



**CENTRAL**  
BAPTIST COLLEGE

**2013 - 2014**

**PACE & Online**

**Student  
Handbook**

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# Mission of Central Baptist College

Central Baptist College, a community of learners dedicated to the integration of Christian faith and academic excellence, exists to instill in our students a commitment to lifelong learning, spiritual development, and service to God, through a program characterized by academic rigor, practical experience, and spiritual direction in a Christ-focused environment.

The following purposes were established to achieve the institution's mission:

1. To create an environment that fosters understanding, appreciation and a love for God's word.
  2. To create a campus community that supports students and faculty in the acquisition of knowledge.
  3. To create excellent programs of study that challenge students and provide practical experience in the chosen discipline.
  4. To create an understanding among faculty and students of the need for lifelong learning.
  5. To create opportunities for spiritual growth and service to God.
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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 college-administered program or employment except where necessitated by religious tenets held by the institution and its controlling body.

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 notified immediately of any changes in policy. Other policies can also found in the Catalog located on the Central Baptist College website at [cbc.edu](http://cbc.edu).

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

The *Central Baptist College PACE and Online Studies Student Handbook* is edited and published by the Director of Student Services.

# Our History

Central Baptist College is a four-year independent liberal arts college located in Conway, Arkansas. The city of Conway lies in the center of the state and has a population of nearly 60,000, and Faulkner County has a population of nearly 115,000. Conway is known as the “Athens of Arkansas” since two other higher education institutions are also located in this city.

Conway is situated only thirty miles from Little Rock, the capitol of Arkansas, which brings metropolitan advantages. However, despite the closeness to a large, urban city, Conway still maintains the friendliness and security of a small town.

At the annual meeting of the Arkansas Baptist State Convention in 1891, a special committee was appointed to consider the founding of an educational institution for women. Colonel George W. Bruce was appointed the first Chairman of the Board, and property was soon acquired in Conway.

Central College opened in a Baptist church in 1892, while waiting on construction of the Main Building on the beautiful fifteen-acre campus. The purpose of the institution was to train women for efficiency in home, church, business, and society.

Central College flourished for fifty-five years until its demise in 1947. Following its closure, the campus lay dormant for a number of years until it was purchased in 1952. The newly formed Arkansas Missionary Baptist Association purchased the property for \$85,000, and Conway Baptist College opened its doors in September 1952 with Dr. D. N. Jackson serving as the first president of the college. The name of the institution was changed in 1962 to its current appellation, Central Baptist College.

From humble beginnings, CBC has grown from approximately two dozen students to more than 800. The number of faculty has increased from five to approximately fifty full-time and part-time instructors. In addition, the curriculum has expanded to include a number of baccalaureate degree programs in areas other than Bible. Much progress has been made.

Although many things have changed since 1952, Central Baptist College still remains committed to its mission and constantly strives to provide a quality education for all its students.



Historic Old Main

# The Central Baptist College Campus

## **Administration Building and J.E. Cobb Memorial Library**

Built in 1969, this building was vacated during the summer of 2012 and is currently undergoing major renovation. Plans for this building are to house a Library and Media Center in the near future.

## **A.R. Reddin Fieldhouse**

Completed in 1966 and named for the second president of the College, the fieldhouse 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 (Business Office, Financial Aid, and Registrar). Also located here are the President's Office and Advancement Office. The Bible Department, PACE & Online Studies Department, 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 and classrooms. Also located within the complex are the Burgess Auditorium, the Toland Worship Center, and the Judy Gabbard Science Center. This building also serves as the temporary home of the campus library.

## **Mabee Student Services Complex**

The complex offers the following features for students: Student Lounge and Mustang Grill. Offices for Admissions, Student Services, the Bishop Bookstore, Dining Services; and mail service are housed in the complex. A private dining area is available for community use.

## **Bruce Hall**

Bruce Hall is the women's residence hall. It is a stately, historic building erected in 1920.

## **Williams Hall**

Williams Hall is the men's residence hall. It was completed in 1963.



# The 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.

## **Instructions to Camp Robinson Office, Building 6201**

Driving Westbound on I-40 (from Little Rock), take exit 150, the Burns Park exit. Drive to the stop sign (ignore the large highway directions sign for truck and convoy traffic). Turn left at the stop sign, drive a short block, and turn right onto Military Road.

Driving Eastbound on I-40 (from Conway), take exit 150, turn left at the stop sign, and you will be on Military Road.

Military Road will take you directly to the main gate of Camp Robinson. You will cross railroad tracks, MacArthur Drive, pass by the Starlight Diner, go through a neighborhood, and arrive at the gate.

To receive your day pass, park in the area on the right and go inside. You will need your vehicle registration, your current proof of insurance, and your driver's license. Tell the guard that you are coming to our office, in building 6201, and he will issue your temporary pass. *NOTE: You can receive a Student ID from the main campus or Camp Robinson extension campus after you have been registered for classes. However, you will be issued a student ID at the first night of the Orientation class if you are not able to come to either campus before the Orientation class starts. Once you have your student ID you will be able to present this at the main gate to enter. However, always be prepared to show your valid driver's license, current vehicle registration and proof of insurance if asked for it.*

You are entering 6<sup>th</sup> street as you follow the road to the right. You will see building 6201, the Education Office, almost immediately on your left.

Drive around to the front of the building to park. The PACE Office is located on the corner of 6<sup>th</sup> and Kansas.

**Camp Robinson Class Locations**  
(All directions from main gate entrance, Military Road)

<b>Building Number</b>	<b>Building Name</b>
17303	General Instruction Building (GIB)  Left on Missouri. 1 mile (through golf course) on left, just past Ski Hall.
3000	Chappell Armory  Right on South Dakota Ave. from Military Dr.  Chappell Armory will be the first building on Right

# Central Baptist College Directory

Below is a list of offices and departments and the corresponding campus telephone extension number at which they can be reached during regular business hours. The main campus telephone number is (501) 329-6872.

Admissions.....	205-8839
Alumni Services.....	205-8870
Bookstore and Post Office.....	205-8892
Business Office.....	205-4004
Camp Robinson Campus.....	501-212-6608
Campus Safety/Dean of Students.....	205-8919
Director of Housing.....	205-8811
Development Office.....	205-8799
Dining Services.....	205-8828
Faculty Secretary.....	205-8819
Financial Aid.....	205-8911
Library.....	205-4006
Online Studies.....	205-4004
PACE Coordinator for the Registrar.....	205-8795
PACE Department.....	205-4004
PACE Department Chair and Director of Online Studies.....	205-8785
President's Office.....	205-8850
Receptionist.....	205-4000
Student Services.....	205-8903
VA Certifying Official.....	205-8822
Vice-Pres. for Academic Affairs.....	205-8827
Vice-Pres. for Financial Affairs.....	205-8805
Vice-Pres. for Advancement.....	205-8799

## Important Telephone Numbers

Any Emergency.....	911
Conway Fire Department.....	501-450-6147
Conway Police Department.....	501-450-6120
Conway Emergency Response Team.....	501-513-1378
Poison Control Center.....	1-800-222-1222

# 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>
Doug Bible/Ryan Brown	Information Technology	205-8453	David T. Watkins Academic Building
Michael Blanchett	PACE & Online Department Director	205-8785	David T. Watkins Academic Building
Lindsey Cosio	Administrative Asst. for PACE	205-8788	David T. Watkins Academic Building
Michelle Collins	PACE Coordinator for the Registrar	205-8795	David T. Watkins Academic Building
Robin Stephens	Director of Military Relations	501-212-6608	Camp Robinson
Sancy Faulk	VP for Advancement	205-8799	David T. Watkins Academic Building
Mandy Hall	Coordinator of Career Services & Assistant to Disability Support Services	205-8807	Mabee Student Services Complex
Phylis Hoffmann	Registrar	205-8813	David T. Watkins Academic Building
Ryan Johnson	Associate Vice President for Enrollment Management	205-8815	Mabee Student Services Complex
Donna Gray	VP for Financial Affairs	205-8805	David T. Watkins Academic Building
Stacy Jordan	Assistant Registrar	205-8817	David T. Watkins Academic Building
Terry Kimbrow	President	205-8850	David T. Watkins Academic Building
Stephanie Hooten	VA Certifying Official	205-8822	David T. Watkins Academic Building
Pam Teague	HR Analyst	205-8923	David T. Watkins Academic Building
Dr. Gary McAllister	VP for Academic Affairs	205-8827	David T. Watkins Academic Building
Jessica Myrick	Alumni & Communications Officer	205-8834	Mabee Student Services Complex
Deanna Ott	Director of Public Relations	205-8838	Mabee Student Services Complex
Lisa Padgett	Administrative Assistant for Admissions	205-8839	Mabee Student Services Complex
Amy Reed	Director of Recruitment & Retention	205-8839	Mabee Student Services Complex
Audrey Alford	Education Coordinator for PACE/Online	205-8852	David T. Watkins Academic Building
Mechelle Cargile	Business Office Clerk	205-8892	David T. Watkins Academic Building
Terri Waites	Administrative Asst. for Financial Aid	205-8911	David T. Watkins Academic Building
Gwenda Williams	Bookstore Manager	205-8879	Mabee Student Services Complex
Rachel Whittingham	Library Director	205-8876	Cooper Complex
Chris Mitchell	Director of Campus Safety/Dean of Students	205-8919	Mabee Student Services Complex

# 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:** Student Services
- **Change Degree Program:** PACE Coordinator for the Registrar's Office
- **Computer Problems:** Technology Director
- **Correspondence Courses:** Registrar's Office
- **Dining Services:** Dining Services Director
- **Disability Support Services:** Career Services Coordinator/Assistant to Disability Support Services
- **Email:** Information Technology
- **Employer Reimbursement:** Business Office
- **Graduation Application:** Registrar's Office
- **Institutional Testing (ACT, Asset, CLEP, etc.):** See College Catalog
- **Loans:**
  - Applications: Financial Aid Office
  - Pick up a refund check: Business Office
  - Questions: Financial Aid Office
- **New Student Orientation:** PACE Department
- **Parking Permits:** Student Services
- **Payment:** Business Office
- **Pell Grants:** Financial Aid Office
- **Refunds from Financial Aid:** Business Office
- **Register for Classes:** PACE Coordinator for the Registrar
- **Scheduling Classes:** PACE Coordinator for the Registrar
  - Add/Drop a class
  - Make out schedule
- **Student IDs:** Student Services
- **Summer Classes:** Registrar's Office
- **Transcripts:** Registrar's Office
- **Tuition Assistance:** Business Office
- **Veteran's Benefits:** VA Certifying Official
- **WebStudy:** Information Technology

# PACE Academic Standards, Policies, and Procedures

## 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.*

## Enrollment Change Policy

In order to withdraw from a course, the student must use the online *Withdrawal Form* located in the CBC website. It is not the responsibility of the instructor nor of the PACE office to make the contact for the student.

At the time of withdrawal from a course, a student must provide written confirmation of their intent to return to attend a future block in that semester/payment period. That future block must be within 45 calendar days of the end of the block they ceased attending.

If intent to return is not provided, the student will be considered to have withdrawn from all of their 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 the student does not return as indicated, they become a program withdrawal retroactively back to their initial withdrawal date. Changes of this nature can greatly affect the student's federal loans and grants.

The General Course Fee is a non-refundable fee. The fee is charged upon enrollment in each course and will apply whether the student attends the course or not. Withdrawal from a course will not cancel the fee.

The Central Baptist College refund policy for the PACE program is as follows:

- More than 5 working days prior to the start of the course
  - "W" will be posted on the transcript
  - Tuition will be refunded in full
  - Course fee is non-refundable
- Less than 5 working days prior to the start of the course and before the second class meeting
  - "W" will be posted on the transcript
  - 50% of tuition will be refunded
  - Course fee is non-refundable
- After the second class meeting, before the fourth class meeting
  - "W" will be posted on the transcript
  - No tuition or fees will be refunded
- After the fourth class meeting, before the fifth class meeting
  - "WP" or "WF" will be assigned by the instructor and posted on the transcript
  - No tuition or fees will be refunded

### **Withdrawal from the PACE Program**

In order to withdraw completely from the PACE Program, either temporarily or permanently, a student must submit a Withdrawal Form. This form is available on the PACE page of the CBC website and can be submitted electronically.

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

In order to re-enter the PACE Program after being out for a semester or more, a student must Admissions Department to reapply.

### **Grade Appeal Policy**

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

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

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

### **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. Beginning in December prior to May graduation, students should contact the Registrar's office to ask for a degree audit. The degree audit will determine if the student will be eligible for May graduation. Eligible students must complete a graduation application and submit it by February 1<sup>st</sup> prior to the May graduation.

A graduation fee of \$85 must be submitted with the application. This fee will purchase the cap, gown, diploma, diploma cover, and 20 announcements. If a student does not participate in the graduation ceremony, the graduation fee is \$45.

Everyone is encouraged to participate in the graduation ceremony.

### **Registration / Scheduling**

The PACE Program year is divided into a fall and spring term, each having a scheduled registration period.

<u>Term</u>	<u>Registration Period</u>
Fall (July 1 – December 31)	April and May
Spring (January 1 – June 30)	October and November

The PACE Coordinator in the Registrar's Office or VA Certifying Official will contact students to register. Registration will not be complete until the student has approved the proposed schedule.

## **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, or 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.

## **Veterans Benefits**

Students must first fill out a Veterans Information Sheet (this can be obtained from the Registrar's Office). Students will also need to contact the Registrar's Office for a *Veterans Certification Request Form* before each new semester begins in order to verify that they have the proper information for certifying 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.

It is the STUDENT'S responsibility to notify the VA Certifying Official each semester for certification AND ANY CHANGES IN REGISTRATION. For more information about Veterans benefits go to [www.gibill.va.gov](http://www.gibill.va.gov).

# Online Studies Academic Standards, Policies and Procedures

## Understanding Online Classroom

Online classes at Central Baptist College are offered via the Internet through WebStudy, a course management system. These courses can be accessed 24 hours a day, seven days a week. 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.

A three hour (five week) course consists of at least 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. *At times, the instructor will have a pre-session where he will assign reading material or homework to be completed before the first day of the course (session one).* With the exception of the last session (five), **a normal session begins on a Monday at 12:01 am CST and ends on a Sunday at 11:59pm CST.**

In each session, students are expected to actively participate at least three times or on three separate days (this includes assignment submission, starting an initial thread and commenting on another student's post, taking an online exam). Each assignment will have a specific due date within the session. If the student misses an assignment, he or she will be penalized or receive a zero. Once a new session begins, students will not be allowed to submit work for the previous session. *Thus, students should be aware that an online course is different than a correspondence course where students work at their own pace.*

## Online Attendance Policy

Regular attendance in the virtual classroom is expected throughout the course. It is vitally important for students to complete an initial *Course Checklist* by 11:59pm CST of the **3<sup>rd</sup> day** of the course. Furthermore, students are expected to actively participate by submitting an academic assignment (such as participating in a discussion board post, an examination, written paper or project) in the course. Those who do not complete the check list and fail to actively participate within the first **7-days** of the course will be administratively withdrawn from the course and receive a "W" with 50% tuition reversal for the course.

## Enrollment Change Policy

In order to withdraw from a course, the student must use the online *Withdrawal Form* located in the PACE website page. It is not the responsibility of the instructor or of the PACE & OLS office to make the contact for the student.

At the time of withdrawal from a course, a student must provide written confirmation of their intent to return to attend a future block in that semester/payment period. That future block must be within 45 calendar days of the end of the block they ceased attending.

If intent to return is not provided, the student will be considered to have withdrawn from all of their 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 the student does not return as indicated, they become a program withdrawal retroactively back to their initial withdrawal date. Changes of this nature can greatly affect the student's federal loans and grants.

- 5 business days or more prior to start of the course –
  - “W” will be posted on the transcript
  - Full tuition reversal
  - Course fee is non-refundable
- Up to day 7 of the course
  - “W” will be posted on the transcript
  - 50% of the tuition reversal
  - Course fee is non-refundable
- Days 8 - 14 of the course
  - “W” will be posted on the transcript
  - No tuition reversal
  - Course fee is non-refundable
- After day 14 of the course
  - “WF” or “WP” will be assigned by the instructor
  - No tuition reversal
  - Course fee is non-refundable

### **Withdrawal from the OLS Program**

In order to withdraw completely from the Online Studies Program, either temporarily or permanently, a student must submit an Enrollment Change Form. This form is available on the CBC website and can be submitted electronically.

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

In order to re-enter the Online Studies Program after being out for a semester or more, a student must submit an Enrollment Change Form. This form is available on the CBC website and can be submitted electronically.

## **Proctored Exams**

Students should be prepared to take proctored exams in the online classes. A proctored exam is a test taken under the supervision of a qualified person or with the use of an electronic device that records your activity.

In keeping with requirements of the Higher Learning Commission for online studies, students will have one the following proctoring options listed below. Students should check their course syllabus for further details.

**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.

**Proctor Online Service** –There are companies that offer live internet proctoring via webcam. The student will create an account and reserve a timeslot to take the exam. When the student logs into the site for the exam appointment, a virtual proctor will make a connection with the student's computer and supervise him/her while they take the test. Typically, there is a charge fee per exam; additional fees may exist for longer exams. The student is required to have a webcam, microphone and a good internet connection to use a *Proctor Online Service* company.

### **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 PACE & OLS Department Chair. If the instructor is also the chair of the department the student needs to begin with step 1 below. If the matter is not resolved after meeting with the department chair, the student may initiate a formal appeals process.

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

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

### **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. Beginning in December prior to May graduation, students should contact the Registrar's office to ask for a degree audit. The degree audit will determine if the student will be eligible for May graduation. Eligible students must complete a graduation application and submit it by February 1<sup>st</sup> prior to the May graduation.

A graduation fee of \$85 must be submitted with the application. This fee will purchase the cap, gown, diploma, diploma cover, and 20 announcements, and brick in the CBC Alumni Walk. If a student does not participate in the graduation ceremony, the graduation fee is \$45.

Everyone is encouraged to participate in the graduation ceremony.

## Registration / Scheduling

The OLS Program year is divided into a fall and spring term, each having a scheduled registration period.

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The PACE & OLS Coordinator in the Registrar's Office or VA Certifying Official will contact students to register. Registration will not be complete until the student has approved the proposed schedule.

## 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, or 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.

## Veterans Benefits

Students must first fill out a Veterans Information Sheet (this can be obtained from the Registrar's Office). Students will also need to contact the Registrar's Office for a *Veterans Certification Request Form* before each new semester begins in order to verify that they have the proper information for certifying 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.

It is the STUDENT'S responsibility to notify the VA Certifying Official each semester for certification AND ANY CHANGES IN REGISTRATION. For more information about Veterans benefits go to [www.gibill.va.gov](http://www.gibill.va.gov).

# 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 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 mailed 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 FAFSA PIN number 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 after the third week of the student's second 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 and will have to return the loan funds to the school in order for the school to return the funds to the Department of Education.

7. **Pell Grant:** Pell funds will be disbursed after the third week of the student's second 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.

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, they have to return the difference in the award amount to the school in order for the school to return the funds to the Department of Education.

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 SSN, date of birth and FAFSA PIN number.
  - Select "Complete 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 receive their diploma until Exit Counseling is complete.
9. **Arkansas Academic Challenge Scholarship:** Students must complete the YOUiversal Application on the Arkansas Department of Higher Education (ADHE) website ([www.adhe.edu](http://www.adhe.edu)) and submit all required documents by June 1<sup>st</sup> 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.

**NO EXCEPTIONS WILL BE MADE!**

## Federal Student Aid Satisfactory Academic Progress Policy

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

### Quantitative Requirement

1. **Pace of Completion** – Students must successfully complete at least 67% of the hours attempted. Successfully completing attempted hour's means earning a letter grade of D or higher. Some courses may have a specific passing grade requirement. In such cases, the student must earn the specified grade to be considered to have successfully completed the hours. A student may take a class for grade forgiveness, but until the new grade is posted after a subsequent semester, for the purpose of Satisfactory Academic Progress, the financial aid office will use the existing grade.
2. **Maximum Time Frame** – Federal regulation states that the maximum allowable time frame to complete a degree is 150% of the published length of the educational program. For example, students enrolled in a degree program requiring 124 credit hours are eligible to receive Title IV aid for a total of 186 attempted credit hours.

### Qualitative Requirement

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

<b>Total number of hours completed by Student</b>	<b>Required Cumulative GPA</b>
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

Effective July 1, 2011, 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).

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

Students receiving federal financial 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 delinquent. NO STUDENT WILL BE ALLOWED TO ATTEND CLASS UNTIL PAYMENT ARRANGEMENTS HAVE BEEN MADE WITH THE BUSINESS OFFICE.

## 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.

## **Course Book and Materials Policy**

PACE and online studies, textbooks and course materials are available through the CBC online bookstore. To check availability please contact the bookstore manager at 501-205-8879.

Textbooks ordered online may be paid for by the student using a credit card or the use of a voucher. Vouchers will ONLY be available to students who have confirmed excess financial aid available.

Textbooks ordered online will be delivered directly to the student.

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. Students will be notified by the Business Office when financial aid is posted to their account. 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 prorate 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).

$$\frac{\mathbf{20\ completed\ days}}{\mathbf{120\ total\ days}} = \mathbf{16.7\ \%}\ (\% \text{ of completed days})$$

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.

$$\mathbf{16.7\% \times 3,500.00 = 584.50} \text{ (Amount of aid earned by the student)}$$

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)

# Standards of Conduct

The Central Baptist College community is intended to be a family bound together by mutual interests and values. Its educational philosophy, moral standards, and academic goals are distinctly Christian. In describing the college's standards of conduct, CBC emphasizes the importance of being obedient to the commands and principles of the Word of God, the Bible.

Almost all of our 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. We do 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 attending CBC each student indicates his/her intention to abide by all of 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.

## Student Responsibility

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

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

# General Policies & Specific 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.

## **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. 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 Director of Student Services.

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 mid-thigh when seated; all shirts must have sleeves.

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

## **Bomb Threat**

Making a bomb threat by word of mouth, e-mail, text, phone call, or by any other means is prohibited. 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, or other electrical equipment, such as switches in the breaker boxes, is prohibited. Additionally any Emergency Exit door alarm or AED alarm should not be activated unless there is a true emergency. Anyone found guilty of misusing one of the above mentioned devices will be immediately suspended from Central Baptist College without the right to appeal.

## **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 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 a legal document, (e.g. marriage license, divorce decree).

## **Closed Campus Policy**

In attempt to keep unwanted guests off campus during quiet hours, the Central Baptist College campus is closed between the hours of 12:00 am (midnight) and 6:30 am. This means that the campus should be clear and quiet between these hours. Activity on campus is to cease during these hours. This applies to students living on-campus, commuting students, and visitors.

## 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.

## Crime Statistics

In accordance with the Handbook for Campus Safety and Security Reporting Central Baptist College collects data on campus crime statistics. These statistics are compiled annually and reported to the US Department of Education. This information is available to you through the Registrar's office.

## 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.

## Dining Services

On-Campus residents have paid for all meals offered in the dining hall each semester. Commuting students may pay for meals in the dining hall individually or by opening a declining balance account. Declining balance accounts can be opened through the Business Office. **Dishes and Silverware should never be taken from the Dining Hall.** *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.*

Dining Services offers all-you-can-eat service with a full salad bar, deli bar, grill station, hand made pizza, soup, main course, and desert station. Meals are served at the following times:

### Monday-Friday

Breakfast 7:30am – 8:30am  
Lunch 11:00am – 1:00pm  
Light Lunch\* 1:00pm – 2:00pm  
Dinner 4:45pm – 6:30pm

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

### Saturday

Brunch 10:30am – noon  
Dinner 4:45pm – 5:30pm

### Sunday

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

## Disability Support Services

Central Baptist College offers Disability Support Services to eligible students. Students can contact the Assistant to Disability Support Services in the Career Services office to find out more information. Students are encouraged to learn more about the services available to them and are reminded that early planning is necessary to have accommodations in place in time for the beginning of each semester. It is the student's responsibility to become informed about and to make use of the resources and services that are available to them. Disability Support Services can only be determined once all appropriate and requested materials are submitted by the student to the Disability Support Services personnel.

## **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. No items that promote drug use are allowed on campus. Any known or suspected possession or use of illegal drugs will be reported in to local law enforcement agencies.

## **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 Anywhere software support team
- Court of legal jurisdiction
- Appropriate officials in a health and safety crisis.

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

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

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

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

## **Harassment**

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

### **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. Complaints Relative to Harassment**

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

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

### **Aggrieved Person Reporting Point**

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

*NOTE: If the aggrieved person feels uncomfortable or for any reason feels that he/she cannot report the alleged acts of harassment to the designated official, the aggrieved person may report the matter directly to the President.*

3. The aggrieved person will be asked to specifically outline the nature of the complaint. The person to whom the report is made will make a written report of the incident and the appropriate officials will be notified. The alleged harasser will then be contacted by the appropriate official and informed of the seriousness of the allegation. The official will review with the alleged harasser the policy and indicate a charge of harassment has been made. The alleged harasser will then be given an opportunity to respond to the allegation verbally and in writing. Interviews will be held with other students, employees or persons if they are named or if they are witnesses to, or knew or had reasons to know of, the alleged behavior or incident. Potential witnesses' knowledge or lack of knowledge of any events may be documented.

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

#### **F. Statement of Confidentiality**

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.

#### **G. Method of Appeal**

To appeal a sanction due to a harassment charge, all employees are to follow the problem resolution procedures as outlined in the Employee Handbook. Students are to follow the student grievance procedure outlined in the Student Life Handbook.

## **H. Non-Retaliation**

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

## **Hazing**

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

## **Inclement Weather**

When weather appears severe enough for all travel to be dangerous, classes will be dismissed. Announcements of such closings and cancellations will be broadcast over area media and the SchoolCast alert system 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.

## **ID Cards**

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

**ALL STUDENTS MUST HAVE AN ID CARD.** ID'S ARE USED FOR EATING IN THE DINING HALL (if a meal plan is purchased), CHECKING OUT LIBRARY MATERIALS, AND GENERAL IDENTIFICATION PURPOSES. Students must have a new ID made if theirs is lost, stolen, or damaged. Cards with faded ink, an unidentifiable photo, or otherwise damaged must be replaced immediately. If ID cards are found they should be turned in immediately to the Student Services Office

## **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.

## **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, the college reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecutions. Students who have serious or repeated minor difficulties with state, local, or campus law enforcement authorities may warrant disciplinary action.

## **Library**

The J.E. Cobb Library is temporarily located in KB110 and LC108 of the Cooper Complex as the Library & Learning Commons is being constructed. The following are the hours of operation.

Monday - Thursday	7:30 am – 10:00 pm
Friday	7:30 am – 4:00 pm
Saturday	11:00 am – 4:00 pm
Sunday	CLOSED

The Library is closed during the summer however; if an instructor requires use of the Library for a course that instructor will make arrangements for the Library to be opened. You may contact the Librarian or Assistant Librarian over the summer via e-mail if you have any questions.

## **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).

## **Physical Harm to Others**

The following actions are considered physical harm and are prohibited:

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

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

## **Physical Harm to Self**

It is the policy of Central Baptist College to ensure the safety of students from being harmed or harming themselves. If the student threatens to hurt himself/herself, the Conway Police Department will be immediately notified to evaluate the student with the possibility of the student being placed into protective custody and transported to a facility where trained professionals can evaluate the emotional and mental status of the student. If it is determined by the treating mental health counselor that the treatment received by the student is failing to produce positive results, or, the student refuses to submit to treatment on or off-campus, the student will be suspended for the remainder of the semester to consult off campus treatment. If the student makes further threats following the initial contact with Conway Police Department, the student will be immediately suspended until sufficient 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.

## **Public Notices and Announcements**

Any student, faculty, or staff member wanting to display college-related posters, newsletters, or announcements should post such things only on bulletin boards located in the Cooper Complex, Game Room, Mustang Grill, Residence hall lobbies, and outside the Dining Hall. Any visitor wanting to distribute information or any non-college related information must be approved by the Director of Student Services before being posted. Nothing should ever be taped to any door or window by any student. **Additionally students should not contact any media outlet concerning the activities at Central Baptist College.**

## **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.

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

### **Repeat Offenders**

Any student with repeat or multiple conduct violations will face higher level sanctioning.

### **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.

### **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.

### **Social Media**

Students are strongly encouraged to use caution when using MySpace, Facebook, Xanga, Friendster, Twitter, Instagram, Blogs, YouTube and other similar social networking websites. All information posted online, including pictures, 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 Director of Student Services.

### **Student Complaint Policy**

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

- A student desiring to file a formal complaint should submit in writing the following information: 1) the date of the complaint; 2) the nature of the complaint; 3) address the complaint to either the President, Vice President for Academic Affairs, or Vice President for Advancement; 4) and all complaints must be signed by the student.
- A confidential record of the complaint, including a detailed explanation of the action taken by the institution to resolve the complaint, along with the institution's final decision regarding the complaint will be logged and maintained by the President's Office.
- **Complaints from parents, employers, etc. are not tracked for the purposes of this policy even if the complaints might relate to a student. Only a student who is enrolled full- or part-time or who has recently been enrolled, within the previous two semesters, is eligible to file a formal complaint.**

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

### **Student Consumer Information**

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

### **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 Director of Student Services 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.

### **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.***

### **Student Center**

The student center should be kept clean. Students are responsible for picking up their own trash, and keeping up with their own belongings. Hours may be modified if any area of the student center is being abused or damaged. Student Center hours are as follows:

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

## **Tobacco**

Central Baptist College is a tobacco-free campus. Smoking and the use of smokeless tobacco are prohibited on the CBC 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.

## **Using College Facilities**

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

## **Using the College Name**

Any student or group of students engaging in or sponsoring any activity in the name of the college, on or off campus, must have prior approval of the College President. 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.

# Judicial Procedures

Following is an explanation of Central Baptist College's judicial procedures for students enrolled in the PACE Program. Disciplinary records remain on file, as a reference to a student's behavior, as long as a student is enrolled with Central Baptist College.

## College Personnel Lines and Extents of Authority

### Dean of Students

The Dean of Students is called upon to make decisions regarding student discipline when serious violations occur. The Dean of Students may sanction a student with any penalty deemed appropriate. All disciplinary sanctions will be documented and kept on file by the Dean of Students.

### PACE Judicial Affairs Committee

The PACE Judicial Affairs Committee hears appeals from the Dean of Students and is comprised of the Vice President for Academic Affairs, the Vice President for Finance, and the Vice President for Advancement. The Committee has the ability to sanction a student with any penalty deemed appropriate. All disciplinary sanctions will be documented and kept on file by the Vice President for Advancement and the Dean of Students.

## Judicial Appeals

All students have the right to appeal disciplinary actions taken against them with the exception of those that exclude the right to appeal within the policy (i.e. bomb threat, campus safety and security equipment, drugs, physical harm of others, and weapons policies). All appeals must be submitted, in letter format, within 24 hours of the initial disciplinary sanction against them. The written appeal must be submitted to the person to whom the appeal is to be made. An appeal may be submitted based on one or more of the following circumstances:

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

## Judicial Hearing Procedures

Judicial hearing procedures will be utilized for all disciplinary issues and are as follows:

- All judicial 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 mailed or 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. However, if either or both the accused and the complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly based on information presented.

- Present information by witness or by signed witness statement if a witness is unable to attend the hearing. It is the responsibility of the accused and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
- Bring an advisor to the hearing. However, legal counsel is not permitted. The advisor (who may be a college employee, friend, or family member) may not participate in examination of witnesses or presentation of materials or information. The advisor's role is limited to providing advice and consultation to the accused.
- Question all witnesses.
- Be informed of the disciplinary outcome.

The Dean of Students and Judicial Affairs Committee as Administrative Hearing Officers have the right to:

- Deny the right of appeal if the students fail 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.

### Judicial Sanctions

The following sanctions may be imposed upon any student found to have violated CBC Standards:

- **Warning:** A notice in writing to the student that he/she is violating or has violated college standards.
- **Probation:** A written reprimand for violation of a specified college standard. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to be violating any college standards during the probationary period.
- **Loss of Privileges:** Suspension or denial of rights and privileges for a designated period of time.
- **Restitution:** Compensation for loss, injury, damage to or misappropriation of College property. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary Sanctions:** Community service, work assignments, service to the College, or other related discretionary sanctions. Discretionary sanctions that are not completed within the specified time period will be changed to a monetary fine and placed on the student's account in the Business Office.
- **Educational Sanctions:** Educating students about benefits of healthy behaviors and the consequences of negative behaviors. This includes attending a program, writing papers, making speeches, conducting a program, etc. This could be done both on and off campus. Educational sanctions that are not completed within the specified time period will be changed to a monetary fine and placed on the student's account in the Business Office.
- **Monetary Fines**
- **College Suspension:** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission to the College may be specified.
- **College Expulsion:** Permanent separation of the student from the College.
- **Holds:** Withholding of grades, official transcript, and/or degree.
- **Course Credit:** Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit.
- **Denial of Degree:** College degree may be denied, revoked, and/or diploma may be withdrawn.
- **Other penalty as deemed appropriate.**

*NOTE: More than one of the sanctions listed above may be imposed for any single violation of Central Baptist College Standards.*

# 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.

## Campus Security

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 89 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, seven nights a week, to patrol the campus. Campus security officers are authorized to stop and question any person(s).

## 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, and the Web page. This system will enable the College to better inform the campus community of imminent danger situations. While participation in this system is not mandatory, all students are automatically enrolled in the system and students must opt out. 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 mandated system testing. In addition, students can change the settings on their account so that text and/or voice messages cannot be received.

To access the CBC ALERT Dashboard (a private and secure Web page where students can update and maintain contact information as well as review all messages sent via CBC Alert), go to <https://www.myschoolcast.com/go/cbc>, and use the username and password given in the CBC 1201 course. If one forgets their password, go to [www.myschoolcast.com](http://www.myschoolcast.com) and click on "forgot your password." An email containing the password will be emailed to the primary email address listed in the CBC Alert system.

*NOTE: If deemed appropriate by College administration, non-emergency messages may be sent via CBC Alert.*

## **Crisis Management Plan**

### **Crisis Situation**

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

### **Operations**

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

### **Phases of Response**

#### **I. Immediate**

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

#### **II. Action Plan**

- A. The President and the Director of Public Relations will instruct all staff in the administration building of the proper channel for receiving phone calls from the media and establish an appropriate time for a press conference. The President and the Director of Public Relations will devise a plan for all communication with the public.
- B. The Vice President for Academic Affairs and the Vice President for Advancement will also notify their appropriate staff concerning the dissemination of information to the press. A meeting of the student body will also be called to inform them of any details concerning the crisis and ask for their help in directing all questions to the President's office. The Vice President for Academic Affairs and the Vice President for Advancement will also establish (if needed) a counseling center to help with student needs and address any student concerns and notification of family members.
- C. The Vice President for Finance will notify all office and maintenance staff of the channel of communication. The Vice President for Financial Affairs and the maintenance staff will assess any damage to college property and take appropriate action to ensure safety. The Vice President for Finance will also be responsible to look at site logistics and notify the insurance companies if necessary.

### III. Follow-up

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

### **Emergency Evacuation**

In the event of evacuation or campus crisis, **Central Church at 3333 Dave Ward Drive** will be the relocation point.

In the event of a campus evacuation:

- All commuter students are to leave campus immediately. If they are unable to get home, they are to go to the evacuation site.
- All students who live in the residence halls are to report to their residence halls immediately. Students who live in the residence halls are not to leave campus until they have checked in with their resident director.

Once at the relocation point, students are to check in with the designated college official. Students are not to leave the evacuation site until the Director of Campus Safety, or their designee, gives permission to do so.

### **Tornado Warning Awareness**

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.

## Emergency Preparedness Team

Central Baptist College has established an Emergency Preparedness 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)

The following are members of the CBC Emergency Preparedness Team:

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

## Technology Standards

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

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

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

# Legal Notices

## 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.

## Statement for the Prevention of Drug and Alcohol Use and Abuse at Central Baptist College

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

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

### 1. Illicit Alcohol

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

- Public Intoxication-\$175.00 fine and possible jail term.
- Minor Purchasing or in Possession of Alcohol-\$160.00 fine
- Contributing to Delinquency (Supplying a minor)-\$600.00 fine and mandatory court hearing

The State of Arkansas imposes the following penalties for the specified crime:

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

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

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

### 2. Illicit Drugs

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

- Manufacture or delivery (or possession with the intent to manufacture or deliver) of a controlled substance-Considered a felony; Mandatory court hearing; possible imprisonment.
- Possession of a Controlled substance-\$500.00 fine and mandatory court hearing

The State of Arkansas imposes the following penalties for the specified crime:

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

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

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

### **Health Risks**

*(from "What Everyone Should Know About Drug Abuse", copyright 1981, Channing L. Bete Co. Inc, and What You Should Know About Alcohol On Campus, copyright 1993, Channing L. Bete Co. Inc.)*

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, amylNitrite, 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

