill will be performed each semester, under the direction of the appropriate Residence Director. Evacuation from the building is mandatory during all fire and EVAC drills. Any student who does not vacate the building or otherwise fully cooperate during a drill will be charged \$50 on their account in the Business Office. Each resident is responsible for being familiar with escape routes and procedures.

Furniture

No College-owned furniture should ever be removed from a residence hall room or lobby. Residents will be charged for damage to any school property.

Guests

Members of the opposite sex are not allowed in any area other than the first floor lobby of the residence halls. Move In/Out periods will be the only exception and the resident must obtain permission from the Residence Life staff member on their hall or the Residence Director prior to having members of the opposite sex in their room for a specified amount of time decided on by the housing staff.

Roommates must consent prior to having any guests in a room.

CBC house guests must be of same sex of those that reside in the house. Guests are allowed from 9 a.m. – 10:00 pm during weekdays and 9 a.m. – Midnight during the weekends.

Guests of the same sex may stay with a resident in the halls up to 5 nights per academic year. Each guest is allotted 5 overnight visits per academic year, consecutive or non-consecutive, in a resident's room. Permission from the Residence Life Staff must be obtained by the resident to have an overnight guest(s) by NOON on the day of the visit.

Residents are responsible for the behavior of their guest(s). Guests are expected to abide by all CBC and residence hall guidelines.

If a guest becomes a nuisance, or breaks any of the guest policies stated above, and is asked to leave by a member of the housing staff, but refuses, the Conway Police will be called.

Off Campus Overnight

Residents of the halls will not be permitted to spend the night off campus Monday through Thursday unless they have received prior approval from the Residence Life staff (NOTE: Approval must be obtained before 9:00 pm). Each resident has the responsibility of obtaining an overnight release form and presenting it to their designated Residence Life staff member. College personnel may at any time check to verify a resident's safe arrival at overnight destination.

Pets

All pets, including fish, are banned from the residence halls.

Public Areas

All residence hall exterior doors will lock at 5:00 p.m. Monday through Friday and will remain locked all day on Saturday and Sunday. Residents can access the main entrance door with their ID cards after 5:00 p.m. and on the weekends. First floor lobbies in the New Residence Hall and Bruce Hall are considered Public Areas. Resident guests are allowed in residence hall main lobbies until 11:30 p.m. daily, if accompanied by a resident. The lobbies are closed from 12:00 a.m. – 10:00 a.m. No guests (other than those authorized to be staying the night) should be in the lobbies during this time. All guests must exit the resident hall lobbies prior to 11:30 p.m. Residence hall quiet hours are from 10:00 p.m. until 10:00 a.m. daily. Guests violating quiet hours will be asked to leave and may be banned from the residence halls for repeated offenses. Everyone should be dressed appropriately in first floor lobby areas. *NOTE: The study lounges located in each wing of the new residence hall and the third floor lobby of Bruce Hall are not considered public areas.*

Guests of the opposite gender will not be allowed in the CBC houses. Family members (grandparent, parent, sibling, etc. . .) will be allowed to visit and have meals as long as secure permission is given from the House Director first. Co-ed events and activities may take place in the houses if approved two weeks in advance by the Director of Campus Life. During the event the House director must be present for its entirety and guests must remain in common areas such as the kitchen and living room.

All middle areas and stairwells of Dickson Hall are closed the same time as lobbies.

Quiet Hours

Quiet hours will be observed daily from 10:00 pm until 10:00 am.

Volume on all stereos and televisions are required to be on a very low volume or headphones are to be used. There are to be no practices, whether vocal or instrumental, after 10:00 pm. No matter the time, doors to resident's rooms are to be closed when watching television, listening to music, singing, or playing a musical instrument.

Right of Entry

See Right to Entrance, Search, and Seizure Policy. Additionally, CBC respects the privacy of students living in the residence halls. Any search of residence hall rooms conducted by the College will be carried out only with adequate cause and with explicit authorization of the appropriate College official. If such a search is required, an effort will be made to have the resident(s) of the room present at the time of the search. Otherwise the student will be notified as soon as possible after the search is completed.

Trash

Residents are responsible for emptying their own trash. Under no circumstances should trash from a resident's room be emptied into trashcans provided in bathrooms or lobbies. Any resident who violates this policy is subject to a \$25.00 fine for each violation. Residents will be notified about the location of dumpster areas for their assigned building at the beginning of each academic year.

Unauthorized Entry

No resident is to enter the room of another resident without permission of that resident. Residents are not allowed access to on campus housing facilities that close during academic breaks and holidays. No student shall enter a hallway or stairwell designated for the opposite sex at any time. Non-resident students found staying in a residence hall room without written permission from the housing staff will be subject to disciplinary action for unauthorized entry to the residence hall.

Washing Machines and Dryers

Washing machines and dryers are located in each on campus housing facility. These machines should not be used between the hours of midnight and 9:00 am. It is the student's responsibility to make sure to check and clean the dryer filter before each use. Out of respect for other residents, we ask that you do not leave your items in a machine more than 15 minutes after the machine has finished its cycle.

Guide to Disciplinary Levels

This list contains examples of conduct and policy violations and possible sanctions.
This list is not exhaustive and there will be exceptions.

Level 1 Offenses

Appearance
Appliances
Bicycles
Candles/Open Flame
Curfew/Sneaking in/out
Decorations
Entertainment
Guests
Language
PDA
Quiet Hours
Trash

Possible Sanctions: Warning, \$25-50 fine

Level 2 Offenses

Alcohol
Campus safety and security equipment
Destruction of property
Doors
Gambling
Gangs
Harassment
Hazing
Insubordination
Mischievous Conduct
Misuse of Central Baptist Logo
Physical Harm to Self
Pornography
Questionable Honesty
Sexual Misconduct
Technology standards violations including tampering or misuse of Internet/technology

equipment/cable, etc.

Tobacco

Unauthorized Entry

Possible Sanctions: 10-50+ hours of community service, \$50- \$200+ fine, mandatory counseling, mandatory drug testing, final disciplinary probation, suspension, expulsion

Level 3 Offenses- Immediate suspension/expulsion

Bomb Threat

Drugs

Physical Harm to Others

Theft

Weapons

Judicial Appeals

College Personnel Lines and Extents of Authority

For students living in on campus:

- **Level 1 Offenses:** Decision will be rendered by the Resident Director/House Director and carried out and kept on file by the Director of Housing & Residence Life. There is no appeal for Level 1 Offenses.
- **Level 2 Offenses:** Decision will be rendered by the Judicial Affairs Council which is comprised of the Resident Directors and House Directors and carried out and kept on file by the Director of Housing & Residence Life. Appeals may be made to the Dean of Students.
- **Level 3 Offenses:** Decision will be rendered, carried out, and kept on file by the Dean of Students. There is no appeal for Level 3 Offenses.

For students living off campus:

- **Level 1 Offenses:** Decision will be rendered, carried out, and kept on file by the Dean of Students. There is no appeal for Level 1 Offenses.
- **Level 2 Offenses:** Decision will be rendered, carried out, and kept on file by the Dean of Students. Appeals may be made to the Associate Vice President for Enrollment Management, Judicial Affairs Committee Chair.
- **Level 3 Offenses:** Decision will be rendered, carried out, and kept on file by the Dean of Students. There is no appeal for Level 3 Offenses.

All students have the right to appeal any Level 2 offenses. All appeals must be submitted, in letter format, within 24 hours of the initial disciplinary sanction against them. The written appeal must be submitted to the person to whom the appeal is to be made.

An appeal may be submitted based on one or more of the following circumstances:

- Denial of due process (i.e. failure to follow standard procedures)
- New evidence or new information not considered when decision was rendered

In order to be considered, all appeal letters must be typed and (1) describe, **in detail**, how one of the above mentioned circumstances applies; and (2) must provide supporting evidence to the argument.

A disciplinary sanction is in effect during the appeals process unless otherwise stipulated. Students will be contacted by the person to whom they have appealed within 3 working days of receiving the appeal letter.

Administrative Hearing Procedures

Administrative Hearing Procedures will be utilized for all Level II disciplinary issues, and are as follows:

- All administrative hearings shall be informal and strict rules of evidence shall not apply.
- The student(s) shall be notified, in writing, of the charge and of the date, time, and place of the hearing. When possible, a hearing will be scheduled within 10 working days after an incident occurs. However, factors such as holiday breaks, end of academic term, etc. may prevent the college from meeting this deadline. Written notice of hearing will be delivered to the student 24 hours prior to the hearing when possible. Upcoming holiday breaks or the end of an academic term may require that less notice be given.
- Disciplinary hearings are closed to the public.

The accused and the complainant have the right to:

- Be present at the hearing if deemed appropriate by the Judicial Affairs Council. If deemed necessary that both parties attend and if either or both the accused and the complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly based on information presented.
- Present information by witness or by signed witness statement if a witness is unable to attend the hearing. It is the responsibility of the accused and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
- Bring an advisor to the hearing. However, legal counsel is not permitted. The advisor (who may be a college employee, friend, or family member) may not participate in examination of witnesses or presentation of materials or information. The advisor's role is limited to providing advice and consultation to the accused.
- Question all witnesses.

The Administrative Hearing Officer has the right to:

- Deny the right of appeal if the student fails to appear within 15 minutes of the arranged time for their hearing.

- Admit or deny admission to the hearing to any person who is not a party or potential witness.
- Where more than one accused student is involved, conduct one or separate hearings.
- Make their decision based on whether it is more likely than not that the accused student(s) violated Central Baptist College Standards.

Student Services

The mission of the Division of Student Services is to support academics through quality student life programs that foster student development outside the classroom. Student Services seeks to develop, enrich, challenge, and educate in a Christ-centered environment through programs, activities, and services that promote campus involvement and positive relationships.

Campus Chatter

The Director of Student Services publishes weekly announcements and distributes “the Chatter” via e-mail and in paper format before Chapel each week. The Chatter has the most up to date information for students, and is used by faculty and staff to relay important deadlines, updates to policy, reminders, and event advertisements to students.

Career Services

On Campus Employment

CBC offers federal work study, institutional labor, and assistantship positions. Job placement on campus is on the basis of availability, qualifications, interest, and institutional need. Students interested in campus employment must apply in the Student Services Office.

Off Campus Employment

Other job opportunities the Director of Student Services becomes aware of will be posted on the Job Opportunity Bulletin Board located in the Student Center and on the CBC website as they are received.

Career Services will provide events throughout the year to help students find jobs, internships, or volunteer opportunities. Information on interviewing and resume writing will be kept in the Student Services Office with the Director of Student Services.

Dead Week

No Recognized Student Organization may schedule activities on or off campus during finals. Additionally, there should be no Housing Programs or Intramurals during finals. Only Student Services and the Alumni Association may each schedule events during finals.

Disability Support Services

It is the policy of CBC to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs an accommodation should contact Paula Bender, Disability Support Services Coordinator. Her office is located in the Student Services Office located in the Mabee Building. Mrs. Bender's email address is pbender@cbc.edu, and her telephone number is (501) 205-8926.

***Please contact Mrs. Bender prior to the start of the course if you need any accommodations.**

Intramurals

Intramurals are under the direction of the Director of Campus Life. Varsity Athletes may NOT participate in the same intramural sport as they play for CBC. Only current CBC students may participate in intramurals. Intramurals are a privilege and any unsportsmanlike conduct will result in a student losing the privilege to participate. Co-ed, individual, and team sports will be offered. Intramurals may include: softball, flag football, volleyball, bowling, soccer, and basketball.

Lost and Found

While CBC is not responsible for any student's lost or stolen property, a lost and found box will be kept in Student Services and in the Faculty Secretary's office in the Cooper Complex. Articles in Lost and Found for over one month will be discarded.

Recognized Student Organizations (RSO)

List of Organizations that may be active during the 2013-2014 academic year

- Alpha Chi
- Fellowship of Christian Athletes
- Horizon Business Association
- Medical Professions Society
- Minister's Association
- Pi Lambda
- Presidents Leadership Council
- Rotaract
- Science Society
- Student Activities Board
- Student Orientation Staff
- Student Media – Yearbook, Newspaper, Radio Station
- Tribes & Tongues International Club

RSO Guidelines

- All organizations must have a sponsor who is an employee of the College.
- An updated constitution must be on file at all times in the Student Services Office. Constitutions should be updated every three years.
- All students holding positions of leadership in any campus organization must have and maintain a minimum 2.00 cumulative GPA. Any officer whose GPA drops below the 2.00 in any given semester will lose his/her office.
- Policies of Central Baptist College supersede policies of any organization in which its students hold membership.
- It is strongly suggested that no student hold more than two elected leadership positions. Leadership opportunities should be fairly distributed and no one student should be overburdened with non-academic responsibilities.

- The College reserves the right to require an accounting of the use of funds and dues by any organization at any time.

Forming New Recognized Student Organizations

A group wishing to be recognized by the College must submit to the Student Services Office a typed, dated copy of a constitution stating the purposes for which the organization is to be formed, including any affiliation with a national organization. A listing of the students in the charter organization should contain at least five qualified members and one faculty/staff advisor.

The following information is required in the constitution:

- Name of the organization.
- A statement of the organization's purposes, goals, and activities.
- A listing of officers by title and function. Officers must have a 2.0 cumulative GPA.
- A statement of terms of office and the time and method of election.
- Membership eligibility and requirements.
- Information concerning the frequency of meetings and specifications for a special meeting should be stated. What constitutes a quorum should also be stated.
- The role of the advisor should be outlined (i.e. sponsor should attend all meetings and activities of the organization and make sure the organization is abiding by the policies of the College).
- Financial information concerning membership dues, the collection of funds, the manner of their collection, the distribution of funds, and who needs to sign a check (all checks must have the signature of at least one advisor and one officer).
- Information on standing committees or other special committees must be specified.
- Provisions for amendments to the constitution must be listed along with what constitutes a majority vote of the organization.
- Information on the induction of new members.

Once the Director of Student Services has established that all requirements for establishing a new recognized student organization have been met, the organization will be presented to the College Administrative Committee for final approval and designation as a Recognized Student Organization.

Student Health Services

Campus Chaplain

Central Baptist College began offering mental health counseling services to students in March of 2005. A licensed professional counselor is available to students free of charge on a limited basis. The counselor may refer students to community mental health agencies off-campus if needed. The cost associated with receiving mental health services off-campus will be the responsibility of the student. The Campus Chaplain's office is located in the Cooper Complex in JC 114; hours will be posted in the student services office and at the Chaplain's Office.

Student Health Clinic

Central Baptist College began offering health services in the fall of 2006. Services are provided by a Registered Nurse Practitioner in collaboration with a local physician. The Nurse Practitioner provides basic medical assessment and treatment for minor

illnesses. Medical problems that cannot be resolved on campus will be referred to a local physician or to the Conway Regional Medical Center, located six blocks from the CBC campus. Any cost associated with off campus treatment will be the responsibility of the student. The Student Health Clinic is located in the Mabee Student Services Complex in the Student Services Office. Hours for the Student Health Clinic will be posted in the Student Services office.

Campus Safety

Central Baptist College hopes that all students have a safe and enjoyable experience while on campus. Following is a summary of the services Central Baptist College provides to promote a safe campus environment. However, safety is the primary responsibility of each community member.

In order to promote a safe environment, students should keep vehicle and residence hall room doors locked at all times, should not prop doors open, and should not walk alone outside at night. Students should also report suspicious behaviors to the appropriate College officials.

Central Baptist College provides the following services to promote safety on campus:

- CBC has a closed campus policy which states that CBC is a closed campus from 12:00 midnight until 6:30 am. Signs have been posted at all major entrances to campus to make all campus visitors aware of this policy.
- Weapons of any kind are not allowed on campus. Signs have been posted at all major entrances to campus to make all campus visitors aware of this policy.
- CBC is an alcohol, drug, and tobacco free campus. Signs have been posted at all major entrances to campus to make all campus visitors aware of this policy.
- Computerized card access systems have been installed in both residence halls. All students living in the residence halls are issued a card that gives them access to their residence hall 24 hours a day, 7 days a week. These systems restrict non-residents access to the residence halls 24 hours a day.
- Residence hall fire drills are conducted at least once each semester and tornado drills once per year to educate students on proper procedures in case of fire or severe weather emergencies.
- CBC employs campus security officers through the Conway Police Department who work at key hours at night, seven nights a week, to patrol the campus. Campus security officers are authorized to stop and question any person(s).
- CBC has installed a campus-wide security camera system that is operational 24 hours a day, 7 days a week.

Campus Notification System

Through CBC Alert, students, faculty and staff will be able to receive time sensitive emergency messages via text and voice messages to cell phones and home phones, in addition to the existing avenues of e-mail, the Web page and news media and others. This system will enable the College to better inform the campus community of imminent danger situations. Participation in this system is not mandatory, but enrollment is strongly encouraged.

Concerning text messages, CBC Alert is a secure system and will not send advertising or spam to personal phones. Text messages will be sent through the system only in an emergency and for periodic testing.

To access the CBC ALERT Dashboard, go to <https://www.myschoolcast.com/go/cbc>. The dashboard is a private and secure Web page where students can update and maintain contact information as well as review all text alerts, voice messages and e-mails sent via CBC Alert.

Crisis Management Plan

A crisis shall be defined as any situation or event identified by the President's office or the Office of Public Relations as having a major impact on the campus community as a whole. The term "crisis" refers to the period of time immediately following a situation that has wide spread interest among the local, state and national community.

Operations

To ensure that the College's public information response to an emergency is quick, accurate, sensitive and responsible, the President's office will communicate with all media. If the President is unavailable, the Director of Public Relations, the Vice President for Advancement, the Vice President for Academic Affairs, or the Vice President for Finance will serve as the College's official spokesperson, respectively.

Phases of Response

I. Immediate

- A. In the event of any emergency, the first step for all faculty, staff and students is to immediately notify the appropriate personnel. The faculty and staff will notify their immediate supervisor. The students will notify the Resident Assistants, Resident Director and the Dean of Students, respectively. The appropriate supervisor will assess the situation to determine the degree in which the emergency should be handled.
NOTE: If the person designated to be notified is not available, please notify another College Official.
- B. If the emergency is a crisis situation, the appropriate personnel will immediately notify the President who will call a meeting with the vice presidents to coordinate the plan of action to be taken by the College.

II. Action Plan

- A. The President and the Director of Public Relations will instruct all staff in the administration building of the proper channel for receiving phone calls from the media and establish an appropriate time for a press conference. The President and the Director of Public Relations will devise a plan for all communication with the public.
- B. The Vice President for Academic Affairs and the Vice President for Advancement will also notify their appropriate staff concerning the dissemination of information to the press. A meeting of the student body will also be called to inform them of any details concerning the crisis and ask for their help in directing all questions to the President's office. The Vice President for Academic Affairs and the Vice President for Advancement will also establish (if needed) a counseling center to help

with student needs and address any student concerns and notification of family members.

- C. The Vice President for Finance will notify all office and maintenance staff of the channel of communication. The Vice President for Finance and the maintenance staff will assess any damage to College property and take appropriate action to ensure safety. The Vice President for Finance will also be responsible to look at site logistics and notify the insurance companies if necessary.

III. Follow-up

- A. The President and Director of Public Relations will handle all questions and make statements throughout the time of crisis and the weeks and months to follow. Efforts will be made to secure the funds needed to rebuild, replace or restore any damaged or destroyed College property.
- B. The Vice President for Academic Affairs and the Vice President for Advancement will continue to meet any student needs including relocation and counseling.
- C. The Vice President for Finance will facilitate any physical plant needs.

Emergency Evacuation

In the event of evacuation or campus crisis,

Central Church at 3333 Dave Ward Drive will be the relocation point.

In the event of a campus evacuation:

- All commuter students are to leave campus immediately. If they are unable to get home, they are to go to the evacuation site.
- All students who live in the residence halls are to report to their residence halls immediately. Students who live in the residence halls are not to leave campus until they have checked in with their resident director.
- Once at the relocation point, students are to check in with the designated College official. Students are not to leave the evacuation site until the Director of Campus Safety, or their designee, gives permission to do so.

Tornado Warning Awareness

During this time of season when tornados are at their worst, this email can shed some light on how we at Central Baptist College should react during a Tornado.

The city of Conway will activate a siren city wide when the CITY OF CONWAY is under a TORNADO WARNING. This means the threat of a tornado is eminent. However there could be 30 seconds of warning time or 10 minutes of warning time. The siren will be a long blast with no breaks.

Below is the recommendation for a shelter location in each building.

- Watkins shelter location will be the first floor work room and first floor restrooms
- Cooper shelter location will be the first floor (not the balcony) of Burgess Auditorium and restrooms connected to Burgess Auditorium
- Gym shelter location will be under the bleachers

- Student services shelter location will be in the women's and men's restrooms
- Residence Hall procedures are in place for the students in the residence halls and they are trained on where the shelter locations are.

NOTE: If time does not allow you to get to a designated shelter location, take cover where you can. Remember to stay away from windows and open areas.

As there may not be much warning time, find cover as quickly as possible in these locations in the event of a tornado or the sound of the alert siren. As you are making your way to a shelter location, instruct students to go with you as they may not be aware of the shelter locations.

Emergency Preparedness Term

Central Baptist College has established an Emergency Preparedness Team whose mission is to ensure the safety of Central Baptist College campus and its constituents through the following measures:

- Develop policies and procedures
- Provide appropriate training for designated individuals
- Provide communication to all constituents
- Determine what resources are currently available and what resources are needed
- Serve as a liaison to external constituents (city, county, state, and federal agencies)

The following are members of the CBC Emergency Preparedness Team:

- President
- Vice President for Academic Affairs
- Vice President for Finance
- Vice President for Advancement
- Director of Campus Safety
- Director of Housing
- Director of Alumni and Public Relations
- Director of Physical Plant
- Maintenance Assistant

Missing Persons Policy

All On Campus residents must provide names and contact information for parents/guardians, and an additional emergency contact person on their Housing Application. An Emergency Contact list will be compiled and maintained by the Resident Director in each residence hall. The Emergency Contact list will be verified and updated monthly, and kept on file with the Resident Director and Residence Life.

Procedures to follow when a resident is reported missing:

- The Resident Assistant, Resident Director, and Dean of Students will determine their last date of contact with the resident
- Any roommates, suitemates, or known friends will determine their last date of contact with the resident
- All instructors will verify the last date of class attendance for the resident

If none of the above mentioned parties have had contact with the resident in 24 hours, the parents/guardians of the resident will be notified. If parents/guardians or

emergency contact person has not had contact with the resident in the last 24 hours, the Conway Police Department will be called.

Student Consumer Information

Student consumer information, as defined by the United States Department of Education, is distributed to students directly, through the Student Life Handbook, and the PACE Student Handbook. Campus Crime Statistics and Student Right-to-Know Information will be distributed directly to all students by October 1 of each academic year, and can also be obtained from the Registrar's Office at any time. Requests for other information will be provided upon request to the appropriate college department/office. www.cbc.edu/ccstats

Legal Notices

Drug Free Workplace

Central Baptist College is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is strictly forbidden. Since any breach of this policy would violate civil law and spiritual principle, students violating this policy could face immediate suspension. If needed, the College can make referrals regarding drug counseling, rehabilitation programs, or other assistance programs.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review their educational records, to request reasonable explanations and interpretations of them, and to obtain copies of them. The College has 45 days from the date the request is received to honor the request. Students should submit to the appropriate official a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to seek correction of the educational records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of his/her right to a formal hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to control the disclosure of directory information. If a student wishes to limit access to his/her directory information, he/she should notify the registrar in writing no later than the fifth day of classes during a regular semester. The request will remain in effect until revoked in writing by the student.

The following information will be treated as directory information and subject to release without the consent of the student: Name, address, telephone listings,

campus e-mail address, date and place of birth, photograph, major, classification, current enrollment, dates of attendance, awards, degrees, honors, graduation date, previous institutions attended, participation in officially recognized activities and sports, vital statistics of athletic team members.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Education records may be disclosed to the following persons:

- The student concerned
- Parents of dependent students as defined by the IRS (Parents may be required to provide the College with copies of their income tax returns showing that their student is claimed as a dependent.)
- College officials who have legitimate educational interests without prior consent from the student. College officials may include but not be limited to advisors, instructors, financial aid director, and coaches.
- Written consent by the student for other parties
- The Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.
- Organizations conducting studies for the College
- Accrediting agencies/Campus Anywhere software support team
- Court of legal jurisdiction
- Appropriate officials in a health and safety crisis.

The College may also disclose to parents and legal guardians of students under the age of 21, regardless of their dependence states, information regarding a student's violation of laws or polices governing the use or possession of alcohol or a controlled substance.

Upon entry to CBC, students will have the opportunity to complete a "Consent to Release Education Record" form. This form allows students to give authorization to individuals they wish to have access to their education records. This declaration will remain in effect until revoked in writing by the student. Parents may obtain non-directory information (grades, gpa, etc.) at the discretion of the institution and only after it has been determined that their student is legally their dependent.

Further information regarding the Family Education Rights and Privacy Act of 1974 (FERPA) may be obtained in the Registrar's Office in the Administration Building.

HIPPA

CBC maintains compliance with the Health Insurance Portability and Accountability Act of 1996. This includes all privacy and security standards, requirements, and implementation specifications.

Statement for the Prevention of Drug and Alcohol Use and Abuse

CBC maintains the standard that no enrolled student is to consume alcohol as a beverage, use illegal drugs, or misuse over the counter medications at any time, on or off campus. Such use will result in disciplinary probation, suspension, or dismissal. A detailed explanation of this policy and the consequences of failure to adhere to these standards are given earlier in this Student Handbook.

The College provides free counseling services to students through the Campus Chaplain who is licensed, certified, and experienced in drug and alcohol counseling and rehabilitation. Students are responsible for the cost of any off campus counseling or rehabilitation program.

It is the responsibility of the College to inform enrolled students of the following:

Legal Sanction - City, State, and Federal Penalties for Illicit Drugs and Alcohol

1. Illicit Alcohol

The City of Conway imposes the following penalties for the specified crime:

- Public Intoxication-\$175.00 fine and possible jail term.
- Minor Purchasing or in Possession of Alcohol-\$160.00 fine
- Contributing to Delinquency (Supplying a minor)-\$600.00 fine and mandatory court hearing
- The State of Arkansas imposes the following penalties for the specified crime:
 - Public Intoxication-Not less the \$10.00 and up to \$100.00 fine and up to 30 days in jail
 - Furnishing an alcoholic beverage to a minor-Penalty as high as \$600.00 and possible one-year jail term (which can be increased to five years in the state penitentiary upon a second conviction).
 - Various other offenses, such as minor in possession, furnishing alcohol to alcoholics or intoxicated persons, and possession or sale of untaxed liquor can carry fines up to \$500.00 or six months in jail, or both.
 - Transporting alcohol into any district (in such a manner as could be interpreted as for the purpose of sale) in which the sale of alcohol is prohibited-Fine of no less than \$50.00 and no more than \$1075.00.

The Federal Government imposes the following penalties for the specified crime:

- Transporting alcohol into any district (in such a manner a could be interpreted as for the purpose of sale) in which the sale of alcohol is prohibited—Up to \$1000.00 fine or imprisonment for not more than one year, or both.

2. Illicit Drugs

The City of Conway imposes the following penalties for the specified crime:

- Manufacture or delivery (or possession with the intent to manufacture or deliver) of a controlled substance-Considered a felony; Mandatory court hearing; possible imprisonment.

- Possession of a Controlled substance-\$500.00 fine and mandatory court hearing
- The State of Arkansas imposes the following penalties for the specified crime:
- Manufacture or delivery (or possession with the intent to manufacture or deliver) of a controlled substance-\$10,000.00 to \$250,000.00 fine, depending on the classification of the substance; prison term ranging from 15 to 40 years, or life. Penalties may be doubled if the crime involves distribution of a narcotic drug to a minor.
- Simple possession of a controlled substance (in a relatively small quantity)- Penalties range from a \$1000.00 fine/one year in prison for a first offense to \$10,000.00/ten years for a third offense or possession of a Schedule I or Schedule II substance (such as cocaine).

The Federal Government imposes the following penalties for the specified crime:

- Manufacture or distribution (or possession with the intent to manufacture or distribute) of a controlled substance-3 to 30 year prison sentence; fines ranging from \$10,000.00 to \$250,000.00.
- Simple possession of a controlled substance-\$5,000.00 fine, one year term of imprisonment, or both, for a first offense. These penalties are doubled for subsequent offenses.

Health Risks

1. Alcohol Use: Physical Effects Include

- Increased heart rate and skin temperature
- Loss of muscle control leading to slurred speech, poor coordination, etc.
- Impaired reflexes causing slower reactions
- Vomiting
- Unconsciousness
- Respiratory paralysis and death

2. Alcohol Use: Mental Effects Include

- Impaired judgment (of space, time, etc.)
- Impaired thinking and reasoning processes; poor concentration
- Loss of inhibitions; exaggerated feelings of anger, fear, anxiety, etc.

3. Alcohol Abuse/Heavy Drinking (Frequent drinking to intoxication over an extended period of time) Effects include:

- Alcoholism
- Damage to brain cells
- Malnutrition (alcohol robs the body of certain nutrients and dulls appetite)
- Increased risk of cirrhosis, ulcers, heart disease, heart attack and cancers of the liver, mouth, throat, and stomach.
- Degeneration of muscle and bone
- Blackouts, memory loss
- Hallucinations
- Poor concentration
- Personality disorders and increased tension, anger, isolation
- "DTs" (delirium tremens)-shaking, hallucinations, etc. – due to withdrawal

from alcohol.

For students, alcohol use and abuse is proven to cause special problems resulting in poor grades, risky behavior, accidents and injuries, poor health, vandalism, restrictions on student life activities, violence, damaged reputation, and family problems.

4. Illicit Drug Use

Using natural and/or synthetic chemical substances for non medical reasons is proven to affect the body and its processes, the mind and nervous system, and a person's behavior and feelings. Drug abuse can affect a person's physical and emotional health and social life. Some of these illicit drugs are listed below along with the possible effects from use.

a. Amphetamines (stimulant)

- Hallucinations
- Tolerance, psychological and sometimes physical dependence can develop
- Continued high doses can cause heart problems, malnutrition, death
- Confusion, depression

b. Cocaine

- Confusion, depression, hallucinations
- Tolerance, psychological and sometimes physical dependence can develop
- Convulsions, coma and death are possible
- Nasal membranes may be destroyed
- Smoking may cause lesions in lungs

c. Depressants (Barbiturates, tranquilizers, methaqualone)

- Confusion, loss of coordination
- Tolerance, physical and psychological dependence can develop
- An overdose can cause coma, death
- Especially dangerous taken in combinations or with alcohol

d. Cannabis (marijuana, hashish)

- Confusion, loss of coordination; hallucinations may occur
- Possible tolerance, psychological dependence
- Possible lung tissue damage

e. Hallucinogens

- LSD-hallucinations; panic; tolerance; flashbacks; possible birth defects in children
- PCP/Angel Dust- depression; hallucinations; confusion; an overdose can cause coma or death

f. Narcotics (heroin, morphine, codeine, opium)

- Lethargy, apathy, loss of judgment and self control

- Tolerance, physical and psychological dependence can develop
- Overdose can cause convulsions, coma, and death
- Risks of use include malnutrition, infection, hepatitis

g. Deliriant (aerosol products, lighter fluid, paint thinner, amyl nitrite, other inhalants)

- Loss of coordination, confusion, hallucinations
- Overdose can cause convulsions, death
- Psychological dependence
- Permanent damage to lungs, brain, liver, bone marrow

h. Nicotine

- Considered a drug
- Long term cigarette smoking is linked to emphysema, lung cancer, heart disease
- Physical and psychological dependence can develop