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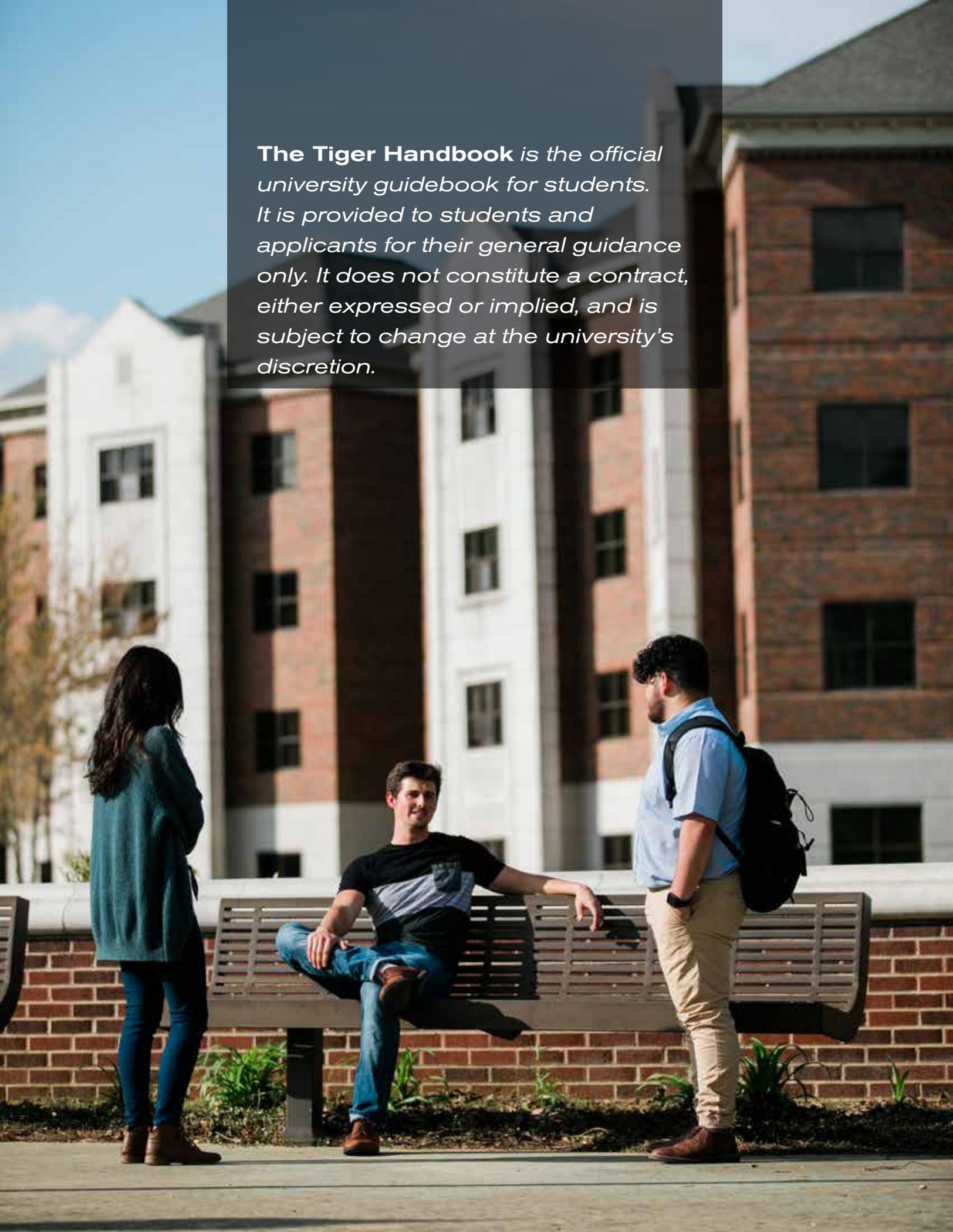
# TIGER HANDBOOK

— 2019-2020 —



**OUACHITA**  
BAPTIST UNIVERSITY

**The Tiger Handbook** is the official university guidebook for 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.

# COMMUNITY VALUES

Since its beginning in 1886, a number of common values have developed at Ouachita, values which are passed on like traditions from generation to generation of students. These values help make Ouachita the distinctive place it is:

1. A love of God and a love of learning.
2. Commitment to a Christian lifestyle. While students are not required to be Baptist or to adhere to a specific set of beliefs, Ouachita actively encourages and seeks to assist all students in developing a Christian lifestyle which will be evident in every segment of the student's life.
3. Respect for scholarship, creativity and achievement by fellow students and faculty members.
4. Respect for the rights, feelings and property of others.
5. Friendliness on campus, a characteristic noticed and appreciated by visitors to campus.
6. Audience etiquette. Students take great pride in being a part of Ouachita, and this pride extends to how speakers from on or off campus are received. A lack of social responsibility in this area is considered unacceptable by the student body as a whole.
7. Respect for personal appearance. Students are well dressed and well groomed, and this attractiveness is immediately noticeable to campus visitors.
8. Sportsmanship at athletic events.
9. Commitment to health and wellness. Most students participate in either intramural or intercollegiate activities or in their own personal program of physical development. A wellness class is required of all freshman students.
10. Singing the alma mater, an old pep tune sung and played often at public events.

## OUACHITA ALMA MATER

Ouachita, we sing thy praises  
Thy beauty, thy power, thy fame,  
Each loyal heart upraises  
A cheer to thy glorious name,  
O-U-A-C-H-I-T-A  
Here's good luck to Ouachita,  
May all her skies be gay,  
Raise a cheer for Ouachita,  
A loud Hip, Hip, Hooray,  
O-U-A-C-H-I-T-A

Ouachita, thy sons and daughters  
Will carry thy flag unfurled;  
For none can e'er surpass thee,  
The Queen of the college world,  
O-U-A-C-H-I-T-A  
Here's good luck to Ouachita,  
May all her skies be gay,  
Raise a cheer for Ouachita,  
A loud Hip, Hip, Hooray,  
O-U-A-C-H-I-T-A



# 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

Faculty advisers provide guidance for students in selecting courses for each semester, as well as assisting students with other academic needs.

## TUTORIAL SERVICES

Tutorial services are available and can be arranged through the Student Success Center or the Academic Skills Development Program.

**LOCATION: LILE HALL SUITE 122**

## ACADEMIC SKILLS DEVELOPMENT PROGRAM

Certain courses have been designed for students who have demonstrated deficiencies in essential skills. These courses provide assistance for students in the acquisition of college level reading, mathematics, English and study skills. The number of hours required for graduation is increased by the number of hours taken in this program.

**LOCATION: LILE HALL SUITE 122**

## ENGLISH AS A SECOND LANGUAGE PROGRAM

Ouachita offers an intensive English program for international students interested in improving their reading, writing and oral skills in the English language. These non-degree courses are separate from the regular curriculum and

are designed to enable students to become eligible for enrollment in degree programs.

**LOCATION: LILE HALL 108**

## TRIO PROGRAMS

TRIO Programs have been a tradition on the Ouachita campus since 1966. Ouachita is currently host to two TRIO Programs: Classic Upward Bound and Educational Talent Search. The Upward Bound Program and Educational Talent Search are outreach programs that seek to assist high school students during their freshman through senior year in their endeavors to complete requirements for secondary education. Upon completion of the high school requirements, students are encouraged to enroll in a post-secondary institution.

The TRIO Programs employ college students during the academic year as mentors and tutors and during the summer as resident life counselors.

**LOCATION: LILE HALL SUITE 140**

## CAREER & CALLING SERVICES

Ouachita Career & Calling provides career counseling for all students, freshman through senior. 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 125**

## CORE CURRICULUM

Ouachita's School of Interdisciplinary Studies offers a coherent curriculum designed to foster intellectual inquiry and breadth of knowledge. Ideas and events have consequences. Insight into these consequences requires developing frameworks and skills that interconnect intellectual and cultural domains within the context of the physical world. The School of Interdisciplinary Studies CORE curriculum is required to graduate.

To help students make the transition into the CORE program, the School of Interdisciplinary Studies offers tutoring for the OBU Connections course. For tutoring information, call 870-245-5381.

**LOCATION: LILE HALL SUITE 122**

## 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 the 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.

## COMPUTER LABS

Several computer labs are available to the student body with hardware and software that support work in specific disciplines. These labs are available according to posted hours except when classes are being conducted in them.

LOCATION	LAB HOURS/ ACCESS RESTRICTIONS
<b>Hickingbotham Hall 106</b> Blackmon Computer Center	Monday–Friday, 7 a.m.–11 p.m. Saturday & Sunday, Noon–11 p.m.
<b>McClellan 201</b> Cole Computer Lab	School of Social Sciences students only. Must use student ID for access.
<b>Moses-Provine 105</b> Comm. Sciences & Disorders	Open 24 hours a day for CMDS students only.
<b>Mabee Fine Arts 105</b> Davis Piano Lab	Class Piano students only. Must use student ID for access.
<b>Jones Science Center 218</b> Hudson Computer Lab	Monday-Friday, 7am-5pm for all students. After hours, School of Natural Science students only.
<b>Mabee Fine Arts 101</b> James Harrison Lab	Music theory students only. Must use student ID for access.
<b>Jones Science Center 343</b> Math/Computer Science	Math and CSCI students only. Must use student ID for access.
<b>Mabee Fine Arts 400</b> MIDI Lab	Music Theory/Composition majors and MIDI students only. Must use student ID for access.
<b>Moses-Provine 206</b> Phelan Graphics Design Lab	Graphic Design majors only.
<b>Mabee Fine Arts 141</b> Speer Digital Lab	7:30 a.m.–10 p.m. Open to all unless in use for class, & class times are posted on the door. After hours, students must use student ID for access.
<b>McClellan 314</b> Wetherington Lab	Hours subject to change: schedule is posted on the door. An attendant will be present for assistance.
<b>Speer Writing Lab</b> ESC Faculty Lounge	Monday–Friday, 8 a.m–5 p.m.

Special areas in the library include group study rooms, individual study carrels, and technology-enhanced collaborative space. Archival and special collection materials are available for research purposes.

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.



# ACADEMIC ENRICHMENT

## CARL GOODSON HONORS PROGRAM

The goal of the Carl Goodson Honors Program is to encourage students to achieve academic excellence and independent research skills. The Honors Program provides motivated students with a community of scholars to encourage them in their studies. (And graduating from the Honors Program looks great on job and graduate school applications!)

Perks come with the Honors Program including early move-in, an honors lounge, priority registration, a mentoring program and travel grants.

For admission to the Carl Goodson Honors Program, an incoming student must have a high school GPA of 3.5 or higher and an ACT score of 28 or higher. Incoming students who do not meet the ACT score or high school GPA requirement, but achieve a 3.5 GPA during their first semester at Ouachita may join the Honors Program.

## COLLEGE SOCIETY & UNIVERSITY SCHOLARS

The College Society encourages excellence in academic work as an expression of students' Christian faith, preparing them intellectually and

spiritually for graduate programs and for careers in teaching at the college level. During monthly meetings, professors and students gather for fellowship, food and discussion about a range of issues related to the life of the mind. Once a year, an outside speaker joins students for an off-campus retreat. These meetings and retreats are open to all students.

Outstanding Christian students with a desire to teach at the college level may apply to become University Scholars, a designation which signals potential success in top-ranked graduate programs. The faculty sponsor for the College Society works closely with University Scholars through their junior and senior years, helping them complete applications to graduate programs in the humanities, social sciences, theology and Biblical studies.

## 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. An international studies minor is offered within the university curriculum.

Study abroad programs have limited availability. To apply for study abroad opportunities:

1. A student must hold a cumulative 2.5 GPA prior to the study abroad semester.
2. A student must be in good standing with the university.

For more information contact the Daniel and Betty Jo Grant Center for International Education in Lile Hall 108 or call 870-245-5197.

## PRESIDENT'S & DEAN'S LISTS

Students who make a 4.000 GPA on their semester work will be placed on the President's List. Students who make a 3.5000 or higher on their semester work will be placed on the Dean's List. Students placed on either list will receive a notification of recognition.



# — OTHER STUDENT SERVICES —

## COUNSELING SERVICES

Counseling services are provided by the university counselor. 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 issues** — depression, loneliness, anxiety, stress, sexual concerns, eating disorders, preoccupation with weight, grief, adjustment difficulties;
- **Interpersonal issues** — roommate problems, 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.

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 persons.

Services provided are free of charge to currently enrolled students. Appointments may be scheduled by calling the counseling office at 870-245-5591.

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 220**

## FOOD SERVICES

The university food service management is contracted to Sodexo Services, Inc., a leading food management company. All students living in university residence halls must buy a meal ticket which is included in the total cost of “room and board.” To eat in the Ouachita Commons the student must either (1) present his/her programmed ID card or (2) pay for the meal. Cutting in line is a violation of the rights of fellow students. All students must be properly attired (including shoes) when they come to the Commons. The ID card is not to be

used by anyone other than the individual whose name appears on the card. Illegal use of the card will result in a \$20 fine and/or disciplinary action.

You may also use your programmed ID card to get a meal to-go from the Tiger Express located down the stairs in the Ouachita Commons entrance area. You may also purchase other snacks and milkshakes on a limited basis.

Your programmed student ID card can also be used on a limited basis at the Tiger Grill, Sandella’s Flatbread Café and Chick-fil-A Express located in Evans Student Center. Selections include grilled sandwiches, cheeseburgers, individual pizzas and Chick-fil-A products.

Dr. Jack’s Coffeehouse in Evans Student Center allows you to use your programmed ID on a limited basis to get fresh brewed coffee.

## 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 the ones 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. All students must complete an OBU Health Form consistent with state and university requirements. The university requires that students show proof of two MMRs; a tuberculosis screening is required for any student who has lived out of the U.S. in the last 12 months. A tetanus/diphtheria vaccination is recommended within the last 10 years.

The Arkansas State Legislature, in Act 1233 of 1999, requires all colleges and universities to notify both students and parents of an increased risk of meningococcal disease among individuals who live in close quarters, such as students in college residence halls. The act also requires the university to advise each that a vaccination against some of the groups in this disease is available. It does not cover all groups in the meningitis family.

Proof of medical insurance must also be included on the OBU Health Form. The Arkadelphia Clinic for Children and Young Adults provides the services of a physician and other health professionals on campus. It is a private clinic, and the university does not assume responsibility for its actions. Students seeking care through this clinic will be billed by the

Arkadelphia Clinic for Children and Young Adults for their services.

The Health Services Office is located on the 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, supplies, clothing and gifts with Ouachita imprints. For those about to graduate, caps and gowns, graduation announcements and senior rings are available through the bookstore.

All students have the option of charging books to their student account and then paying for them over the course of the semester via a payment plan with the Student Financial Services Office.

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.

The Student Financial Services Office will cash checks for students in amounts up to \$50. An OBU ID card is required for this service.

The campus switchboard is located in this office. Any phone difficulty with the on-campus system may be reported to the IT Services Office for immediate attention.

## OUACHITA POST OFFICE

The Ouachita Post Office, located on the lower floor of Evans Student Center, is a branch of the U.S. Postal Service; therefore, U.S. mail guidelines apply. Official mail can be delivered on campus without postage. Other mail placed in the “on-campus” bin must meet all USPS regulations to be delivered.

All students are assigned a combination lock mailbox. Students are urged to check their mailboxes daily because many official university communications are sent to the campus box number.

New students receive their post office box number at registration, and they may learn their post office box lock combination by going to the service window during business hours. There is no additional cost for the post office box. Hours of operation for window service are posted at the post office counter.



## **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 containing televisions, recreational equipment for muscle toning and building and machines for cardio-vascular stimulation.

**LOCATION: EVANS STUDENT CENTER, SECOND LEVEL**

## **E-MAIL**

Each student is given his/her e-mail address when he/she is 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 current major/minor, cumulative hours, grade point average (GPA), transcripts, current and pre-registered course enrollment, financial aid, current balance and pending transactions in the Student Financial Services office, chapel attendance records and cumulative credits. 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.

Your web portal account is created when you apply, and you can access it at [info.obu.edu](http://info.obu.edu). The log-in page has a link called "Need a Web Portal" where students can establish their portal account. The Computer Services support web site, [support.obu.edu](http://support.obu.edu) has instructions for using the web portal.

## **COPY SERVICE**

Card-operated copy machines are located in Evans Student Center near the Student Development Office and in the library. One may purchase a decreasing balance, magnetic strip card on location for \$2. Additional amounts of credit may be purchased using the same card.

## **WOW NEW STUDENT ORIENTATION (WELCOME TO OUACHITA'S WORLD)**

The WOW orientation program during the first week of the fall semester is designed to inform new students of the opportunities in the instructional program, help them to adjust to campus life and help them to get a successful and satisfying start in their college experience at Ouachita. New students are divided into groups during the WOW orientation, and student leaders take charge to orient the newcomer to all aspects of campus life, including student activities.

# STUDENT ACTIVITIES

## SERVANT-LEADERSHIP PROGRAM

The Ben M. Elrod Center for Family and Community offers a weekly class led by an experienced leader. The course introduces students to the concept of servant-leadership and seeks to cultivate students' willingness to serve and hone their ability to lead. It seeks to motivate students to cultivate the heart of a servant and educate students regarding the elements necessary for effective leadership. For more information, contact the Elrod Center at 870-245-5320.

## STUDENT ORGANIZATIONS

Ouachita Baptist University offers a variety of clubs and organizations to meet the extracurricular needs of students. The following is a list of currently active student organizations on campus.

### Academic/Professional/ Honorary Organizations

These organizations recognize the qualities of leadership, scholarship or interest in a specific academic field and/or achievement in all academic areas. They include the following:

- Alpha Chi
- Beta Beta Beta
- Beta Gamma Sigma
- Blue Key National Honor Fraternity
- Elrod Center Servant-Leadership
- Kappa Delta Pi
- Kappa Kappa Psi
- Ouachita Psychological Society
- Ouachita Student Educators Association
- College Society
- Phi Alpha Theta
- Phi Beta Lambda
- Phi Mu Alpha
- Pi Gamma Mu
- Pi Kappa Delta

- Pre-Law Society
- Sigma Alpha Iota
- Sigma Tau Delta
- Society of Physics
- Tau Beta Sigma
- Theta Alpha Kappa
- Theta Alpha Phi

### Special Interest Groups

These organizations are built around particular interests and serve as support groups. They include the following:

- Astronomy Club
- Campus Activities Board (CAB)
- Counselors & Religious Educators (CARE)
- College Republicans
- Dietetics Club
- International Club
- Multicultural Organization Reaching Equality (MORE)
- National Student Speech, Language & Hearing Association (NSSLHA)
- Ouachita Student Foundation
- Philosophy Club
- Student Senate

### Religious Organizations

Most religious activities come under the auspices of Campus Ministries, which has approximately 20 ministries that serve the campus and wider community. Religious groups seeking to meet on campus must coordinate with the director of Campus Ministries. Religious leaders and speakers must be approved in accordance with the university policy (see: Speakers and Films, page 24).

### Music Ensembles

A variety of music groups are open to students, some of which require audition, and some offer academic credit (see current catalog). Music Ensembles include the following:

- Concert Band
- Concert Choir
- Jazz Band
- Marching Band
- Musical Theatre Workshop
- Opera Workshop
- Ouachita Handbell Ringers
- Ouachita Singers
- Ouachita Sounds
- Pep Band
- Symphonic Band
- Tiger Steel

### Instrumental Ensembles

- Clarinet
- Double Reed
- Flute
- Horn
- Low Brass
- Percussion
- Piano
- Saxophone
- String
- Trumpet
- Trombone
- Wind

## STUDENT SENATE

The Student Senate at Ouachita Baptist University exists to “provide means for responsible and effective participation in the organization of student affairs, to provide activities for students, to initiate actions, to provide the official voice through which student opinion may be expressed, to encourage the responsible participation of students in overall policy and decision-making processes of the university community and to enhance the quality and scope of education.”

The executive committee of the Student Senate for 2019-20 is:

**President**—Ethan Dial  
**Internal Vice President**—Selby Tucker  
**External Vice President**—Emma Pitts  
**Secretary**—Kat Allen  
**Treasurer**—Grace Rapert



## SOCIAL CLUBS

Nine local social clubs, not affiliated with any national organizations, select new members early in the spring semester of each year. University policy regarding rush and induction activities are in compliance with state law. The clubs are as follows:

### MEN'S

Beta Beta  
Eta Alpha Omega  
Kappa Chi  
Rho Sigma

### WOMEN'S

Chi Delta  
Chi Mu  
Gamma Phi  
EEE  
Tri Chi

## PUBLICATIONS

Publications of Ouachita Baptist University, under the sponsorship of the Rogers Department of Communications, include *The Signal* campus newspaper and the *Ouachitonian* yearbook.

## INTERCOLLEGIATE ATHLETICS

Sports were first offered at Ouachita in 1892 and have been a vital part of the university's rich heritage since that time. Ouachita is affiliated with the Great

American Conference and the National Collegiate Athletics Association (NCAA), Division II. The men's and women's swimming/diving teams compete in the New South Intercollegiate Swim League.

Student athletes must comply with the standards and requirements set forth by the above organizations. Ouachita strives for excellence in its athletic program.

Ouachita offers the following conference sports. For women: volleyball, basketball, softball, tennis, swimming/diving, cross country and soccer. For men: football, basketball, baseball, tennis, swimming/diving, wrestling and soccer.

## RECREATIONAL SPORTS AND INTRAMURAL ATHLETICS

The university offers a full selection of recreational sports activities for the Ouachita community, and all students are urged to participate. All participants must be currently enrolled students or Ouachita employees. All activities are under the supervision of the director of Recreational Life who reports to the vice president for student development. Intramural activities include basketball, flag football, soccer,

softball, volleyball and water polo for both males and females as well as some co-ed teams. Other competitions include table games, whiffle ball and tennis.

All participants must understand that there is the potential for physical injury inherent in intramural sports in which they engage. The participant will assume the risk of such activities and expressly waive all claims against Ouachita Baptist University which they or their estate has or may have for injury, damages or death arising from such activities. Each participant must declare that health records clear them for participation in the recreational sports activity in which they will be engaging.

Most recreational sports are played according to the NIRSA (National Intramural and Recreational Sports Association) guidelines.

## STUDENT DANCES

Club- and organization-sponsored dances with approval from Student Life may be hosted on campus. Most dances will be in the Tiger Den. Clubs must have the Ouachita sponsor present as well as a hired security officer.

# - ORGANIZATION GUIDELINES -

## RECOGNITION OF NEW ORGANIZATIONS

New organizations for students 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 University Committee. 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 an “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. For organizations that allow freshmen to join, the high school GPA may be used and the student must not have been admitted on academic probation. Should the organization charter call for a higher GPA for membership, that higher grade will be the one required.

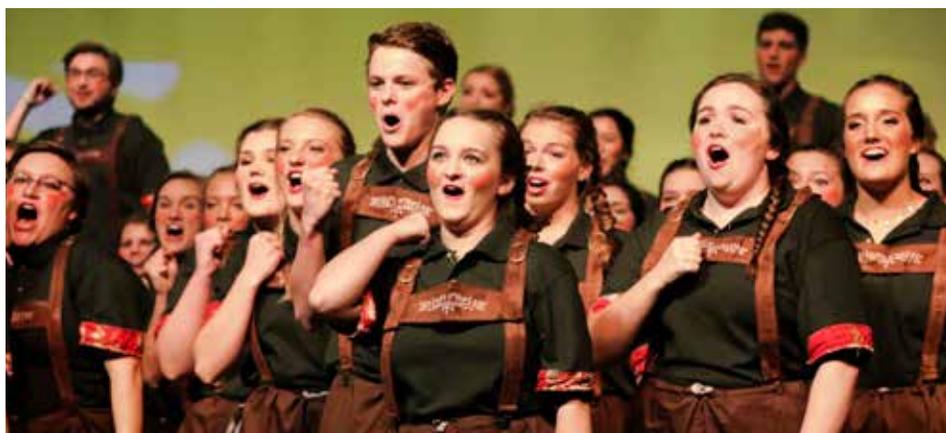
## MEMBERSHIP REQUIREMENTS FOR SOCIAL CLUBS

Social clubs may accept new members only through the rush process as approved by the Student Life Committee. To be eligible for rush, a student must be enrolled full-time, must have completed at least 12 hours with a cumulative grade point average of 2.0 and must not be on university probation. All students who desire to become social club members are expected to participate in rush.

## ACTIVE MEMBERSHIP

Again, if any club or organization’s constitution has a higher requirement than those stated above, the higher requirement will be the standard for membership. To remain an active member of any club or organization, a 2.0 cumulative GPA must be maintained. The Office of Student Development will check the eligibility of members at least once per semester, and findings will be sent to the student and organization sponsor.

Unless otherwise stipulated in the appropriate constitution, members of each student organization must be enrolled at Ouachita. Any club or organization which fails to meet its constitutional requirements for membership shall be placed on probation for one semester. At the end of this probationary period, if membership is not at the minimum level, the club shall be declared inactive by the Student Life Committee. Any club that





has been inactive may be reinstated on a one semester probationary status.

Any appeal for variation or interpretation of these policies shall be made in writing to the Student Life Committee.

## SOCIAL CLUB NEW MEMBER INDUCTION PLAN

The process of inducting new members into Ouachita's social clubs is meant to be a positive experience for both old and new members. In the best interest of the clubs, new member induction should focus both on bonding new members together and on bonding new and old members together. Several goals have been established for the new member induction process. All activities during the period should focus on meeting the following goals:

- To cause inductees, through a hazing-free induction process, to be bonded with each other and with club members within the guidelines of Ouachita and the state.
- To promote positive enhancement of self-worth of the individual and that person's value to the club.

- To encourage individual commitment to grow academically, spiritually, socially, emotionally, and physically.
  - To learn and appreciate the traditions of the clubs.
  - To foster club recognition through university and community service.
  - To promote school and club spirit.
- Specific guidelines for induction will be available in the Student Development Office, and all clubs and individuals must abide by these guidelines.

## OTHER CAMPUS-WIDE PARTICIPATION

The primary reason for a student to be at Ouachita is for academic purposes. It is therefore expected that every student will give first priority to this pursuit. In addition to many opportunities to participate in club/ organizational activities, there are several special programs, such as Tiger Tunes or pageants, which demand large blocks of time. Prior to approval, these students must have at least a 2.0 GPA and must not be on academic or disciplinary probation.

## HONORARY MEMBERSHIP

Honorary membership is available as a means of honoring a faculty, staff or Ouachita community member who has significantly aided the club's development. Such membership is strictly a form of recognition and does not convey any membership privileges. Current Ouachita students are ineligible for honorary member status. Honorary membership status must be approved by the Office of Student Life.

## 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 *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. Any incident of hazing will result in a fine of \$25 per member of that club or organization. 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 on p. 24 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:

1. The sponsor shall strive to help students achieve the maximum educational opportunities and benefits that are inherent in the leadership of such an organization.
2. The sponsor shall encourage student/faculty rapport.
3. 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.
4. 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.

5. 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.
6. 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 (6-8 p.m.) on Sunday or Wednesday nights.



# SPIRITUAL & SERVICE OPPORTUNITIES

## CAMPUS MINISTRIES

Campus Ministries at Ouachita Baptist University exists to foster meaningful relationships with Christ among students, to guide them in fruitful ministry, discipleship & fellowship, and to train leaders who will continue to engage the world and serve the church.

Campus Ministries offers opportunities for spiritual growth and service on campus, in the Arkadelphia community, and through global missions opportunities. On-campus ministries include weekly student-led worship services, devotional times of testimony and encouragement, and discipleship small groups. Local opportunities for service occur regularly and in coordination with the Elrod Center for Family and Community.

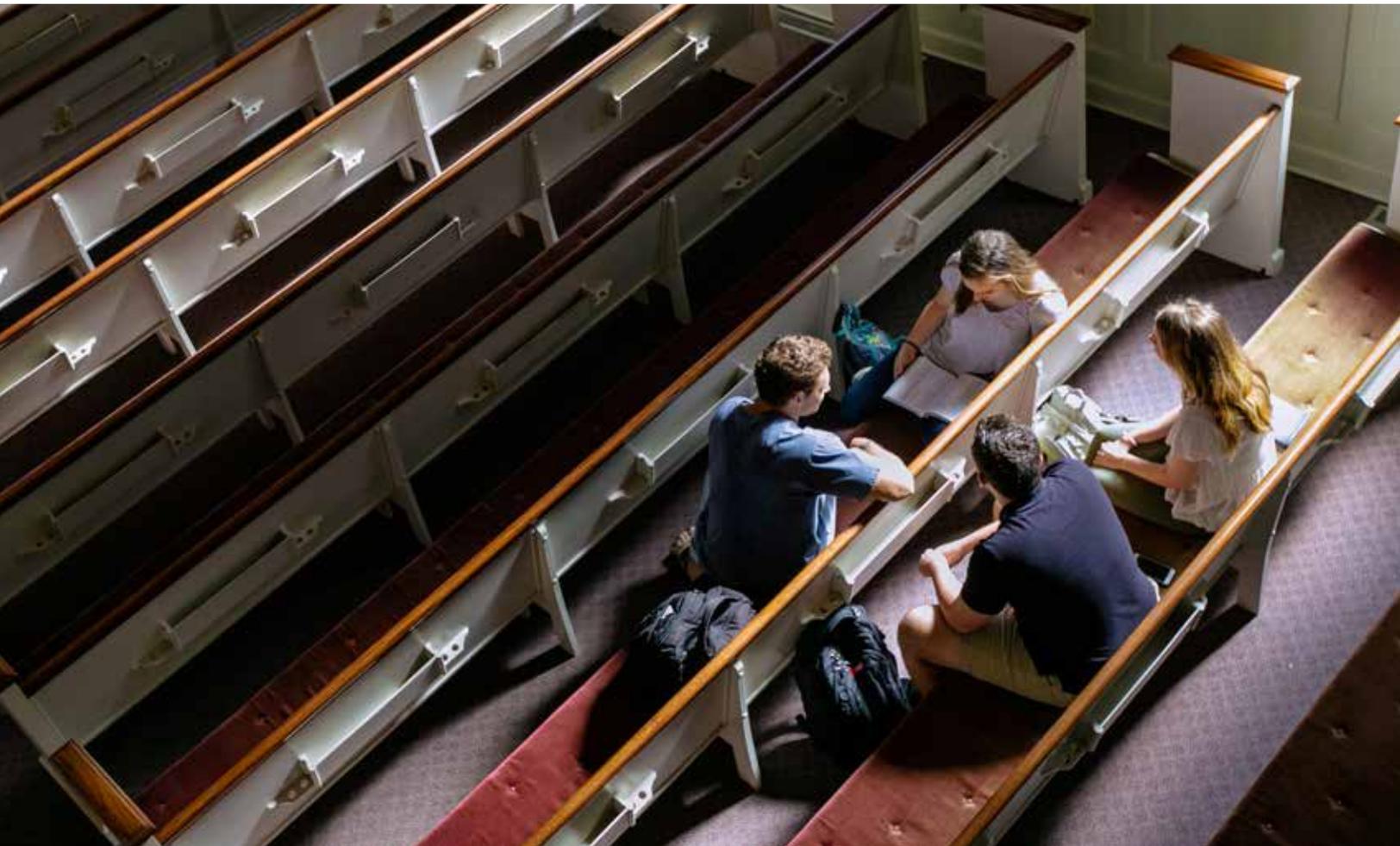
Ouachita is also committed to offering global missions opportunities for our students to share the love of Jesus Christ. Campus Ministries regularly takes spring break, Christmas break, and summer trips to serve churches and ministries in the United States and overseas.

Campus Ministries also organizes special events that contribute to the life of our campus and create opportunities for spiritual growth. The Campus Ministries Fall Retreat occurs the first weekend of each fall semester. And Christian Focus Week is a special time set apart each February for spiritual renewal, with many guest speakers, worship leaders, and alumni returning to campus to contribute to the week. These ministries and events are under the leadership of the Director of Campus Ministries.

LOCATION: EVANS STUDENT CENTER 303

Campus Ministries is involved in the following activities:

- Backyard Bible Clubs
- Big Brothers & Sisters
- Campus Outreach
- Christian Focus Week
- Discipleship Groups
- International Mission Trips
- Mission Trips
- Monticello Children's Home
- Noonday
- Prayer
- Publicity
- Refuge
- Tiger Tunes



## THE BEN M. ELROD CENTER FOR FAMILY & COMMUNITY

### Mission Statement

The Ben M. Elrod Center for Family and Community at Ouachita Baptist University is dedicated to serving humankind through the educational experience. Ouachita's faculty, staff and students are committed to providing leadership that will result in the strengthening of the family and community. In particular, concepts such as volunteerism, service learning, research, outreach and instruction are promoted. The center seeks to act as a clearinghouse for issues related to university service and has been charged with the task of providing opportunities to serve for all students, faculty and staff.

The center is a tangible expression of Ouachita's commitment to the ideal of service and recent national efforts to reinvigorate volunteerism across the United States.

### Goals

- Support and coordinate the university's public service initiatives
- Equip students to become community leaders and active citizens through volunteerism
- Cultivate a spirit of servant leadership in students
- Promote interdisciplinary studies that benefit the family and community
- Act as a clearinghouse for the community to relate to the university
- Promote non-credit courses that will benefit the community
- Strengthen families through learning, discovery and engagement
- Coordinate public school initiatives which provide tutoring/mentoring
- Recognize and reward outstanding service efforts internally and externally



The Elrod Center is located in a building on the south edge of the campus, and its staff is available to assist both individuals and groups in community volunteerism and other projects. When registered with the center, students may have the hours served during the semester listed on their transcript under the TranServe Program. For further information, contact the director of the Elrod Center at 870-245-5320.

The following is a partial list of the programs of the Elrod Center.

- America Reads & America Counts
- Arkansas Baptist State Convention Collaboration
- Community Volunteer Placement
- Healthy Relationships Week
- Disaster Relief
- ElderServe
- EyeServe
- Family and Community Research
- Kluck Service Enrichment Grants
- Service-Learning Program
- Thanksgiving Baskets
- Tiger Serve Day
- TranServe
- Workshops for Community Leaders

# 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.

## JUDICIAL COUNCIL

### Purpose

The purpose of the Judicial Council is to consider possible violations of the Covenant on Academic Honor, appeals for loss of chapel credit for the semester, and some basic alcohol violations in apartments.

### Composition

The Judicial Council is comprised of five faculty representatives, one of whom is designated by the council as chair, and 12 student representatives.

### Faculty Representatives

The faculty representatives to the Judicial Council are the members of the Student Life Committee.

### Selection of Student Representatives

Nominations for student representatives to the Judicial Council are accepted from the university faculty. Students nominated must not currently be on probation. Those nominated appear before a selection committee charged with appointing the student representatives. The selection committee consists of the president of the university, the president of the Student Senate, the chair of the current Judicial Council, the vice president for academic affairs, the vice president for student development and the chair of the University Committee, or their designates. The selection committee seeks to maintain broad representation as to class and major among the student representatives. Student representatives serve until they are no longer enrolled as a full-time student at Ouachita, resign or are removed from the council.

### Hearings

When faculty members suspect a violation of the Covenant on Academic Honor, they retain the right to make independent academic determinations or may initiate hearings before the Judicial Council. Students may not appeal an individual faculty member's academic decisions to the Judicial Council. In making a request for a hearing, the initiating faculty member will present a written statement along with any pertinent documentation to the chair of the council.

Two faculty members from the Student Life Committee and three student representatives will be designated

to hear the case. Another student representative will be designated as a non-voting record-keeper.

Students will be given reasonable notice of any hearing, which will generally take place within ten days. The faculty member who initiated the hearing may address the council and may call others with direct knowledge of the suspected violation to address the council. The student will have the opportunity to be heard by the council, may call others with direct knowledge of the suspected violation to address the council and may question the faculty member and others who have presented information in the hearing. Legal counsel is not permitted in Judicial Council hearings.

If four of the Judicial Council representatives hearing the case agree there is substantial evidence a violation of the Covenant on Academic Honor occurred, a sanction will be imposed and provided to the student in writing. Sanctions may include a warning, honor probation with activities designed to foster student development, recording of a test or assignment as a zero, recording a semester grade of "F" for the course, suspension from the university or other actions at the discretion of the council.

### Appeals

An appeal of a decision made by the Judicial Council must be presented in writing to the Academic Deans Council within five days of the decision. After a consideration of the records of the Judicial Council hearing and other pertinent evidence, the Deans Council will notify the student of its decision in writing.

Action by the Judicial Council does not preclude additional disciplinary action by the university when appropriate.

# STANDARDS OF STUDENT CONDUCT

## RESPECT FOR THE INSTITUTION

Anything identified with the university must be in keeping with the official Vision, Mission and Values Statements of Ouachita Baptist University. Some examples include contents of programs or performances and texts of printed material.

## RESPECT FOR OUACHITA'S CHRISTIAN PURPOSES

It is assumed that students come to Ouachita with a commitment to standards of behavior consistent with the Christian faith and life.

By accepting admission to Ouachita Baptist University, each student assumes responsibility to abide by the rules and standards of conduct of the university as well as by all city, state and federal laws.

The regulations and standards of this handbook apply to all students who are enrolled at Ouachita and any guest(s) they may bring to campus. Students are responsible for informing their guests of university policies and assuring that they behave within the guidelines of established policies.

Some of the violations listed here may also violate local, state or federal statutes. In dealing with such violations, university disciplinary action will not preclude the filing of charges with appropriate law enforcement agencies. The reporting of certain crimes committed on campus is required by federal law. These requirements are explained more fully under the Student Right-to-Know and Campus Security Act in the last section of the Tiger Handbook.

The following standards of student conduct provide a framework by which students may conduct themselves in keeping with the Christian purposes to which Ouachita is committed.

## RESPECT FOR OTHERS

Respect for others is a basic tenet of the Christian faith as well as the United States legal system. Failure to act in ways that affirm respect for others denigrates individuals and damages the sense of community so vital to the Ouachita experience. Such failure will result in action by the university, the legal system or both. Violations and their definitions are listed below (in alphabetical order):

### Dishonesty

Dishonesty includes but is not limited to deceit, cheating, plagiarism, falsification of information, theft of services, electronic tampering or failure to divulge to university officials knowledge of violation of university standards of conduct.

See also information concerning the Covenant on Academic Honor in the "Community Values" section of this handbook.

### Excessive Noise

Noise in or around a residence hall or other campus building which disturbs or disrupts normal activity will be considered excessive. Noise is especially monitored in the residence halls during quiet hours (see section on residence life).

Excessive noise violation may result in a \$50 fine.

### Harassment/Bullying

The University prohibits all forms of unlawful harassment and discrimination. All allegations of sexual harassment should be reported consistent with the 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. (See the policy on Nondiscrimination and Harassment.)

### Hazing

Ouachita abides by the definition of hazing provided in the Arkansas Code Annotated. Briefly, the use of physical or mental coercion intended to embarrass, harass, cause physical, emotional or mental strain or in any way to jeopardize the physical, mental or academic well being of any individual is prohibited. (See "Hazing" for the entire statute, including the official definition, page 26.) If social clubs or organizations have violated this policy, the group may be fined \$25 per member.

### Irresponsible Conduct

Behavior that is offensive or annoying to others, disrupts the rights of others or poses a potential danger to self, others or property is considered irresponsible. Fighting is also considered irresponsible conduct, and it may be considered an assault.

### Insubordination

Failure to comply with the directive of a college official acting in his or her official capacity; failure to show respect for university faculty, staff or guests; and verbal and/or physical abuse is considered insubordination.

### Sexuality Misconduct

The Ouachita community recognizes that human sexuality is a gift from God for procreation of human life and for the expression of one's love through marriage.

Misuses of God's gift include, but are not limited to, promiscuity (including violation of the Biblical teaching against homosexual acts), possession or distribution of pornographic or obscene materials, and/or other immoral sexual acts. The university will strive to constructively and redemptively deal with all individuals. Please refer to "Sexual Misconduct" on page 36 for important information regarding university policies and procedures regarding incidents of sexual assault.

## Visitation Violation

Visitation by the opposite sex is allowed between 10 a.m. until midnight in apartments and residence hall lobbies. Open Hall takes place between the hours of 8 p.m. and 11 p.m. on Tuesdays and Fridays in men's halls and Wednesdays and Saturdays in women's halls. It alternates between men's and women's halls on Monday nights.

First offense visitation violations will result in a delay of one semester for apartment housing once eligibility is attained and a \$100 fine per Ouachita student. A second violation results in a \$200 fine, a third violation is a \$300 fine, and so forth. Violations may also result in other school sanctions. A lobby visitation violation may result in a \$50 fine per visitor present.

## RESPECT FOR SELF

Respect for oneself expresses itself in self-discipline and avoidance of practices damaging to one's physical, emotional and spiritual wellness. It affirms the divine spark within each individual. Violations and their definitions, which are listed alphabetically, include the following:

### Alcohol and Drugs

Since its founding in 1886, Ouachita Baptist University has prohibited student use of alcoholic beverages and/or unlawful use of controlled substances either on or off campus. (See subsection titled "Alcohol and Drugs" on page 28 for additional information.)

### Gambling

Playing a game for money or something else of value in hopes of gaining something significant beyond what the individual invests is considered gambling.

### Lewd, Indecent & Obscene Conduct

Prohibited conduct includes but is not limited to lewd, profane or vulgar language (verbal or written), including clothing, musical lyrics, gestures, possession of pornographic materials, voyeurism, indecent exposure or other inappropriate sexual behavior.

## Tobacco & e-Cigarettes

Smoking and use of smokeless tobacco have been documented to be injurious to one's health and to violate the health and rights of non-smokers. In light of this data, Ouachita is a tobacco-free campus; tobacco possession on campus and use of all kinds is prohibited. The use of e-Cigarettes and contents is prohibited on campus, as well.

Services are available for those students seeking to withdraw from tobacco use. First offense will result in a \$25 fine. Second offense will result in a \$50 fine. Third offense will result in a \$75 fine.

## RESPECT FOR PROPERTY

It is vital to the ongoing existence of the community that individuals respect the property of the university and of persons who are members of or visitors to this community. Violations and their definitions, which are listed alphabetically, include the following:

### Firearms/Weapons

Possessing weapons of any type, including but not limited to firearms, blowguns, air guns, pellet guns, bows or crossbows, large knives, martial arts training materials, slingshots, paintball guns, explosive or incendiary devices, dangerous chemicals and ammunition are prohibited on university property. An exception is made for residence hall and university apartment residents with hunting equipment. Such equipment must be registered and deposited immediately with the office of Campus Safety and Emergency Management, which will act as custodian. Persons licensed to carry a concealed handgun are restricted from carrying a weapon into any campus building or event. Students holding such a license should contact Student Development for more information

### Pets and Animals

No pets other than aquarium fish are allowed in any university housing. No animals other than approved service animals are allowed in university buildings and housing. Emotional Support Animals (ESA)

are only allowed in the student's housing area. Violations incur an initial \$200 fine per incident. Evidence of pets or animals, such as a food/water dish, kennels, leash, collar, etc. will constitute a violation of this policy.

### Possession or Use of Fireworks

Persons are not allowed to have any type of fireworks or explosives on campus or to set them off on campus.

Possession may result in a \$50 fine.

### Tampering with Fire and Safety Equipment

Tampering with or removing fire alarms, smoke alarms, fire extinguishers, sprinklers, exit signs or other safety equipment and sounding or reporting false alarms is prohibited. Misuse of safety equipment is a violation of state law and punishable as such. Malfunctioning equipment should be reported immediately to the appropriate authority.

A \$100 fine may be incurred for tampering.

### Theft

Unauthorized taking or keeping of items or services that are university property; are borrowed, rented or leased by the university; or which belong to students, faculty, staff or guests of the university is considered theft.

### Vandalism

Damaging, defacing or destroying property belonging to the university or its students, faculty, staff or guests or property belonging to another college or university is considered vandalism.

## 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 PROCESS

To live in a community means to abide by the standards and policies set forth by that community. When individuals choose to violate these standards and policies, they threaten the quality of the community.

The aim of discipline is to, whenever possible, redeem the violator so that he or she will again be a productive member of the campus community. This must at the same time be balanced with the need to protect the community and its individual members.

## DISCIPLINARY PROCEDURES

Minor infractions may be handled by the residence director of the residence hall in which the infraction occurred. These violations include, but are not limited to, noise, improper moves or checkouts within the residence hall, minor vandalism, tobacco use, possession of pornography, possession of alcohol or alcoholic beverage containers or advertisements or visitation violations. Such infractions will be recorded. Sanctions may include verbal or written warnings, fines, reprimands, restitution, behavioral contracts and changes in living assignment.

More serious 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.

Suspected violations of the university's Covenant on Academic Honor may be heard by the Covenant's Judicial Council at faculty request. The administrator or staff member conducting the interview will gather information that will be considered in order to determine if university policies or standards have been violated.

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

An appeal at any level of the disciplinary process must be filed in writing within two business days of the date of notification of the sanction or the disposition of the case. The dean of students will hear appeal cases adjudicated by residence hall staff; the Student Life Committee will hear appeals adjudicated by the dean of students or the Judicial Council. A decision by the committee is final. During an appeal, the Student Life Committee may determine to uphold the original sanction, reduce the sanction, or increase the sanction, based on the available information at the time of appeal. Students are not guaranteed an appearance before the committee during an appeal.

## DISCIPLINARY SANCTIONS

With the exception of violations of the Sexual Misconduct Policy, which includes a list of sanctions for violations of that policy, the following sanctions may be administered in response to violation of standards of student conduct or university policy (listed alphabetically):

### Behavioral Contract

A behavioral contract may be established in conjunction with other sanctions.

### Campus or Community Assignment

A campus or community assignment may be given to the student in response to a violation. Students who are given a campus or community assignment will generally not be scheduled for more than an hour per day; however, multiple hours may be scheduled when it is more appropriate and approved. The work may not involve physical labor that puts the student at significant risk for injury, nor may it be such that the student will be visible to a significant portion of the campus community while working. The number of hours will be determined and monitored by the assigning staff member. A campus or community assignment as a response to a disciplinary violation will in no way be connected to the Ben M. Elrod Center for Family and Community and the volunteer programs that they sponsor, nor will this work be recorded on the transcript through the TranServe Program.

## Change in Living Assignment

The student will be moved from his/her present living assignment to another when such is deemed appropriate to the violation.

The presence of alcohol or drugs in a university apartment may result in any unmarried residents moving to a residence hall for a designated period of time.

## Confiscation

Articles or substances (e.g., alcoholic beverages, pornographic materials, tobacco, weapons) which violate university policy and/or governmental statute may be taken into the custody of the university or turned over to law enforcement authorities as appropriate. These items will be held until disciplinary and/or legal action has occurred. If articles are in university possession, the university retains the right to decide whether such articles will be returned to their owner or destroyed by the university. In the case of stolen property, it will be returned to the person from whom it was stolen if that person can be identified and located.

## Disciplinary Probation

Probation is a written warning and a notice that the student has violated university policy and that any further violation of policy may result in punitive action up to and including suspension from the university. There are several types of probation, listed in order from least severe to most severe.

**Residence Hall Probation** – An official letter that certain residence hall policies have been violated and repeated violations may result in a more serious sanction.

**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.

**Social Club Probation** – The offense is directly connected to participation within a social club. The student placed on social club probation is ineligible to

maintain active membership within a social club and is prohibited from participating in any of the specified club's activities.

**University Probation** – The offense is serious enough that privileges are removed. The student placed on university probation may be ineligible to participate in extracurricular activities, to campaign for or hold office in any student organization, receive any university honors except those awarded for academic achievement or represent the university in any extracurricular activities. One who is on an intercollegiate team or group may be restricted from representing the university after consultation with the appropriate coach or professor. The student on university probation is required to respond in a timely manner to communications from the Office of Student Development. Any violation will result in immediate suspension from the university.

## Drug Testing

Drug testing may be required of any student when there is reason to believe prohibited substances have been used. If the drug test is positive, the student will be charged for the costs involved.

## Eviction

Removal from the residence hall or other campus facilities as designated in the sanction. Room fees and deposits will not be refunded.

## Expulsion

Termination of status as a student at Ouachita Baptist University for an indefinite period of time, or permanently. The student will be expected to leave campus within six hours following expulsion, and the student will not be allowed on campus in the future without permission from the Dean of Students.

## Fines/Charges

See table in Appendix B. The included table of fines in Appendix B is not exhaustive, but these fines will serve as a starting place. There may be incidents that result in a fine that is more or less than the standard fine, given each incident's unique circumstances.

## Loss of Privileges

Privileges may be revoked for a designated period of time including, but not limited to, loss of any of the following: residence in a hall or room of choice, computer facility privileges, elective or appointive offices, induction or active membership in social organizations and/or certain personal equipment on campus. Reinstatement of the privilege will come through the Office of Student Development.

Students with an alcohol violation in a residence hall will lose the privilege of living in university apartments for a designated period of time.

## Redemptive Education

When deemed appropriate, the student may be required to participate in redemptive education with a university staff member or the university counselor in addition to or in lieu of other sanctions. Often there will be a minimum number of sessions stipulated for the student. While the contents of these sessions will remain confidential, the educator or counselor will provide the appropriate student development staff person (usually the dean of students) with information on the student's attendance and general progress in required redemptive education.

When deemed appropriate, first-time drug or alcohol violations may result in an assignment of a 30-day response plan.

## Reprimand

A written statement to the student that he/she has violated university policy and that future misconduct will result in a more severe sanction.

## Restitution

Requirement to reimburse or otherwise compensate an injured party or the university for damage or loss of property resulting from the student's misconduct. Within residence halls, common assessment or group billing may be charged for damages occurring in common areas shared by groups of residents when the specific individual(s) responsible cannot be determined.

## 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. The student will be notified that he/she is expected to leave the campus within 24 hours following the suspension decision. Suspended students are not allowed back on campus during the period of suspension without permission from the Dean of Students.

Students receiving an immediate non-academic suspension during the first eleven weeks of a semester will receive a “W” for all classes in which they are enrolled. Students receiving an immediate non-academic suspension during the final four weeks of a semester 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.

## Suspension of Financial Aid for Disciplinary Reasons

Students who fail to abide by the policies of the university as defined in the Tiger Handbook as well as local, state and national laws may have their institutional financial aid immediately suspended by the university. Students currently on university disciplinary probation (or who have been previously warned) who fail to maintain their standard of conduct may have aid suspended. The dean of students may recommend the suspension of aid in consultation with the associate vice president of Student Financial Services. Final appeal of the loss of aid is to the Student Life Committee.

## Warning

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



# GENERAL UNIVERSITY POLICIES

## CHAPEL

Weekly chapel programs have been a part of the Ouachita tradition since its founding. These programs allow students, faculty and staff to hear outstanding speakers or programs, they allow for community building since this is the only time that everyone is together and they reflect the philosophy of the university by setting aside a time for worship that has no campus conflicts.

Chapel programs are guided by the Elrod Center for Family and Community. Attendance is required of every student each semester until seven credits have been accumulated, unless an exception has been made by the Academic Deans Council.

Chapel is considered an academic class, and seven chapel credits are required

in order to receive a bachelor's degree from Ouachita. In order to earn one chapel credit, a student must attend at least three-fourths of the regularly scheduled chapel services during a semester. Students must sit in their assigned seats and present their ID cards to be scanned when exiting the Chapel service in order to be considered in attendance. Any device or activity that distracts others during the chapel services may result in a chapel absence (i.e., laptops, tablets, studying/homework, sleeping, cell phone use not related to the chapel service). Attendance will not be granted if arriving after 10:10 a.m. Attendance records are kept in the Student Development office. At the end of each semester, the record of "credit" or "no credit" will be registered on the

permanent transcript and the cumulative chapel credits will be transferred to the Academic Affairs Office which monitors all graduation requirements.

Juniors and seniors may earn one chapel credit by taking the open chapel option (fall semester only). A student may pre-register for open chapel during the regular pre-registration period. Open Chapel Verification Reports may be obtained from the Student Development office at the beginning of the fall semester. These reports must be returned to the Student Development Office by noon on the Wednesday preceding final exam week for a chapel credit to be issued. Juniors and seniors may not take both regular chapel and Open Chapel during the same semester. Open Chapel may not be available every semester.

June 9, 2008

### Jones Performing Arts Center

Total Seating Capacity: 1488

Orchestra: 779 - Mezzanine: 282 - Balcony: 427

Left Orchestra Section 100 250 seats										Center Orchestra Section 200 279 seats										Right Orchestra Section 300 250 seats																																							
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Chapel and other programs are held in Jones Performing Arts Center (JPAC). See the included diagram for seat numbers.

## IDENTIFICATION CARDS

All students are issued an ID card that they are expected to carry at all times and to show upon request from a university official. Students will be asked to show their ID when writing or cashing checks at the business office and bookstore. No student is to allow anyone to use his/her ID card for any purpose. The ID becomes the student's library card, and students must have their ID card to check out books. The ID card also serves as the meal ticket and will be scanned to count attendance at chapel. If the card is lost, it should be reported to the Office of Student Development immediately. A replacement is made at a cost of \$25 (procedure for replacing a lost ID card may be obtained in the Office of Student Development).

## SEVERE WEATHER

Arkadelphia has a tornado alert system, and students, faculty and staff are asked to respond quickly if this alert is sounded. Whether in a classroom building or a residence hall, students should go to the lower floor in the center of the building, usually the hallway, away from any windows. TV stations often trace the movement of severe storms and tornadoes, and this may help one know how much time there is before a storm occurs. When severe storms are in the area forecast, updates may be given via e-mail. In times of severe weather, do not use the elevators in campus buildings.

During thunderstorms, one should take shelter inside a building or in a vehicle. Do not stand near trees, telephone or electric poles, or in open fields.

Since Ouachita is a residential campus, classes are rarely cancelled or schedules altered for ice or snow. Students seeking information concerning the possibility of altered schedules

may contact Office of Marketing and Communication. Students who commute should use their own judgment when assessing road conditions. Commuters who believe it is unsafe to travel to campus must contact their instructors, work-study supervisors and others who will need to know. Each instructor sets his or her own guidelines concerning missed assignments or exams, so it is important to communicate with them directly.

## FIRE

In case of a fire, immediately contact the person in charge of the building. The safety office is 870-245-4000; the Arkadelphia Fire Department number is 870-246-2424 or 911. Residents should vacate the building as quickly as possible.

## EMERGENCY RESPONSE PROCEDURES

According to the Federal Emergency Management Agency, terrorist acts may be broad-ranging and can include the use of chemical, biological and nuclear weapons. FEMA states, "In the immediate area of a terrorist event, one should rely on police, fire and other officials for instructions." Any local emergency information will be conveyed over the Ouachita RAVE Alert System. It is recommended that students have access to a battery-powered radio, flashlights and spare batteries. Campus officials responsible for facilities and personnel will make efforts to stay current with government and other agency guidelines concerning emergency response.

## VEHICLES AND PARKING

The university has established parking and traffic regulations in order to help ensure the safe and orderly operation of vehicles on campus. The following regulations are in effect 24 hours a day.

1. All student vehicles must be registered through the Office of Campus Safety and Emergency Management. Upon registration and payment of a \$30 fee,

a decal will be issued. The decal must be affixed to the outside lower left corner of the rear glass wind shield.

2. Vehicles are not to be used for transportation between campus buildings as there are no parking spaces for resident students other than at the residence halls.
3. Traffic citations may be issued for the following violations:
  - Lack of current decal
  - Improper display of decal
  - Parking in an incorrect zone (not enforced between 5 p.m. & 8 a.m.)
  - Unauthorized parking in reserved or resident parking spaces
  - Parking across the lines of a space (not wholly within a space)
  - Parking in other than a marked space
  - Driving the wrong direction through a one-way street, exit or entrance
  - Driving on sidewalk or ground
  - Unsafe driving (the campus speed limit is 15 mph or less if conditions demand it)
  - Failure to come to a complete stop at a stop sign
  - Excessive speed/acceleration
  - Disruptive noise
  - Double parking
  - Parking in a loading zone
  - Parking on a sidewalk or grounds
  - Parking too near a fire hydrant
  - Parking in a visitor parking space
  - Parking in a no parking zone
  - Unauthorized parking in a handicapped space
  - Parking in a fire lane

Fines will be added to the student's account in the Student Financial Services Office after a holding period of approximately two weeks.

4. The student in whose name the permit is issued is responsible for the vehicle at all times regardless of who is operating it.
5. Proof of insurance will be presented when registering the vehicle for a campus parking decal.
6. All boats, trailers and motorcycles are to be parked in designated areas and must be registered and have a properly placed decal.
7. Students who choose to bring personal vehicles to campus do so at their own risk. The university is not responsible for any vehicle damage, whether caused by natural occurrences, other persons or a combination thereof. Any vehicle damage that is discovered should be immediately reported to Office of Campus Safety and Emergency Management, who may assist the student in making a report to the Arkadelphia Police Department when appropriate.
8. Designated parking zones are shown on campus maps available at the Office of Campus Safety and Emergency Management, in the appendix of this document, and on the Ouachita website. Each decal indicates the zone or lot in which the vehicle may be parked.
9. If a different car is brought to campus, it must be registered immediately. A temporary parking permit may be issued to students who bring a substitute car for a brief time. Guest parking permits are issued to visitors. There is no charge for either a temporary or guest permit.
10. Vehicles will be towed at owner's risk and expense if they are blocking a loading zone, are in a handicapped space (without authorization), in a no parking zone or fire lane, on sidewalks or grass or otherwise impeding the normal flow of traffic. Unregistered vehicles with multiple tickets will be charged a \$25 tracing fee.

11. Students who wish to appeal a traffic citation may do so by attending or presenting a written appeal to the Student Traffic Court. The appeal must be made at the next scheduled court meeting after the citation was issued. Later appeals will not be considered. The court has the authority to uphold, void or modify a citation and/or fine. For information including the date, time and place for the next court meeting, call 870-245-5220.

## ELECTRIC SCOOTERS INFO

Skate and motorized devices including skateboards, longboards, skates, rollerblades, and scooters may not be used inside university buildings or in Grant Plaza between Hickingbotham, Lile, Evans and Mabee Halls. Sidewalks are for pedestrian use. Skaters and cyclists are expected to always give the right of way to pedestrians on campus. Equipment not specifically manufactured for street use in traffic conditions – including unlicensed or unapproved motorized scooters, mopeds and minibikes – may not be used on streets or parking lots on campus.

The use, possession, and storage of self-balancing scooters anywhere on campus, including residence halls, classrooms, and other facilities as well as university-managed apartments is prohibited. This includes battery scooters, hands-free Segways, electric powered skateboards or any device known as a hoverboard.

## SPEAKERS AND FILMS

No speaker from off campus may be invited by a student or student group to speak at Ouachita without prior clearance from the vice president for student development. All films shown to an audience other than a class must be cleared through the Office of Student Development. Personal use of VCRs and DVDs, Blu-Rays or Internet-based videos must be in keeping with the philosophy and standards of the university. Except for academic purposes in accordance with copyright law, public showing of copyrighted films is prohibited.

## STUDENT MARRIAGES / NAME CHANGES

Any student who marries during the academic year should report this in advance to the Office of Student Development so that all records may be appropriately changed. 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.

It is assumed that students are free of any communicable disease while a part of the university community. Any student who knows, or who has reason to believe that he/she may be infected by a communicable disease must report this information immediately to the university health service, who will then inform the vice president for student development. Any restrictions and/or exclusions deemed necessary 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.

Universal precautions should be used by anyone dealing with exposure to infectious materials.

# THE LAW, UNIVERSITY POLICIES & PROCEDURES

## THE LAW

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 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:

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

Individual students may sign a consent granting Ouachita the right to disclose a student’s educational record to his or her parents.

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 exempted 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/](http://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:

**Ian Cosh**

*Title IX Coordinator*

Ouachita Baptist University

[TitleIX@obu.edu](mailto:TitleIX@obu.edu)

Elrod Center • 6th Street

870-245-5320

## 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 students and in the *University Faculty/Staff Manual* for employees. The *Tiger Handbook* is available on Ouachita's student intranet portal, Info. The section, "Acts, Laws, and University Policies" begins on page 25 of the handbook. 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 is 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

Since its founding in 1886, Ouachita Baptist University has prohibited the use by students of alcoholic beverages or unlawful use of controlled/illegal substances either on or off campus.

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 either on campus or off campus is prohibited. It is also a violation for anyone to possess, use or be intoxicated or impaired in normal mental and/or physical functioning due to the use of alcohol or other drugs. Such actions may be subject to law enforcement involvement as well as campus disciplinary action. Any student who is arrested for alcohol or drug related offenses may be subject to discipline under university policies.

For most first offenses involving alcohol, Student Development personnel will meet with the student and will administer an objective screening instrument designed to assess the student's level of risk. Based on the results, an individualized 30-day Response Plan consisting of educational activities concerning alcohol and substance abuse will be developed. Students considered to be at high-risk may be required to engage in further activities, including personal counseling. Repeated violations or failure to complete the Response Plan may result

in additional sanctioning or fines up to \$350. Violations that occur with fewer than 30 days remaining in the semester may result in a fine only.

Illegal drug paraphernalia or alcoholic beverage containers, including those that are empty, are not allowed in the residence halls, campus apartments or anywhere on campus; alcoholic beverage or other drug logos on clothing, posters, etc., are also prohibited. Violation of this regulation by a club, organization or group of members from a club/organization may result in a \$25 fine per club member. The presence of alcohol or drugs in a university apartment results in all residents moving to a residence hall for a designated period of time.

University staff may conduct a search of a student's housing assignment when there is a reasonable suspicion of the presence of illegal drugs or alcohol.

Parents and/or guardians will be informed of any alcohol violation if the student is under 21 years of age or if there is a significant concern for alcohol abuse. Parents will be informed of any drug violations that occur.

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

## COUNSELING AVAILABLE

The university has a professional counselor who is available, free of charge, to assist members of the university community with personal problems, crises and emergencies. The university counselor, Mr. Dan Jarboe, can be contacted at 870-245-5591. Referrals to outside agencies or other resources for professional counseling will be provided when appropriate or requested.

## 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. Wesley Kluck,*

*Vice President for Student Development*

*Mr. Rickey Rogers, 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*  
*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*  
*Mrs. Anna Rosenthal, 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](http://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](http://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](http://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 870-245-5206 or in Lile Hall Suite 235.

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. Wesley Kluck**

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

**Mr. Bill Phelps**

*Assistant to the President for IT Services and Facilities Management*  
CB250, 870-245-4552

**Mr. John Hardman**

*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, vice president for Administrative Services, director 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. Wesley Kluck**

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

**Mr. Rickey Rogers**

*Dean of Students*  
ESC, 870-245-5220

**Mr. Bill Phelps**

*Assistant to the President for IT Services and Facilities Management*  
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. Pine Square, Caddo Place, Lancelot, Starlight, Kluck Hillside and Stone Apartments 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 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. John Hardman**

*Director of Facilities Management*  
PP, 870-245-5189

**Dr. Wesley Kluck**

*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. 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.

A parent or guardian will be notified when a student who is missing is less than 18 years of age and not emancipated. A parent or guardian will be notified in all other cases unless the student has notified the vice president for student development in writing in advance that he or she prefers the parent or guardian not be notified in the event that the student is deemed to be missing. Such written notification should be submitted to the Student Development office in Evans Student Center.

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 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. Wesley Kluck

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

## POLICY ON NON-ATTENDANCE

When a student, for whatever reason, has ceased to attend classes and/or chapel, 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.

### Academic Success Center

Ouachita provides the Academic Success Center to help students become independent and efficient learners so they are better equipped to meet the University's academic standards and attain their educational goals. This center challenges and encourages all students to become actively involved in their learning.

The purpose of the Academic Success Center is to provide students with the resources to succeed in college by

maintaining a program of support services that addresses their educational needs. The center provides resources for students facing difficulties in the following areas: homework, classroom concepts, study skills, time management, note-taking strategies or simply assisting in their transition from high school to college. The center offers a variety of services such as tutoring, success courses teaching study skills, workshops and one-on-one meetings with the student success coordinator. The Academic Success Center staff is committed to helping underprepared students prepare, prepared students advance and advanced students excel.

### 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 the Office of Student Development. 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](http://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](mailto: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](http://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 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 please click on <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 non-police force, security only; Unable 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

870-245-5220 • Evans Student Center  
Mr. Rickey Rogers, Dean of Students  
*All Ouachita students*

# RESIDENCE LIFE

Living in a residence hall with a roommate provides students with opportunities to learn relationship skills that impact all areas of life and to participate fully in the life of the university. Research has shown that students who live in residence halls, compared with students living elsewhere:

- Generally are more satisfied with their living environment and their college experience
- Earn higher grades
- Are less likely to drop out
- Have more contacts with faculty, staff and students
- Are more involved in student activities
- Have fewer emotional problems
- Report less conflict with parents

Ouachita is so committed to the importance and value of residential living that all students who are of traditional age and who are not living with immediate family are required to live on campus and should expect to have a roommate. In consideration of their developmental needs, students under the age of 16 or 26 years and older are exempt from this policy and are not permitted to live in campus housing.

## RESIDENCE HALL STAFF

Each residence hall is staffed with persons who are trained to provide specific services for residents. Resident assistants (RAs) are students who have been chosen to work with members of individual floors and assist them with concerns through support and referral, and to promote the development and welfare of the community on that floor and in the entire residence hall. Trained residence directors (RDs) are permanent employees who provide management of the residence hall, monitor

its daily operations, provide assistance and counsel for residents and address and sanction student conduct as needed. All supervision lies with the director of residence life and the dean of students.

## HOUSING CONTRACT

Major housing policies are written into a contract which must be agreed to in the online registration process. This document becomes a part of the student's permanent file in the Office of Student Development.

## CHECK IN AND CHECK OUT PROCEDURES

1. Upon checking into the assigned residence hall room, each student will sign a check-in form describing the condition of the room and its contents. The student should verify that the form is correct before signing it. The student's signature indicates that the student accepts the room in the noted condition. Students are held responsible to leave the room in a condition similar to that described on the form. Students who arrive prior to their prescheduled check-in time may be charged up to \$50 per day.
2. When a student signs the check-in form, he/she is issued a card/key to the assigned room. Students are urged to keep their doors locked and keep their card/key with them at all times when they are not in the room to help protect the security of their belongings. (See Lock-out Policy below.) Lost keys may be replaced by reporting it to the residence director and paying a \$25 replacement fee. If a lost key is later found, it must be turned in. If a student does not return his/her key upon checking out of the room, the lock may be changed and the cost of lock and labor (a \$75 fine) will be charged to the student's account.
3. Unauthorized moves will result in a charge of \$50 to the student's account.
4. Before vacating the room, the student must be checked out by a member of the residence hall staff who will compare the current condition of the room with that noted at the time of occupancy. Loss of furnishings or damage to ceilings, walls, windows, screens, doors or furnishings will result in the levying of charges to the student(s) occupying the room. Failure to leave the room/bathroom clean and the trash in the depositories will result in the assessment of a cleaning charge (\$25 minimum). Check outs should be scheduled in advance with the RA or residence director or director of campus housing.
5. Failure to check in or check out properly will result in a \$25 charge to the student's account. Permission to remain past the check-out deadline will be granted in extenuating circumstances at the discretion of the assistant director of residence life.
6. A student may not remove university-owned furniture or move to another residence hall room without authorization from the residence director and the director of campus housing.
7. Housing deposits, paid before the student is assigned to a room, will be returned after a student vacates university housing in accordance with the policy printed in the current general catalog. Deposits may be held or forfeited under the following conditions:
  - a. The student notifies the university that he/she will not be enrolling at Ouachita after the deadline indicated on the university enrollment application.

- b. The student notifies the university of his/her plans to move out of university housing after the deadline indicated on the Housing Contract.
  - c. The student leaves for any reason during the semester.
8. A student may not continue to live in university housing if he/she is no longer enrolled or no longer attends classes. Upon withdrawal or suspension, the student must vacate the residence hall and be off campus within 24 hours.

## BUILDING SECURITY

Each student is issued a card/key to his/her room at check-in so that the room may be secured while the occupants are away and the student may subsequently regain entry. Residence halls are locked 24 hours a day. Students are expected to carry their key/student ID at all times to gain access. Safety officers will grant students access into the lobby area of their residence hall. Residence Life staff may assist students in entering their rooms. Students who prop open exterior doors may be assessed a \$50 fine. Repeated propping of doors in the same semester may result in a higher charge.

## MEAL PLAN

Students living in residence halls must participate in the meal plan. Special dietary needs should be reported to the Sodexo food service manager, who will work with the student to meet those needs. An exemption to the required meal ticket cannot be made retroactively.

## RESIDENCE HALL MEETINGS

Attendance at all residence hall meetings or floor meetings is required unless excused by the residence director. A fine of \$50 may be assessed for an absence not previously excused by the resident director.

## GUESTS AND VISITATION

1. Visitors of the opposite gender are allowed only in the lobby/common areas of the residence halls from 10 a.m. to 12 midnight each day. Opposite gender guests who violate this policy may be assessed a \$50 fine.
2. The Student Development Office will schedule and announce Open Hall dates for the residence halls. Open Hall is for current Ouachita and any non-Ouachita person or student in the age restrictions listed below. Guests of the opposite gender must enter and exit the hall through the main lobby and IDs must be left in the lobby. Guests must be accompanied by the host resident at all times. Room doors must remain open at least six inches (except Gosser, Tollett, Georgia Hickingbotham and Everett Halls, where doors must be propped fully at 90 degrees) when a guest is present. In Gosser, Tollett, Maddox and Anthony Halls, guests are not permitted beyond the common living area in each suite. Only one non-Ouachita guest is allowed per Ouachita student. The non-Ouachita guest must leave his/her driver's license as well as his/her student ID (if applicable) at the check-in desk. Ouachita freshmen may only host a non-Ouachita guest who is 18-21. Ouachita upperclassmen may only host a non-Ouachita guest who is 18-25.
3. Guests of the same gender are permitted to stay overnight under the following conditions:
  - a. The student has requested and received permission in advance from the residence director.
  - b. The overnight stay is not during finals week.
  - c. The length of stay is no more than three (3) days and two (2) nights. Exceptions must be approved by the residence director.

- d. The guest is 12 years of age or older.
- e. The guest registers with the residence director.

Guests are expected to conform to the same standards of conduct as students. Violations of university policies and standards by visitors are the responsibility of the student whom the guest is visiting and may result in disciplinary action against the student, requiring the guest to leave campus, or both.

The residence director may limit

- The number of guests.
- The length of stay of a guest.
- The number of times a student has guests during the semester.

## Visitation for university apartments

Visitors of the opposite sex are only allowed in university apartment units from 10 a.m.-12 midnight each day.

## HEALTH AND SAFETY CHECKS

Responsibility for cleanliness of student rooms and suite bathrooms belongs to all students assigned to those particular living spaces. In order to ensure that student living areas are kept in a healthful and safe manner, residence hall staff will do periodic room inspections throughout the semester.

The residence director will announce in advance regular times when checks will occur and expected standards of cleanliness and safety. These will include but are not restricted to proper food storage, clean bathroom facilities and inspection of smoke alarms and of electrical outlets for overloads, etc. Students will be given feedback after each check; three reports of "poor" conditions may subject the student to disciplinary action.

If there is reason to believe that conditions in a room present a hazard to its residents or the residence hall as a whole, the residence director or a member of the Student Development staff may inspect the room at a time other than the scheduled room check date/time.

## ROOM/APARTMENT ENTRANCE

Ouachita seeks to respect a student's desire for privacy while maintaining the safety of persons and property and ensuring the values and policies of the university are upheld.

The terms and conditions of the housing agreement do not require Ouachita to relinquish control of its facilities and services to the Lessee. Specifically, **Ouachita retains the right to unrestricted access into any room or apartment for any reason deemed necessary by the university. Ouachita further retains the right to require the Lessee, or any of its participants, to leave university premises if the staff feels that circumstances require it.**

## RESIDENCE HALL RUN-THROUGHS

Run-throughs in university housing are not acceptable, as they are disruptive and potentially dangerous. Any student participating in a run-through, or opening a door to allow such to occur, will be subject to disciplinary action up to suspension from the university. Any damages occurring as a result of a run-through will be charged to those who participated.

## QUIET HOURS

Residence halls and university apartments should remain relatively quiet at all times to promote an atmosphere

conducive to productive scholarship. The hours between 10 p.m. and 10 a.m. are designated as quiet hours. When open hall is active, those residence halls will begin quiet hours at 11 p.m. coinciding with the end of open hall. The purpose of quiet hours is to create conditions in which residents may study and sleep with maximum comfort. Stereos and TVs should not be heard outside the room in which they are played. Talking and other noise should be minimized in rooms and halls as well as in the adjacent parking areas. During the week of finals, all residence halls will observe 24-hour quiet hours.

## PETS AND ANIMALS

No pets other than aquarium fish are allowed in any university housing. No animals other than approved service animals are allowed in university buildings and housing. Violations incur an initial \$200 fine per incident. Evidence of pets or animals, such as a food/water dish, kennels, leash, collar, etc. will constitute a violation of this policy.

## LOFT RENTAL PROGRAM

Freshman students are allowed to rent a university loft if desired for \$50 a semester. Homemade lofts are not permitted.

## APPLIANCES

Cooking in the residence halls is limited to microwave ovens and popcorn poppers. Refrigerators should be no larger than 4.5 cubic feet. Open coil and open flame devices including toasters, toaster ovens, hot plates, etc. are strictly prohibited. Ceiling fans are not permitted in residence hall rooms.

## LAUNDRY SERVICES

Each residence hall is equipped with laundry facilities that may be accessed with the student's ID card. Misuse of laundry facilities may result in a \$50 fine.

## FIRE SAFETY

All residence halls are equipped with smoke alarms in individual rooms and fire extinguishers. Fire equipment is not to be removed except in emergency situations. Misuse or tampering with safety equipment violates state law and may be punished as such, in addition to incurring a \$100 fine. Setting fires also subjects the student to serious disciplinary action. No open coil or open flame devices, halogen lamps, candles or incense are permitted.

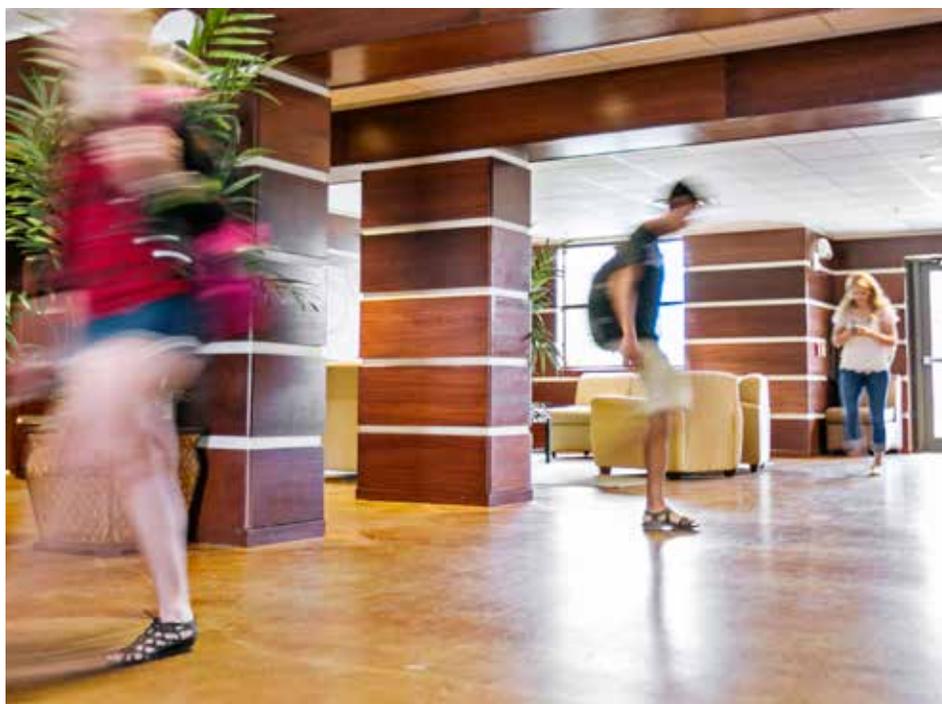
Hallways and stairwells must be kept clear for fire safety codes, and violations may result in a \$50 fine.

## SOLICITATION

No soliciting or selling of any product or service by any person, student or non-student, is allowed in the residence halls and apartments except with written permission of the Office of Student Development. Violators should be reported immediately to this office.

## CABLE TELEVISION SERVICE

All residence hall rooms are equipped with basic cable TV connections at no additional cost to the resident. University apartment residents may obtain cable through private arrangement with the local cable TV company. The university





reserves the right to evaluate the cable offerings for on-campus users.

## INTERNET SERVICE

Internet services are available in individual rooms in the residence halls. Each room has at least one port.

For instructions on configuring your computer to utilize the wireless network, please refer to <https://obu.edu/its/students/general-network-setup/>

## HOLIDAY PERIODS

The residence halls are closed on the following school holidays: Thanksgiving break, Christmas break and Spring break. Typically the residence halls will close and must be vacated by 4 p.m. on the last day of class prior to the holiday, and reopen at 1 p.m. on the Sunday prior to classes. However, any student who, because of distance from home or other compelling factors, cannot vacate the hall during a holiday must petition in advance to the director of campus housing for permission to stay on campus during all or part of a holiday period. Students in such circumstances may be required to temporarily move to a different residence hall to increase safety or to allow heat to be turned down in the building. The Commons does not serve meals during holiday periods. As holiday periods are not covered in the regular semester's room charge, students remaining in residence halls during a holiday may be charged for

that period. Students will not be allowed to have visitors during the holiday periods when the residence halls are closed.

Students are urged to remove items of significant value from their rooms during holiday periods. See also: Personal Property.

## ROOMMATE CONFLICT

If a resident wishes to change rooms during the year due to conflict, he or she must participate in the following process: Residents must first contact their resident director about the problem or reason for requesting a change in housing assignments. The RD may then evaluate the situation to determine if there is need for an immediate change and/or disciplinary action.

If there is no need for an immediate change, the RD will meet with the complainant to discuss the matter in person.

The RD may then determine that the complainant and roommate need to have a supervised/mediated dialog. This dialog may lead to a written behavioral contract in order to sustain the housing assignment until the end of the semester.

If all the previous steps have been utilized and complainant is still dissatisfied, the complainant has the right to move out if a room is available. The RD should notify the assistant director of residence life of the situation, then the complainant should meet with the assistant director of residence life to finalize any new housing assignment.

Ideally, intervention will occur prior to escalation of a situation through proactive involvement initiated by individual students and staff alike. In all cases, the residence life staff may intervene if the situation becomes escalated such that a student or roommate must be given a new housing assignment. It is the goal of Residence Life and Student Development to aid and nurture each student's interpersonal skills of living within a community environment. Therefore, resident directors are committed to assisting students individually with issues both day-to-day and in moments of crisis.

## ROOMMATE CONSOLIDATION

All residents should expect to live in a double room with a second person (except in single bedrooms). In the event that a roommate leaves a college housing unit, the remaining student should expect another occupant to be assigned, unless the remaining student can fill the vacancy with a roommate of his or her choice.

The purpose of the policy is to ensure spaces for incoming students and rectify the inequitable condition which exists when many students end up living alone in rooms designed for more than one occupant.

Generally, implementation of the consolidation policy will only occur during the consolidation period. The roommate consolidation schedule is as follows:

The roommate consolidation policy will go into effect on the last day to



register for classes which is the Friday of the first week of classes. After Friday there will be a review of the students that did not show up for school. At this time if this leaves a student without a roommate they will have until the following Friday to make arrangements to consolidate to another open room. (ResLife staff will make a top priority of consolidating suites with only one or two students in the suite with another suite. Students that are not consolidated will understand that an open room indicates a possibility that someone could be placed with them if a situation arises where a student loses an apartment etc.

In the instance when the residence life staff assigns new roommates to fill vacancies, every effort will be made to provide students already living in that space with a notification 48 hours in advance. In some urgent cases, such notice may not be possible.

If a new roommate is discouraged from living in the room or suite because of unwelcoming negativity, harassment, abuse, messiness, noise, etc., the original roommate(s) may be reassigned in campus housing at the discretion of the residence life staff and/or may face disciplinary action.

The residence life staff works diligently to provide students with a comfortable, safe living environment. They will work with all residents to find the best possible living arrangement throughout the consolidation process, recognizing that residents may have to move and should expect to live in a double room with a second person.

### Winter Break Roommate Changes

In the event that a student learns that he or she will have to participate in the roommate consolidation process in the Spring semester, the student should notify

his or her resident director. By providing notification prior to finals week, the student may request a new roommate or change housing assignments prior to the start of the spring semester.

### PRIVATE ROOMS

Exceptions for private rooms will be made on a case by case basis and only at the discretion of residence life staff after considering both equitable assignments for all students as well as campus wide housing demand. All decisions made by residence life staff are final.

If a private room is issued, the student will be charged at an additional cost as set in the expense statement of the current university General Catalog. Private room exception agreements will be available only during the roommate consolidation period.

## APARTMENT POLICIES AND PROCEDURES

### Qualifications for Student Apartments

Because of the benefit of residential living both to students' academic success and students' development, Ouachita's apartments are limited to students who meet the following criteria:

- Students with senior classification (89 hours) must have at least a 2.0 cumulative GPA.
- Students with junior classification (59 hours) must have at least a 3.0 cumulative GPA.
- The student must not be on any probationary status with the university at the time of application.
- Married Students: Students who are married or will be married prior to the following semester and do not meet the above qualifications will be allowed to live in a university apartment and will still be ranked according to average cumulative credit hours. Married students may only check in to their apartment once a completed marriage certificate has been submitted to the Office of Student Development. While all apartment eligibility is based on the number of available units, married students will be given priority to be included on the wait list for available units. Students who marry during the fall or spring semester may not be guaranteed a university apartment; if an apartment is available, neither student may live in the apartment until their completed marriage certificate has been submitted to the Office of Student Development.

### Apartment Application and Sign-ups

- The Office of Residence Life will notify all students when apartment applications become available on the student web portal.

- Students must apply as a pair.
- The two students' cumulative hours will then be averaged. All pairs' average hours will then be ranked highest to lowest, which will determine the order that applicant pairs may sign up for apartments.
- Each pair will be assigned an apartment sign-up time. Both applicants do not have to be present – only one resident must be present for the selection. NOTE: Applicant pairs where both students have significant scheduling conflicts with their apartment sign-up appointment must contact the Office of Residence Life as soon as they know of the conflict.
- When you arrive at your appointment, you will have five minutes to choose any available apartment that has not yet been chosen.

### Wait List

Applicants may elect to be placed on a wait list should they not receive their preferred housing assignment. While no change is guaranteed, the Office of Residence Life will do its best to accommodate all available reassignments as they occur prior to the start of the following semester. Applicants must directly express their interest in being placed on the wait list.

Students on a wait list will be ranked by cumulative hours just as in the original sign-up process.

### Mandatory Meeting for New Apartment Residents

After the completion of apartment sign-ups, all new apartment residents must attend a mandatory New Apartment Resident Meeting, typically held in mid-April. This meeting will cover important details regarding August move-in dates, check-in process and things to know while living in a university apartment. Students will also have an opportunity to ask questions afterwards. Students who do not attend this meeting may forfeit their

apartment assignment and may possibly be required to live in a residence hall the following semester.

### Deposits

Once a student has received a university apartment assignment, each occupant must pay an additional one-time \$250 deposit. Payments of cash, check or credit card may be made in the Student Financial Services office. Deposits for fall housing assignments are due the week before final exams, and deposits for spring housing assignments are due the week before finals. Failure to pay the deposit by its due date may result in loss of the apartment assignment.

Utility companies require separate deposits. It is recommended that students contact utility companies at least five business days in advance of checking in. Monthly utility expenses vary by apartment complex – refer to the specific apartment page below for details.

### Checking Into Your Apartment

Prior to checking in, one occupant must present verification of the electricity deposit having been paid. This may be done via email or with a paper copy to the assistant director of residence life. Generally, check in takes place in the week prior to the start of each semester. The Office of Student Development will provide details regarding dates and times to new occupants via email. New occupants must make an appointment with their apartment manager to check in during the designated check in period. Contact information for apartment managers is available on each apartment complex's webpage.

Students who have registered a vehicle through the online check-in process may receive their parking decal from the Office of Campus Safety and Emergency Management.

## General Apartment Guidelines

Apartment health and safety checks are conducted once every three to four weeks. Residents are given advanced notice of an approximate one week window in which their complex's check will take place. Residents will be notified of their completed apartment check the same day it occurred. Individual residents will be notified within one business day of any identified issues including submitted work orders. For work orders, contact your apartment manager. Clearly indicate your apartment unit along with all relevant details regarding the issue. For issues that arise after hours, you may contact Office of Campus Safety and Emergency Management.

For lock-outs that occur during business hours, contact the assistant director of residence life. After hours lock outs may be referred to Office of Campus Safety and Emergency Management. Students may refer to the housing contract available on the website for information regarding apartment guidelines.

## NON-UNIVERSITY HOUSING POLICIES AND PROCEDURES

Ouachita Baptist University is committed to being a residential campus. The university sees its mission as educating students 24 hours per day, such that learning experiences are not limited to the classroom. Most students benefit academically, socially and emotionally from living on campus. In addition, the university has invested substantial capital to provide cost-effective on-campus housing for all students. The university has been and remains committed to its policy that students who are not living with immediate family will live on campus.

Because of this philosophy, all unmarried students are required to live in university housing as long as space is available unless (1) they are living with a parent/guardian and commute daily from that residence, (2) they are given

special permission by the Off-Campus Housing Exceptions Committee to live off-campus (the Exceptions Committee considers distance from the university and travel time as factors in the decision), (3) they are 23 years or older, or (4) they have completed eight regular semesters of residence hall life.

Residing in university housing is required for eligibility for institutional financial aid. Contact the Student Financial Services office for more information.

Students who report that they are living with a parent/guardian but are actually living off campus in violation of the university policy will be subject to disciplinary action, up to and including disenrollment from the university.

While traditional students are rarely given permission to live off campus, the university remains sensitive to those few unusual circumstances which make living off campus necessary for the student's well-being or continuance with the university.

Procedures for students to request an exception to the on-campus policy are as follows:

Complete the "Request for Exception to Non-University Housing Policy" form in the Office of Student Development by the following dates:

- November 1 for spring semester
- March 1 for fall semester

Late applications received after these deadlines may incur a \$150 fee.

The dean of students will screen requests. Students who meet usual criteria for living off campus (e.g., fifth year senior, nontraditional student) will be given written notification of their permission.

Students who do not fit the criteria above for decisions by the dean of students will be advised of such. They may request a review by the Off-Campus Housing Exceptions Committee.

The committee will meet after the application deadline. Students may appear in person before the committee to state their case and respond to questions from

the committee. However, attendance is not required and should not be construed as increasing the likelihood of approval of the request. Letters from parents will be accepted and given consideration in the committee's decision-making process. The committee chairperson will inform the student in writing of the committee's decision. Applications submitted after the deadline date will not be considered without incurring a late fee. The decision of the Off-Campus Housing Exceptions Committee is final.

Students should not sign a lease or other commitment for an off-campus dwelling until they have been granted permission to live off campus by the Off-Campus Housing Exceptions Committee. Leases signed in advance of receiving permission will not constitute a reason for allowing the student to live off campus, and may result in burdensome financial obligations for the student.

## PERSONAL PROPERTY

The university does not assume responsibility for lost or damaged personal property. Private home-owners insurance or rental insurance is recommended for personal property. Information on personal property insurance is available in the Student Development office.





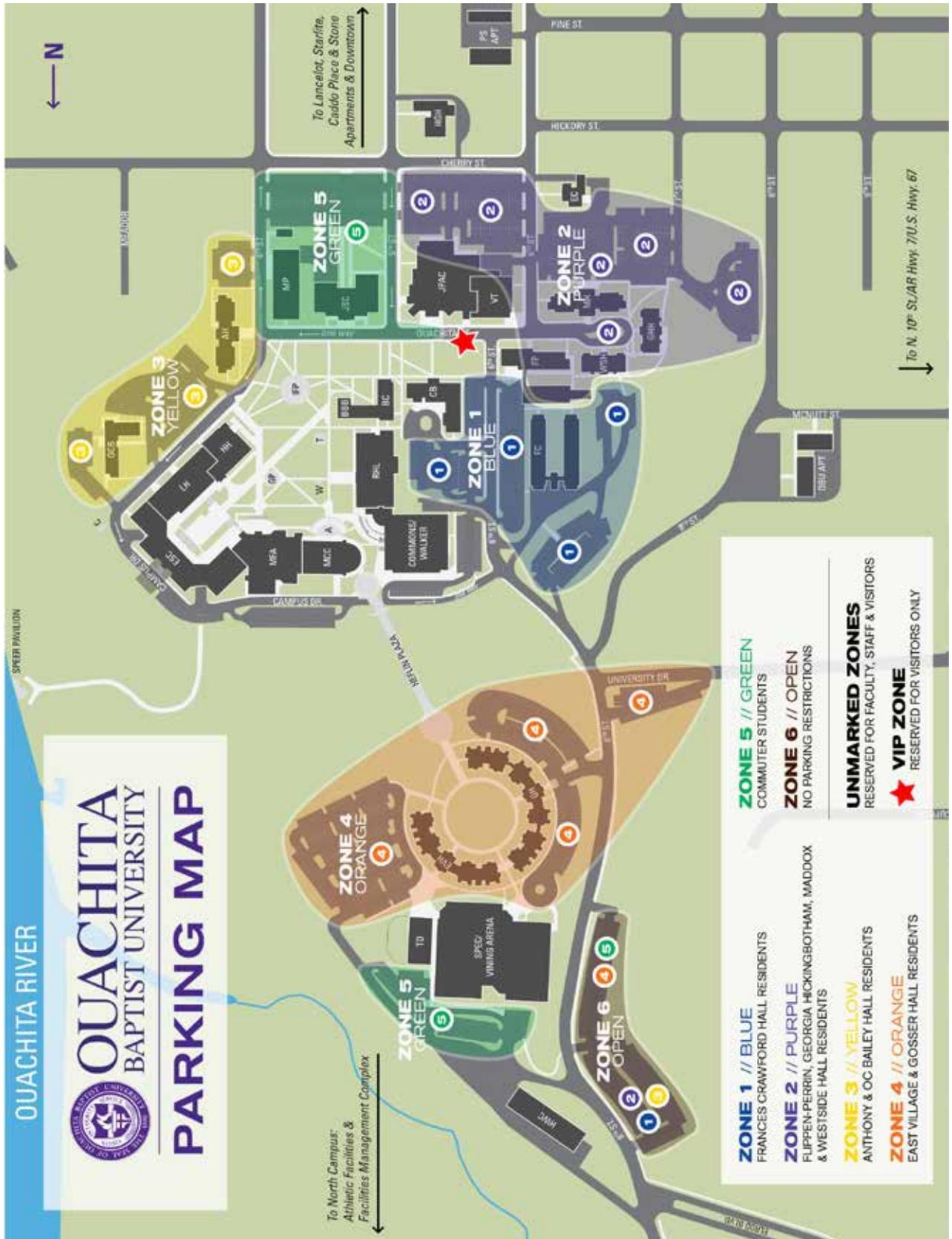
# APPENDIX A: EVACUATION MAP



## APPENDIX B: STUDENT CONDUCT FINE & CHARGES SCHEDULE

CONDUCT ISSUE	FEE
Alcohol and illegal drugs - Group	\$25 per active member
Alcohol/drug sanctions	up to \$350 (depending on severity of incident)
Cleaning fee	\$25 minimum
Cluttering hallway/stairwell	\$50
Dirty room/failed health & wellness check	\$25
Early housing check in	\$50 per day
Excessive noise	\$50
Exterior door propping	\$50
Hazing - Group	\$25 per active member
Improper check-in/Improper check-out	\$25
Late off-campus housing exception application	\$150
Laundry misuse	\$50
Lobby visitation violation	\$50
Loss of ID card	\$25
Loss of key	\$25/\$75
Missed mandatory meeting	\$50
Not exiting during fire alarm or any safety drill	\$50
Parking violations	See "Vehicles and Parking"
Pets/Animals	\$200
Possession or use of fireworks/explosives/open flame or open fire devices	\$50
Tampering with fire & safety equipment	\$100
Tobacco use or possession	1 <sup>st</sup> -\$25 • 2 <sup>nd</sup> -\$50 • 3 <sup>rd</sup> -\$75
Apartment/Room change without authorization	\$50
Visitation violation	1 <sup>st</sup> -\$100 • 2 <sup>nd</sup> -\$200 • 3 <sup>rd</sup> -\$300
Illegal use of ID card	\$20
Unregistered vehicle with tickets tracing	\$25
Apartment Deposit	\$250
Loft	\$50
Auto Registration	\$30

# APPENDIX C: PARKING MAP





**OUACHITA BAPTIST UNIVERSITY  
OFFICE OF STUDENT DEVELOPMENT**

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