

Graduate Tiger Handbook

O U A C H I T A B A P T I S T U N I V E R S I T Y

2022-2023



The *Graduate Tiger Handbook* is the official university guidebook for graduate students. It is provided to students and applicants for their general guidance only. It does not constitute a contract, either expressed or implied, and is subject to change at the university's discretion.

ORIGIN

The Arkansas Baptist State Convention authorized Ouachita Baptist College as its higher education institution in November, 1885. In December of that year the trustees of the university voted to locate the institution in Arkadelphia, Arkansas. Classes began in September, 1886, and the institution has operated without interruption in the same location since that date. On January 14, 1965, the Board of Trustees voted to change the name from College to University.

VISION, MISSION AND VALUES STATEMENT

VISION

Ouachita Baptist University seeks to foster a love of God and a love of learning by creating for students and other constituents dynamic growth opportunities both on campus and throughout the world. With foresight and faithfulness, Ouachita makes a difference.

MISSION

Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work and reasoned engagement with the world.

VALUES

Ouachita strives to be an academic community of vision, integrity and service grounded in the following values:

Faith. We believe that life is lived most abundantly in response to the love of God through Jesus Christ.

Scholarship. We advance excellence in teaching, learning, research and creative expression.

Growth. We foster broad-based education, encouraging growth in intellectual, spiritual, physical and social domains.

Character. We affirm that respect and honesty undergird responsible citizenship and stewardship.

Community. We promote a vibrant community strengthened by diversity, sustained by common aims and supportive relationships and committed to leadership and service on campus and beyond.

ACADEMIC SUPPORT SERVICES

Ouachita is committed to providing students with supplemental resources to meet the demands of a rigorous curriculum and to assist them with academic problems which may arise. The following services and programs are designed to accomplish these two goals.

ACADEMIC ADVISING

Program faculty serve as academic advisors for students in graduate programs, providing guidance for students in registering for courses each semester, as well as assisting students with other academic needs.

CAREER & CALLING SERVICES

Ouachita Career & Calling provides career counseling for graduate students. In addition, the office assists students and graduates in finding employment opportunities. The office maintains reference files for prospective employers, provides career information, coordinates job interview sessions and maintains a current list of job openings. Additional services are provided, including resume writing, interview techniques and video resumes. **Location:** Cone-Bottoms Hall 125

RILEY-HICKINGBOTHAM LIBRARY

The library offers materials, equipment, special areas and services to serve students.

Materials include reference books and e-books for quick answers; general circulation books for more in-depth coverage of topics or leisure reading; and periodicals (journals, magazines and newspapers) and electronic databases for current and retrospective information on a wide range of subjects. In addition to these traditional materials, the library also offers select federal and state government documents and manuscript collections of religious and regional interest. The library's holdings total some 850,000 items.

Equipment available for student use in the library includes copy machines and computers with printer access. From the library's website, current students may access the library's electronic resources when off campus. Services include reference help for all patrons and interlibrary loans, through which the library offers students access to materials in approximately 21,000 libraries worldwide.

DANIEL AND BETTY JO GRANT CENTER FOR INTERNATIONAL EDUCATION

The Daniel and Betty Jo Grant Center for International Education offers Ouachita students the opportunity to study abroad during semesters or summers each year. The program facilitates study programs in 16 countries including Australia, Austria, China, Costa Rica, England, France, Indonesia, Israel, Italy, Japan, Jordan, Lithuania, Morocco, Scotland, South Africa and Spain.

Study abroad programs have limited availability. Opportunities may be available for graduate students to participate in study abroad opportunities.

For more information contact the Daniel and Betty Jo Grant Center for International Education in Lile Hall 104 or call 870-245-5197.

OTHER STUDENT SERVICES

COUNSELING SERVICES

Counseling services are provided by Ouachita's Counseling Center licensed staff and graduate student interns. These services are available to students who are experiencing a broad range of personal or interpersonal difficulties. Typical problems for which students seek assistance include, but are not limited to:

- **Personal mental health issues** — depression, loneliness, anxiety, stress management, sexual concerns, eating disorders, grief, PTSD, adjustment difficulties;
- **Interpersonal issues** — dating relationship difficulties, friendship/peer disturbances;
- **Family issues** — conflicts in family relationships, family crises, divorce;
- **Other concerns** — issues relating to physical or sexual abuse, alcohol or substance abuse, poor self-image.

All records are confidential. Information disclosed by students during counseling sessions remains confidential unless the student is thought to be in imminent danger of harming himself/herself or is in danger of harming other persons. Students may also give written authorization if they desire the release of their records to other persons/agencies or if they desire the university counselor to consult with a family member or other professionals. Remote, telemental health counseling sessions are also available as well to students who prefer this format.

Services provided are free of charge to currently enrolled students. Appointments may be requested by calling the Student Development Office at 870-245-5220.

Students who require assistance beyond the scope of the University Counseling Services may be given a referral to a professional or agency in the community or other recommendations.

Location: Evans Student Center Suite 137, located in the hallway behind the campus post office.

FOOD SERVICES

The university food service management is contracted to Sodexo Services, Inc., a leading food management company. When on campus, graduate students have the option to load cash onto their ID cards or pay in cash if they wish to eat at campus dining facilities. During the Fall and Spring semesters, options include the Commons; Tiger Express, located down the stairs in the Ouachita Commons entrance area; and the Tiger Grrrill, Sandella's Flatbread Café and Chick-fil-A Express – all located in Evans Student Center.

Dr. Jack's Coffeehouse in Evans Student Center allows students to use their programmed IDs on a limited basis to get fresh brewed coffee.

Some options may not be available during summer terms.

HEALTH SERVICES

When present on campus, graduate students may opt for health services. Health education, first aid, simple diagnosis and treatments for minor illnesses by a registered nurse on campus are available at no cost. Medical services for more serious cases may be received at the offices of local physicians or at the Baptist Health Medical Center of Arkadelphia. The cost for medication and supplies other than those available in Health Services are not included in university general fees. Some services provided are at a cost to the student such as influenza shots, TB skin tests and allergy injections. The university requires that students show proof of one MMR, but prefer they have two. The student's final registration may be delayed if the records are not uploaded as requested. If you were born outside the United States or have lived outside the U.S. for more than six months, you will be required to submit records of TB skin testing. If you have been on mission trips outside of the U.S. it is highly recommended that you get a TB skin test before coming to campus. A tetanus/diphtheria vaccination is recommended within the last 10 years.

Location: second level of Evans Student Center next to the Office of Student Development. Office hours are 9 a.m. to 3:30 p.m., Monday through Friday.

BOOKSTORE

The Ouachita Bookstore, located on the lower floor of Evans Student Center, is the center for textbooks, supplies that are requirements for particular classes, clothing and gifts with Ouachita imprints.

The bookstore is open Monday through Friday from 8 a.m. until 7 p.m. It is often open on Saturdays for home football games and other special events.

STUDENT FINANCIAL SERVICES

The Student Financial Services office, on the first floor of Cone-Bottoms Hall, provides a number of services. It collects monies for all university expenses and maintains records of all scholarship funds.

FITNESS AND WELLNESS FACILITIES

The Roy and Christine Sturgis Physical Education Center is a multipurpose facility containing an Olympic-size pool, racquetball courts, classrooms, offices, the varsity basketball arena and two multipurpose courts.

Evans Student Center has a Wellness Center on its second level containing televisions, recreational equipment for muscle toning and building and machines for cardiovascular stimulation.

E-MAIL

Each student is given an e-mail address when accepted to Ouachita. The address is [the first three letters of the student's last name][the student's ID number]@obu.edu.

E-mail accounts provided by the university are considered an official means of communication between each student and the university's employees. Ouachita students are responsible for reading e-mail messages sent to their Ouachita e-mail account and for responding to these e-mails if requested.

STUDENT WEB PORTAL

Ouachita maintains a web based information portal for each student. This student web portal is designed for a student to log in and access his/her personal information on file in the university's administrative computer system.

Information in the portal includes academic program, cumulative hours, grade point average (GPA), transcripts, current and pre-registered course enrollment, financial aid, and current balance and pending transactions in the Student Financial Services office. The portal also has an easy method for contacting each department when clarification is needed for any information displayed. The information displayed in the portal is current.

A student's web portal account is created upon application, and can be accessed at info.obu.edu. The log-in page has a link called "Need a Web Portal" where students can establish their portal account. The I.T. Services support web site, support.obu.edu, has instructions for using the web portal.

STUDENT ORGANIZATIONS

Professional student organizations may be given a charter and granted recognition by the university administration upon recommendation of (1) the Student

Life Committee, (2) the Student Senate and (3) the Graduate Council. A petition setting forth the need for the organization, the purpose of the proposed organization, a list of qualified charter members, the faculty sponsors and a proposed constitution for the organization must have been submitted to each governing body prior to approval. A signed copy of the approved charter must be on file with the vice president for student development and the director of student life.

MAINTAINING RECOGNITION OF ORGANIZATIONS

In order to maintain recognition after approval, the organization must respect the mission and values of the university, abide by the policies and regulations of the university and conform to administrative direction of the Student Senate and appropriate university officials. A current copy of the constitution and bylaws of the organization and a current membership list must be kept on file with the vice president for student development, the director of student life and the Student Senate office. All changes in officers should be reported to the above officials.

University policies and guidelines supersede club or organization constitutions and bylaws when at variance with one another.

REACTIVATION OF A CHARTERED ORGANIZATION

If an organization does not meet for a period of one year, it is placed on inactive status and is removed from all current listings. Should there be a need to activate an inactive organization, interested students may petition the vice president for student development with the same information as required for organizing a club. If the same constitution is used, the club may be activated with the approval of the vice president for student development and the director of student life. If constitutional changes are made, the organization must follow the guidelines for recognition of a new organization.

MEMBERSHIP REQUIREMENTS FOR CLUBS AND ORGANIZATIONS OTHER THAN SOCIAL CLUBS

To join any club or organization a student must have a cumulative grade point average (GPA) of at least 2.000 through the preceding semester and must not be on disciplinary probation. Should the organization charter call for a higher GPA for membership, that higher grade will be the one required.

HAZING

Hazing by any club, person, or organization is prohibited by university policy and Arkansas state law. Violation of that prohibition renders the person/group inflicting the hazing, the person submitting to the hazing, and those knowledgeable of the hazing subject to disciplinary action up to and including suspension. See also Standards of Student Conduct, and Laws and Acts, in the *Graduate Tiger Handbook* for more information.

SANCTIONS

Action(s) of any club or organization which violate(s) its constitution and/or bylaws or brings discredit or embarrassment to Ouachita Baptist University and/or its student body will result in disciplinary action by the appropriate authority. Sanctions include, but are not limited to, a written warning, probation for the group, removal of a pledge class, and temporary or permanent suspension of the organization's charter. For club conduct violations, the club may be held responsible as a group and its individual members may also be held responsible. Written appeals may be heard by the Student Life Committee. If the president of the university makes a decision related to a club, that decision is final.

Refer to the Arkansas Law on Hazing found under "Acts, Laws, and University Policies."

SPONSORS OF ORGANIZATIONS

In order to be recognized, each campus organization must have a sponsor who has signed the appropriate form agreeing to sponsorship. The sponsor serves the following functions:

- The sponsor shall strive to help students achieve the maximum educational opportunities and benefits that are inherent in the leadership of such an organization.
- The sponsor shall encourage student/faculty rapport.
- The sponsor shall be expected to attend meetings as frequently as deemed necessary but should have some periodic meetings to assist in establishing, planning, implementing and evaluating goals.
- The sponsor must be a full-time faculty or administrative staff member at Ouachita and must have been employed for at least one academic year.
- All established organizations are expected to comply with policies and Christian principles of Ouachita Baptist University. The sponsor should assist in the interpretation and understanding of these policies and principles.
- The sponsor should be available to advise and supervise the expenditures of the organization's funds.

FINANCES OF ORGANIZATIONS

For their protection, all student organizations should be prepared to submit a financial statement to the university on the request of the vice president for student development. The statement will show the beginning balances as of June 1, all deposits listed as to date, amount, and source of income, and all dated itemized expenditures with canceled checks and/or receipts.

SOLICITATION OF FUNDS BY ORGANIZATIONS

Chartered student organizations may sponsor fund-raising programs/events on campus, so long as these have been scheduled and approved by the director of student life. In general, those sales or projects which are in line with the purpose of the organization and guidelines of the university are approved. Funds, donations, sponsorships, etc. may not be solicited from off-campus sources, including but not limited to businesses, alumni, etc., until written approval is obtained from the vice president for student development and the vice president for development.

Tax-deductible donations must be made through the Development Office and deposited into an account managed by the Business Services Office. Deposits and expenditures of organization funds through the Business Services Office must follow university policies and procedures. Expenditure of these funds must be approved by the organization's sponsor.

ACTIVITIES/SCHEDULED EVENTS ON UNIVERSITY CALENDAR

Regularly scheduled meetings, special occasions and programs by student organizations must conform to university policy and must be scheduled through the Office of Student Life. No organization may schedule regular or special activities on or off campus during regular church hours on Sunday or on Wednesday nights.

COVENANT ON ACADEMIC HONOR

We believe that a university under the Lordship of Jesus Christ must involve itself in the pursuit of honor. In all academic endeavors our commitment is to build a community of scholars characterized by the highest standards of integrity consistent with Ouachita's Christian ideals. We hope this pursuit of integrity will extend beyond the classroom and be reflected in every area of our daily lives.

COVENANT PLEDGE

As a member of the Ouachita community, I am committed to fostering a culture of honor. I affirm that an academic environment can be enriching only when its members commit to mutual integrity, trust, responsibility and respect. I will refrain from all forms of academic dishonesty, and I will act responsibly when confronted with the knowledge of such behavior. I recognize that academic excellence is more than the absence of dishonesty; true scholarship entails devotion to my studies and respect for my professors and classmates. With the aim of academic and personal growth I make this pledge to myself and to the women and men of Ouachita Baptist University.

STANDARDS OF STUDENT CONDUCT

Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work, and reasoned engagement with the world. Ouachita encourages all of its students to live by Christian commitments as articulated in the Bible. However, Ouachita also recognizes that students in its graduate programs are adults and are, therefore, responsible for their own choices about moral behavior. Accordingly, Ouachita expects students enrolled in graduate programs to show respect for Ouachita's Christian identity. Ouachita reserves the right to address persistent behavior that conflicts with its Christian identity or unduly disrupts the learning of other members of the Ouachita community.

SOCIAL MEDIA

Although online content is not routinely monitored, students may be held accountable for content posted on social media or the Internet at large. Any violation of laws or university policy or evidence of such a violation may be subject to sanction as detailed in this document.

The university desires for its students to learn the significance and potential widespread impact of an individual's online presence.

DISCIPLINARY PROCEDURES

Violations of standards of student conduct or university policy will be handled through the personnel of the Office of Student Development. The dean of students will determine the appropriate person(s) or committee to interview and evaluate an incident. Cases of suspected

violations will be handled by the personnel within Student Development or a duly constituted and trained committee.

Students who have reportedly committed a conduct violation will be interviewed. The administrator conducting the interview will determine if university policies or standards have been violated and will prescribe appropriate action/sanctions.

These disciplinary procedures will not be used for allegations of sexual misconduct. Instead, all allegations of sexual misconduct as that term is defined in the Sexual Misconduct Policy will be processed in accordance with the Sexual Misconduct Policy.

APPEAL PROCESS

Appeals to sanctions on violations of academic integrity are handled by the Judicial Council. See the *Tiger Handbook* (found at obu.edu/tigerhandbook) for details on its composition and process. In cases involving graduate students, graduate student representatives to the Council will be called upon.

DISCIPLINARY SANCTIONS

WARNING

A verbal or written warning to the student that he/she is in violation of a university policy.

PERSONAL PROBATION

Because of the violation of university policy, the student is required to meet with a member of the university staff who will help him/ her explore alternatives to the exhibited behavior. This involves a contract, and the breaking of this contract will jeopardize the student's continuation at Ouachita.

SUSPENSION

Termination of status as a student at Ouachita Baptist University for a period of time, usually one semester to one full year. The suspension may be immediate or deferred until the end of the current term. Suspended students are not allowed on campus during the period of suspension without permission from the Dean of Students.

Students receiving an immediate non-academic suspension during the 2/3 of a term will receive a "W" for all classes in which they are enrolled. Students receiving an immediate non-academic suspension during the final 1/3 of a term will receive a "W" in all classes in which they have passing grades and an "F" in all classes in which they have failing grades at the time of suspension.

GENERAL UNIVERSITY POLICIES

NAME CHANGES

If there is a name change for any reason, legal documentation must be shown at the Office of the Registrar before records can be changed.

STUDENT DEMONSTRATIONS AND RALLIES

As a private, religiously-affiliated institution, Ouachita reserves the right to restrict or prohibit any unauthorized, disorderly, disruptive or offensive on-campus demonstrations or rallies. Students who participate in any unauthorized, disorderly, disruptive or offensive demonstrations or rallies will be subject to disciplinary action. Student demonstrations or rallies must be authorized by the Office of Student Development.

COMMUNICABLE DISEASES

Ouachita reserves the right to restrict campus activities or access for any student, prospective student or campus visitor who has been diagnosed as having a contagious or communicable disease or virus.

THE LAW, UNIVERSITY POLICIES & PROCEDURES

All colleges and universities in the United States receiving any type of federal student aid must prepare and distribute to all students, faculty and staff members their campus safety policies and procedures and statistics concerning certain crimes and fires that may have occurred.

EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, requires that the student give written permission for the release of "any personally identifiable information" other than general "directory information." Directory information includes the following data: name, local address and phone number, permanent address and phone number, place and date of birth, citizenship status, class schedule, dates of attendance, classification, academic major, full or part time status, academic and non-academic honors, letter of commendation, high school or college attended, scholarship information, withdrawal date, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions and height and weight of varsity athletes.

At the time students register for courses, they may notify the registrar in writing that directory information relating to them may not be released. Restricting the release of public information directly affects the

publication of the Ouachita directory, yearbook, programs and news releases concerning student activities, honors and awards. The appropriate form is available online and at the Office of the Registrar.

Additional information on educational records is released only upon written student request except to the following persons:

- Ouachita staff with legitimate educational interest
- Federal, state and local officials as specified by law
- Research and accreditation representatives
- Officials of other schools in which students intend to enroll
- Financial aid representatives
- National Student Clearinghouse

Individual students may sign a consent granting Ouachita the right to disclose a student's educational record to another person or persons.

The Family Educational Rights and Privacy Act (FERPA) also grants students the right to inspect and review their education records.

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Office of the Registrar along with information about types of student records maintained at Ouachita, the procedure for gaining access to records and procedure for challenging the content of those records.

POLICY STATEMENT ON NONDISCRIMINATION

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not illegally discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status under federal, state or local law applicable to the University, in its education policies, programs, and activities, in its admissions policies, in employment policies and practices, and all other areas of the University. As a faith-based institution, the University is exempt from certain laws and regulations concerning discrimination.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual harassment is a form of sex discrimination. In accordance with Title IX, the University's Sexual Misconduct Policy addresses the University's prohibition of the following forms of sex discrimination: sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.

For more information, see the Sexual Misconduct Policy at home.obu.edu/hr/smp/

Inquiries or complaints about Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the University's Title IX Coordinator:

Christa Neal

Title IX Coordinator

Ouachita Baptist University

TitleIX@obu.edu

Berry Peoples Bible Building Office 131

HARASSMENT

Ouachita Baptist University is committed to providing an environment in which all persons are safe from harassment and intimidation. Harassment can include physical conduct or verbal innuendo which creates an intimidating, hostile, or offensive environment. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, students, staff and faculty; it may also be illegal.

Ouachita Baptist University is committed to providing students, faculty, and staff with an environment free from implicit and explicit coercive behavior used to control, influence, or affect the well-being of any member of the university community. Sexual harassment can include physical conduct, verbal innuendo or nonverbal innuendo of a sexual nature which creates an intimidating, unwelcomed, hostile, or offensive environment. Sexual harassment of any person is inappropriate and unacceptable and is grounds for disciplinary action including expulsion or termination of employment; it may also be illegal.

For more information about the University's prohibition of sexual harassment, the steps for recourse for those who are subjected to sexual harassment, and the procedures for determining a violation of University policy, see the Sexual Misconduct Policy.

Allegations of sexual harassment should be reported according to the reporting procedures identified in the Sexual Misconduct Policy. Any allegation of other types of harassment should be reported immediately to the dean of students or vice president for student development.

HAZING

Ouachita Baptist University abides by the definition and restrictions related to hazing set forth in Arkansas Code Annotated sections 6-5-201 (-204) as described below:

DEFINITION

Hazing is defined as follows:

- Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or
- The playing of abusive or truculent tricks on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others, upon a student to frighten or scare him; or
- Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others, which is directed against another student done for the purpose of humbling the pride, stifling the ambition or impairing the courage of the student attacked; or to discourage him from remaining in such school, college, university or other educational institution; or reasonably to cause him to leave the institution rather than submit to such acts; or
- Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others, in striking, beating, bruising or maiming; or seriously offering, threatening or attempting to strike, beat, bruise or maim; or to do or seriously offer, threaten or attempt to do physical violence to any student of any such educational institution; or any assault upon any student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this Section.

The term hazing as defined in this Section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

PROHIBITIONS

No student of any school, college, university or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid or assist any other student in the commission of this offense.

No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable

information within his knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university or other educational institution in Arkansas.

Any act of omission or commission shall be deemed hazing under the provisions of this subsection.

PENALTIES

The offense of hazing is a Class B misdemeanor. (Fine not exceeding \$500 and up to 90 days in jail.)

Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university or other educational institution he is attending.

OUACHITA POLICIES AND PROCEDURES

The statement of policies of the university is published annually in the *Tiger Handbook* for undergraduate students, the *Graduate Tiger Handbook* for graduate students, and in the *University Faculty/Staff Manual* for employees. The *Graduate Tiger Handbook* is available on Ouachita's student intranet portal. The *University Faculty/Staff Manual* is available to employees and prospective employees upon request from the Administrative Services office in Cone-Bottoms Hall, telephone 870-245-5410.

CAMPUS SECURITY AND FIRE SAFETY POLICIES

The following Annual Security and Fire Safety Report information is provided by Ouachita Baptist University in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Act, as amended by the Higher Education Opportunity Act and inclusive of the Violence Against Women Reauthorization Act of 2013. All enrolled students and university employees, as well as all prospective students and prospective employees, are entitled to request a copy of this information. If you accessed this information in an electronic format, a paper copy will be provided upon request to the Office of Student Development, OBU Box 3758, Arkadelphia, AR, 71998, telephone 870-245-5220.

ANNUAL SECURITY REPORT

Ouachita Baptist University compiles an Annual Security Report. This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off campus buildings or property owned or controlled by Ouachita Baptist University; and on public property within, or immediately adjacent to and accessible from, the campus. The report uses the Federal Bureau of Investigation UCR (Uniform Crime Reporting Handbook) guidelines for each report classification. Offenses occurring off campus generally are

not subject to inclusion on Ouachita's report. Thefts (unless the circumstances meet the UCR criteria for the classification of burglary) also are not subject to inclusion on the report. The collection and publication of the Annual Security Report is the responsibility of the dean of students. If you have questions concerning the annual report, contact the Office of Student Development at 870-245-5220.

FIRE SAFETY STATISTICS AND DOCUMENTATION

Beginning with calendar year 2009, a record of fires on campus has been maintained in the Student Development office in Evans Student Center. It includes for each fire, the nature of the fire, the date and time it occurred and the general location of the fire. The most recent 60-day period is open to public inspection upon request during normal business hours. Older portions of the log will be made available within two business days of a request for public inspection. The log will be maintained for three years following the publication of the last annual report to which it applies.

Statistics will be collected and reported annually in a fire safety report and in the Department of Education's web-based data collection system for each housing facility. The number of fires and the cause of each fire will be categorized as unintentional (cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural, other), intentional, or undetermined. The number of deaths related to fires, the number of injuries related to fires resulting in treatment in a medical facility and the value of property damage related to fires will be recorded.

DAILY CRIME LOG

A record of crimes reported to Office of Campus Safety and Emergency Management is maintained in the Office of Student Development in Evans Student Center. The log includes the nature of the crime, the date the crime was reported and the date and time it occurred, the general location of the crime and the disposition of the complaint, if known. The university reserves the right to temporarily withhold information in some cases if there is clear and convincing evidence that the release of information would jeopardize an ongoing investigation; jeopardize the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The log for the most recent 60-day period is available for public inspection during normal business hours in the Office of Student Development. Older logs will be made available upon request within two business days.

SECURITY SERVICES

Campus Safety and Emergency Management works to facilitate a safe and secure university environment by

responding quickly and effectively to needs for assistance, through ensuring that university standards are upheld and by consistent monitoring of university buildings, grounds and activities. The Office of Campus Safety and Emergency Management administratively reports to Dr. Wesley Kluck, vice president for student development.

The Office of Campus Safety and Emergency Management is located in Evans Student Center. Each building on campus has a closing time established by its building manager. The safety officer on duty completes a routine checklist of buildings. Provisions for exceptions are made through the Office of Student Life in Evans Student Center (870-245-5539).

Incident reports are filed as needed by safety officers concerning problems related to lighting, unauthorized visitors, etc.

Each member of the university community is encouraged to act responsibly, to take safety precautions and to be aware of the safety of others. Any individual should promptly and accurately report any suspected crime to the Office of Campus Safety and Emergency Management or a law enforcement agency.

Every resident student is urged to keep his/her room door locked, to mark personal property and to record serial numbers of items of significance. Crime prevention and safety information is offered periodically to groups through new student orientation and in residence hall programming or meetings. Upon request, this information will also be offered to student organizations, classes or other groups or individuals.

ALCOHOL AND DRUGS

The university intends to fully comply with the Drug Free Schools and Communities Act Amendments of 1989 (PL 101-226). The university believes that its students and employees can best function when they are free of any mind-altering substances. Its goals are to provide an environment where the campus is aware of the health and safety risks of alcohol and drug use; to discourage possible use of alcohol and illegal drugs; and to provide confidential and redemptive help to students and employees who seek assistance.

The possession, consumption, manufacture, sale, transfer, purchase or distribution of alcoholic beverages or controlled/illegal drugs by any individual or group on campus is prohibited. Any student who is arrested for alcohol or drug related offenses may be subject to discipline under university policies.

Drug and alcohol abuse information is available through Counseling Services or Health Services in Evans Student Center.

REPORTING CRIMES AND OTHER EMERGENCIES

In the event of any emergency, call 911 immediately. For matters that are important but do not require an emergency response, call the Office of Campus Safety and Emergency Management at (870)245-4000 or (870) 260-5691. The telephone number and address (or location on campus) of each is below:

OBU Office of Campus Safety and Emergency Management

870-245-4000

Evans Student Center

Mr. Jeff Crow, Director of Campus Safety & Emergency Management

Student Development

870-245-5220

Evans Student Center

Dr. Rickey Rogers, Vice President for Student Development
Mr. Brandon Tollett, Dean of Students

Arkadelphia Police Department

870-246-4545

700 Clay Street

Chief Jason Jackson

Clark County Sheriff's Office

870-246-2222

406 South 5th Street

Sheriff Jason Watson

Students and employees should report criminal offenses for the purpose of making timely warning reports and for the annual statistical disclosure required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and inclusive of the Violence Against Women Reauthorization Act of 2013.

CONFIDENTIAL REPORTING PROCEDURES

If you are a victim of a crime but do not wish to pursue action either within the university disciplinary process or the criminal justice system, you may still wish to consider making a confidential report. With your permission, any of the following individuals can file a report on the details of the incident without revealing your identity. The University's goal is to comply with your wish to keep the matter confidential, while taking whatever steps it can to ensure the future safety of yourself and others. Depending on what information you permit to be shared, such steps could include keeping an accurate record of the number of incidents involving students, determining where there is a pattern of crime with regard to a particular location, method or assailant, and alerting the campus community to potential danger. A confidential report, however, may impact or limit the scope of the response of the University depending on what information is permitted to be shared. The staff members listed below

are encouraged to inform persons they are counseling of these procedures when deemed appropriate.

Counseling Services

870-245-5591

Evans Student Center

Mr. Dan Jarboe, LPC

Mr. KaNeil Purifoy, LAC

Mrs. Sue Poole, MSW

Health Services

870-245-5244

Evans Student Center

Dr. Wesley Kluck, MD

Mrs. Molly Wallace, RN

Campus Ministries

870-245-5537

Evans Student Center

Mr. James Taylor, Director

Ms. Hannah Walker, Assistant Director

VICTIM SERVICES

A comprehensive listing of victim services available in the area, including sex offender victim services, is maintained on the website of the Arkansas Crime Information Center at: www.acic.org.

University staff members listed above will assist members of the university community in locating and accessing victim services when requested.

SEX OFFENDERS

Law enforcement agency information concerning registered sex offenders provided by the State of Arkansas through the Violent Crime Control and Law Enforcement Act of 1994 is available by accessing the website of the Arkansas Crime Information Center at: www.acic.org/offender-search/index.php.

EMERGENCY RESPONSE

The safety and security of our students, faculty, staff, and visitors is a top priority of Ouachita Baptist University. The safety of our campus community is each of our responsibility and each of us plays a critical role in keeping our students, faculty, staff, and visitors safe. In an emergency, follow the procedures set out in this link: www.obu.edu/emergencyprocedures

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the campus community will be notified through the RAVE Alert. Campus authorities will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional

judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Notifications will provide information on the nature of the emergency and the appropriate action one should take. The notification methods that may be used are e-mail, text messaging, loudspeakers, designated telephones in residence director apartments and certain faculty and staff offices.

When uncertain that a significant emergency exists and when time allows, at least two of the campus authorities listed below will confer and determine whether or not to activate the RAVE Alert. Other members of Administrative Council may be consulted when appropriate. The individual who initiates the activation of the RAVE Alert is responsible for determining the content of the notification.

While the RAVE Alert is designed to reduce the probability of harm to campus students, employees and guests, no system can insure the safety of persons on campus. Rather, this represents the university's efforts to exercise reasonable care in the face of an emergency situation.

The RAVE Alert is tested at least once per year. These annual tests are coordinated by Office of Campus Safety and Emergency Management, Administrative Services and Student Development personnel. A description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced is maintained on file in the Office of Campus Safety and Emergency Management. Office of Campus Safety and Emergency Management procedures will be publicized in conjunction with at least one test per calendar year.

When appropriate, emergency information will be disseminated to the larger community through local and state media sources including newspaper, radio and television, as well as through the university's website (www.obu.edu). The Office of Communications is responsible for the coordination of such efforts and may be contacted at 870-245-5208 or in Lile Hall Suite 238.

The telephone number/location of those authorized to issue emergency notifications on the campus is below:

Mr. Jeff Crow

Director of Campus Safety & Emergency Management
ESC, 870-245-4000

Dr. Rickey Rogers

Vice President for Student Development
ESC, 870-245-5220

Mr. Bill Phelps

Chief Information Officer
CB250, 870-245-4552

Mr. Jonathan Hughes

Director of Facilities Management
PP, 870-245-5189

CAMPUS CRIME ALERTS

The Clery Act requires the University to issue a crime alert (timely warning) to the campus community about certain reported offenses which may represent a serious or continuing threat to students and employees. The timely warning may include that an incident has been reported, general information surrounding the incident, and how incidents of a similar nature might be prevented in the future. The timely warning will not include any identifying information about the individual who has alleged the crime.

If a report of a violent crime against a person or a major crime against property on campus represents a severe, ongoing threat to the safety of members of the university community, the director of Campus Safety and Emergency Management, vice president for Student Development, Dean of Students, Assistant to the President for IT Services, Assistant to the President for Communications and Marketing, or other authority will issue a crime alert.

Crime alerts may be distributed by e-mail, posted in areas frequented by students, included in other university publications or otherwise distributed. The release of a crime alert will be subject to the availability of facts concerning the incident.

The telephone number/location of those authorized to issue crime alerts on the campus is below:

Mr. Jeff Crow

Director of Campus Safety & Emergency Management
ESC, 870-245-4000

Dr. Rickey Rogers

Vice President for Student Development
ESC, 870-245-5220

Mr. Brandon Tollett

Dean of Students
ESC, 870-245-5220

Mr. Bill Phelps

Chief Information Officer
CB250, 870-245-4552

Mrs. Brooke Zimny

Assistant to the President for Communications & Marketing
LH235, 870-245-5208

FIRE SAFETY PROCEDURES

As defined by the Higher Education Opportunity Act, for the purposes of fire safety reporting, a fire is, "Any instance of open flame or other burning in a place not

intended to contain the burning or in an uncontrolled manner.”

Each housing facility owned or controlled by Ouachita is equipped with a fire safety system. Anthony, Maddox, Gosser, Tollett, Georgia Hickingbotham and Everett Halls are equipped with a sprinkler system with hardwired heat and smoke detectors and central alarms. O.C. Bailey, Crawford and Flippen-Perrin Halls have hardwired heat and smoke detectors with central alarms. Tatman Corner, Caddo Place, Lancelot, Starlight, Kluck Hillside and New Apartments East and West have 110v with 9v battery backup smoke detectors.

Fire drills are conducted on a regular basis, with at least one occurring for each housing unit each year.

Portable electrical appliances are allowed in campus housing except those that have an open heating coil or open flame. Halogen lamps, candles and incense are prohibited.

Housing staff members, including residence directors and resident assistants (RAs), will maintain an accurate listing of all students living in the building and the location of each person’s room. Copies of the lists for all floors will also be provided to each RA in the building. In the event of an evacuation, the lists will be used to determine whether individuals may still be in the building. A resident of the building who has a disability that impairs mobility, vision or hearing will be noted on the list. Individualized evacuation plans and/or responsible person will be designated for such situations.

When smoke or fire is noticed, the nearest alarm should be pulled and 911 should be called. The Office of Campus Safety and Emergency Management should also be notified at 870-245-4000.

When fire is suspected (alarm, smoke, etc.) the entire building must be evacuated. Elevators are not to be used when a possibility of fire exists. Residence directors and RAs are responsible for notifying the residents of the need to leave the building. If the alarm is positively determined to be a false alarm, the evacuation may be halted and residents may return to their rooms.

If a serious fire or other emergency seems to exist, residence directors and/or RAs will notify emergency personnel. Residence directors and RAs will make room-to-room efforts to alert the residents of the necessity of evacuating the building until such time as their own safety becomes compromised.

A location outside each housing facility is designated as the meeting place for residents from the hall in order to facilitate the checking of occupant lists. This designated meeting place is communicated by the residence director to residents at times throughout the year.

Upon the arrival of emergency personnel and in the existence of an actual fire emergency, the residence director and RAs will immediately leave any alert or rescue efforts to the trained personnel.

No person may reenter the building until emergency personnel give permission for doing so.

Fire safety education and training programs will be provided to faculty and staff upon request to the Office of Campus Safety and Emergency Management. New student orientation and residence hall programs periodically provide fire safety education to students.

The telephone numbers and locations of those to whom reports of a fire on the campus should be reported (after emergency personnel have been summoned if appropriate) are below:

Mr. Jeff Crow

Director of Campus Safety & Emergency Management
ESC, 870-245-4000

Mr. Jonathan Hughes

Director of Facilities Management
PP, 870-245-5189

Dr. Rickey Rogers

Vice President for Student Development
ESC, 870-245-5220

EVACUATION PROCEDURES

In the event of a required evacuation of the entire Ouachita campus or portions thereof, the vehicular evacuation plan will be followed. The plan is designed to allow the fastest possible evacuation from campus with the least amount of confusion by segregating the campus into five zones and directing those zones to the nearest public street exiting the campus. The plan is also designed to limit the amount of cross traffic and the potential for vehicles to interfere with emergency vehicle access. (See map in Appendix A)

Zone 1

Exits south following 6th Street to Pine Street and includes the following areas:

- Cone-Bottoms/Commons lot (104 spaces)
- Cone-Bottoms West lot (18 spaces)
- Frances Crawford lot (47 spaces)
- Flippen-Perrin lot (140 spaces)
- Maddox South and West lots (120)
- Verser/JPAC lot (114)

Zone 2

Exits south following 4th Street to Caddo Street and includes the following areas:

- 5th Street/Ouachita Street (48)
- Jones Science Center lot (92)
- Anthony lot/4th Street (55)

Zone 3

Exits south following Ouachita Street to 6th Street then Pine Street and includes the following parking areas:

- Ouachita Street near Lile Hall (33)
- O.C. Bailey lots (134)
- Mabee/McClellan lots (43)
- Ouachita Street near McClellan (11)
- Walker lot (16 spaces)

Zone 4

Exits west following University Drive and includes the following parking areas:

- Frances Crawford lower lot and west lot (110 spaces)
- Triangle lot (45 spaces)
- Gosser lot (200 spaces)

Zone 5

Exits north following Elrod Boulevard and includes the following parking areas:

- Tollett Hall lot (250 spaces)
- Elrod Blvd lot (210 spaces)
- Sturgis lot (120 spaces)

A full evacuation of the Ouachita campus would be initiated only in rare and extreme situations due to the problems inherent in evacuating 1,500 – 1,800 vehicles. If a partial evacuation of specific buildings or areas of the campus occurs, those areas will evacuate based on the routes designated for the zone in which they are located. Notification to evacuate will be initiated through activation of the Ouachita RAVE Alert System and other means of communication as necessary. The evacuation plan will be distributed to all students, faculty and staff periodically to maintain high awareness of the evacuation routes.

MISSING STUDENT NOTIFICATION

A Ouachita Baptist University residential student who is unaccounted for and absent for a period of 24 hours or longer without any known reason may be deemed to be missing. The vice president for student development or a designee is responsible for determining whether a student is missing. The Office of Campus Safety and Emergency Management and local law enforcement with jurisdiction in the area will be immediately notified that a student is missing in every instance once the determination has been made.

Each student living in Ouachita housing has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information if a confidential contact person is registered by the student. To do so, contact Student Development at 870-245-5220.

When a student is thought by a reporting person to be missing, personnel from Student Development and the Office of Campus Safety and Emergency Management will gather essential information. The student's acquaintances, family and friends may be interviewed. Appropriate campus staff will be contacted and their assistance requested to aid in searching for the student. The student's campus ID photo may be disseminated to assist in identifying the missing student and card access logs may be analyzed. Other campus computer resources may be checked for student logins or e-mail usage.

Ouachita Baptist University reserves the right to implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

If an individual is concerned that a fellow student might be missing or otherwise be in danger, he or she is encouraged to immediately notify one of the persons or offices below:

Mr. Jeff Crow

Director of Campus Safety & Emergency Management
ESC, 870-245-4000

Dr. Rickey Rogers

Vice President for Student Development
ESC, 870-245-5220

POLICY ON NON-ATTENDANCE

When a student, for whatever reason, has ceased to attend classes, that student by his/her actions is stating that he/she no longer wishes to be a part of the Ouachita community. The student may be withdrawn from the university.

POLICY ON INVOLUNTARY ADMINISTRATIVE WITHDRAWAL

A student will be subject to involuntary administrative withdrawal from the university, from university housing or both if it is determined that the student engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others, or engages or threatens to engage in behavior which would cause significant property damage or directly and substantially impede the lawful activities of others or the university.

At the discretion of the university, a student may be required to submit documentation from an appropriately licensed mental health professional certifying a student's readiness to continue or to reenter the university's academic program and/or housing facilities. Student agreement to ongoing treatment by an appropriately licensed mental health professional may be stipulated by the university as a requirement for continued academic enrollment and/or housing in university facilities.

Legal representation is not permitted in any university hearings regarding such cases. Refund policies as stated in the university catalog will apply to above cases.

POLICY CONCERNING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Ouachita Baptist University supports the goals of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act to extend access and opportunity to those who are disabled. It is the university's intention to fully comply with the provisions set forth in these federal laws while maintaining the essential academic standards of the institution. The university does not discriminate on the basis of disability with respect to admission to, access to, or employment in its programs and activities.

Just as the university is responsible for the provision of reasonable accommodations for those who are disabled, the student has responsibilities concerning documentation of the disabling condition and requests for accommodations. The guidelines below have been established for students who desire accommodation for a disabling condition.

IDENTIFICATION OF DISABILITY

It is the responsibility of the student to self-identify a disabling condition if he or she desires an accommodation. This disclosure must be made to the ADA/504 coordinator.

DOCUMENTATION

It is the responsibility of the student to provide written documentation of any disabling condition for which he or she desires an accommodation. Documentation should be recent (within the previous three years) when concerning conditions that tend to change over the course of time (such as learning disabilities or emotional/mental disorders). Less recent documentation may be acceptable for disabling conditions that do not tend to change over the course of time (such as many mobility, visual or hearing impairments).

The documentation must include a diagnosis of the disabling condition and a description of the resulting functional difficulties and limitations in an educational setting, as well as the severity and longevity of the condition. Documentation should include suggestions of reasonable accommodations which might be appropriate at the post-secondary level. Documentation must be presented to the ADA/504 coordinator.

For learning disabilities, documentation of testing results must be provided by a licensed psychologist or other appropriately certified educational diagnostician. Testing should include a full range IQ test, such as the Wechsler, as well as an achievement test in reading,

writing, and math. Although the university does not provide or pay for testing services, the ADA/504 coordinator will provide a referral for students who desire such testing.

For emotional or mental disorders, documentation must include the DSM-V diagnosis, a summary of present symptoms, a summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results (including standardized or percentile scores). If medication is prescribed, the impact of medication on the student's ability to meet the demands of the post-secondary environment should be included.

REQUESTS FOR ACCOMMODATIONS

The student is responsible for requesting specific accommodations in each course. These requests must be made to the ADA/504 coordinator in a timely manner. For example, if extended time on an exam is requested after the exam has begun, the student has failed to make request in a timely manner. If the student fails to ask for extended time until late in the semester, the instructor is only required to provide accommodations from that time forward and does not need to offer make up exams.

The ADA/504 coordinator will facilitate requests for accommodations. Students who have presented documentation of a disability may sign a release allowing the ADA/504 coordinator to notify professors and instructors of the need for reasonable accommodations. This process must be repeated each semester. Students should make an appointment with the ADA/504 coordinator immediately after completing registration at the beginning of each semester.

Request for accommodations that are reasonable and that are supported by the student's documentation will be met. The university is not required to lower its academic standards. If the university determines that the requested change would substantially alter essential elements of a course or program of study, the requested modification will not be granted, even if specified in the student's documentation. The university may also refuse to grant a student's request for an accommodation that is not specified in the student's documentation as being essential.

The university is not required to provide accommodations of a personal nature such as personal care attendants, tutors, or transportation services (unless non-disabled students are being transported by the university). Equipment aids (such as wheelchair or eyeglasses) also are not the responsibility of the university.

GRIEVANCE PROCEDURE

Students who believe their rights under Section 504 or the ADA have been violated are responsible for contacting the ADA/504 coordinator. The ADA/504 coordinator will work with the university personnel and the student to resolve concerns. If communication between the

ADA/504 coordinator and university personnel has not resolved the matter, an individual may register a complaint with the appropriate dean or vice president. Upon receipt of a written complaint that alleges a violation of these laws, the appropriate dean or vice president shall promptly attempt to resolve the matter to the satisfaction of all parties. If this informal resolution proves unsuccessful, the student may request the dean or vice president to notify the university's compliance officer, who shall then begin an impartial investigation of the allegations within 10 working days of the receipt of the complaint. Complainants will be given the opportunity to be heard and will be given notice of the outcome of the investigation.

ADA/504 COORDINATOR

The ADA/504 coordinator at Ouachita is the university counselor. The office is located in Evans Student Center. The telephone number is 870-245-5591.

UNIVERSITY COMPLAINT POLICY

Ouachita Baptist University takes seriously all questions, concerns and complaints it receives, and responds in a timely fashion. These should be initiated and resolved through regular university processes whenever possible. Some matters may be directed to the University Compliance Officer (Missy Lewis, lewism@obu.edu) who will refer them to the appropriate department or official. The University Complaint Policy can be found at www.obu.edu/about/consumerinfo. For questions, please use the university's toll-free telephone number, 1.800.342.5628, or e-mail consumerinfo@obu.edu.

CODE OF COMPUTING PRACTICE

GENERAL PRINCIPLES

Access to computer systems and networks owned or operated by Ouachita Baptist University imposes certain responsibilities on users and obligations to users and is granted subject to university policies. Acceptable use is always ethical, reflects academic honesty, and shows 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 to this code will be reviewed through established procedures.

GUIDELINES

In making acceptable use of resources, one must:

- 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.

In making acceptable use of resources, one must not:

- Disclose privileged or sensitive information to which one has access other than in the course of official university 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, or damaging data.
- Use university 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 university systems or transmit them over university 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 amount of paper.
- Use the university's systems or networks for personal gain, for example, by selling access to your resources or to university systems or networks or by performing work for profit with university resources in a manner not authorized by the university.
- Engage in any other activity that does not comply with the Code of Computing presented above.

LEGAL NOTE

Unauthorized copying or use of digital material (e.g. computer software, movies, music, or intellectual material) is illegal and unethical. Ouachita Baptist University strictly prohibits copying licensed software. Users are allowed, however, to make a copy for backup or archival purposes of duly licensed software. Ouachita will not knowingly encourage, condone, or support the illegal acquisition, possession or distribution of copyright protected materials in any form. Specifically, if the university becomes aware of persons utilizing the campus network for such purposes, those persons could be considered in violation of this Code 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 IT Services for assistance.

DISCLAIMER

The above does not cover every situation that pertains to proper or improper use of the computing resources at Ouachita Baptist University, but it does suggest some of the responsibilities that one accepts if he/she chooses to use Ouachita's computing resources or any network access that the university provides. This code is intended to work for the benefit of all users by encouraging responsible use of limited computing resources.

ABUSE OF COMPUTER ACCESS

The Code of Computing Practice has established the following guidelines. Abuse of computer time includes, but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work of another student, faculty/staff member, or university official.
- Use of computing facilities to send or procure obscene or abusive materials.
- Use of computing facilities to interfere with normal operation of the university computing or any other system.

POLICY FOR USE OF CAMPUS COMPUTER NETWORK

Ouachita has expanded student computer network access beyond the computer labs to include access in residence hall rooms. The following policies relate to network use. Information on university responsibilities, student responsibilities, specifications for network computer setup and available resources may be obtained from Computer Services.

ACCOUNTS

Student computer accounts are assigned upon enrollment at Ouachita. They remain active as long as the student is enrolled. Accounts are dropped when:

- The student does not enroll for two consecutive semesters;
- The student has graduated and will not be enrolled in the next semester;
- The student is denied access because of either academic or disciplinary action.
- When an account is dropped, all files and e-mails are erased.

NETWORK USE

Being connected to a network may involve security risks including viruses. Ouachita is not responsible for damages resulting from connection to the network. The university recommends taking appropriate measures such as using antivirus software and regular backups.

You should not change the network settings on your PC under any circumstances. Improper settings could not only affect the way your PC works, but it could cause problems for other network users. Peer networks are not allowed. Students may NOT provide network services to others.

We recommend file and print sharing be turned off due to the security risks involved. The IT Services support site www.obu.edu/its has details on disabling this feature.

Misuse of your computer on the network could result in termination of your network connection.

SEXUAL ASSAULT

SEXUAL MISCONDUCT POLICY

Ouachita Baptist University is committed to establishing a safe, Christ-centered learning community and is committed to addressing all forms of unlawful harassment and discrimination to achieve this goal. The University's Sexual Misconduct Policy outlines the University's community expectations to ensure a campus free from sexual misconduct, the steps for recourse for those individuals whose rights have been violated, and the procedures for determining a violation of University policy related to sexual misconduct. It also provides information about the resources available to those who have been affected by sexual misconduct.

The Sexual Misconduct Policy applies to the following forms of sex discrimination, which are referred to collectively as "sexual misconduct": sexual or gender-based harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation. Allegations of sex discrimination that do not involve sexual misconduct will be handled in accordance with the "Harassment" section of the Graduate Tiger Handbook. The Sexual

Misconduct Policy applies to all University community members including students, faculty, administrators, staff, trustees, volunteers, vendors, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity with the University or on University property.

The University will not tolerate sexual misconduct in any form. The University will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community.

For more information, see the full Sexual Misconduct Policy at <https://home.obu.edu/hr/smp/>. Inquiries or complaints regarding Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the University's Title IX Coordinator, Ian Cosh, TitleIX@obu.edu, 870-246-5320, Elrod Center on 6th Street.

In case of emergency or for immediate assistance, call 911 or reach local law enforcement at 870-246-4545. To reach the Office of Campus Safety and Emergency Management, call 870-245-4000.

Students and employees should report criminal offenses for the purpose of making timely warning reports and for the annual statistical disclosure required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The university or an officer, employee or agent of an institution may not retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights or responsibilities.

When reporting an incident of possible sexual assault or exploitation, victims, intervening bystanders or corroborating witnesses will be provided amnesty (immunity from university sanctions/punishment) in situations which involve alcohol or drug use. Amnesty is provided to ensure that no sexual assault incident goes unreported from fear of sanctions for alcohol or drug use.

EMERGENCY SERVICES CONTACT INFORMATION

The telephone number and address (or location on campus) of each is below:

Clark County 911 Service • 911

Provides emergency access to all Clark County and City of Arkadelphia emergency services

Office of Campus Safety and Emergency Management

Evans Student Center
Mr. Jeff Crow, Director
Ouachita Campus; A police force, able to arrest

Arkadelphia Police Department

870-246-4545 • 700 Clay Street
Chief Jason Jackson
Law enforcement in the City of Arkadelphia; able to arrest

Clark County Sheriff's Office

870-246-2222 • 406 South 5th Street
Sheriff Jason Watson
Law enforcement of Clark County which includes the City of Arkadelphia; able to arrest

Student Development

Dr. Rickey Rogers, Vice President for Student Development
870-245-5220 • Evans Student Center

Mr. Brandon Tollett, Dean of Students

All Ouachita students