



**2020 – 2021  
PACE and  
Online Studies  
Student  
Handbook**

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## Mission Statement

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

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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+. 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 than 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.

## Professional Adult College Education and Online Studies Mission Statement

Our non-traditional education programs exist to serve any student who is either unable or prefers not to attend traditional day-time classes. As with all Central Baptist College programs, we are committed to transforming lives through education that integrates Christian faith and academic in a Christ-centered environment.

By God's grace, we commit to create an environment conducive to exceptional learning. We will staff our classes with exceptional teachers. We will continually assess degree plans, course content and instruction methods. We will help each student overcome degree completion obstacles. We will proclaim the salvation found in Christ, the sovereignty of God and the greatness of His love. To those who commit to furthering their education at Central Baptist College, we will serve them. PACE...Your time is **NOW**.

# Accountability and Responsibility Statement

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 be 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.**

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, Central Baptist College 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, Central Baptist College 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 Baptist College 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 Central Baptist College 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.

## Conway Campus

### Story Library

The Story Library was opened at the beginning of 2014 and features a learning commons, offices for library staff, 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. Café 52, the campus coffee shop, is also located here.

### A.R. Reddin Fieldhouse

Completed in 1966 and named for the second president of the College, the field house provides athletic facilities for physical education classes and our athletic programs.

### David T. Watkins Academic Building

Newly opened in the fall of 2012, the Watkins Academic Building houses offices that directly serve the students (Admissions, Business Office, Financial Aid, and Registrar). Also located here are the President's Office and Advancement Office. The Bible Department, PACE Enrollment Office, Computer Lab, 100+ seat lecture hall, and various other classrooms are also in this building.

### Harold E. Cooper Educational Complex

Located on the North end of campus, this complex houses the faculty offices, classrooms, and the PACE & Online Studies Department. Also located within the complex are the Burgess Auditorium, the Toland Worship Center, and the Judy Gabbard Science Center.

### Mabee Student Services Complex

The Student Lounge, Student Services, Mustang Outfitters, Dining Services, and mail service are housed in the student center. A private dining area is available for community use.

## Camp Robinson Campus

The Camp Joseph T. Robinson Army Post, headquarters for the Arkansas National Guard, is the location for classes for members of the military, and for civilian students who live in the Central Arkansas area, including Lonoke, Pulaski, Saline, and White counties.

Classes are held in classroom and training facilities provided through the partnership between Central Baptist College and the Arkansas National Guard. There are 34 Arkansas colleges in partnership with the Arkansas National Guard, and Central Baptist College is one of only three institutions that maintain an office on the Camp Robinson facility. The classrooms at Camp Robinson are located in various buildings on the Post, and most include built-in audio visual equipment.

Students attending classes at the Camp Robinson campus, or any other military sites, need to be aware that CBC has established an excellent reputation with regard to taking care of and maintaining the classroom facilities and equipment provided for our use. We ask that all students be aware of the privilege of utilizing these facilities and do their part in keeping them secure, clean, and free from clutter.

## Employee Directory

Listed below is a selection of CBC administration and staff names, position titles, on campus extension numbers, and office locations. If you need information on any employee not listed below, please contact the Receptionist at (501) 329-6872.

<b>Name</b>	<b>Position Title</b>	<b>Extension</b>	<b>Office Location</b>
Paula Bender	Disability Support Services Coordinator	205-8926	Mabee Student Services Complex
Angela Brantley	Student Receivables Analyst	205-8792	David T. Watkins Academic Building
Paul Cherry	VP for Finance	205-8805	David T. Watkins Academic Building
Mechelle Cargile	Director of Human Resources	205-8923	David T. Watkins Academic Building
Sancy Faulk	VP for Advancement	205-8799	David T. Watkins Academic Building
Tonya Hammontree	Director of Financial Aid	205-8809	David T. Watkins Academic Building
Ryan Johnson	VP for Enrollment Management	205-8815	David T. Watkins Academic Building
Jessica Faulkner	Director of Alumni Engagement	205-8800	David T. Watkins Academic Building
Stacy Jordan	Registrar	205-8817	David T. Watkins Academic Building
Jennifer Jamison	Registrar Services Coordinator	205-8825	David T. Watkins Academic Building
Steve Elder	Director of PACE & Online Studies	205-8893	Harold E. Cooper Educational Complex
Claudette Holt	Director of PACE Enrollment	205-8840	David T. Watkins Academic Building
Dr. Gary McAllister	VP for Academic Affairs	205-8827	Harold E. Cooper Educational Complex
Jill McCollum	Director of Dining Services	205-8828	Mabee Student Services Complex
Chris Mitchell	Director of Campus Safety & Dean of Students	205-8919	Mabee Student Services Complex
Brenda Moore	Education Coordinator for PACE & Online Studies	205-8788	Harold E. Cooper Educational Complex
Pam Sims	Associate Director of PACE Enrollment Military Directions & VA Certifying Official	205-8807	David T. Watkins Academic Building
Heather Harrison	Financial Aid Services Coordinator	205-8811	David T. Watkins Academic Building
Rachel Whittingham	Library Director	205-8876	Story Library
Gwenda Williams	Personal Enrollment Officer	205-8879	David T. Watkins Academic Building

## Departments and Services

The services listed in this handbook are provided to enhance student learning and development at Central Baptist College. If you have any questions about any of the services mentioned, please see the corresponding department or the Student Services Office for more information.

- **Campus Security:** Dean of Students
- **Change Degree Program:** Registrar's Office
- **Computer Problems:** techsupport@cbc.edu
- **Dining Services:** Dining Services Director
- **Disability Support Services:** Disability Support Services Coordinator
- **Email:** techsupport@cbc.edu
- **Employer Reimbursement:** Business Office
- **Graduation Application:** Registrar's Office
- **Institutional Testing (ACT, Asset, CLEP, etc.):** Registrar Office
- **Loans:**
  - Applications: Financial Aid Office
  - Pick up a refund check: Business Office
  - Questions: Financial Aid Office
- **Payment:** Business Office
- **New Student Orientation:** Steve Elder, Director of PACE & Online Studies
- **Payment:** Business Office
- **Pell Grants:** Financial Aid Office
- **Registration:** [www.cbc.edu/registration](http://www.cbc.edu/registration) & Registrar's Office
- **Refunds from Financial Aid:** Business Office
- **Scholarships:** Financial Aid Office
- **Student IDs:** Student Services
- **Summer Classes:** [www.cbc.edu/summersessions](http://www.cbc.edu/summersessions) & Registrar's Office
- **Tuition Assistance:** Business Office
- **Veteran's Benefits:** VA Certifying Official
- **Canvas:** techsupport@cbc.edu
- **Withdrawing from Classes:**  
[http://www.cbc.edu/academics/pace\\_program/pace\\_forms/withdrawal\\_form.aspx](http://www.cbc.edu/academics/pace_program/pace_forms/withdrawal_form.aspx) or contact the Registrar's Office.

# **PACE and Online Academic Standards, Policies, and Procedures**

## **HONOR CODE**

As our mission statement indicates, Central Baptist College is a community of learners dedicated to the integration of Christian faith and academic excellence. To achieve this aim, we must act with honor and integrity; therefore, we hold ourselves accountable. We will refrain from all academic fraud. We will not misrepresent our work, help others to cheat, or receive unauthorized aid on a test or other assignment. We will endeavor to reflect the excellence of Christ in all we say and do.

## **PACE and Online 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

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](http://ethics.cmich.edu/ACADEMIC_INTEGRITY_POLICY.pdf)

### **Attendance Policy**

<u>Length of Course</u>	<u>Number of Absences Allowed</u>
5 weeks	1 absence
Less than 5 weeks	none

*NOTE: No children are allowed in classroom facilities without prior consent of the instructor.*

**A hybrid class might have students attending in-class and students attending Online. If you are registered as an in-class student, this In-class Attendance Policy applies.**

### **Online ONLY Attendance Policy**

Regular attendance in the virtual classroom is expected throughout the course. *Online Students* are required to participate in courses by 11:59 p.m. on the Sunday night before the second week of classes, or they will be administratively withdrawn by the instructor with a grade of "W" and will receive a 50% tuition refund. Instructors must e-mail the Registrar's Office to initiate a withdrawal. Class participation is defined by the instructor.

### **Enrollment Change Policy**

#### Administrative Withdrawal for Non-Attendance/Non-Participation: In Class Students

*In-Class Students* are required to participate in courses before the second class meeting, or they will be administratively withdrawn by the instructor with a grade of "W" and will receive a 50% tuition refund. Instructors must e-mail the Registrar's Office to initiate withdrawal. Class participation is defined by the instructor.

#### Administrative Withdrawal for Non-Attendance/Non-Participation: Online Students

*Online Students* are required to participate in courses by 11:59 p.m. on the Sunday night before the second week of classes or they will be administratively withdrawn by the instructor with a grade of "W" and will receive a 50% tuition refund. Instructors must e-mail the Registrar's Office to initiate a withdrawal. Class participation is defined by the instructor.

### **Student Withdrawal Policy**

*NOTE: Withdrawing from a course or courses can affect federal financial aid. Reduction in aid may result in a student becoming responsible for any balance due created by the reduction and return of any federal aid that may have already been disbursed.*

A student should contact Financial Aid **BEFORE** withdrawing from a course.

All Students must complete the online Withdrawal Form Request at this link to withdraw from a course or courses: [http://www.cbc.edu/academics/pace\\_program/pace\\_forms/withdrawal\\_form.aspx](http://www.cbc.edu/academics/pace_program/pace_forms/withdrawal_form.aspx)  
The time stamp on the Withdrawal Form Submission will determine the effective date and time of withdrawal.

When submitting a Withdrawal Form Request, a student must also submit the Intent to Return Form. The form gives written confirmation of intent to return and attend a future block in that semester/payment period. The future block must be within 45 calendar days of the end of the block he or she ceased attending.

Failure to provide Intent to Return Form will result in a student being withdrawn from all remaining courses within the semester/payment period. The date of the intended return can be changed, but the student must do so prior to the original return date. If a student fails to return by the date indicated, he or she becomes a complete withdrawal for the semester retroactively back to his or her initial withdrawal date. Changes of this nature can significantly affect the student's federal loans and grants.

Students should follow the policy according to their registration designation for the course (either In-Class or Online).

#### **In-Class & Hybrid Withdrawal - Grading and Tuition Reversal Policy**

- Up to the close of business the day of the first class meeting – Course removed from transcript.  
(Full tuition reversal. Course fee refunded)
- After the first class meeting, but before the second class meeting - "W" posted  
(50% tuition reversal. Course fee non-refundable.)
- After the second class meeting, but before the fourth class meeting - "W" posted  
(No tuition reversal. Course fee non-refundable)
- After the fourth class meeting and before the fifth class meeting - "WP" or "WF" assigned by instructor.  
(No tuition reversal. Course fee non-refundable.)

#### **Online Only Withdrawal, Grading and Tuition Reversal Policy**

- By 11:59 p.m. on the Sunday night before the class starts - Removed from transcript  
(Full tuition reversal. Course fee refunded)
- By 11:59 p.m. on the Sunday night before the second week of classes - "W" posted  
(50% tuition reversal. Course fee non-refundable.)
- By 11:59 p.m. on the Sunday night before the third week of classes - "W" posted  
(No tuition reversal. Course fee non-refundable.)
- After midnight on the Monday of the third week of classes, but before 11:59 p.m. on the Sunday night before the fifth week of classes - "WP" or "WF" will be assigned by instructor.

#### **Re-Admission into the PACE Program**

In order to re-enter the PACE Program after being out for a semester or more, a student must submit a Re-Admit application available on the CBC website. Click on APPLY NOW and follow the directions.

#### **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 contact the Division Chair. If the matter is not resolved after meeting with the department chair, or Division Chair, the student may initiate a formal appeals process by contacting the Vice President for Academic Affairs.

**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 or division 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. The department chair/division chair will also be asked to provide a statement.
3. These letters will be sent to the Academic Affairs Committee for consideration. Instructors, department chairs, and division chairs shall recuse themselves from the discussion and voting if they have already made a decision regarding the appeal.
4. The Academic Affairs Committee will review the letters and make a decision. 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.

**Graduation**

CBC holds one graduation ceremony each year in May. A student may participate in the ceremony if he/she lacks no more than 7 credit hours to complete his/her degree requirements. Students who feel that they are ready to graduate should request a degree audit from the Registrar's office prior to applying for graduation. Upon confirmation by the degree audit that the student is eligible for graduation, the student should complete and submit the Graduation Application to the Registrar's office by the announced graduation application deadline.

Students who wish to participate in the graduation ceremony must apply for graduation. A graduation fee is placed on a student's account immediately after submission of the graduation application. Students who do not wish to participate in the graduation ceremony will be billed a reduced graduation fee. Everyone is encouraged to participate in the graduation ceremony.

**Registration / Scheduling**

The PACE Department will publish the semester schedule prior to each registration period. Registration and scheduling information will also be published and communicated prior to each registration period. Students should utilize all available resources located at [www.cbc.edu/registration](http://www.cbc.edu/registration).

**Transcripts**

Students may request a free copy of his/her transcript by submitting a "Transcript Request Form" which is available on our website ([www.cbc.edu](http://www.cbc.edu)). To navigate on our webpage to retrieve the form: click on Quick Links in upper right hand corner, Request a Transcript, Transcript Request pdf.

This form may be submitted in person to the Registrar's office in the Watkins Academic Building, faxed to 501-329-2941, or mailed to the following address:

Central Baptist College  
ATTN: Registrar's Office  
1501 College Avenue  
Conway, AR 72034

All financial obligations and/or administrative obligations must be met in order for a transcript to be released. Partial transcripts are not allowed.



### **PACE & Online Veterans Benefits**

Students wishing to be certified for Veteran's Benefits should contact the VA Certifying Official at [vco@cbc.edu](mailto:vco@cbc.edu) or 501-205- 8807 in order to verify the office has all required documentation for certification of classes.

If students are taking classes at another institution and the student requests that institution to certify benefits, the courses need to be approved by CBC and a letter has to be submitted to that college's VA certifying official. The Registrar's Office will need the name of the course and the specific college. CBC will be the PARENT COLLEGE, and any other is a SUPPLEMENTAL COLLEGE. Make sure that the other institution understands this.

Veteran students who would like their classes certified to the VA must submit the Veterans Certification Authorization form at the beginning of EACH semester.

([http://cbc.edu/academics/pace\\_program/pace\\_forms/veterans\\_certification\\_authorization.aspx](http://cbc.edu/academics/pace_program/pace_forms/veterans_certification_authorization.aspx))

Your classes **will not** be certified to the VA if this form is not received by the School Certifying Official.

You must notify the School Certifying Official **BEFORE** any changes in your enrollment are made, including adding a class, withdrawing from a class and change of major or minor. You will not be paid benefits for courses you have already successfully completed. This includes any courses that you took prior to receiving VA benefits.

You must provide correct information pertaining to your current enrollment, including courses being added or dropped, changes in degree program, repeated courses, remedial courses and mailing address changes. Failure to provide this information may result in a delay or loss of VA benefits, misdirected checks, and could possibly result in you owing money to Central Baptist College or the VA. For more information about Veterans benefits go to [www.gibill.va.gov](http://www.gibill.va.gov).

### **Understanding Online ONLY Classroom**

Online classes at Central Baptist College are offered via the Internet through Canvas a course management system. These courses can be accessed 24 hours a day, seven days a week as technology allows. Textbook course management resources might also be used, as technology allows Students in an online course generally learn material by viewing PowerPoint presentations, studying lecture notes, listening to audio or video recordings, and participating in asynchronous or synchronous discussions, textbooks.

The following is a general outline. A three hour (five week) course consists of approximately eight sessions – Welcome session, course material session, session one to five, and evaluation session. In the first two sessions (Welcome and/or course materials), students will find important information about the course and vital course documents (syllabus, etc.). The instructional course work is found in sessions one to five. The instructor might have a pre-session where he or she will assign reading material or homework to be completed before the first session. Work is due before class begins. Session dates are listed in the syllabus or Canvas.

In each session, students are expected to actively participate in forum discussions. Students should be aware that assignments, quizzes, and exams will have specific due dates within the course. If the student misses a deadline, he or she could be penalized or receive a zero.

### **Physical Proctor**

A qualified person will supervise the student while he/she takes the test. Students are required to find a proctor that meets the proctor policies requirements. It is the responsibility of the student to check the syllabus and/or course schedule to see when the proctored exam is scheduled.

# Financial Aid Policies & Procedures

## Student Application for Financial Aid

1. Complete FAFSA. (CBC School Code: 001093) On-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
Contact the Central Baptist College Financial Aid Office at [financialaid@cbc.edu](mailto:financialaid@cbc.edu) or by phone at 501-205-8911. At the minimum provide your full name, date the application was completed, current mailing address and email address, if different than addresses listed on the FAFSA.
2. Your FAFSA may be randomly be selected by the US Department of Education for a process called verification. If you are selected for verification, we will notify you by email letting you know the documents you are required to complete and return to our office. Your financial aid cannot be processed until all documents have been received and the verification documents have been reviewed by our office.
3. The Financial Aid Office will be notified by the Registrar's Office once the student's courses have been registered then packaging will be completed, and an award letter will be Emailed to the student at the email address listed on the FAFSA.
4. After receiving an award letter and a progress policy, students should accept or reject any aid, sign, and return to the financial aid office immediately. Your financial aid will not be officially considered until the award letter and progress policy are returned to the Financial Aid Office.
5. If you accept loans, please follow the instructions on the page included with your award letter and progress policy. Please complete the Master Promissory Note AND the Entrance Counseling online at <https://studentloans.gov>. You will need your FSA user ID and password to complete these steps. When you have completed these, we will receive an electronic notification and we will certify your loans. **Note: We cannot post student loans to your Financial Aid Transcript until BOTH of these steps have been completed.**
6. **Loans:** Federal Direct Student Loans will be disbursed during the third week of the student's first course of the semester. Students must be enrolled in at least six hours within a semester in order to be eligible to receive student loans. The total award amount for the academic year must be disbursed to the student in two payments as required by federal law. If attending in both the fall and spring semesters, a student will receive one disbursement in the fall and one disbursement in the spring. If attending in only one semester during the academic year, the loan amount for that semester will be disbursed to the student in two payments, the second of which must be after the mid-point of the semester.

Disbursement of loan funds means that the loan amount is applied to the student account. If, at that time, the balance is covered in full and a credit balance is created, the student will be notified by the business office that a refund of the credit amount is available for the student. Once a student has received a refund payment of the credit amount, **IF** they withdraw from any courses that would cause them to have less than 6 hours within that semester, they will no longer be eligible for student loans in that semester. CBC is required to calculate the amount that must be returned to the Department of Education. If funds must be returned, this could cause there to be a balance owed to CBC.

7. **Pell Grant:** Pell funds will be disbursed during the third week of the student's first course of the semester. Pell disbursements will be processed based on the total number of hours in which a student has enrolled at the beginning of each semester. If a schedule change is made which results in a fewer number of total hours for the semester, the Pell award amount must be adjusted accordingly. If a student withdraws from a course before attending any class meetings, the Pell award amount must be decreased. If a student withdraws from a course after attending at least one class meeting, there will be no change to the Pell award amount. For online courses, a student is

considered to have attended for financial aid purposes only if they have actively participated by submitting any course assignments.

Once a student has received a refund payment for a credit amount on their account, **IF** they withdraw from any courses that would cause the Pell amount to be decreased within that semester, CBC is required to calculate the amount that must be returned to the Department of Education. If funds must be returned, this could cause there to be a balance owed to CBC.

Students will be notified by the Business Office when a refund check is available for pick up. See page 23 for the complete refund policy. *Please note: The “disbursement date” is the date the amount is applied to your account. It is **NOT** the date the refund check will be available.*

8. If you have taken out loans, you must complete an Exit Interview when leaving our institution. This includes graduation, transferring to another institution, or discontinuing your education. To complete the Exit Interview, follow these steps:
  - Go to [www.studentloans.gov](http://www.studentloans.gov).
  - Log in using your FSA user ID and password.
  - Select “Complete Loan Counseling”, and then select “Exit Counseling”.
  - Once completed, you will instantly be emailed your Exit Counseling confirmation. Please forward this confirmation to the financial aid office at [financialaid@cbc.edu](mailto:financialaid@cbc.edu).
  - If graduating, students will not be allowed to pick up their cap and gown and/or receive their diploma until Exit Counseling is complete.
  
9. **Arkansas Academic Challenge Scholarship:** Students must complete the universal Application on the Arkansas Department of Higher Education (ADHE) website ([www.schoarships.adhe.edu](http://www.schoarships.adhe.edu)) and submit all required documents by, July 1st in order to qualify for grants and or scholarships for the following academic year. Students applying must also complete the FAFSA. The CBC Financial Office will verify enrollment for students that are awarded an Arkansas Academic Challenge Scholarship after the 11<sup>th</sup> day of the semester. ADHE will then send the scholarship funds to CBC for disbursement to the student account.

#### **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 total 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 120 credit hours are eligible to receive Title IV aid for a total of 180 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. Anyone accepting federal student aid is required to submit a signed copy of this policy each year. Your federal aid will not be applied to your account or disbursed without this signed policy.**

# Payment Policies & Procedures

## Tuition and Fee Payment Policy Payment Arrangements

All students must contact the Business Office at least 10 business days prior to the start of the first course of the semester to verify formal payment arrangements for the total amount of tuition and fees for the semester. Payment arrangements can include individual payment plans, military tuition assistance, federal student loans or grants, state, local or other scholarships and grants. Any amount not covered by these other sources must be paid or have an approved payment plan before the first course of the semester begins. Payments can be made by cash, check, or credit card (Visa, MasterCard, and Discover and American Express). Payments can also be made online through the student Campus Anywhere Portal. **NO STUDENT WILL BE ALLOWED TO ATTEND CLASS UNTIL PAYMENT ARRANGEMENTS HAVE BEEN MADE WITH THE BUSINESS OFFICE.**

## Federal Student Aid (Pell Grants, Federal Direct Loans)

Students receiving federal Student aid must have completed all of the following required steps in order for their aid to be finalized and for it to be considered as a formal payment arrangement.

- Return signed Financial Aid Award Letter to the Financial Aid Office
- Return signed Satisfactory Academic Progress Policy to Financial Aid Office
- If taking Federal Direct Loans:
  1. Complete Student Loan Entrance Counseling
  2. Complete Master Promissory Note

*NOTE: If withdrawal of a course occurs, federal financial aid can be affected and be reduced. The student would then be responsible for any balance created by the reduction of the aid amount and must return any federal aid that may have already been disbursed him.*

## State Scholarships or Grants

State scholarships or grants will not be considered as a formal payment arrangement until the Financial Aid office receives confirmation from ADHE (Arkansas Department of Higher Education) that a student will be receiving that aid. Confirmation from ADHE must be official correspondence from the ADHE website or student profile account or the official aid roster submitted to CBC from ADHE.

## Employer Reimbursement

Students whose employer will pay the entire cost of education must submit a letter on company letterhead to the Business Office no later than 5 business days prior to the start of the first course of the semester stating that the company will pay, upon registration, all expenses for the employee. The letter must show the name of the student and detail how the funds will be disbursed to the college. If the employer pays once the course has been completed, the student will be required to pay for courses and will be reimbursed once employer pays.

## Tuition Assistance (TA)

Students who are military personnel and are using Tuition Assistance (TA) as payment:

- Are required to submit their TA Approval Form at least 5 business days prior to the start of the course.
- Are responsible for course costs not covered by TA.
- Must pay course costs not covered by TA up front on a per course basis.

Central Baptist College reserves the right to withdraw a student from classes and not allow future attendance if the student's account is not paid in full.

## Federal Regulations in Regard to Withdrawals from Courses

According to federal regulations, institutions are required to do a "Return of Title IV Funds" calculation for a student that completely withdraws from a program in order to determine if any of the Title IV funds should be returned to the Department of Education. In October of 2010, these new rules were introduced

concerning this procedure for programs offered in modules. Our PACE Program falls into this category. Our block schedule is a module program. Following are the federal guidelines:

- A student is considered to be a program withdrawal if they do not complete all days they are scheduled to complete within the semester.
  - School must document that the student completed all courses with a passing grade
  - If no passing grade in last scheduled course, school must demonstrate whether or not the student completed the period
- Student is not considered a program withdrawal if:
  - They provide written confirmation of intent to attend a future block in the semester/period of enrollment
    - This must be provided at the time of withdrawal.
    - Student may change the return date in writing if they provide the change prior to the original return date.
  - The future block is scheduled to begin within 45 calendar days (not including weekends or a holiday period longer than 5 consecutive days). The 45 days is measured from the end of the block they ceased attending.
- If the student does not return as indicated, they become a withdrawal retroactively back to their initial withdrawal date. The withdrawal date and days of attendance will be determined as if confirmation of future attendance was never provided.
- A withdrawn student may return to the same program prior to the end of the payment period. The student would be eligible for any Title IV funds for which they were eligible prior to the withdrawal.
- Total calendar days include all days on which the student was scheduled to attend
  - Days of completed courses count if course does not span the length of term
  - Scheduled breaks of at least 5 consecutive days are excluded when the student is not scheduled to attend a module or other course offered during that period.
  - For a withdrawn student who has made schedule changes, days of courses officially dropped prior to complete cessation of attendance are not counted.

### **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 is located on our website under textbooks or directly at [www.cbctextbooks.com](http://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. 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](http://www.cbctextbooks.com), a credit or debit card will be required. Textbooks may be shipped directly to your home, 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 [CBtextbooks@bbasolutions.com](mailto:CBtextbooks@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](mailto:gwilliams@cbc.edu) or 501.205.8879.

It is the responsibility of the student to obtain textbooks and materials in a timely manner before the start of class.

**To order books online:**

- Go to [www.cbc.edu](http://www.cbc.edu), the Central Baptist College website
- Go to Quick Links and select the Bookstore
- Select the Online Bookstore option and follow the directions

**Refund Policy**

Enrollment Change Refunds: For information on a refund of tuition and fees for enrollment changes, please see either the PACE or Online Academic Standards, Policies & Procedures section of the handbook.

Financial Aid Refunds: Students whose financial aid exceeds their expenses each semester are entitled to a refund of the excess money. If the financial aid produces a credit balance on the student account, the student will be notified. Students who wish to leave the credit balance on their account must notify the Business Office in writing. Financial aid which results in a credit balance must be received in the Business Office by Tuesday of each week to produce a refund check on Friday. Refund checks are distributed on Friday's only. Students will receive an email from the Business Office when their refund check is available to pick up.

**Refund Policy for Students Called to Active Military Service**

A student who withdraws from Central Baptist College as a result of being called to active duty in the military service of the United States or the Arkansas National Guard will have his/her charges adjusted in the following manner. All tuition and fees collected in advance will be refunded to the student. All charges for tuition and fees will be reversed. A copy of the military orders is required to be submitted to obtain any charge reversal or refund.

**Return of Title IV Funds Policy**

The return of Title IV funds is processed by the Financial Aid Office. The amount of Title IV funds to be returned is calculated by the Financial Aid Office. This policy applies to all students who withdraw from Central Baptist College either officially or unofficially. This policy is separate and distinct from the Central Baptist College Refund Policy. Therefore, the student may still owe funds to cover unpaid institutional charges. The college reserves the right to collect from the student any Title IV funds that the college was required to return. The calculated amount of the "Title IV Funds Returned" that is required for students affected by this policy are determined according to the following definitions and procedures, as required by regulation.

The College has 45 Days from the date the college determines that the student withdrew to return all unearned funds as required. The college will notify the student if he/she owes a repayment by written notice. The college will inform the student or parent that he/she has 14 calendar days from the date of notification to accept a post-withdrawal disbursement. If the student or parent does not respond within the allotted time frame, the college will return any earned funds that the college is holding to the Title IV programs. **All post-withdrawal disbursements must occur within 90 days of the student's withdrawal date.**

The return of Title IV funds regulations does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

The college is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to attend.

**Pre 60% Withdrawal**

Central Baptist College must complete a "Treatment of Title IV Funds Withdrawal Form" to determine the amount of earned aid up through the 60% point in each semester. Central Baptist College will use the Department of Education prorata schedule to determine the amount of Title IV funds the earned as of the time of withdrawal. **After the 60% point in the semester, a student has earned 100% of the Title IV Funds he/she was scheduled to receive during the period.** The college must still complete a

“Treatment of Title IV Funds Withdrawal Form” to determine the amount of aid that the student has earned.

### **Post 60% Withdrawal**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Central Baptist College will still determine whether the student is eligible for a post-withdrawal disbursement.

*Note: Below is a sample calculation to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance in the term from which a student withdraws.*

#### Sample Calculation

1. Determine the percentage of Title IV aid earned by the student by taking the calendar days completed in the semester, divided by the total calendar days in the semester (excluding breaks of more than two consecutive days).  
**20 completed days/120 total days = 16.7 % (% of completed days)**
2. Determine the amount of Title IV aid earned by the student by multiplying the Percentage of Title IV aid earned times the total of the Title IV aid disbursed Plus the Title IV aid that could have been disbursed for the semester.  
**16.7% X 3,500.00 = 584.50 (Amount of aid earned by the student)**

3. If this amount is greater than the total Title IV aid disbursed for the semester, A Post-withdrawal disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

### **Withdrawal – Official vs. Unofficial:**

A student who withdraws is one who either officially completes a “Central Baptist College Withdrawal Form,” unofficially withdraws (administrative withdrawal), is suspended, or expelled.

A student's withdrawal date is determined by the date of last attendance in an academic class or the date of administrative withdrawal, suspension, or expulsion.

A student may rescind his/her official withdrawal notification by filing a written statement with the Registrar within 4 calendar days of the official withdrawal date. The student must state that he/she will continue to participate in academically-related activities, and intend to complete the semester for which payment of Title IV funds were or would be received. The rescission of withdrawal is negated if the student subsequently ceases to attend prior to the end of the semester. The withdrawal date then is the student's original date of withdrawal.

### **Earned Aid**

Title IV aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Director of Financial Aid.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of returned funds is allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grant

Central Baptist College's responsibilities in regard to the return of Title IV funds are as follows:

- Provide students with the information given in this policy;



- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for based on the Return of Title IV Funds calculation. Any notification of withdrawal must be submitted using the Notice of Withdrawal Form and submitted to the Registrar. A student may rescind his/her official withdrawal by giving written notification to the Registrar with the allotted time requirement.

**Examples of the worksheets for the Return of Title IV Funds policy are available, contact the Financial Aid Director at (501) 205-8911.**

#### **Post Withdrawal**

If students did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the college must get their permission before it can disburse them. Students may choose to decline some or all of the loan funds so that they don't incur additional debt. The College may automatically use all or a portion of their Post-Withdrawal disbursement (including loan funds, if they accept them) for tuition, room and board, and fees. For all other school charges, the college needs their permission to use the post-withdrawal disbursement. If they do not give their permission, they will be offered the funds. *However, it may be in their best interest to allow the school to keep the funds to reduce their debt at the college.*

If Central Baptist College is not required to return all of the excess funds, students must return the remaining amount. Any loan funds that they must return, they (or their parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, they make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that students must return is called an overpayment. The amount of a grant overpayment that they must repay is half of the grant funds they received or were scheduled to receive. Students must make arrangements with their school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when students withdraw are separate from any refund policy that the college may have. Therefore, students may still owe funds to the college to cover unpaid institutional charges. The college may also charge students for any Title IV program funds that the college was required to return. If students don't already know what the college's refund policy is, they may ask their Financial Aid Director for a copy to the refund policy.

Central Baptist College can provide students with the requirements and procedures for officially withdrawing from college.

If students have questions about their Title IV program funds, they can call the Federal Student Aid Information Center at:

**1-800-4-FEDAID (1-800-433-3243)**

**TTY: 1-800-730-8913**

Students may also contact the Central Baptist College Financial Aid Office at: **(501) 205-8911**.

Information is also available on student aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

# Student Services

## 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 or change your information in the CBC alert system, contact the Director of Campus Safety at [cmitchell@cbc.edu](mailto:cmitchell@cbc.edu).

## Campus Safety & Security

The safety and security of all Central Baptist College students is important. Central Baptist College hopes that all students have a safe and enjoyable experience while on campus. Following is a summary of the programs and 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 and 6:30 am. Signs have been posted at all major entrances to campus to make all campus visitors aware of this policy.
- CBC has installed a security camera system that consists of 112 cameras placed in all buildings on campus. The cameras can be accessed at all times and footage is archived for future use.
- Weapons of any kind are not allowed on campus.\*
- 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 these policies.*
- 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.
- CBC employs campus security officers through the Conway Police Department, who work at key hours at night to patrol the campus. Campus security officers are authorized to stop and question any person(s).

## 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](http://www.cbc.edu). Go to Quick Links, Registrar, Forms, and Student Information Change Request. To officially change a student's name, the student must provide the Registrar with proof of the change with the Social Security Administration.

## Crisis Intervention Team

Central Baptist College has established a Crisis Intervention Team whose mission is to ensure the safety of the 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 (i.e. city, county, state, and federal agencies)

### Dining Services

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 while traditional classes are in session:

Monday – Friday	Saturday	Sunday
Breakfast 7:30AM - 9:30AM	Brunch 10:30AM – Noon	Lunch 12:15PM -1:00PM
Lunch 11:00AM - 1:00PM	Dinner 4:45PM - 5:30PM	Dinner 4:45PM - 5:30PM
Dinner 4:45PM - 6:30PM		

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 business hours while traditional classes are in session. Hours are posted at Café 52 in the Story Library.

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

### Disability Support Services

Disability accommodations are offered through the Central Baptist College Disability Support Services Office in accordance with Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act of 1990, and other relevant state and federal regulations. It is important for students to understand that in order to receive accommodations, they must self-identify with the Disability Support Services Office to begin the accommodation process. Any student with a disability who needs an accommodation should contact Paula Bender, Disability Support Services Coordinator at either pbender@cbc.edu or 501-205-8926. *Please note that current and appropriate documentation of a disability is required as part of the accommodation process. Contacting the Disability Support Services Office does not guarantee that a student will be recognized by the college as a person with a disability or that they will receive accommodations.*

### Emergency Evacuation

In the event of evacuation or campus crisis, **Central Church at 3333 Dave Ward Drive or Antioch Baptist Church 150 Amity Road** will be the relocation point. Students will be notified by text via the campus alert system and told where to relocate if necessary.

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.

### **Extracurricular Activities**

PACE students may participate in intercollegiate athletics and performing groups in the music department with the following stipulations:

- PACE students will not receive athletic or music scholarships.
- PACE class attendance takes precedence over practices, games, or performances. No excused absence will be given for these activities.
- Any applicable fees associated with these activities will apply.

For more information on how to become involved please contact the appropriate coach or music department personnel to schedule a tryout or audition.

### **Family Education Rights and Privacy Act of 1974 (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, and 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 Anyware 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 Watkins Academic Building on the first floor.

### **Housing**

PACE students who wish to live on campus, and are under 24 years of age, must submit a written request to the Dean of Students to live on campus.

### **ID Cards**

**ALL STUDENTS MUST HAVE AN ID CARD.** Students 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.

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. The \$10 fee may also be applied to the student's account.

### **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. Online library resources and services are available from the library's website: <http://library.cbc.edu>.

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

Sunday: 5:00pm – 11:30 pm

### **Recognized Student Organizations**

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.
- 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 designated student services staff member has established that all requirements for establishing a new recognized student organization have been met, the organization will be presented to the Executive Leadership Team for final approval and designation as a Recognized Student Organization.

### **Service Animals**

Central Baptist College adheres to the Americans with Disabilities Act of 1990 (ADA) and its revised regulations regarding service animals. The ADA defines a service animal as a “dog that has been individually trained to do work or perform tasks for an individual with a disability The task(s) performed by

the dog must be directly related to the person's disability.\*\* Further guidance states that "dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.\*\*"

The ADA requires that service animals be under control of the handler at all times. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. The handler is responsible for the care of the service animal, including but not limited to feeding, grooming, and cleaning. A service animal considered "out of control" or not being controlled by the handler will be asked to be removed from the campus.

For more information about the ADA and service animals visit:

<https://www.ada.gov>

\*[https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html)

\*\*[https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)

Additionally, the City of Conway has an ordinance requiring licensing and vaccinations of animals. The full ordinance can be found at <https://media.conwayarkansas.gov/conwayarkansas-media/archive/ordinances/2016/O-16-102.pdf>. Pages 10 and 11 of this document detail city licensing, tagging, and vaccination regulations. Students that will have a service animal on campus with them must adhere to this city ordinance and provide verification to the Disability Support Services Office.

Students requesting to have a service animal with them on the Central Baptist College campus must self-identify as having a disability with the Disability Support Services Office (see the "Disability Support Services" section of the Student Life Handbook on page 28) and provide current and appropriate documentation of a disability. When requesting to have a service animal, the following additional information must also be provided:

(1) Color photo of the service dog, (2) statement regarding the work or task the dog is trained to perform, (2) documentation of the certificate of training in accordance to ADA received by the dog to complete this work or task, and (3) verification of licensing and rabies vaccination that complies with Conway City Code cited above. Additionally, licensing and rabies vaccination paperwork will also be kept on file with the Dean of Students, and the Dean of Students will verify that proper tags for licensing and rabies vaccination are attached to the dog's collar as per city code cited above. *Please note that contacting the Disability Support Services Office does not guarantee that a student will be approved to have a service animal on the Central Baptist College campus.*

### **Sex Offender Notification Policy**

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 Vice President for Student Services 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 Vice President for Student Services with the following information concerning the registered sex offender: Photograph, Age, Crimes they are accused of, and 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.

### **Student Communication**

**To ensure effective and secure email communication between employees and students, effective August 17, 2018, all official Central Baptist College student email communication will only occur through the cbc.edu email system. The only exceptions are the CBC no-reply Emergency Alert System and the Canvas Learning Management System.**

### **Student Consumer Information**

Student Right-to-Know information (also known as Student Consumer Information), as defined by the United States Department of Education, and the Annual Campus Crime Statistics Report is distributed directly to students through their CBC email account, and can be found at [http://cbc.edu/all\\_about\\_cbc/student\\_consumer\\_information.aspx](http://cbc.edu/all_about_cbc/student_consumer_information.aspx). The report is updated by October 1<sup>st</sup> each academic year.

Students can request a physical copy of the Campus Crime Statistics or any section of the Student Consumer Information by contacting the Director of Campus Safety.

### **Student Grievances**

An employee or student who believes he/she has a grievance may make his or her concerns known by:

1. Telling the person engaging in grievous conduct or communications that the conduct or communication is offensive and must stop.
2. If the issue is not resolved, the individual should immediately report the alleged act(s). This can be done by submitting a grievance report form, located at [http://cbc.edu/current\\_students/student\\_grievance.aspx](http://cbc.edu/current_students/student_grievance.aspx)

All grievance report forms go directly to the Dean of Students. The Dean of Students will determine which type of grievance has occurred.

3. The Dean of Students will meet with the student to discuss the incident. The Dean will determine which type of grievance is alleged and how the grievance should be remedied.  
Student-to-Student Grievance
  - a. Non-Academic & not a violation of the handbook: The Dean of Students will act as mediator between the aggrieved and the offender.
  - b. Harassment: The Dean of Students will treat all harassment cases as stated in the student handbook. Harassment is a level two offence, and could be a level three if physical harm



occurs. Title IX cases will be reported and investigated as stated in the student handbook. The aggrieved will be notified if the violation is found to be true and that sanctions are being assessed.

Student-to-Employee Grievance

- c. Academic: If a student has a grievance of an academic nature, the Dean of Students will refer the student to the Grade Appeal Policy.
  - d. Non-Academic: If a student has a grievance with an employee, the Dean of Students will forward the grievance form to the Director of Human Resources. The Director of Human Resources will notify the employee and the employee's supervisor that a grievance has been filed against the employee. The Director of Human Resources is responsible for determining if a policy has been violated.
4. The aggrieved person/ complainant will be asked to specifically outline the nature of the grievance. 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 examine to see if a policy has been violated.

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.

5. If the aggrieved finds that a resolution has not been made after completing the previously stated protocol, the aggrieved may file a formal grievance to the Grievance Committee. A student desiring to file a formal complaint to the Grievance Committee should submit in writing the following information: 1) the date of the grievance; 2) the nature of the grievance; 3) address the grievance to the Vice President for Finance 4) and all grievances must be signed by the student.

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

Grievances 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 grievance.

Central Baptist College is required by law to share information about grievances 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 grievances 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.

*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.*

### **Tornado Warning Awareness**

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 up to 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
- Dorm 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.

# Standards of Conduct

Central Baptist College standards of conduct are set forth in writing in order to give students notice of prohibited conduct. **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.

## Alcohol

Central Baptist College is an alcohol-free campus. Use, possession, and distribution of alcoholic beverages or public intoxication are not acceptable behaviors. 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.

## 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: midribs 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 fingertips when standing, all shirts must have sleeves; leggings may only be worn with a shirt that reaches fingertips when standing.

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

## 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.

## Bomb Threat

Making a bomb threat by word of mouth, e-mail, text, phone call, or by any other means is prohibited. 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. Students must not pull excessively or strive to open locked or secured doors. Anyone found guilty of misusing a campus safety device could face sanctions of a level 2 or level 3 offense at the discretion of the Dean of Students.

## 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.

### **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 a.m. (midnight) and 6:30 a.m. 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 Coordinator must be notified and give prior approval. Otherwise, residents should remain inside the residence hall during these hours.

Should extended hours be granted by the Executive Leadership Team during the week of finals, students will be notified through their CBC email account.

### **Closed Gym Policy**

At times, it is necessary for the gym to be closed to the outside public as well as students. Athletic practices in the A.R. Reddin fieldhouse are closed practices. Only players and coaches may be in the gym. Only the head coach or athletic trainer may grant permission to those not associated with the team.

Classes held in the A.R. Reddin Fieldhouse are closed to those not enrolled in the class.

The A.R. Reddin Fieldhouse, including the weight room, is not available for use without the supervision of a CBC employee.

### **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, he/she must report this information immediately to the PACE Department. 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 and guidelines.

In order to be complaint with CBC, state, or federal guidelines, students may be advised and/or required to leave campus and return home immediately upon notification of a communicable disease or virus. Students may also be required to obtain documentation from a Medical Doctor or be cleared through the CBC Student Health Clinic before they can return to campus.

### **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.

### **Destruction of Property**

Students may take no action to intentionally damage, litter, deface, or destroy private or college property.

### **Drugs**

Central Baptist College is a drug-free campus. Under no circumstances are students to use illegal drugs or misuse over-the-counter or prescription drugs, inhalants, 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. Failure to comply with the Dean of Student's instruction to take a drug screening will result in an immediate suspension. Admission to using/misuse of any drug to a CBC employee or an arrest by law enforcement will be treated as a violation under this policy. In such situations, the Dean of Students may not order the student to take a drug screen.

### **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

### **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.

### **Fundraising and Solicitation**

Students, 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 from the Vice President of Advancement.

### **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.

### **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. Persons who are found to have harassed others will be dealt with swiftly and vigorously.

#### **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.
5. Students will refrain from any communication with employees that creates an environment that degrades the employee, their work at CBC, or what the institution stands for. Students should read the grievance policy on page 32 before making such comments.

### **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 one has a question about whether conduct is permissible under this policy, one should discuss it with his/her 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 one has a question about whether conduct is permissible under this policy, one should discuss it with his/her 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. Statement of Confidentiality**

In 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.

## **F. 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](http://www.stophazing.org/laws/ar_law.htm) for a legal definition of hazing according to Arkansas law).

### **Hoverboards**

Due to safety concerns, the possession, use, and storage of hoverboards and similar electronic devices is prohibited on campus.

### **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

***\*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.***

### **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 if possible by noon the day of such closings. In the event that inclement weather is not severe enough to cause all travel to be dangerous, all students who can travel safely should report to scheduled classes. If one's circumstances are such that travel is dangerous, a student should call his/her instructors directly to notify them.

### **Insubordination**

Registration with 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**

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 Coordinator 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.

### **Mischievous Conduct**

The following actions are not permitted:

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

### **Official Use of Central Baptist College Logo**

Students must have written permission from the Vice President for Advancement in order to use the official College seal, word mark, or authorized version of the mustang athletic logo. The Vice President for Advancement is located in the Advancement Suite in the David T. Watkins Academic Building.

### **Parking**

Students are issued a parking decal that is to be displayed on their vehicle(s) while attending Central Baptist College. Students should only park in marked parking spaces at all times. Parking in a Handicapped space, fire lane, or reserved space may result in a citation from the Conway Police Department or Central Baptist College Department of Public Safety in accordance to state law or Central Baptist College policies.

### **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 Behavioral Hospital will be immediately notified to evaluate the student with the possibility of the student being admitted to the hospital where trained professionals can evaluate the emotional and mental status of the student. If a student is admitted, 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 Behavioral Hospital, the student will be immediately suspended until sufficient proof is produced by a licensed psychiatrist 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.



### **Pregnancy**

If a student is known to be pregnant or has impregnated someone outside of wedlock, the Dean of Students must be notified. The student will not be eligible to participate in extracurricular activities, including but not limited to athletic practices, games, and matches, musical performances, and student organizations. Additionally, the student will be sanctioned in accordance with the sexual misconduct policy.

If a student is known to be pregnant within wedlock or outside of wedlock, the student will cease physical activity with an athletic team and intramural events, for the safety of the student and the child, until the child is born and the student has written clearance by a medical doctor. The doctor's permission must be in writing and submitted to the Dean of Students.

### **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.**

### **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 Watkins Academic Building, 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 Associate Vice President for Student Services before being posted. Nothing should ever be taped to any door or window.

### **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 a higher level of sanctions, even up to suspension or expulsion.

### **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.

### **Sexual Misconduct**

Any form of sexual misconduct, 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.

### **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 re-enrollment at CBC. If allowed to re-enroll at CBC, the student could be placed on final disciplinary probation for the remainder of their time at CBC.

### **Thefts/Break-Ins**

Students are responsible for all personal items brought on the campus. Each student is encouraged to mark all personal items and to keep a list of the serial numbers of any expensive equipment or possessions. All students are encouraged to keep car doors locked in their absence. Any theft should be reported to the Director of Student Life during regular business hours or to campus security during nights and weekends. ***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.***

### **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. Additionally, the use and possession of electronic nicotine delivery systems (such as e-cigarettes, jull, vapes, vape pens, etc.) is prohibited on campus. ***NOTE: Because Camp Robinson is not CBC owned property, this policy does not apply to the Camp Robinson campus.***

### **Unauthorized Entry**

Entry of secured or locked areas without permission is prohibited. In addition, once buildings with card access are closed to the public, no one is to allow anyone into these buildings unless that person shows proper identification. Proper identification is a Central Baptist College issued photo ID. If this is not shown, that person should not be let into the building. Doors are also not to be propped open and left unattended for any reason.

### **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 appropriate person as designated on the Facilities Use Flow Chart, located in the online shared employee documents file. All plans for campus facilities must be on the CBC 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 of the Vice President for Advancement. Any such activity contrary to the best interest of Central Baptist College will subject the student or student group to disciplinary action.

### **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.

# Discipline Structure

## 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

***\*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.***

## 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.

## Guide to Disciplinary Level

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

### **Level I Offenses (Possible Sanctions: Warning, \$25-50 fine)**

Appearance  
Appliances  
Bicycles  
Candles/Open Flame  
Curfew/Sneaking in/out  
Decorations  
Entertainment  
Guests  
Language  
Mandatory Meetings  
PDA, (public display of affection)  
Quiet Hours  
Trash

### **Level 2 Offenses (Possible sanctions given at the discretion of the Dean of Students: hours of community service, monetary fine, mandatory counseling, mandatory drug testing, final disciplinary probation, suspension, expulsion)**

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

**Level 3 Offenses (Sanctions: Immediate suspension or expulsion)**

Bomb Threat  
\*Campus safety and security equipment  
Drugs  
Physical Harm to Others  
Theft  
Weapons

\*Campus safety and security equipment can be treated as a level 2 or 3 offense as determined by the Dean of Students.

**College Personnel Lines and Extents of Authority**

For students living on campus:

- **Level 1 Offenses:** Initial violation of conduct will be rendered by the, Resident Coordinator, or Resident Assistant and kept on file with the Dean of Students.  
**There is no appeal for a Level 1 Offense.**
- **Level 2 Offenses:** Decision will be rendered by the Dean of Students, or his designee and kept on file with the Dean of Students. Appeals may be made to the Vice President for Advancement.
- **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 Vice President for Advancement.
- **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.

***Administrative Hearing Procedures for Level Two Offenses***

- 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 Dean of Students. 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 decision will be rendered accordingly based upon the information in the violation by the Dean of Students. 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.

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.

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 Associate Vice President for Student Services.

# 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 My Place 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](mailto: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](mailto: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
- 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
- abide by restrictions associated with one's account

**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.

#### **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 Director of Student Services. 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.

# Title IX

## Policy Statement

No person at Central Baptist College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity.

## Introduction

Members of the college community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Central Baptist College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

## Jurisdiction

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects the college community in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those Programs take place in a school's facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

## Definition of Terms

**Complainant:** Any party who makes a complaint/grievance against another student, employee, staff member or campus visitor.

**Respondent:** The person(s) against whom a complaint has been made.

**Definition of Status:** A full-time employee will be considered as an employee, regardless of student status. A student who is a part-time employee will be considered a student unless the incident under consideration occurred in connection with employment.

**Discrimination (general definition):** Actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities. There can be no discrimination related to pregnancy, child birth, false pregnancy, termination of pregnancy or recovery.

**Discriminatory Harassment:** Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities.

**Sexual Harassment:** Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention;

to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying. Not all workplace or educational conduct that may be described as “harassment” affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

**Hostile Environment:** Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

**Quid pro Quo Sexual Harassment:** Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

**Retaliatory Harassment:** Any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

**Sexual Harassment of a Student by Another Student:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational programs or activities. For example, a student repeatedly asks another student out on dates, even though he or she has turned down the invitation numerous times. It is harassment to repeatedly subject a person to egregious, unwelcome sexual attention.

**Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe, persistent or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits. For example, a student appears at a faculty member’s house uninvited. It is harassment to repeatedly subject a person to egregious, unwelcome sexual attention.

**Sexual Harassment of a Student by a Faculty/Staff Member/Campus Visitor:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty, staff member or campus visitor toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual’s educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him/her in exchange for

a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student's final grade.

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue, or finger
- oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person; or
- exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- In order to give effective consent, one must be at least 16 years old.
- Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.
  - o Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of the sexual interaction). Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.
  - o This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent For example: "Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want."

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

### Confidentiality

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the College's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the college's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

### Complaint/Grievance Procedure

These procedures are intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees will be addressed through other student conduct procedures. The college benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the college community.

### Informal Complaint Resolution

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require a complainant to contact the person involved or that person's supervisor if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

### Formal Complaint/Grievance Procedures

#### ***Responsibility to Report***

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. In order to maintain a safe environment, the college must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

It is the responsibility of college faculty, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

### ***Notification***

Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Coordinator. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. A person who raises a complaint may discuss with the Title IX Coordinator any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment. A complaint against a student may also be reported through the college's online Student Conduct Reporting Form. The Student Conduct Reporting Form can be found on the Student Conduct website or at the following link: [http://www.cbc.edu/current\\_students/titleIXpolicy/titleIXincidentform](http://www.cbc.edu/current_students/titleIXpolicy/titleIXincidentform)

Upon receipt of the complaint/grievance, the Coordinator will open a formal case file. If the Investigator receives the complaint/grievance, the Investigator will notify the Coordinator of the case to determine if the case is a Title IX case.

The Title IX Compliance Officers are:

**Title IX Coordinator: Vice President Paul Cherry, (205-8805) [pcherry@cbc.edu](mailto:pcherry@cbc.edu)**

**Title IX Investigator: Dean of Students, Chris Mitchell, (205-8919) [cmitchell@cbc.edu](mailto:cmitchell@cbc.edu)**

### ***Investigation***

1. The Title IX Investigator will conduct the investigation. The Investigator will confer with the Title IX Coordinator for the complainant or other necessary remedial short-term actions. The Title IX Coordinator or his or her deputy will apprise the Vice President for the appropriate division of the grievance, or if the grievance is against the student, the Dean of Students.

2. The Investigator will:

- Identify the correct policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s);
  - If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action;
- Meet with the complainant to finalize the grievance;
- Prepare the notice of charges on the basis of initial investigation;
- Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent;
- Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- Make a finding on the case, based on a preponderance of the evidence which indicates that a policy violation has or has not occurred;
- Present the findings to the individual(s) alleged to have committed discrimination or harassment, who may accept the findings, accept the findings in part and reject the findings in part, or may reject all findings;
- Share the findings and update the complainant on the status of the investigation and the outcome.

3. If the findings indicate that the alleged discrimination or harassment has not occurred, the investigation should be closed. The complainant who filed a complaint may request from the Title IX Coordinator an extraordinary decision to refer the complaint to a hearing. A hearing will only be granted by the Coordinator in exceptional circumstances.

4. Where the findings indicate that the alleged discrimination or harassment has occurred, and the respondent(s) accepts the findings that she/he violated college policy, an appropriate sanction will be imposed. If the complaint is against a student the sanction will be determined by the Dean of Students. If the complaint is against a CBC employee, the Vice President for the appropriate division in consultation with the Director of Human Resources, will determine the sanction. Central Baptist College will act to end

the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the CBC community.

5. Following the investigation, the Chair of the Investigation and Hearing Board will distribute a written Letter of Determination to the affected parties.

### **Hearing**

1. In the event that the individual(s) alleged to have committed discrimination or harassment rejects the investigation findings in part or entirely, the Coordinator and Investigator will convene a hearing under its respective procedures to discuss the contested aspects of the formal complaint. At the hearing, the findings of the investigation will be admitted and the Investigator may give evidence. However, the Coordinator is not bound by the finding(s) of the Investigator. The hearing will determine whether it is more likely than not that a violation of policies has occurred. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

2. When the Coordinator determines a violation has occurred, it will recommend appropriate sanctions for the violation. The appropriate division of the complaint, or if the complaint is against a student, the Title IX Coordinator, will impose appropriate sanctions for the violation. The college will act to end the discrimination or harassment, prevent its reoccurrence, and remedy its effects on the person who filed the complaint and on the college community.

3. Following the hearing, the Coordinator will send a written Letter of Determination to the affected parties.

## **COMPLAINT AND GRIEVANCE PROCESS PROVISIONS**

### ***Time Periods***

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and CBC closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Coordinator and Investigator will notify the complainant who filed the grievance in writing within the set timeline.

### ***No Retaliation***

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by CBC policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible.

### ***False Reports***

Central Baptist College will not tolerate intentional false reporting of incidents. It is a violation of the student handbook governing CBC to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### ***Office of Civil Rights Complaint***

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

### **Effective Date**

This Complaint and Grievance Policy will be effective upon formal adoption. CBC reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

### Statement of the Rights of Complaint/Alleged Victim

- The right to be treated with respect by college officials;
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the complainant's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the complainant as necessary. The college should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the complainant party.
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed in a timely manner of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within five (5) business days of the end of the conduct hearing;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of options and assistance for changing academic or employment situations after an alleged sexual assault incident. These changes will be made if they are reasonably available and desired by the victim. No formal complaint, or investigation, campus or criminal, need occur before this option is available. Accommodations may include:
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options;
  - Alternative work assignments and/or supervisory changes.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right **not** to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining person or others;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus disciplinary officials;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused respondent for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to a hearing closed to the public;



- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
- The right to give testimony in a campus hearing by means other than being in the same room with the respondent;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to be present for all testimony given and evidence presented before the conduct body;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
- The right to conduct officials comprised of representatives of both genders;
- The right to have college policies and procedures followed without material deviation;
- The right to be informed in advance of any public release of information regarding the complaint;
- The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

#### Statement of the Rights of Respondent/Accused Party

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the respondent;
- The right to be treated with respect by college officials;
- The right to be informed of and have access to campus resources for counseling and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review the complainant's testimony and all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the respondent for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of bias;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
- The right to have college policies and procedures followed without material deviation;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the respondent's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent as necessary. The college should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the respondent.
- The right to a fundamentally fair hearing, as defined in these procedures;
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the hearing;
- The right to conduct officials comprised of representatives of both genders;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint

## 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 later 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.

## Drug Free Workplace Policy

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.

## 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.

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

*Legal Sanctions - 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 an 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

**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 (911 after 5PM and on weekends)