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OBU  NLC

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# STUDENT HANDBOOK

— 2018-2019 —



## ORIGINS

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.



## ORIGINS

New Life Church held its first service on February 4, 2001, in a renovated car dealership in downtown Conway, Arkansas, with a handful of committed people who were willing to serve. By the unexplainable grace of God, NLC has grown far beyond what anyone could have expected. In August 2001, NLC opened its second campus, in Maumelle. Over the following year, that campus grew exponentially as people invested in the vision. As of September 2014, New Life Church has campuses in nine Arkansas cities. From the outset, NLC has been blessed with an incredible team of pastors and leaders in each city who help carry out God's vision for the church. Today NLC continues to expand across the state so people can encounter God and connect authentically.

## VISION, MISSION AND VALUES STATEMENT

### Vision

OBU at NLC combines the academic excellence of Ouachita Baptist University and the life-giving ministry of New Life Church to offer a truly unique educational experience. Students earn a fully accredited Associate of Arts degree while participating in hands-on ministry training with NLC pastoral staff. An OBU at NLC education prepares students to answer God's call on their lives, whether He leads them to enter ministry, industry or further education.

### Mission

The A.A. degree is designed to prepare students for further study in baccalaureate-level college work. For this reason, the mission of OBU at NLC is to equip lifelong learners committed to life-giving ministry in the local church.

### Values

**Believe.** We experience abundant life only in response to the love of God through Jesus Christ (John 10:10).

**Learn.** Because "the earth is the Lord's, and everything in it" (Psalm 24:1), we know our God and His world better when we strive for excellence in teaching, learning, research and creative expression.

**Grow.** Just as Jesus grew "in wisdom and stature and in favor with God and man," we seek to grow the whole person intellectually, spiritually, physically, and socially (Luke 2:52).

**Belong.** We promote a vibrant, life-giving community where learning takes place as students share life together.

**Serve.** We help students identify their gifts and serve with and through them, to build up the body of Christ (Ephesians 4:15-16).

# COMMUNITY VALUES

OBU at NLC strives to uphold and embody the values of both Ouachita and New Life Church.

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. Hats are not allowed during chapel services and in most classes. Headphones and laptops in chapel may result in an absence.
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.

New Life Church has been guided since its founding by the following values in its vision to reach the state of Arkansas:

1. We believe in the value of a soul.
2. We believe that the church should be culturally relevant while being doctrinally pure.
3. We believe that the anointing in the teaching and in our worship is vital.
4. We believe that Christ followers should manifest authenticity and yearn for continuous growth.
5. We believe that loving relationships should permeate every area of church life.
6. We believe that excellence honors God and inspires people.
7. We believe that a church should operate in a unified community of servants where men and women use their gifts.

## COVENANT ON ACADEMIC HONOR

The Covenant on Academic Honor was developed by a committee of the Student Senate and approved by the Board of Trustees in 2001. All Ouachita students are obligated to uphold the pledge found within the covenant.

Upon faculty request, a Judicial Council considers information when a violation of the covenant is suspected. Procedures for the council follow the covenant below. The procedures are intended to aid the council in its work but do not grant any contractual rights to a suspected violator. Procedures may be modified in a particular case.

## Covenant Mission

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 information concerning possible violations of the Covenant on Academic Honor. The council determines if substantial evidence indicates that a violation occurred, and if so, specifies a sanction.

### Composition

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



## 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.

## 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

OBU at NLC 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.

## 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.

## CAREER SERVICES

The Career Services 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. These services are available to OBU at NLC students via phone or email. Students should contact the program director with questions.

## 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.

## RILEY-HICKINGBOTHAM LIBRARY

OBU at NLC students have access to the physical library on Ouachita's campus in Arkadelphia. In addition, students have access to Ouachita's online resources through computer terminals on the Conway campus. 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 700,000 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.

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 world-wide.

Students will be given an ArkLink card which gives them borrowing privileges at academic libraries across the state, including at Central Baptist College, Hendrix College and the University of Central Arkansas in Conway.

# — ACADEMIC ENRICHMENT —

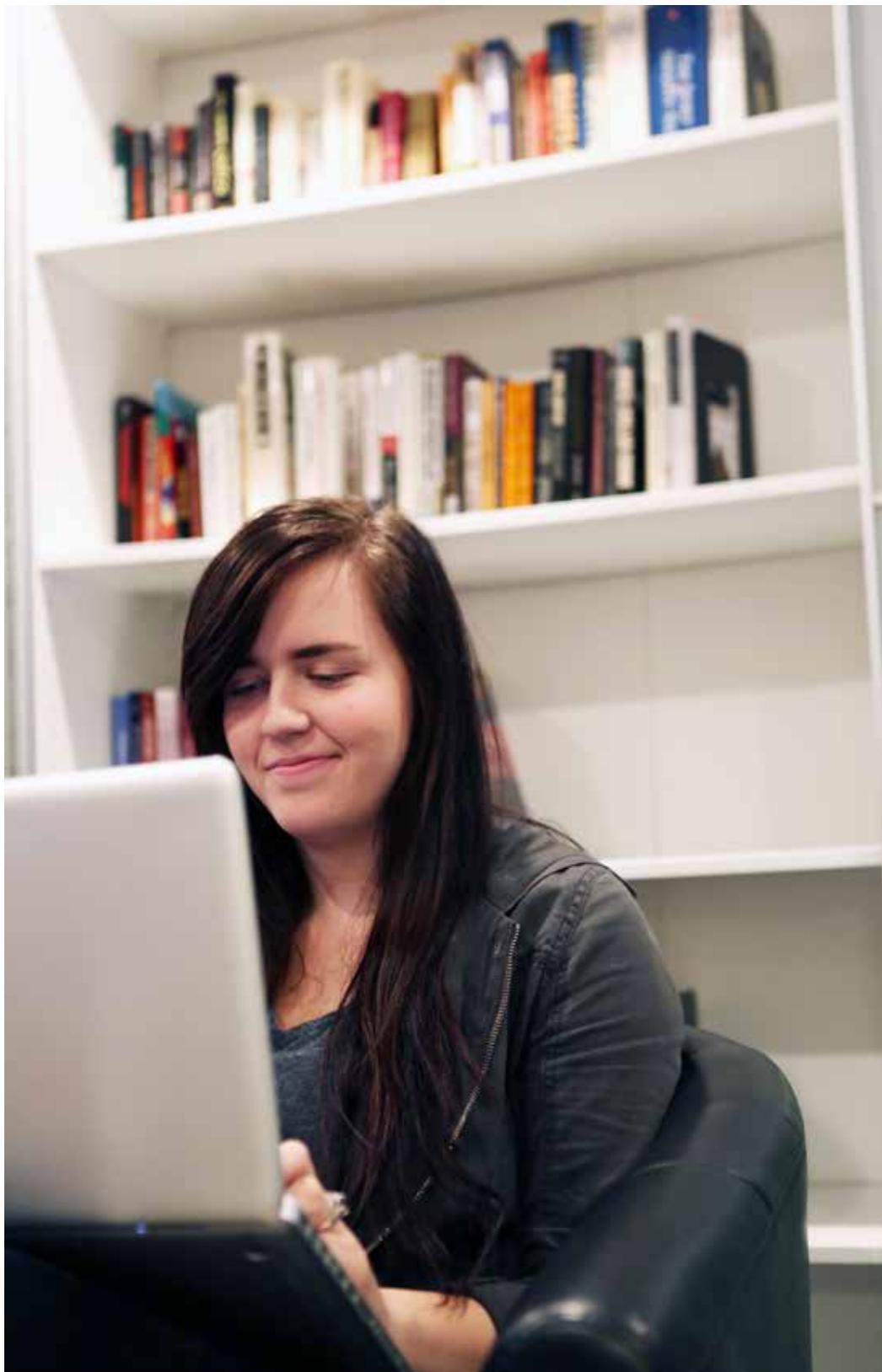
## **COLLEGE SOCIETY & UNIVERSITY SCHOLARS**

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 and theology and Biblical studies.

## **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 certificate of recognition.



# — OTHER STUDENT SERVICES —

## COUNSELING SERVICES

Counseling services are provided by the NLC Elevation pastor and other NLC pastoral staff. 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.

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.

## STUDENT FINANCIAL SERVICES

The Student Financial Services office provides a number of services. It collects monies for all university expenses and maintains records of all scholarship funds. All transactions must be made through the mail.

## E-MAIL

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

A copy machine is located in the Library Resource Center.

## NEW STUDENT ORIENTATION

New Student Orientation is designed to inform new students of the opportunities in the instructional program, help them to adjust to student life and help them to get a successful and satisfying start in their college experience at OBU at New Life Church.



# GENERAL UNIVERSITY POLICIES

## 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. 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). Upon leaving OBU at NLC, the ID card should be turned in to the Office of Student Development.

## SEVERE WEATHER

Conway 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.

OBU at NLC will be closed for inclement weather when Conway Public School District is closed for inclement

weather. Closings and alerts will appear on ArkansasMatters.com. Students may sign up to receive text alerts at [www.arkansasmatters.com/sms](http://www.arkansasmatters.com/sms). Students will be notified about school closures via Tigermail by 6:00am the day of the potential closing.

## FIRE

In case of a fire, students should vacate the building as quickly as possible. A staff member will call 911. The Conway Fire Department number is (501) 450-6147.

## 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." 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

Students are allowed to park only in designated areas.

## SPEAKERS AND FILMS

No speaker from off campus may be invited by a student or student group to speak at OBU at NLC 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.

## COMMUNICABLE DISEASES

OBU at NLC 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.

# 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 OBU at NLC. Some examples include contents of programs or performances and texts of printed material.

## RESPECT FOR PROGRAM'S CHRISTIAN PURPOSES

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

By accepting admission to OBU at NLC, 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 OBU at NLC 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 Student Handbook.

The following standards of student conduct provide a framework by which students may conduct themselves in keeping with the Christian purposes to which OBU at NLC 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 OBU at NLC 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.

### 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

OBU at NLC 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 complete and official definition.)

### 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.

### 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.

### Sexual Misconduct

The OBU at NLC 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.

### Visitation Violation

Visitation by the opposite sex is allowed in Ouachita's residence halls 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.

First offense visitation violations will result in a delay of one semester for apartment housing once eligibility is attained and a \$75 fine. Overnight opposite sex visitation may result in additional 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 17 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, OBU at NLC is a tobacco-free campus, and tobacco 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 \$50 fine. Second offense will result in a \$75 fine. Third offense will result in a \$100 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 Campus Safety Office, 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.

### 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 are 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 program director or campus life director. These violations include, but are not limited to, minor vandalism, tobacco use, possession of pornography and possession of alcohol or alcoholic beverage containers or advertisements. 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.

## Appeal Process

Students may appeal the decision of the dean of students. Appeals will be heard by the Student Life Committee. A decision by the council is final.

## DISCIPLINARY SANCTIONS

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 will 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, 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.



**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.

### 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.

### 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.

### 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.

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 director of financial aid. 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.

# 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

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 <https://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  
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 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 the Tigernet, Ouachita's student intranet. The section, "Acts, Laws, and University Policies" begins on page 23 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. Local police crime statistics were not available for this reporting period.

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 Campus Safety 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 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 administratively reports to Dr. Wesley Kluck, vice president for student development.

The Office of Campus Safety is located in Evans Student Center. Each building on campus has a closing time established by its building manager. 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 Safety 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 by every means 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.

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 group may result in a \$10 fine per club member. The presence of alcohol or drugs in a university apartment will result 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 drug or alcohol violation if the student is under 21 years of age.

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

## COUNSELING AVAILABLE

Counseling services are provided free of charge by the NLC Elevation pastor and other NLC pastoral staff. Referrals to outside agencies or other resources for professional counseling will be provided when appropriate or requested.

## REPORTING CRIMES AND OTHER EMERGENCIES

Any student or employee is urged to contact the OBU at NLC program director, the Ouachita Office of Student Development, or the Conway Police Department to report any crime or activity that seems to be criminal in nature.

The telephone number of each follows:

**OBU at NLC**  
501-328-5433  
*Mr. Tyler Tarver, Director*

**Student Development**  
870-245-5220  
*Dr. Wesley Kluck,*  
*Vice President for Student Development*  
*Mr. Rickey Rogers, Dean of Students*

**Conway Police Department**  
501-450-6120

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 purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. The staff members listed below are encouraged to inform persons they are counseling of these procedures when deemed appropriate.

**OBU at NLC**  
501-328-5433  
*Mr. Tyler Tarver, Director*

**NLC Elevation Pastor**  
501-328-5433  
*Mr. Amir Rostampour, LAC*

**Counseling Services**  
870-245-5591  
*Mr. Dan Jarboe, LPC*

**Health Services**  
870-245-5244  
*Dr. Wesley Kluck, MD*  
*Mrs. Molly Wallace, RN*

## Campus Ministries

870-245-5537

*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

Ouachita Baptist University has implemented the multilayered Ouachita Emergency Notification System (OENS) for the campus community.

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 OENS. 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 and flash announcements on computers connected to the university network.

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 OENS. Other members of Administrative Council may be consulted when appropriate. The individual who initiates the activation of the OENS is responsible for determining the content of the notification.

While the OENS 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.

To receive notification by text message, members of the university community must provide cell phone information to the IT Services Office. Students may enroll in OENS by logging in to the portal account at [info.obu.edu](http://info.obu.edu) and entering or confirming the cell phone provider and cell phone number listed. Individuals may choose to opt out of the text messaging portion of the notification system.

The OENS is tested at least once per year. These annual tests are coordinated by Campus Safety, 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 Student Development office. Campus Safety 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](http://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 follows:

### Mr. Jeff Crow

*Director of Campus Safety  
and 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

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, vice president for student development, vice president for administrative services, vice president for communications 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 Ouachita Emergency Notification System may be utilized. 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 follows:

### Mr. Tyler Tarver

*OBU at NLC Program Director*  
501-328-5433

**Mr. Jeff Crow**

*Director of Campus Safety  
and 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**

*Director of Communications & Marketing*  
LH235, 870-245-5206

**FIRE SAFETY PROCEDURES**

In the event of a fire, students and staff shall follow the emergency exit plan located near the exit of every room in the facility. The program director will ensure that no student has been left behind or is hiding. Staff and students are instructed to gather in the far east corner of the New Life Church parking lot (closest to the Country Club Rd. exit).

**EVACUATION PROCEDURES**

In the event of a required evacuation of the OBU at NLC campus, students are advised to exit the parking lot through the south entrance (Dave Ward Drive).

**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. Campus Safety 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 Campus Safety 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. Tyler Tarver**

*Director, OBU at NLC*  
501-328-5433

**Mr. Jeff Crow**

*Director of Campus Safety  
and 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-IV 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 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 MISCONDUCT

## 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 Misconducts 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](mailto:TitleIX@obu.edu) 870 246 5320. , Elrod Center on 6th Street. In case of emergency or for immediate assistance, call 911 to reach local law enforcement or 870-246-4545 to reach Campus Safety & Emergency Management 870 245 4000.



**The OBU at NLC Student Handbook** is the official program guidebook for students. It is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the university's discretion.



**OUACHITA BAPTIST UNIVERSITY  
OFFICE OF STUDENT DEVELOPMENT**

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