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# CONSUMER & SAFETY POLICIES

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Fall 2022 - Spring 2023

**NON-DISCRIMINATION POLICY:** Arlington Baptist University does not discriminate against individuals qualified for its programs, services, or employment because of race, color, sex, age, religion, national origin, or handicap.

This annual report is available to the public and can be obtained by mail or email. It is also available on the University website.

<https://www.abu.edu/consumer-reports1>

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## METHOD OF DISCLOSURE:

The Arlington Baptist University consumer and safety information is maintained by the Financial Aid Officer, V. P. of Student Affairs, V. P. of Academic Affairs, Registrar, and Director of Recruitment and Admissions. This information will be updated annually and will be accessible through the University website. The institutional information, as well as the Consumer Information document, will be mailed or sent electronically upon request. The consumer information will be electronically sent to enrolled students at the beginning of each fall and spring semesters.

<https://www.abu.edu/consumer-reports1>

## HISTORY OF ARLINGTON BAPTIST UNIVERSITY:

[View the ABU Catalog](#), p.8

## MISSION AND GOALS OF ARLINGTON BAPTIST UNIVERSITY:

[View the ABU Catalog](#), p.9

## STATEMENT OF FAITH OF ARLINGTON BAPTIST UNIVERSITY:

[View the ABU Catalog](#), p. 10

## EMPLOYEE CONTACT INFORMATION

Current and prospective students are encouraged to contact the following University administration and staff for information and questions regarding admissions, academics, finances, financial aid, and student and dormitory life.

<p><b>Peggy Smith – Student Affairs</b>  <a href="mailto:psmith@abu.edu">psmith@abu.edu</a>              817-461-8741, ext. 1714              Administration Building</p>	<p><b>Janie Taylor – Academics</b>  <a href="mailto:jtaylor@abu.edu">jtaylor@abu.edu</a>              817-461-8741, ext. 1768              Administration Building</p>
<p><b>Laurel Bartlett – Admissions / Recruitment</b>  <a href="mailto:lbartlett@abu.edu">lbartlett@abu.edu</a>              817-461-8741, ext. 1773              Administration Building</p>	<p><b>David Ingram – Business Operations</b>  <a href="mailto:digram@abu.edu">digram@abu.edu</a>              817-461-8741, ext. 1704              Administration Building</p>
<p><b>John Rocha – Financial Services</b>  <a href="mailto:jrocha@abu.edu">jrocha@abu.edu</a>              817-461-8741, ext. 1706              Administration Building</p>	<p><b>Kim Marvin – Business Office</b>  <a href="mailto:kmarvin@abu.edu">kmarvin@abu.edu</a>              817-461-8741, ext. 1705              Administration Building</p>
<p><b>Dr. Carl Johnson – Institutional Assessment</b>  <a href="mailto:cjohnson@abu.edu">cjohnson@abu.edu</a>              817-461-8741, ext. 1770              Administration Building</p>	<p><b>Administrative Office Hours:</b>              8:00 am – 4:00 pm – Monday-Thursday              8:00 am – 2:00 pm – Friday</p>
<p><b>Registrar</b>  <a href="mailto:jtaylor@abu.edu">jtaylor@abu.edu</a>              817-461-8741              Administration Building</p>	

## FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS

Office Responsible	Financial Aid Office
Location of Information	University Catalog and Website, Business Office, Academic Office, Admissions Office
Information Updated	February 2022
Policy and Procedures Update	January 2018

Arlington Baptist University maintains a financial aid program for students who need additional funds to pay for their university education. It is the desire of the University administrators that no student be denied an education because of a lack of funds.

### General Requirements:

- Be a United States citizen or permanent resident.
- Be accepted by ABU in a degree or certification program. Students admitted with non-degree seeking status are not eligible for scholarships, grants, or loans.
- Not be in default on an educational loan or owe a refund for an educational grant. Declared a major classification.
- Meet satisfactory academic progress requirements.

<https://www.abu.edu/eligibility-requirements-awarding>

ELIGIBILITY: A student may establish eligibility for financial assistance by meeting the following established criteria.

1. Demonstrate a need for financial assistance determined by the following formula:
  - Cost of Education.
  - Minus amount paid by the student.
  - Minus amount paid by the student's parents.
  - Minus amount paid from other sources.
  - Equals amount of financial assistance needed.
2. A formal disclosure of personal finances and parents' personal finances is required to qualify a student for assistance. The University will apply all eligible governmental funding as a direct payment to discharge the student's financial obligation to the University. Any University-provided

assistance the student qualifies for will be applied next and the two together shall not exceed total charges incurred. Funding from other sources will be applied only when received.

3. The student must maintain satisfactory academic progress in accordance with stated policy.
4. The student must enroll for at least a half-time course of study (6 credit hours). Some programs require full-time enrollment.
5. The student cannot be in default on any loan made from a student loan fund or a government loan program.
6. The student cannot owe a refund on grants paid under a government grant program.
7. The student cannot be in default on payments to another college or university.
8. Transfer students must furnish a financial aid transcript from previous schools.

<https://www.abu.edu/student-catalog-handbooks> ,p. 16

#### MISCELLANEOUS ASSISTANCE AVAILABLE

STAFFORD LOANS/PLUS LOANS/SLS LOANS. Students or parents may borrow funds for educational purposes from a participating lending institution. The government acts as guarantor to the loan; therefore, the student or parent needs no collateral. Interest is low and repayment depends on the type of loan.

PELL GRANT. The Federal Pell Grant is awarded to eligible undergraduate students who have not received a bachelor's degree and who have high documented financial need. The Pell Grant Processing Center calculates the student's eligibility from the Free Application for Federal Student Aid (FAFSA) completed, by the student, every academic year, based on the previous year's income tax information.

TEACH GRANT. Teacher Education Assistance for University and Higher Education Grants (TEACH) are awarded to eligible students who enroll in necessary coursework in teaching, who are sophomores that have submitted passing scores from the THEA test (or are enrolled in Master of Education courses), and who maintain a Cum GPA of 3.25. Awards provide up to \$3,800 per year (\$16,000 total for four-year programs) in grants to students who intend to *teach full-time in high-need subject areas for at least four years*

VOCATIONAL REHABILITATION. Students with disabilities may qualify for assistance from the Office of Vocational Rehabilitation. Contact the State Department of Education.

VETERAN'S ASSISTANCE. Veterans or their dependents may be eligible under one of the assistance programs currently available. Contact the Veterans Assistance Officer in the Business Office.

In addition to the above, there are several awards and scholarships for which the students can apply.

[View in ABU Catalog](#) p. 23

<https://www.abu/awards-end-of-year-scholarships>

<https://www.abu.edu/other-assistance>



## FINANCIAL AID PROCESSING FOR ABU STUDENTS

Office Responsible	Financial Aid Office
Location of Information	University Catalog and Website, Business Office, Academic Office, Admissions Office
Information Updated	August 2020
Policy and Procedures Update	August 2020

### APPLYING FOR GOVERNMENT FINANCIAL AID

**Step One: Complete a FAFSA** - go to our virtual website: <https://www.abu.com> or the government website at <https://studentaid.gov/h/apply-for-aid>. (a) You will be assigned a PIN (Personal Identification Number), which is extremely important for you to keep during your university attendance. We do not keep a copy of this in the Business Office. (b) Also, you must sign your **Master Promissory Note (MPN)** if you are requesting loan funding. (c) Entrance loan counseling if you want to receive the loan.

**Step Two: Provide Supporting Documentation** – provide legible copies of your last year’s filed income taxes for you and your parents. This must include copies of all supporting documents such as W4s, unemployment forms, etc. You must also complete two additional forms (available in the Business Office or at the virtual website shown above). The forms are a Dependent/Independent Verification Worksheet and Dependent/Independent Asset Worksheet. These must be returned to the Financial Aid Officer when completed. If you apply for a TEACH grant, there is a separate form that must be completed and submitted. After submission, you will be required to sign an **Agreement to Serve (ATS)** once you are entered into the government system.

**Step Three: Registrar’s Check List** – all documents required by the Registrar must be completed and returned to that office. No funds will be distributed until you are clear with the Registrar.

<https://www.abu.edu/application-process>

<https://www.abu.edu/eligibility-requirements-awarding>

### ACCEPTING GOVERNMENT FINANCIAL AID

**Step One: Submission of Paperwork** – all completed paperwork must be submitted to the FAO and then the third-party processor. That includes your completed forms, your on-line interview, signing the MPN and/or the ATS (for TEACH grants). Not doing any one of these items, will keep your submission from being complete and we can go no further in the processing.

**Step Two: Approved for Receipt** – once everything is complete and accepted, you will receive an email on your student portal account notifying you that your funds will be disbursed to your school on or after the disbursement date shown (that could be days, weeks, or even months in advance). This does NOT mean that ABU has possession of the funds, only that you are approved for the funding.

**Step Three: Drawing Funds**—after the notice is made via email, our third-party processor will draw funds from the government. Per government direction, those funds go into a separate checking account and must clear before a check can be written from the account. Then those funds are deposited into another checking account where they are held until they are posted and distributed on the appropriate student accounts. Again, the funds must clear before we disburse funds into student’s bank accounts. This process can take about 4 to 5 working days. If you have a credit available, only after all these steps are complete can a disbursement can be made into your bank account.

**Step Four: Disbursements**—your disbursement will be processed after your school account is cleared. If you have any fines from the library, athletics, dorm, etc., those are added to your bill, and they are paid from your disbursement. The Authorization to Hold a Federal Student Aid and Credit Balances Form and Arlington Baptist University Direct Deposit (AC) Authorization Form and Agreement are required to be completed by each student and submitted to the business office before any disbursement can be distributed into the student bank account. These forms are to be completed each semester – fall, spring and if attending summer. If you choose to leave your excess funds in your account for books, the next registration fees, tuition, etc., you may leave it in your account to be used in your current academic school year after the proper authorization form is completed and filed. Any remaining credit on a student’s account must be distributed to that student at the end of the school term. Credits cannot be held over to another school term.

Undergraduate students’ disbursements are based on the semester for each disbursement. We have Fall, Spring, with a trailer semester of summer. Your funds are based upon the number of hours you take each semester. All your documents are scrutinized by the government for the most dollars that you are allowed.

Request for student aid (grants and/or loans) will be submitted based on the total number of registered hours for the semester. Disbursements/Reimbursements are normally made after the drop/add period of 45 days, but students eligible for a disbursement must complete a disbursement request form.

Please note that dropping a course may affect a student’s financial aid eligibility. If 60% of the semester has not been completed, when a student drops (or is withdrawn from) a course and that reduction in hours alters the student’s reported status, that student may become liable for previously credited moneys or ineligible for additional moneys as noted above. This could also alter future financial aid eligibility. [See “Satisfactory Academic Progress (SAP)” under “FINANCIAL SERVICES” Tab on our website.]

If the student expects a disbursement at the 45-day mark or after the second week of the Block B (fall) or Block D (spring), the student must complete a new disbursement request form in the business office by Wednesday of the given week. Disbursements are processed within fourteen (14) days from the date of receipt of government funds and will be issued by direct deposit into the student’s bank account. The student must complete the Direct Deposit (ACH) Authorization Form and Agreement as soon as possible to prevent delays in the student disbursement process.

<https://www.abu.edu/financial-aid-disbursements> <https://www.abu.edu/financial-aid-repayments>  
<https://www.abu.edu/satisfactory-academic-progress-sap>

## MAINTAINING FINANCIAL RECORDS -FERPA POLICY

FERPA as it relates to students at Arlington Baptist University is distributed to students each semester during registration. New and or transfer students are asked Information regarding complete a “consent to disclose” form during the orientation / registration process. The “consent to disclose” gives the University the right to disseminate information to parents / legal guardians regarding the student’s financial status, academic status, and department.

Each Student has a financial aid file with a copy of the Student Aid Report, Entrance Loan Counseling, any verification documents including tax transcript, w2’s, a dependent/independent work sheet, and any other verified information such as Social Security card, driver’s license or birth certificate. Also, in the file is a copy of the student’s Master Promissory Note, as well as an admission’s application to ABU. On the front cover of each student file is a Satisfactory Academic Progress form to be updated at the end of each semester. This SAP form identifies the student’s academic progress for each semester according to the SAP policy. If a student is not making sufficient academic progress (SAP policy), a notification of status (warning or probation) will be emailed and mailed to the student.

The student files are kept in a locked fireproof file cabinet in a locked storage room in the administration building in a controlled access environment.

Student financial aid account information is stored in a data base system (CAMS) and backed up nightly.

## MISCELLANEOUS POLICIES RELATED TO FINANCIAL AID

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### ENTRANCE/EXIT COUNSELING

At the beginning of each semester, all new students must attend an orientation session in which they are advised of available financial aid, the application process, and the requirement to complete 60% of the semester or face the forfeit of a portion of any financial aid. The orientation session also will include information on all catalog polices of financial obligations, refund time frames, withdrawal procedures, satisfactory academic progress, and student conduct as described in the Student Handbook.

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### SATISFACTORY ACADEMIC PROGRESS (SAP)

Arlington Baptist University requires a student to achieve a cumulative grade point average (CGPA) of 2.0 (C average) to graduate from any of the degree programs.

A student must demonstrate satisfactory academic progress toward the completion of the degree program in which the student is enrolled and pursuing to receive Title IV financial aid funds through the Pell Grant or Student Loan Programs and to receive veterans’ benefits through the DVARO.

The Federal guidelines state that there must be both quantitative and qualitative standards established by the institution, which determine whether a student is progressing satisfactorily toward the completion of a degree program. The student has six years to complete a four-year program.

The student must successively complete 67% of the courses attempted each year to satisfy the quantitative standard. The qualitative standard is based on the cumulative grade point average achieved at the following increments:

Undergraduates

(Based on **Attempted** Courses)

<u>Cum. Attempted Hrs.</u>	<u>Cumulative GPA</u>	<u>Actually Completed</u>
0-32 Hours	1.00	67%
33-64 Hours	1.50	67%
65-above Hours	2.00	67%

Graduate Students

0-36 Hours	3.00	67%
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\*Arlington Baptist University reserves the right to deny any student access to financial aid if the student does not successfully complete any courses during a particular term (fall, spring, or summer) even if the student meets the quantitative and/or qualitative standards stated in the chart above. In this case, the student is not denied enrollment in future terms; however, the student will not be allowed to use financial aid through ABU until the student can show academic progress. This academic progress can be shown by completing course work at ABU or through another institution. Students may also be denied attendance and financial aid due to previous criminal activity. **An exception to this policy of denying aid may be made in the case of a student who was dismissed for disciplinary reasons and who was issued grades of WP (withdraw passing) and/or WF (withdraw failing) in each course for the term in which he/she was dismissed.**

If a student's cumulative grade point average (CGPA) falls below 2.0 (C average), the student will be advised to enroll for no more than 13 semester hours, and the student will be advised to maintain an outside work schedule of no more than 20 hours per week.

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**OFFICIAL WITHDRAWAL**

**POLICY:**

To ensure an honorable and official withdrawal from the University prior to completion of the semester, a student must initiate the withdrawal in the Registrar's Office. The withdrawal permit, approved by the Registrar, must then be submitted to the Financial Aid Office for calculation of Refund to Title IV. After the calculation, remaining federal funds may not cover all unpaid institutional charges due to the University upon a student's withdrawal. The student will receive a grade of "W", indicating withdrawn, for each class the student is passing at the time of withdrawal.

**PROCEDURE:**

The student initiates the withdrawal by completing a withdrawal form obtained from the Registrar's Office. The student submits the form to the appropriate faculty for approval and a signature then returns the form to the Registrar's Office. After the form is processed a copy of the form is submitted to the financial aid office and a copy is placed in the student's file.

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**UNOFFICIAL WITHDRAWAL**

**POLICY:**

Once a student has exceeded the number of allowed absences (unexcused + excused) in a course, an unofficial withdrawal will be processed by the Registrar. Anytime an unofficial withdrawal occurs, the result is a reduction of

semester hours which can result in a change of status for financial aid (full-time to part-time, etc.). \*\*The student may receive a withdraw passing (WP) grade, after he/she exceeds the absences allowed, if the student is indeed passing the course. When the student has exceeded the allowed absences and is not passing the course, he/she will receive a withdraw-failing (WF) grade.

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#### PROCEDURE:

The procedure for unofficial withdrawals will be as follows: the professor of the course will notify the Registrar of the student who has exceeded the number of allowed absences, the Registrar will complete the unofficial withdrawal form, and the Registrar will submit the form to the financial aid office. IF at the time of the unofficial withdrawal, we have not reached the 60% mark, the financial aid officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government. If a required portion of the student's financial aid is returned to the Federal Government, the student will then become responsible for this amount in addition to any amount not originally covered by financial aid funds.

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#### DISMISSAL FROM UNIVERSITY

Administrative withdrawals or dismissals may be executed for academic or disciplinary reasons. Withdrawals/dismissal forms will be initiated in the Registrar's Office. Due to the serious nature of a dismissal, the student automatically receives a grade of "F" for all courses for the semester in which the infraction occurred. Students who are dismissed must apply for readmission before any further enrollment is allowed. The decision to readmit will be made on an individual basis. Any student who receives an administrative withdrawal or dismissal is still obligated to fulfill all financial responsibilities including payment of tuition, room and board, library fees, etc. The financial aid officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government.

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#### LEAVE OF ABSENCE

A student may submit a written request (stating the reason) to the Registrar's Office for a leave of absence 180 days during any 12-month period. The request for a leave of absence will be submitted to the Vice President of Student Affairs and the Financial Aid Officer for personal interviews with the student. The interview will include a discussion of the reason justifying a leave of absence and the explanation to the student of financial aid consequences if the student does not return from the leave of absence. There must be a reasonable expectation that the student will return from the leave of absence. The leave of absence may be granted for personal health issues, immediate family problems, or undue financial burdens. It is incumbent on the Vice President of Student Affairs to verify the validity of the reason for the request and to recommend approval or denial. Upon approval by the Vice President of Student Affairs the Financial Aid officer, and the Registrar, the leave of absence may be granted.

## INSTITUTIONAL INFORMATION FOR STUDENTS

Office Responsible	V. P. of Academic Affairs
Location of Information	University Catalog and Website, Academic Office, Business Office, Admissions Office
Information Updated	February 2022
Policy and Procedures Update	Fall 2021

## ACCREDITATION AND LICENSURE

### ACCREDITATION:

<b>The Association for Biblical Higher Education</b>
<p>5850 T. G. Lee Blvd., Ste. 130                  Orlando FL 32822                  Phone: (407) 207-0808  <a href="http://www.abhe.org">www.abhe.org</a></p>

### CERTIFICATION: TEACHER PREPARATION PROGRAMS: ON-CAMPUS AND ONLINE (BEGINNING FALL 2021)

EC-6 Core Subjects with STR	(Certification to teach grades Early Childhood - 6)
Social Studies 4-8	(Certification to teach Social Studies grades 4 - 8)
Social Studies 7-12	(Certification to teach Social Studies grades 7-12)
History 7-12	(Certification to teach History grades 7-12)
Science 4-8	(Certification to teach Science grades 4 – 8)
English, Language Arts, and Reading 4-8 with STR	(Certification to teach these subjects grades 4 - 8)
English, Language Arts, and Reading 7-12	(Certification to teach these subjects grades 7-12)
All-Level Music Education	

[abu.edu](http://abu.edu), [Catalog](#), p. 3

## ADMISSIONS REQUIREMENTS

### ADMISSIONS REQUIREMENTS:

Arlington Baptist University maintains an open admissions policy. This is in recognition of the fact that the Lord calls individuals from different backgrounds and levels of preparation. The University is interested in extending its services to anyone who has a sincere desire to prepare for service to the Lord. Admissions requirements and procedures for new freshmen, transfer, international, and returning students will be outlined in this section.

### NEW FRESHMEN

The admissions requirements listed below are intended to assist the University in helping the student determine goals and develop a college training program to fulfill those goals.

1. The applicant must profess Jesus Christ as his/her Savior and be an active church member.
2. The applicant must be at least 16 years of age.
3. The applicant's file will be reviewed for acceptance once the admissions office has received his/her application, application fee, admissions questionnaire & essay, and recommendation form.
4. The applicant must present evidence of completing a minimum of three years of English, two years of social studies, two years of mathematics, and one year of any science in high school.
5. The applicant must present an official high school transcript with a graduation date or a General Equivalency Diploma (GED). (Students, at least 16 years of age, who are working toward a high school diploma, or the GED will be given individual consideration for college credit enrollment.)
6. Applicants who earned dual credit in high school must present an official transcript from that college or university.
7. Only applicants with a cumulative "C" average or higher will be considered for admittance. (See possible exceptions below.)
8. Official scores from the American College Test (ACT) or the Scholastic Aptitude Test (SAT) are required for admission to Arlington Baptist University. ACT or SAT requirements will be waived for applicants aged 25 and over.
9. The applicant must not be in default to any government sponsored program of education or assistance or to any educational institution.
10. The applicant must be willing to accept full responsibility for financial obligations to the University.
11. Careful completion of the application, payment of fees, and submission of transcripts are required of all applicants before being registered for classes. Students desiring campus residence must pay a room deposit fee.
12. **ON-CAMPUS RESIDENCE REQUIREMENTS.** All single students under the age of twenty-one are required to take a room in one of the residence halls unless they live with one of their parents, grandparents, or married siblings. Resident students must enroll for a minimum of two semester hours.
13. **MEDICAL / MEDICAL INSURANCE REQUIREMENTS.** All students must produce evidence of a recent basic physical and (unless the applicant is 22 years of age or older) he/she must turn in a record of a bacterial meningitis vaccination prior to enrollment. All students are encouraged to have hospitalization insurance upon enrollment.

14. **ORIENTATION.** To aid new students' successful adjustment to college life, orientation provides vital information about Arlington Baptist University's policies and procedures. New students receive explanations of the regulations of the University and advice on how to take advantage of its services. Orientation is offered at the beginning of the fall and spring semesters and is required of all new students, including transfer students. New students who enter during the summer and return in the fall must attend the fall orientation for new students. Failure to attend these sessions could delay the student's enrollment for a semester.
15. **PLACEMENT TESTS.** All beginning students are given a placement test in English and Math unless they have already completed transferable hours from another institution in one or more of these areas. Students making below the required scores will be required to enroll in remedial non-credit courses.

#### ACADEMIC POLICY AND PROCEDURES

**POLICY:** To reasonably ensure the academic success of each student seeking admissions, the student's academic records (high school transcript and/or undergraduate transcript) and test scores will be evaluated prior to acceptance into the university. For students attending college for the first time, the student's graduation program, the cumulative grade point average, the credits completed in English, social studies, mathematics, and science, and the ACT or SAT scores (pre- and post-COVID) will be examined. For transfer students, the cumulative grade point average on the undergraduate transcript(s) will be evaluated.

#### PROCEDURES:

##### A. New Freshmen

1. Examine the high school transcript for the following:
  - a. Cumulative grade point average of 2.00 or above on a 4.00 scale. (An exception may be considered based upon the program of study pursued by the student during high school. If accepted, the student would be placed on probationary status pending the successful completion of the first term of attendance.)
  - b. Sufficient credits by years: English (three or more years); social studies (two or more years); mathematics (two or more years); science (one or more years).
2. If the applicant is deficient in either of these areas, the V. P. of Academic Affairs is consulted. The student's ACT / SAT score(s) is reviewed and often the applicant is interviewed by the V. P. of Academic Affairs prior to a decision regarding admittance to the school.
3. Once a decision is made concerning the student's admittance, the student is notified by the admission's office. The student can appeal the decision through the V. P. of Academic Affairs.

##### B. Transfer Students

1. Examine the college/university transcript(s) of the transfer student for the cumulative grade point average of 2.00 or above on a 4.00 scale. (An exception may be considered based upon prior academic success in high school.)
2. Students who have taken less than 12 credit hours at another college/university must also provide an official high school transcript.
3. If the student's cumulative grade point average is below 2.00, the V. P. of Academic Affairs is consulted, and the transcript is reviewed by the academic office and often the student is interviewed.



4. If the student is allowed admittance, the student is required to take no more than 13 hours during the first term (full-time status). This will be communicated by the academic office.
5. Once the Satisfactory Academic Progress procedure is completed at the end of the term, and the student has met the qualitative and quantitative requirements for financial aid, the student will be able to increase his/her course load.

C. International Students

The previous academic requirements apply to international students, along with the following requirements:

1. All Official College Transcripts must be translated into US Academic Equivalency.
2. International students are required to submit TOEFL scores. The following minimum scores are required on the TOEFL IBT Test: Reading-22; Listening-22; Speaking-24; and Writing-24

TRANSFER STUDENTS

Transfer students must meet all admissions requirements listed above other than presenting a high school transcript. However, any student who attended another institution of higher learning must present an official transcript with his/her application. Credits earned at an accredited institution will be considered for transfer where programs and courses are compatible. Grades earned in courses must be at least "C" level or equivalent before credits can be transferred.

Students on academic probation at another college or university will be interviewed before being considered for admission. For transfer students having completed 30 college credit hours or more, ACT or SAT scores will not be required. Students applying for admission to the University who are planning to use VA benefits, must submit a Joint Service transcript. Even if no credits are expected to transfer, a Joint Service transcript must be included with the application for admission.

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ADMISSIONS FILE DOCUMENTS:

- Application
- Application Fee
- Recommendation
- Personal Essay
- Official High School Transcript
- Official University Transcripts (of all colleges attended)
- Basic Physical/Medical Health Form
- Meningitis Shot (not required if over 22)
- TB test (Tuberculosis)
- Copy of Driver's License/State ID
- Copy of Medical Insurance (if applicable)
- Student Acknowledgement Form
- Dorm Hold Deposit Paid\_\_\_\_\_
- Student Portal Access\_\_\_\_\_

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#### INTERNATIONAL STUDENTS ADDITIONAL REQUIREMENTS:

- Affidavit of Support
- \$5000 Deposit
- Passport
- I-94
- Permanent Resident Card (if applicable)

[abu.edu](http://abu.edu), [Catalog](#), p.30

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#### VACCINATION POLICY

[abu.edu](http://abu.edu), [Catalog](#), p.29

### ACADEMIC POLICIES AND PROCEDURES

POLICY: To reasonably ensure the academic success of each student seeking admissions, the student's academic records (high school transcript and/or undergraduate transcript) and test scores will be evaluated prior to acceptance into the university. For students attending college for the first time, the student's graduation program, the cumulative grade point average, the credits completed in English, social studies, mathematics, and science, and the ACT or SAT scores (pre- and post-COVID) will be examined. For transfer students, the cumulative grade point average on the undergraduate transcript(s) will be evaluated.

#### PROCEDURES:

- A. New Freshmen
  1. Examine the high school transcript for the following:
    - a. Cumulative grade point average of 2.00 or above on a 4.00 scale.
    - b. Sufficient credits by years: English (three or more years); social studies (two or more years); mathematics (two or more years); science (one or more years).
  2. If the applicant is deficient in either of these areas, the V. P. of Academic Affairs is consulted. The student's ACT / SAT score(s) is reviewed and often the applicant is interviewed by the V. P. of Academic Affairs prior to a decision regarding admittance to the school.
  3. Once a decision is made concerning the student's admittance, the student is notified by the admission's office. The student can appeal the decision through the V. P. of Academic Affairs.
- B. Transfer Students
  1. Examine the college/university transcript(s) of the transfer student for the cumulative grade point average of 2.00 or above on a 4.00 scale.
  2. Students who have taken less than 12 credit hours at another college/university must also provide an official high school transcript.
  3. If the student's cumulative grade point average is below 2.00, the V. P. of Academic Affairs is consulted, and the transcript is reviewed by the academic office and often the student is interviewed.
  4. If the student is allowed admittance, the student is required to take no more than 13 hours during the first term (full-time status). This will be communicated by the academic office.

5. Once the Satisfactory Academic Progress procedure is completed at the end of the term, and the student has met the qualitative and quantitative requirements for financial aid, the student will be able to increase his/her course load.
6. International Students  
The previous academic requirements apply to international students, along with the following requirements:
  3. All Official College Transcripts must be translated into US Academic Equivalency.
  4. International students are required to submit TOEFL scores. The following minimum scores are required on the TOEFL IBT Test: Reading-22; Listening-22; Speaking-24; and Writing-24

## ACADEMIC PROGRAMS

The following programs lead to a **Bachelor of Science** degree:

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### SCHOOL OF BUSINESS

Bible – Business Studies – Dr. KeToya Lacey, Department Chair

Bible – Business/Sports Management – Dr. KeToya Lacey, Department Chair

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### SCHOOL OF MINISTRY

Bible – Biblical Counseling – Dr. Brady Blevins, Department Chair

Bible – Biblical Counseling Online – Dr. Brady Blevins, Department Chair

Bible – Children’s Ministry – Dr. Brady Blevins, Department Chair

Bible – Intercultural Studies – Dr. Brady Blevins, Department Chair

Bible – Music and Worship Ministry – Dr. Brady Blevins, Department Chair

Bible - Pastoral Ministry – Dr. Brady Blevins, Department Chair

Bible - Student Ministries – Dr. Brady Blevins, Department Chair

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### SCHOOL OF EDUCATION

Bible and Education – Brenda Miller, Department Chair

Bible and Education Online – Brenda Miller, Department Chair

Bible and Music Education – Brenda Miller, Department Chair

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### SCHOOL OF GENERAL STUDIES

Bible – Interdisciplinary Studies – Charles Marks, Department Chair

Bible – General Studies by Extension – Charles Marks, Department Chair

Bible - Interdisciplinary Studies Online Degree – Charles Marks, Department Chair

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## MASTER'S PROGRAMS:

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### GRADUATE SCHOOL OF THEOLOGY

Biblical / Theological Studies Division - Dr. Ergun Caner, Dean  
Master of Arts – Biblical and Theological Studies  
Master of Divinity

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### GRADUATE SCHOOL OF EDUCATION

Professional Studies Division – Dr. Helen Wilson, Dean  
Master of Education – Curriculum and Instruction

<https://www.abu.edu/accredited-degrees>

<https://www.abu.edu/master-of-education>

<https://www.abu.edu/mastor-of-arts-in-biblical-and-theological-studies>

[https://www.abu.edu/student-handbooks\\_Catalog](https://www.abu.edu/student-handbooks_Catalog) p.44, 72

## TEACHER PREPARATION PROGRAM REPORT

The University has an education program which prepares students to become certified by the state of Texas. All students must complete set requirements to be admitted into the program. Once the student has completed all requirements, courses, student teaching practicum, and has passed practice tests, he/she is recommended for the Texas state exams. Once the student passes these exams, he/she is recommended by the University to receive a teaching certificate in their program area / level.

The link given below provides access to various reports required by the Texas Education Agency. One primary report is referred to as the *ASEP Annual Performance Report*. The latest report is for the year of 2017. This report identifies the following regarding the University's education majors which graduated in 2017: demographic information of the cohort group as well as the number of those who applied, were admitted, were retained, and that completed the program.

[http://tea.texas.gov/Texas\\_Educators/Preparation\\_and\\_Continuing\\_Education/Consumer\\_Information\\_about\\_Educator\\_Preparation\\_Programs.aspx](http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Consumer_Information_about_Educator_Preparation_Programs.aspx)

## CLASS ATTENDANCE POLICY (UPDATED JUNE 2020)

Due to the new block schedule instituted Fall 2020, the class attendance policy for Arlington Baptist University has been updated. All faculty and students will be subject to this new policy.

### On Campus Courses

1. If a student is absent the first two class periods of any course, the student will be unofficially withdrawn from the course. (These two class periods would include the add/drop week.) A grade of WP (withdraw passing) would be assigned for that course.
2. A student must attend at least 75% of class time which means he/she cannot miss more than four classes. On the fifth absence (or partial absence) from class, the student will be unofficially withdrawn with a grade of WP (withdraw passing) or WF (withdraw failing) depending on the student's grade average in the class on the day of withdrawal.
3. Absences related to school-sponsored events will not be counted against the student. However, the student must still attend 75% of the course meetings minus the absences due to school sponsored events. These absences will be labeled as excused absences.

SEE CHART BELOW:

Excused Absences School-sponsored	Max absences that are not excused	Max Total Absences = Ex. Ab + Other Ab.	Withdrawn on
0	4	4	Absence #5
1	4	5	Absence #6
2	3	5	Absence #6
3	3	6	Absence #7
4	3	7	Absence #8
5	2	8	Absence #9

4. Each professor will determine tardy or partial absence policies, late work policy and due dates of assignments which will be clearly stated in the class syllabus and consistently enforced by the professor.

## Online Courses

1. If a student does not participate in and/or submit classwork or assignments during the **first week** of an online course, the student will be unofficially withdrawn from the course and assigned a grade of WP (withdraw passing). At any point during the block/term, the student is inactive for a two-week period, the student should be unofficially withdrawn from the course.
2. Each professor will determine tardy or partial absence policies, late work policy and due dates of assignments which will be clearly stated in the class syllabus and consistently enforced by the professor.

Each professor will determine tardy or partial absence policies, late work policy and due dates of assignments which will be clearly stated in the class syllabus and consistently enforced by the professor.

Note: "Unofficial withdrawals" are withdrawals initiated by the professor for any violation of the attendance policy at stated above. "Official withdrawals" are withdrawals initiated by the student who decides that he/she can no longer continue in a course.

Note: "Excused" absences are those incurred due to required, school-sponsored events. Prior to the school-sponsored event, the Academic Dean will be provided a list of students who are required to attend or participate in the event. All other absences, including illnesses, are considered "unexcused".

## FACILITIES

**ADMINISTRATION BUILDING.** The administration building houses the Office of the President, the Business Office, the Registrar's Office, the office of the Academic Dean, the office of the Dean of Students, the cafeteria, the mail service, the bookstore, and the Heritage Collection.

**LOUISE OLDHAM RELIGIOUS EDUCATION BUILDING.** Eight classrooms and several faculty offices are located on the two floors of this building. This building also houses the SULLIVAN HALL.

**WAYNE MARTIN FINE ARTS CHAPEL.** This building houses music classrooms, faculty studios and offices, music practice rooms, the Christian Service Director's office, and the chapel.

**ENTZMINGER HALL.** This building, named after university founder Louis Entzminger, houses two large lecture rooms.

**J FRANK NORRIS MEMORIAL AUDITORIUM.** This multi-purpose facility, the largest building on campus, has a seating capacity of over 3,000 people, houses a full basketball court, locker rooms, and a large stage with adjacent dressing and prop rooms, classrooms, and an exercise room.

**EARL K OLDHAM LIBRARY.** The library's unique design and WIFI technology accommodates research, study, and/or leisure reading. The library's collection is completely automated and includes over 30,000 volumes of printed material: as well as, audio, video, and electronic media. The library's second floor offers two audio-visual rooms, a seminar room that can easily seat 80, a conference room, and a computer lab. The services available at the library include Internet research, photocopying, printing, and/or laminating. The library strives to provide a pleasant enjoyable atmosphere which is student friendly.

**MAY CENTER (STUDENT UNION BUILDING).** The Student Union Building provides a place for students to gather for fun and fellowship. Located in the heart of the campus, the S.U.B. is also a place where students can go to study or just to relax and meet friends.

**ALUMNI ASSOCIATION BUILDING.** This building houses a portion of the heritage collection of photographs, historical documents, and artifacts displaying the history of Arlington Baptist University, the World Baptist Fellowship, and the World Baptist Fellowship Mission Agency.

**THE LILLIAN NORRIS HALL FOR WOMEN AND THE TOMMY MASTERS HALL FOR MEN.** These two residence halls provide supervised housing for 136 students in semi-private rooms housing two students each. Two such rooms make up a suite sharing bath facilities. Lounges, vending machines, and a laundry facility complete the available services. Wireless internet access is provided in the dormitories.

**WORLD BAPTIST FELLOWSHIP MISSION OFFICE.** This building, located near the campus entrance, houses the offices of the World Baptist Fellowship Mission Agency. Its location on the College campus provides a close link between the work of the Mission Agency and the Missions training program of the College.

**FACULTY: FULL-TIME AND ADJUNCT**

[https://www.abu.edu/student-handbooks\\_Catalog](https://www.abu.edu/student-handbooks_Catalog), p.102

## SCHOOL COSTS

Office Responsible	V. P. of Business Affairs
Location of Information	College Catalog and Website, Business Office, Admissions Office, Academic Office
Information Updated	February 2022
Policy and Procedures Update	Fall 2019

## SCHEDULE OF CHARGES PER SEMESTER (EFFECTIVE FALL 2019)

[abu.edu](http://abu.edu), [Catalog for tuition and fees](#) (p.15ff)



## THE STUDENT AND FINANCIAL REQUIREMENTS

Office Responsible	V. P. of Business Affairs
Location of Information	University Catalog and Website, Student Handbook, Business Office, Academic Office, Admissions Office
Information Updated	November 2020
Policy and Procedures Update	November 2020

### GENERAL POLICY FOR THE PAYMENT OF TUITION AND FEES

The responsible handling of finances is an essential part of Christian stewardship (Luke 16:10-11). The timely payment of tuition not only helps the student develop his/her financial stewardship, it also helps the University to keep its operating costs and your tuition to a minimum. To this end, the following policies and procedures have been established.

### FINANCIAL REGISTRATION POLICY AND PROCEDURE

What is financial registration?

- When ABU determines how much money a student owes ABU when registering for classes (and living in a dorm, etc.) during a given semester.
- When the student decides how to pay the money owed to ABU for a given semester.
- When the student makes the required initial payment when the initial payment is due.
- When the student's academic enrollment is approved, and the student can attend classes (and live in the dorm, etc.)

When is the initial payment due?

- Financial registration must be completed, and the initial payment made on or before the last day of regular registration for a given semester.

What happens when a student does not complete financial registration?

- ABU takes the position that the student has decided not to attend and cancels the student's academic enrollment (also requires the student to move out of the dorm, etc.)
- The student can reregister (a late registration fee will be charged) but is not guaranteed the same classes or schedule.
- The student will have to make the necessary payment arrangements and pay the initial payment by the end of the day when reregistration is done.

What are the payment options available?

- Cash, check, or credit card can be used to pay in person at the business office.
- Credit card payments can be made over the phone by calling the business office.
- PayPal payments can be made by logging into the student portal.
- Payment plans are available to spread out the payments over a semester.

- Federal Student Aid is available for those who qualify.
- Scholarships are available for those who apply and qualify.

What is required for Federal Student Aid?

- A FAFSA application must be completed and submitted to the U.S. Department of Education
- If the DOE requires verifications, those verifications must be completed.
- For a pending award to be applied to a student's account, the FAFSA must be submitted at least 1 week before registration and required verifications must be in progress.
- Once verifications are complete, the student must approve the aid that is awarded within 1 week after the approval is requested.
- Once the student approves, the award will be applied to the student's account.

What if a student changes his/her mind about using Federal Student Aid as a payment option?

- The day the student chooses not to approve and receive the Federal Student Aid award, the pending award will be removed from the student's account.
- The total balance will become due immediately and payable that day.
- If the student chooses to not make the payment that is due, ABU will take the position that the student has decided to voluntarily withdraw from his/her classes (and move out of the dorm, etc.).
- The student will be blocked from classes (and requested to move out of the dorm) unless or until an agreed upon payment arrangement is made with the business office

What happens if a student fails to make timely payments on a payment plan?

- The first time a payment is not received by a due date, the student will be charged a late fee.
- If the payment that is late is not received by the next due date, then the student will be given a chance to "catch up" by making a double payment.
- If the student does not "catch up" by the next due date, ABU will take the position that the student has decided to voluntarily withdraw from his/her classes (and move out of the dorm, etc.).
- The student will be blocked from classes (and requested to move out of the dorm) unless or until an agreed upon payment arrangement is made with the business office.

## WITHDRAWAL PROCEDURES

Office Responsible	V. P. of Academic Affairs and Financial Aid Office
Location of Information	University Catalog and Website, Academic Office, Business Office, Student Affairs Office
Information Updated	February 2022
Policy and Procedures Update	October 2017

### OFFICIAL WITHDRAWAL

#### POLICY:

To ensure an honorable and official withdrawal from the University prior to completion of the semester, a student must initiate the withdrawal in the Registrar's Office. The withdrawal permit, approved by the Registrar, must then be submitted to the Financial Aid Office for calculation of Refund to Title IV. After the calculation, remaining federal funds may not cover all unpaid institutional charges due to the University upon a student's withdrawal. The student will receive a grade of "W", indicating withdrawn, for each class the student is passing at the time of withdrawal.

#### PROCEDURE:

The student initiates the withdrawal by completing a withdrawal form obtained from the Registrar's Office. The student submits the form to the appropriate faculty for approval and a signature then returns the form to the Registrar's Office. After the form is processed a copy of the form is submitted to the financial aid office and a copy is placed in the student's file.

### UNOFFICIAL WITHDRAWAL

#### POLICY:

Once a student has exceeded the number of allowable absences (unexcused + excused) in an on-campus course, an unofficial withdrawal should be initiated by the professor. In the case of online courses, if a student has no activity during the first two weeks of the course or if there is any two-week period during the eight-week course that the student has no activity, the student will be unofficially withdrawn from the course. Anytime an unofficial withdrawal occurs, the result is a reduction of semester hours which can result in a change of status for financial aid (full-time to part-time, etc.). \*\*The student may receive a withdraw passing (WP) grade, after he/she exceeds the absences allowed if the student is indeed passing the course. When the student has exceeded the allowed absences and is not passing the course, he/she will receive a withdraw-failing (WF) grade. For online courses, if the student is withdrawn after the first two weeks due to no activity, the student will receive a grade of WP; however, if, after the first two weeks the student is inactive for another two-week period, the student will receive a grade of WP or WF depending upon the academic status at the time of withdrawal. Students may also receive an unofficial withdrawal from a course if during the course, the instructor determines that the student has not and will not be able to complete sufficient assignments / exams to pass the course. Also figured into this will be the points deducted for excessive absences as outlined in the individual courses.

#### PROCEDURE:

The procedure for unofficial withdrawals will be as follows: the professor of the course will notify the student that he/she is being unofficially withdrawn for the course and specify the reason. The professor will complete the unofficial withdrawal form and submit the form to the Registrar who will submit the form to the Financial Aid Office. IF at the time of the unofficial withdrawal, we have not reached the 60% mark, the Financial Aid Officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government. If a required portion of the student's financial aid is returned to the Federal Government, the student will then become responsible for this amount in addition to any amount not originally covered by financial aid funds.

[abu.edu, Catalog](#) , p.35

## REFUND / DISBURSEMENT

<https://www.abu.edu/financial-aid-disbursements>

<https://www.abu.edu/financial-aid-repayments>

[abu.edu, Catalog](#) , p.20

## DROP / ADD PERIOD

Students are permitted to drop or add a class during the first calendar week of scheduled classes in a semester. This period is referred to as the DROP/ADD period. During this period, students do not need to process a change of schedule form. The procedure during this period would be for the student to contact his/her department chair or advisor to seek approval and guidance for this decision. Once the decision is reached, the necessary course changes will be processed through the Registrar's Office. A new statement will be generated, and the student will process this statement through the Business Office. During this period, no DROP/ADD fees are charged, and no grade (WP or WF) is issued.

## CLASS ATTENDANCE POLICY

(See page 21 in this document)

## REFUND POLICIES AND PROCEDURES

### REFUND SCHEDULE

Students who officially withdraw through the Registrar's Office will receive refunds of their charges from the day of registration according to the following schedule:

FALL AND SPRING SEMESTERS	TUITION
<ul style="list-style-type: none"><li>• Within one week</li></ul>	100%
<ul style="list-style-type: none"><li>• Second through third week</li></ul>	50%
<ul style="list-style-type: none"><li>• Fourth week</li></ul>	25%
<ul style="list-style-type: none"><li>• After four weeks</li></ul>	No Refund
SUMMER TERM	TUITION
<ul style="list-style-type: none"><li>• Within First Week</li></ul>	50%
<ul style="list-style-type: none"><li>• After First Week</li></ul>	No Refund

[abu.edu](http://abu.edu), [Catalog](#), p.20

Students are permitted to drop a class during the first calendar week of scheduled classes in a semester without any record of it being reflected on the transcript (Drop/Add Period). After the first week of classes, students may drop a course by processing a Change of Schedule Form with the Registrar. Approval must be obtained from the instructor. At the time of withdrawal, the student will be assigned a grade of "W" if he/she is passing or a grade of "F" if the student does not have a passing grade. The Change of Schedule Form must be turned in before the student reaches the maximum number of absences in the course or his/her grade will be an "F". The last day to drop a class is noted by semester in the semester calendars. Beyond the tenth week of the semester, permission of the Academic Dean must be obtained also. Students should be advised that dropping a course may change enrollment status (possibly affecting financial aid).

[abu.edu](http://abu.edu), [Catalog](#), p.21

## RETURN OF AID POLICIES AND PROCEDURES

Office Responsible	Financial Aid Office
Location of Information	University Catalog and Website, Business Office, Academic Office, Admissions Office
Information Updated	February 2022
Policy and Procedures Update	October 2017

## WITHDRAWING FROM ABU / FAILURE TO ATTEND OR PARTICIPATE IN CLASSES

Students who pre-register and decide not to attend must cancel their financial aid award and pre-registration prior to the first day of class to avoid academic charges and penalties. The student must return any financial aid funds previously accredited to their student accounts for that semester. Financial aid recipients who enroll and receive aid for a particular semester, then fail to complete more than 60% of that semester will have to repay all or part of the aid received for that semester. Additionally, any tuition, fees, and room or board payments refunded by ABU as a result of a student's withdrawal must be returned to the financial aid programs in accordance with Federal law. Students who fail to complete the official withdrawal process but stop attending classes prior to the end of the semester and receive grades of "F" in all classes for that semester will also have to repay all or part of the aid received for that semester.

<https://www.abu.edu/financial-aid-repayments>

<https://www.abu.edu/search?q=Satisfactory+Progress>

[abu.edu, Catalog](#), p. 35ff

## DISABILITY SERVICES / ACCOMMODATIONS

Office Responsible	V. P. of Academic Affairs
Location of Information	University Website, Academic Office, Admissions Office, Student Affairs Office
Information Updated	September 2020
Policy and Procedures Update	June 2015

In accordance with the Americans with Disability Act, Arlington Baptist University recognizes the need to provide accessibility service and special needs for any student with documented disabilities and has established policy and procedures for required accommodations.

## POLICY AND PROCEDURES REGARDING SPECIAL ACCOMMODATIONS

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### POLICY:

Arlington Baptist University's nondiscriminatory policy affirms the University's concern and respect for those individuals with specific physical and cognitive needs. This policy is published in both the University catalog, the student handbook and on the University website at:

[abu.edu, Catalog](#), p. 37

<https://www.abu.edu/search?q=discrimination>

[abu.edu, Student Handbook](#), p. 2, 13

Any student in need of disability services should contact the 504 Coordinator or the Academic Affairs office prior to or upon enrollment to establish appropriate accommodations for any documented disabilities. Upon notification of a potential need, the student will be provided a *Disability Service: Accommodation Request Form* which is to be completed by the student and/or guardian and returned to the University so that proper procedures may be followed and documented.

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QUESTIONS OR CONCERNS MAY BE ADDRESSED TO:

<b>DISABILITY 504-COMPLIANCE OFFICER</b>
<p><b>Janie Taylor</b> ABU Administration Building 817.461.8741, ext. 1768 <a href="mailto:jtaylor@abu.edu">jtaylor@abu.edu</a> 3001 W. Division St. – Arlington, Texas 76012</p>

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**PROCEDURES:**

1. Students with a documented disability should obtain, complete, and submit a *Disability Service: Accommodation Request Form* along with any pertinent documentation.
2. Once a *Disability Service: Accommodation Request Form* has been submitted to the Academic Affairs Office, documentation will be reviewed, and a conversation will be held between the Academic Affairs office and the student / guardian to further clarify the type and extent of the disability and determine the nature of the needed accommodation. (*Form can be found at the end of this document.*)
5. Once the needed accommodations (academic or physical) for the student's particular situation is determined, the student's professors will be given written notification of the procedures to be followed. (If there are physical accommodations needed, these will be implemented within the first week of classes.)
6. All material regarding the documented disability and accommodations are kept confidential but will be placed in the student's permanent file to help ensure ongoing assistance.
7. Should the student / guardian feel that the accommodations are not appropriate or are not being followed, they are to contact the Academic Affairs Office. While most informal complaints can be resolved by communication between the Academic Affairs Office and the student / guardian, if the follow-up action of the Academic Affairs Office is not satisfactory, and/or the student/guardian feels that the University is refusing to make the appropriate accommodations, a formal complaint may be filed in accordance with the STUDENT COMPLAINTS AND GRIEVANCES policy as published in the student handbook.
8. Once a formal complaint has been submitted to the University, an Academic Affairs Committee meeting will be scheduled within one week of the complaint. The goal of this meeting will be to determine the appropriateness of the accommodations, whether the agreed accommodations were provided, and if the University needs to make additional adjustments to help meet the needs of the student.
9. The student and/or guardian will be informed of the committee's findings and if still dissatisfied may contact the **United States Department of Education**, Office for Civil Rights at 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810.



## FSA ELIGIBILITY OF STUDY ABROAD

Currently, Arlington Baptist University does not offer any programs of study abroad, and we do not anticipate any in the near future.

## TRANSFER OF CREDIT POLICY

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### TRANSFER OUT POLICY:

Students can transfer credits to schools that are accredited by ABHE (Association for Biblical Higher Education) or that recognize ABHE accreditation. However, individual courses will be transferred based on how each course can be applied to the degree program chosen at that school.

Transferability is ultimately determined by the institution to which one hopes to transfer and should always be viewed as limited. Not only must the student earn at least a "C" for credits to transfer, but courses must be applicable to the program chosen by the student. Additionally, some schools will only accept credits from regionally accredited institutions and/or limit the percentage of courses that can be transferred in.

If a student is planning to attend ABU for only a limited time, it would be wise to check the "Transfer In" policy of the school to which one hopes to transfer. The registrar can also provide a list of some of the schools that readily accept credits from ABU. Currently, these include Criswell College, Dallas Baptist University, Texas State University – San Marcos, and Texas A&M – Commerce. (ABU entered into an **Articulation Agreement** with Texas A&M – Commerce beginning in fall 2016.

<http://www.tamuc.edu/admissions/oneStopShop/undergraduateAdmissions/transferAdmissions/articulationAgreements.aspx>

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### TRANSFER IN POLICY:

Any student who attended any other institution of higher learning must present an official transcript with his/her application. Credits earned at an accredited institution will be considered for transfer where programs and courses are compatible. Grades earned in courses must be at least "C" level or equivalent and the courses must be applicable to the program chosen by the student before credits can be transferred. Students on academic probation at another college or university will be interviewed before being considered for admission. Transfer students must meet all other admission requirements listed above.

Students applying for admission to the university who are planning to use VA benefits must submit a military transcript. Even if no credits are accepted, a military transcript must be included with the application for admission.

At this time, Arlington Baptist University's only established articulation agreement is with Texas A&M – Commerce, however, the college has instituted scholarships for any student who completes a two-year program at either Jacksonville College (Jacksonville, TX) or any of the Word of Life Institutes (college). (See SCHOLARSHIPS)

**Policy for Validating Credits from Unaccredited Institutions.** *(The following criteria are also applicable to students in online programs.)*

The following criteria must be met:

- 1) A validation process which includes the following: a review of syllabi, faculty credentials, grading standards, and other relevant learning resources from the sending institution. (If not available online, the student must provide a catalog and course syllabi for courses being considered.) This process must be completed prior to the student's enrollment in any course even if the student has received an unofficial transcript evaluation from the ABU Registrar's office. Once the courses are validated then criteria 2) will be applied.
- 2) During the first semester at ABU, the student must complete a minimum of 12 credit hours with a 2.0 (or above) grade point average. The transfer hours will not be added to the student's ABU transcript until all criteria are met.
- 3) Only credits with a grade of "C" or above that are applicable toward the degree program being pursued will be validated for transfer purposes.
- 4) Because of a long-standing history with Norris Bible Baptist Seminary (Fort Worth TX) and Louisiana Baptist University and Seminary (Shreveport LA), ABU will accept Bible/Theology and church ministry-related credits with a grade of "C" or above that are applicable toward the degree program being pursued. For other courses from these two institutions, the criteria in 1) will apply.

[abu.edu](http://abu.edu), [Catalog](#) p.31

## CONSTITUTION AND CITIZENSHIP DAY

Office Responsible	V. P. of Student Affairs
Location of Information	University Website, Student Affairs Office, Academic Office, Admissions Office
Information Updated	October 2017
Policy and Procedures Update	Fall 2014

## POLICY

In accordance with the United States Department of Education, and in partial fulfillment of Title IV and HEA programs, Arlington Baptist University will observe “Constitution Day” on September 17 of each year. In the event this date falls on a weekend, this special day will be observed the following Monday. Various activities will take place to both inform students and employees of the nature and purpose of this day and to celebrate “Constitution Day”.

## PLANNED ACTIVITIES

On September 17 and/or during the week of September 17, ABU will commemorate this historical event with activities which may include the following: conduct a flag ceremony with pledges and patriotic songs; make a presentation of information related to the Constitution and Citizenship; provide access to a video presentation regarding historical heritage of America; publicize various information and activities via the University website.

Such activities include reciting fascinating facts about the Constitution, its founding, and its founders; presenting video series related to our American heritage and the Biblical foundations of the Constitution; conducting a flag ceremony; recitation of the pledge and singing patriotic songs; identifying the author of famous quotes; providing patriotic tee shirts; and conducting contests related to the themes associated with Constitution Day.

## VOTER REGISTRATION

Voter Registration cards (applications) will be distributed in New Student Orientation at the beginning of each fall and spring semester. During the fall term, forms are made available to students during the chapel hour, and students are encouraged to register to vote. The university website provides a link to voter registration and application information. Registration forms will also be available for pickup at the library, the registrar’s office, and the financial aid office.

## DRUG AND ALCOHOL ABUSE PREVENTION (STUDENTS AND EMPLOYEES)

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook, University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	October 2018
Policy and Procedures Update	February 2017

## DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

### POLICY:

The University requires all members of its community (students, visitors, and staff) to refrain from the possession and/or use of alcoholic beverages and the illegal and improper possession and/or use of narcotics, drugs, and other controlled substances.

Although Arlington Baptist University has a policy forbidding the use of Alcohol, Drugs, or Tobacco on campus, no drug prevention policy will ever guarantee drug-free practice, and sadly, some will seek to test the limits. As of January 1, 2012, the University initiated a random drug testing program as a means of protecting the campus community from the potential negative effects of illegal drugs. The administration reserves the right to request any student, visitor, or staff member to submit to a urinary drug test. A failed drug test or refusal to participate will result in disciplinary action.

Students suspected of violating the University's Alcohol and Drug Policy will be referred to the Vice President of Student Affairs who will examine the evidence to determine the accuracy of the charges. Students found in violation of the University's Alcohol and Drug Policy will appear before the Drug and Alcohol Prevention Committee, who, after deliberation of a student's case, the committee may suspend the student from school for a period of time or expel the student permanently. Any student who is convicted of a criminal drug statute must notify the Vice President of Student Affairs no later than five days after such conviction.

However, since the goal of our policies remains prevention not punishment, it is our responsibility to inform our students of not only the academic consequences regarding alcohol and drug abuse, but of the greater personal, familial, and societal consequences associated with such abuse. To this end, during at least one chapel each semester, time will be set aside to inform and/or address some aspect of the drug abuse issue by means of literature handout, informational packet, video presentation, or an informed and informative speaker. Those seeking help prior to discovery may be granted a measure of grace.

Furthermore, any member of the University community that is experiencing symptoms associated with their own or someone else's alcohol or drug use is encouraged to seek help. Available resources are listed below. Referrals can also be obtained through the Vice President of Student Affairs.

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#### PROCEDURES:

Drug issues involving students fall under the purview of the Vice President of Student Affairs. Student drug violations should be reported to his office, and students seeking assistance can also receive referrals to local counselors through his office.

1. Drug issues involving students should be reported to the Vice President of Student Affairs.
2. Those reporting an incident will be asked to help complete a **Drug Incident Form**.
3. The Vice President of Student Affairs will launch an investigation to discretely verify all reported information and identify all those involved.
4. Confirmed Infractions normally mandate suspension or expulsion and require immediate review by the DAP committee before any consequences are announced to ensure the best interests of the student and the consistent enforcement of administrative policy.
5. Self-reported offences, where suspension or expulsion is deemed unnecessary, may be handled by the Vice President of Student Affairs, and reviewed by **Drug and Alcohol Prevention (DAP)** committee at their next meeting. (See information regarding the Biennial Review Committee.)
6. All students will be advised of the availability of counseling and of their right of appeal as further explained in the student handbook.

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#### PROCEDURES CONCERNING STAFF

For employees of the University, needed discipline is discretely handled through the appropriate administrative supervisor. Therefore, faculty matters would be handled by the Vice President of Academic Affairs, business personnel by the Vice President of Business Operations, etc. All staff discipline would then fall under review of the President. (See Faculty Handbook and Staff Handbook made available by appropriate administrators.) Faculty or staff members who violate the University's Alcohol and Drug Policy are subject to removal from employment. As a condition of employment, an employee convicted of a criminal drug statute must notify the institution no later than five days after such conviction. All ABU employees can receive counseling and/or rehabilitation services through Blue Cross and Blue Shield of Texas by contacting our local provider or by logging on to <http://www.bcbstx.com/>.

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## POSSIBLE ADDITIONAL SANCTIONS

There are both Texas and Federal laws against the unlawful possession, use, and distribution of illegal drugs by those of any age; the unlawful possession, use, and distribution of alcoholic beverages by those who are under the age of 21; and against buying alcoholic beverages for those under 21 or sharing alcoholic beverages with them. Violations of these laws are punishable on either a State or Federal level by fines and/or imprisonment. Students or employees of Arlington Baptist University who violate State or Federal drug and alcohol laws while on campus are subject to referral to State or Federal authorities for prosecution.

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## HEALTH RISKS

The use of illicit drugs and the abuse of alcohol greatly threaten one's health by diminishing the quality of life. Drugs and alcohol impair judgment, dull the senses, and pose a tremendous threat to the safety of the users and others.

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## WHERE TO FIND HELP

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### CHRISTIAN COUNSELORS

<b>Christian Counseling of Mansfield</b>	<b>The Master's Touch Therapon Counseling</b>
Dell Canright, MA, LPC 1580 Hwy 157 N Suite 100 Mansfield, TX 76063 817-453-9310	Dr. Joe Tims, LBT 205-A North Oak St. Roanoke, TX 817-430-8184

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### DRUG PROGRAMS: INPATIENT

<b>The Cedars Hospital</b>	<b>House of Isaiah</b>
Desoto, TX 972-298-7323	Mabank, TX 903-887-1373

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## TREATMENT FACILITIES

Area treatment facilities offer a variety of services for those with drug or alcohol problems. Services and programs include treatment, education and prevention, adult children of alcoholic support groups, family and group counseling, detoxification, and adolescent services. Information concerning assessment, referral, education, and support groups may be obtained by contacting:

<b>Tarrant Council on Alcoholism and Drug Abuse</b>
401 West Sanford, Suite 1300 Arlington, TX 76011 Hours: 8:30 a.m. to 5:30 p.m. 817-548-9993 24-hour hotline: 817-332-6329

The cost of services and programs varies. Individuals may call the treatment facilities for financial information. Some services may be offered without charge. Some are on a sliding scale, others, on a fixed rate.

## SUMMARY POLICY STATEMENT:

The Arlington Baptist University Alcohol and Drug Policy is based upon and is in conformity to the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226.

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## EMPLOYEES

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on university property or at any of its activities is prohibited. ABU will impose sanctions, consistent with local, State, and Federal law, for violations of ABU alcohol and drug policies as stated in the faculty/employee handbooks. Disciplinary action may include corrective discipline, counseling, (faculty) reassignment, documented warnings, probation, suspension with or without pay, and discharge, as well as referral to local law enforcement for prosecution. Legal sanctions may include drug abuse classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. Because of the seriousness of drug abuse, failure to disclose previous convictions on a job application is grounds for termination.

ABU supports the laws and regulations of the United States of America, the State of Texas, Tarrant County, and the City of Arlington. Each student and employee are expected to do the same. Applicable legal sanctions under state, local, and federal law can include forfeiture of personal property and real

estate, fines, revocation of driver's license, probation, parole, imprisonment, mandatory minimum sentences, and deportation for non-US citizens.

A Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration ([http://deagov.prod.acquia-sites.com/sites/default/files/drug\\_of\\_abuse.pdf#page=30](http://deagov.prod.acquia-sites.com/sites/default/files/drug_of_abuse.pdf#page=30)), is provided below:

**FEDERAL TRAFFICKING PENALTIES**

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. <b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount of Other Schedule I & II Substances		<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		



Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. <b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. <b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

## TEXAS PENALTIES:

In addition to the information listed above, a complete listing of the Texas Controlled Substance Act can be viewed at: <http://www.statutes.legis.state.tx.us/Docs/HS/pdf/HS.481.pdf>

A **Class C misdemeanor** is punishable by a fine not to exceed \$500 ([Texas Penal Code § 12.23](#)).

A **Class B misdemeanor** is punishable by a fine not to exceed \$2,000; confinement in jail for a term not to exceed 180 days; or both fine and confinement ([Texas Penal Code § 12.22](#)).

A **Class A misdemeanor** is punishable by a fine not to exceed \$4,000; confinement in jail for a term not to exceed 1 year; or both fine and confinement ([Texas Penal Code § 12.21](#)).

A **state jail felony** is punishable by confinement in a state jail for any term of not more than 2 years or less than 180 days and by a fine not to exceed \$10,000 ([Texas Penal Code § 12.35](#); Increased to a 3rd degree felony if a deadly weapon is used or exhibited or previously convicted of any felony).

A **3rd degree felony** is punishable by imprisonment for any term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000 ([Texas Penal Code § 12.34](#)).

A **2nd degree felony** is punishable by imprisonment for any term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000 ([Texas Penal Code § 12.33](#)).

A **1st degree felony** is punishable by imprisonment for life or for any term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000 ([Texas Penal Code § 12.32](#)).

The Texas Penal Code further provides for increased penalties for repeat and habitual felony offenders and misdemeanor offenders. Also, the punishment for an offense will be increased to that prescribed for the next highest category of offense in certain instances if controlled substances are used to commit the offense (Texas Penal Code [§ 12.42](#), [§ 12.43](#), and [§ 12.49](#)).

## OFFENSES:

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### OFFENSE OF MANUFACTURE OR DELIVERY OF CONTROLLED SUBSTANCES

These offenses are set out in Sections [§ 481.112](#), [§ 481.1121](#), [§ 481.113](#), and [§ 481.114](#), Texas Health and Safety Code, which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. The [Texas Health and Safety Code § 481.032](#), contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5.

Current [controlled substance schedules](#) are available from the [Texas Department of State Health Services](#).

[Texas Health and Safety Code § 481.112](#) deals with manufacture and delivery of controlled substances in Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 200 grams is a 1st degree felony; more than 200 grams and less than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine; more than 400 grams is life imprisonment or a term of 15 to 99 years and up to a \$250,000 fine.

[Texas Health and Safety Code § 481.1121](#) deals with manufacture and delivery of controlled substances in Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felony; number of abuse units more than 20 and less than 80 is a 2nd degree felony; number of abuse units more than 80 and less than 4000 is a 1st degree felony; more than 4000 units is life imprisonment or a term of 15 to 99 years and up to a \$250,000 fine.

[Texas Health and Safety Code § 481.113](#) deals with manufacture and delivery of controlled substances in Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

[Texas Health and Safety Code § 481.114](#) deals with manufacture and delivery of controlled substances in Penalty Group 3 and 4 drug offenses: less than 28 grams is a state jail felony; more than 28 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

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#### OFFENSE OF POSSESSION OF CONTROLLED SUBSTANCES

These offenses are set out in Texas Health and Safety Code [§ 481.115](#), [§ 481.1151](#), [§ 481.116](#), [§ 481.117](#), and [§ 481.118](#), which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. [Texas Health and Safety Code § 481.032](#) contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

[Texas Health and Safety Code § 481.115](#) deals with possession of controlled substances in Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 3rd degree felony; more than 4 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

[Texas Health and Safety Code § 481.1151](#) deals with possession of controlled substances in Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felony; number of abuse units more than 20 and less than 80 is a 3rd degree felony; number of abuse units more than 80 and less than 4,000 is a 2nd degree felony; more than 4,000 units and less than 8,000 units is a 1st degree felony; and more than 8,000 units is life imprisonment or a term of 15 to 99 years and up to a \$250,000 fine.

[Texas Health and Safety Code § 481.116](#) deals with possession of controlled substances in Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 3rd degree felony; more than 4 grams and less than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

[Texas Health and Safety Code § 481.117](#) deals with possession of controlled substances in Penalty Group 3 drug offenses: less than 28 grams is a Class A misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 grams and less than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

[Texas Health and Safety Code § 481.118](#) deals with possession of controlled substances in Penalty Group 4 drug offenses: less than 28 grams is a Class B misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 grams and less than 400 grams is a 2nd degree felony; more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

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#### OFFENSE OF DELIVERY OF MARIJUANA

[Texas Health and Safety Code § 481.120](#), deals with delivery of marijuana offenses: less than one quarter ounce is a Class B misdemeanor if delivery is without compensation; less than one quarter ounce is a Class A misdemeanor if delivery is for compensation; more than one quarter ounce and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 2nd degree felony; more than 50 pounds and less than 2000 pounds is a 1st degree felony; and more than 2000 pounds is life imprisonment or a term of 10 to 99 years and a fine not to exceed \$100,000.

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#### OFFENSE OF POSSESSION OF MARIJUANA

[Texas Health and Safety Code § 481.121](#) deals with possession of marijuana offenses: less than 2 oz. is a Class B misdemeanor; more than 2 oz. and less than 4 oz. is a Class A misdemeanor; more than 4 oz. and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 3rd degree felony; more than 50 pounds and less than 2000 pounds is a 2nd degree felony; and more than 2000 pounds is life imprisonment or a term of 5 to 99 years and a fine not to exceed \$50,000.

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#### OFFENSE OF DELIVERY OF CONTROLLED SUBSTANCE OR MARIJUANA TO MINOR

[Texas Health and Safety Code § 481.122](#) deals with the offense of the delivery of a controlled substance or marijuana to a minor (17 years of age or younger) and provides that the offense is a 2nd degree felony punishable by imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000.

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#### OFFENSE OF DRIVING WHILE INTOXICATED (DRUGS OR ALCOHOL)

Texas Penal Code [§ 49.04](#) and [§ 49.09](#) provide that the offense of driving while intoxicated is punishable as a Class B misdemeanor with a minimum term of confinement of 72 hours unless the driver had an open container of alcohol in his possession in which case the offense is a Class B misdemeanor with a minimum term of confinement of 6 days in jail. One prior conviction enhances the punishment to a Class A misdemeanor with a minimum term of confinement of 30 days; two prior convictions enhances the punishment to a 3rd degree felony.

[Texas Penal Code § 49.045](#), Driving While Intoxicated with Child Passenger, provides that if a person operates a motor vehicle in a public place while intoxicated and the vehicle is occupied by a passenger who is under 15 years of age, the person commits an offense that is punishable as a state jail felony.

[Texas Penal Code § 49.07](#), Intoxication Assault, provides that if a person, by mistake or accident, causes serious bodily injury to another while operating a motor vehicle in a public place while intoxicated, the offense is punishable as a 3rd degree felony.

[Texas Penal Code § 49.08](#), Intoxication Manslaughter, provides that if a person operating a motor vehicle in a public place is intoxicated and by reason of the intoxication causes the death of another by accident or mistake, the offense is punishable as a 2nd degree felony.

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#### OFFENSE OF CONSUMPTION OR POSSESSION OF ALCOHOL IN MOTOR VEHICLE

[Texas Penal Code § 49.031](#) provides that the penalty for the offense of possession of an open container of an alcoholic beverage in the passenger area of a motor vehicle that is located on a public highway is a Class C misdemeanor.

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#### OFFENSE OF PUBLIC INTOXICATION

[Texas Penal Code § 49.02](#) provides that the offense of public intoxication in which a person appears in a public place while intoxicated to the degree that the person may endanger himself or another person is punishable as a Class C misdemeanor, unless the person is younger than 21 years old, in which case Sections 106.071 and 106.115, Texas Alcoholic Beverage Code apply and provide for a Class C misdemeanor punishment and attendance at an alcohol awareness program, and if the offender has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

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#### OFFENSE OF PURCHASE OF ALCOHOL BY A MINOR

Texas Alcoholic Beverage Code [§ 106.02](#), [§ 106.071](#), and [§ 106.115](#) provide that the offense of the purchase of alcohol by a minor (a person under 21 years of age) is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and when the person has been previously convicted twice for an alcohol related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2,000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

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#### OFFENSE OF CONSUMPTION OF ALCOHOL BY MINOR

Texas Alcoholic Beverage Code [§ 106.04](#), [§ 106.071](#), and [§ 106.115](#) provide that the offense of consumption of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in

jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program

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#### OFFENSE OF POSSESSION OF ALCOHOL BY MINOR

Texas Alcoholic Beverage Code [§ 106.05](#), [§ 106.071](#), and [§ 106.115](#) provide that the possession of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

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#### OFFENSE OF SALE OF ALCOHOL TO A MINOR

[Texas Alcoholic Beverage Code § 106.03](#) provides that the penalty for selling alcohol to a minor is a Class A misdemeanor.

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#### OFFENSE OF PURCHASE OF ALCOHOL FOR A MINOR OR FURNISHING ALCOHOL TO A MINOR

[Texas Alcoholic Beverage Code § 106.06](#) provides that a person who purchases, or gives, or with criminal negligence, makes available an alcoholic beverage to a minor commits a Class A misdemeanor unless the person is the adult parent, guardian, or spouse of the minor, or an adult in whose custody the minor has been committed by a court and such person is present when the minor possesses or consumes the alcoholic beverage.

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#### OFFENSE OF MISREPRESENTATION OF AGE BY A MINOR TO PERSON SELLING OR SERVING ALCOHOLIC BEVERAGES

Texas Alcoholic Beverage Code [§ 106.07](#), [§ 106.071](#), and [§ 106.115](#) provide that the penalty for misrepresentation of age by a minor to a person selling or serving alcoholic beverages is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the offender is a minor previously convicted twice for alcohol-related offenses, a fine of not less than \$250 or more than \$2,000; confinement in jail for a term not to exceed 180 days; or both fine and imprisonment; community service of 8 to 40 hours; suspension of Texas Driver's License for 30 to 180 days and attendance at an alcohol awareness program.

The University assists in annual drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. Students found in violation of the ABU code of conduct with regards to drugs and alcohol will be subject to sanctions deemed appropriate by the office of the Dean of Students. Specific information will be addressed in the Alcohol and Drug Biennial Review, available in the Consumer and Safety Information document at: or located in the Dean of Students Office. The University also provides education through dissemination of informational materials, educational programs, and local counseling referrals.

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#### ALCOHOL AND OTHER DRUGS BIENNIAL REVIEW

ABU will compile a Biennial Review of the University alcohol and drug policy and initiatives. The Biennial Review includes foundational belief, a review of policy, annual notification, goals, statistical reporting elements, enforcement/sanction consistency, campus efforts, measured effectiveness of the policy and programs, and identified improvements that can be made. The **Drug and Alcohol Biennial Review** will be available in the following locations: Academic Office, Student Affairs Office, Business Office, and Admissions Office.

#### ABU DRUG POLICY OVERSIGHT AND BIENNIAL REVIEW

The Drug Free Schools and Communities Act requires, as a condition of receiving any federal funding or other financial assistance, that an institution of higher education certify it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol for students and employees on school premises and as a part of its activities.

The Arlington Baptist University campus and community will provide comprehensive alcohol and other drug prevention initiatives, programs, and services that focus on policy, environmental management, education, intervention, prevention, research and assessment. Regular assessment of the effectiveness of the DAAPP policies and procedures will be the responsibility of the Drug and Alcohol Prevention (DAP) committee. It shall be the responsibility of the DAP committee to implement changes when necessary or desirable and ensure that the sanctions developed are enforced consistently. Said committee will meet at least once a year to review current data and recommend any needed changes to the University President for approval followed by the needed postings. They will also conduct a biennial review of all procedures for submission to the Department of Education in accordance with the Clery ACT.

When conducting the biennial review, the following information will be reviewed by the DAP committee:

- A. Incident reports in the Vice President of Student Affairs Office related to any infractions of the student drug and alcohol policy which notes any follow-up steps taken for remediation and whether those steps were successful.

- B. Local, State, and Federal Mandates regarding drug and alcohol abuse to ensure that the following documents contain current and accurate information:
1. Alcohol and drug prevention information provided to students, staff, faculty, and employees
  2. Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
  3. Current Arlington Baptist University Catalog - specifically the section dealing with student life on campus and expectations related to student behavior
  4. Residence Life policies related to drugs and alcohol
  5. Employee Handbook policies related to drug and alcohol use by university employees and the sanctions imposed for failure to comply
  6. Various resources available to students and employees regarding drug and alcohol abuse
- C. Alcohol and drug policies at similar institutions to see if better approaches have been developed by others.

Upon completion of the biennial review, the findings will be submitted for approval by the office of the Arlington Baptist University President (Currently Dr. D.L. Moody). Upon his approval, the biennial review will be published and made available online in an electronic format, and in hard copies in the following locations:

Business office, Dean of Students office, Registrar’s office, and Vice President of Institutional Effectiveness office.

Hard copies can also be requested by mail. To communicate the availability of these documents, students, faculty, staff and employees will receive e-mail notifications stating that the documents are ready and available at a specified URL and/or at the locations listed above.

**Committee Members shall be represented by the following areas:**

<b>AREA OF INTEREST:</b>	<b>CURRENT MEMBER:</b>
Vice President of Student Affairs	Peggy Smith
Vice President of Academic Affairs	Janie Taylor
Vice President of Institutional Effectiveness	Carl Johnson
Vice President of Business Affairs	David Ingram
Financial Aid Officer	John Rocha



## HEALTH RISKS

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Additional health risks can include:

Substance	Some Possible Long-Term Effects
Alcohol	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment
Amphetamines <i>uppers, speed, crank</i>	loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression
Barbiturates <i>barbs, bluebirds, blues</i>	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment
Benzodiazepines (Valium, Xanax, Ativan, Dalmane, Rohypnol) <i>benzos, downers, sleepers, tranqs, roofies</i>	impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence
Cocaine & Cocaine freebase <i>coke</i>	loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations
Codeine	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Heroin <i>H, junk, smack</i>	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Inhalants <i>ames, gas, laughing gas, poppers, snappers</i>	psychological dependence, psychotic reactions, confusion, frozen airway, sudden death
LSD <i>acid</i>	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks
MDA, MDMA, MOMA <i>ecstasy, xtc</i>	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia

Marijuana (cannabis) <i>pot, grass, dope, weed, joints</i>	bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration
Mescaline (peyote cactus) <i>mesc, peyote</i>	may intensify existing psychosis, hallucinations at high dose
Methaqualone <i>ludes</i>	coma, convulsions
Morphine <i>M, morf</i>	physical dependence, constipation, loss of appetite, lethargy
PCP <i>crystal, tea, angel dust</i>	psychotic behavior, violent acts, psychosis, hallucinations at high dose
Psilocybin <i>magic mushrooms</i>	may intensify existing psychosis
Steroids <i>juice</i>	cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

## TREATMENT PROGRAMS

Any member of the University community that is experiencing symptoms associated with their own or someone else's alcohol or drug use is encouraged to seek help. Students needing assistance can receive referrals to local counselors from the Dean of Student's Office. Any ABU faculty, staff or employee can seek help for counseling or rehabilitation through services provided by our healthcare provider, Blue Cross and Blue Shield of Texas. Information can be found on the services available by contacting our local provider or logging on to <http://www.bcbstx.com/>

## CONSUMER INFORMATION FOR STUDENT ATHLETES

Office Responsible	Athletic Director
Location of Information	University Website, Athletic Office, Academic Office, Business Office, Student Affairs Office
Information Updated	October 2018
Policy and Procedures Update	NA

## ATHLETIC PROGRAM PARTICIPATION RATES / FINANCIAL SUPPORT DATA (EADA)

Arlington Baptist University provides equitable athletic opportunities for all sports offered for both men and women. By October 15 of each year, the University will complete and make available a report on athletic program participation rates and financial support. A copy of this report, Equity in Athletics Disclosure Act (EADA), will be available in the athletic office, admissions office, and library. Also, upon request, a copy of the report can be mailed.

<https://www.abu.edu/consumer-reports1>

## COMPLETION & GRADUATION RATES FOR STUDENT ATHLETES

Arlington Baptist University does not offer student athletes athletically related student aid; therefore, this information is not calculated.

## EQUITY IN ATHLETICS REPORT (EADA)

This report is completed by October 15 of each year. The report is available on our university website at:

The EADA report is also available on the Department of Education website at:

<https://ope.ed.gov/athletics/#/>

## STUDENT RIGHT TO KNOW INFORMATION

Office Responsible	V. P. of Academic Affairs
Location of Information	Student Handbook, University Catalog and Website, Academic Office, Student Affairs Office, Business Office
Information Updated	September 2020
Policy and Procedures Update	July 2015

## COPYRIGHT INFRINGEMENT: PENALTIES AND POLICIES

“Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws”

“Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or ‘statutory ‘damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For ‘willful’ infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment or up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://www.copyright.gov/>.

## ACADEMIC INTEGRITY POLICY AND PROCEDURES

Office Responsible	V. P. of Academic Affairs
Location of Information	Student Handbook, University Catalog and Website, Academic Office, Student Affairs Office, Business Office
Information Updated	September 2020
Policy and Procedures Update	June 2016

### POLICY:

#### ACADEMIC INTEGRITY POLICY

In accordance with Biblical principles of honesty and integrity, Arlington Baptist University views any act of cheating or plagiarism as a serious offense. If any faculty member observes or suspects that plagiarism or cheating has occurred, he or she is obligated to address the instance and notify the Academic Affairs office of the situation.

Academic dishonesty includes, but is not limited to, the following:

- Turning in work done by another person as if it was your personal effort.
- Copying another student's homework, paper, test, or assignment.
- Copying from a source (books, internet, etc.) and not giving credit to the source.
- Copying and Pasting from a website or document on the Internet.
- Working together with one or more persons on an assignment that is intended to be done by you alone.
- Copying or attempting to copy answers from the test of another student.
- Using notes, materials, or assistance on a test when the instructor has not given clear permission for their use.
- Communicating with another student during a test, quiz, or exam.
- Assisting or allowing someone to copy your work without the instructor's clear permission to do so.
- Submitting, without explicit permission from the current instructor(s), materials written for a previous or concurrent class.
- Accessing another student's online course(s) from any semester/term, with or without that student's approval while registered for that course will be viewed as a deliberate and premeditated action and will be treated as a double offence resulting in an automatic failure of that course in accordance with step 2 below. If the student has already received a warning or it involves more than one course, this infraction could result in dismissal from school.

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#### THE CONSEQUENCES FOR ACADEMIC DISHONESTY MAY BE APPLIED AT THREE LEVELS:

1. When a student violates the Academic Integrity Policy, Faculty will contact the Academic Dean to see if this may be viewed as inadvertent. Only "inadvertent" violations will receive the minimum. If the student has completed English Composition I or II at ABU or has taken an online course in two semesters, the infraction will be not viewed as inadvertent. The minimum consequences are to be understood as follows:

a. An on campus only student whose violation seems inadvertent may, at the discretion of the instructor, be given a variety of penalties up to and including a zero for the work submitted. If, based on their current grade, the penalty does not prevent the student from passing the course, the student will be allowed to continue. However, the student must also attend an Academic Integrity (AI) Training session. Said student should not be allowed to participate in class activities until an AI training session has been scheduled with the school's librarian who will provide an admittance note. When the AI training is completed, the student must first show the appropriate faculty member a signed certificate of completion and then submit the certificate to the Academic Affairs office before a passing grade can be submitted or posted.

b. An online only student or an on-campus student whose first inadvertent violation occurs in an online course may, at the discretion of the instructor, be allowed to continue the course. However, the student will be given a zero for the work submitted and must first retake and pass the plagiarism quiz before any further work can be submitted. The student must also submit to their instructor a one-page paper indicating why the noted action(s) violated our Academic Integrity Policy before a passing grade can be given or posted. (*The minimum penalty in the online course is more severe because the student has already taken a plagiarism quiz and affirmed an understanding of the process.*)

2. An instance of intentional academic dishonesty or subsequent violation in the same course or a second course will result in the student's dismissal from the course and a failing grade for that course. If an extreme abuse occurs, the faculty or administration may recommend that the student appear before the Academic Affairs committee to give reason why the student should not be suspended or dismissed from school.

3. A third offense, any pattern of academic dishonesty, or a clearly egregious violation (such as willfully assisting or encouraging another student to violate the Academic Integrity Policy) will result in course failure and required appearance before the Academic Affairs committee to determine if possible, suspension or dismissal is appropriate.

## PROCEDURES:

Upon the occurrence of an infraction regarding cheating and/or plagiarism, the following steps should be taken:

1. As soon as possible, at the discovery of an apparent infraction, the instructor should notify the appropriate student(s) to discuss the nature of the alleged infraction(s), the consequences of such infraction(s), and the procedures related to the consequences.
2. The V. P. of Academic Affairs must then be notified and sent documentation regarding the infraction.
3. If after this initial notification an infraction is confirmed, the instructor will complete and sign The ACADEMIC INTEGRITY Information Notification Form and proceed as follows:
  - a. On-campus students will be asked to sign the form, acknowledging the complaint.
  - b. Online students will be emailed a copy of the signed form and asked to forward the document to the Academic Dean at [jtaylor@abu.edu](mailto:jtaylor@abu.edu) as acknowledgement of receipt.
  - c. The instructor's signed copy will be sent to the Academic Dean. (The instructor is encouraged to keep a personal copy as well.)

4. The Academic Dean will determine if this is a first, second, or third infraction regarding academic integrity and, based on the number of and seriousness of the infractions, determine the appropriate level of consequence as specified in our Academic Integrity Policy and initiate the appropriate consequences. The student will then be notified of the pending consequences and may appeal.
5. If this is a level three offense or appears to show a pattern of academic dishonesty, the Academic Affairs Committee will consider the evidence and discuss each circumstance thoroughly and determine a course of action. While the minimum consequence will be failure of the course in which the infraction occurred, the committee will, upon evidence of a *pattern of academic dishonesty*, recommend either forced withdrawal or dismissal of the student from the University.
  - a. dismissal will result in a grade of “F” for all courses in which the student is enrolled during the semester of the last infraction.
  - b. If the student is allowed to withdraw, the student will receive an “F” in the course in which the third offense occurred, but other professors will have the option of awarding the student a grade of “W” (withdrawal) or “F” (failure).
6. Students given a dismissal or mandatory withdrawal will not be allowed to re-enroll for at least one semester.
7. A copy of all ACADEMIC INTEGRITY Infraction Notification Forms will become a part of the student’s permanent file.

[abu.edu](http://abu.edu), [Student Handbook](#), p. 11

## DISCIPLINARY PROCEDURES

Office Responsible	V. P. of Student Affairs / V. P. of Academic Affairs
Location of Information	Student Handbook, University Website, Student Affairs Office, Academic Office, Admissions Office, Business Office
Information Updated	February 2018
Policy and Procedures Update	February 2018

## ACADEMIC

Upon the occurrence of an infraction regarding cheating and/or plagiarism, the following steps should be taken:

1. As soon as possible, the discovery of an apparent infraction, the instructor should notify the appropriate student(s) to discuss the nature of the alleged infraction(s), the consequences of such infraction(s), and the procedures related to the consequences.
2. The VP of Academic Affairs must then be notified and sent documentation regarding the infraction.
3. If after this initial notification an infraction is confirmed, the instructor will complete and sign The ACADEMIC INTEGRITY Information Notification Form and proceed as follows:
  - a. On-campus students will be asked to sign the form, acknowledging the complaint.
  - b. Online students will be emailed a copy of the signed form and asked to forward the document to the Academic Dean at [jtaylor@abu.edu](mailto:jtaylor@abu.edu) as acknowledgement of receipt.
  - c. The instructor's signed copy will be sent to the Academic dean. (The instructor is encouraged to keep a personal copy as well.)
4. The Academic Dean will determine if this is a first, second, or third infraction regarding academic integrity, and based on the number and seriousness of the infraction determine the appropriate level of consequence as specified in our Academic Integrity Policy and initiate the appropriate consequences. The student will then be notified of the pending consequences and may appeal.
5. If this is a level three offense or appears to show a pattern of academic dishonesty, the Academic Affairs Committee will consider the evidence and discuss each circumstance thoroughly and determine a course of action. While the minimum consequence will be failure of the course in which the infraction occurred, the committee will, upon evidence of a "pattern of academic dishonesty", recommend either forced withdrawal or dismissal of the student from the university.
  - a. A dismissal will result in a grade of "F" for all courses in which the student is enrolled during the semester of the last infraction.
  - b. If the student is allowed to withdraw, the student will receive an "F" in the course in which the third offense occurred, but other professors will have the option of awarding the student a grade of "W" (withdrawal) or "F" (failure).



6. Students given a dismissal or mandatory withdrawal will not be allowed to re-enroll for at least one semester.
7. A copy of all ACADEMIC INTEGRITY Infraction Notification Forms will become a part of the student's permanent file.

## DEMERITS

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### DEMERITS WILL BE ISSUED FOR THE FOLLOWING:

- Violation of the policies set forth in the Student Handbook
- Violation of the dress code
- Violation of dormitory rules
- Disrespect toward instructors, office personnel, dormitory supervisors, maintenance, and food service supervisors

Students will be notified when demerits are issued. On-campus resident students will receive notification in their mailboxes or by email and off campus students will be notified by email or regular mail.

A student who receives **5 demerits** in a semester (disciplinary and/or chapel) will be assessed a \$25.00 fine. This fine will be payable to the Business Office and is due within two weeks from the date the fine was issued. If the fine is not paid within this two-week period, the student will be suspended from activities such as sports teams, recruitment teams, or activity teams until the fine is paid.

A student who receives **10 demerits** in a semester will be assessed an additional \$50.00 fine and the student's status will be reviewed by the Student Affairs Committee. This fine will be payable to the Business Office and is due within two weeks from the date the fine was issued. If the fine is not paid within this two-week period, the student will be suspended from activities such as sports teams and recruitment teams until the fine is paid.

Notice of fines will be issued by the VP of Student Affairs and reported to the Business Office where the fine will be paid. A student who receives **15 demerits** in a semester will be dismissed for the remainder of the semester.

One chapel demerit will be issued for each unexcused chapel absence. On the **6<sup>th</sup> chapel demerit**, the student will be required to personally report to the VP of Student Affairs and face possible expulsion. Chapel services are an essential part of the student's university experience. Therefore, every effort should be made to be present in all chapel services. If illness or some other providential hindrance requires that the student miss a chapel service, the student must contact the VP of Student Affairs to avoid receiving a demerit. The request for a chapel excuse should be presented in writing or emailed to the VP of Student Affairs and include the student's name, date of absence and reason for the absence. This appeal should be made within 7 days of the absence; otherwise, the demerit will remain on the student's record.

## DISCIPLINARY PROBATION

Students involved in serious disciplinary action may be placed on probation. Any student returning from suspension will be placed on disciplinary probation for the remainder of the semester. This probation status indicates the faculty has serious doubt that the student measures up to graduation requirements. A student in this classification will report at regular intervals to a designated member of the Student Affairs Committee.

It is understood that when a student is on probation, there is a question regarding eligibility to return the following semester. Therefore, it is his/her responsibility to prove his/her right to return by his/her conduct during the probationary period. During the probationary period, individual restrictions may be imposed as the case warrants.

## SUSPENSION / DISMISSAL / MANDATORY WITHDRAWAL

A serious policy violation or excessive demerits may result in the student being suspended from the university for a specified time. (See the section on demerits.)

Dismissal for serious violations of university regulations is determined by the Student Affairs Committee. When dismissed, a student must leave the campus within the time limit set by the Student Affairs Committee. The dismissed student will not be allowed to return to the campus a review by Administration.

If circumstances warrant, a student in serious violation of university regulations may be allowed to withdraw from all courses (mandatory withdrawal) instead of being dismissed. While a dismissal constitutes a grade of "F" in all courses, a withdrawal may result in a grade of "W" for the student's courses for the semester in question.

[abu.edu](http://abu.edu), [Student Handbooks](#), p. 40

## READMISSION POLICY AND PROCEDURES

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### POLICY:

Students who have been dismissed or allowed to withdraw from the University as a result of disciplinary action regarding a rule(s) or policy infraction / violation can request to be readmitted to the University after the time designated by the Academic or Student Affairs Committee. This readmission process should be tracked using the *ABU Readmission Form*.

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### PROCEDURES:

Following disciplinary action resulting in a dismissal or mandatory withdrawal, the student who wishes to reenter the University must complete these steps:

1. Follow the “wait” period as designated by the appropriate committee at the time the disciplinary action was issued. (This wait period could be for the remainder of the semester, until the following semester, for the remainder of the school year, or up to one calendar year.)
2. Submit a letter of request to the Student Affairs or Academic Affairs office to begin the process. This letter should contain:
  - a. A statement regarding the student’s purpose for returning and his/her degree completion plans. (“I am seeking readmission because . . . )
  - b. An acknowledgement of the violation or infraction that led to the dismissal or mandatory withdrawal with an explanation of how the student will avoid a reoccurrence, and a statement regarding the student’s commitment to avoiding the same or similar infraction in the future;
  - c. A request to meet with the appropriate committee to explain their request in person;
  - d. If their dismissal was for disciplinary reasons, a statement regarding any counseling received during the “wait” period and a description of any continuing counseling or spiritual guidance the student expects to receive.
3. Prior to readmission, the appropriate committee will meet to discuss the information submitted by the student. The student will then meet with the committee to explain his/her desire to be readmitted, affirm his/her educational goals, and address any issues regarding the contents of the submitted letter.
4. The committee will confer in the absence of the student, and a decision will be reached by the committee. This decision will be communicated to the student and the appropriate administrative offices. The decision to readmit may be either unconditional or conditional. For conditional admittance, the probationary period may last up to one year.

The committee recommendation for conditional or unconditional re-admittance will be forwarded to the Business Office for verification that the student is financially eligible to re-enroll. Upon receipt of a recommendation for re-enrollment, the student should contact the business office to verify his/her financial eligibility.

## RIGHT OF APPEAL

In the case of a suspension, dismissal, or mandatory withdrawal, students have the option to appeal (See Appeal Process, page 36). If a suspension is successfully appealed and the appeal is granted, the suspension will be reversed, but other consequences may be issued by the Student Affairs Committee. If the suspension appeal is not successful, the original terms of the suspension will go into effect.

If a dismissal or mandatory withdrawal is appealed and the appeal is not granted, the student will receive a dismissal for the semester in question. If this appeal is granted, other consequences may be issued by the Student Affairs Committee. This Committee's decision is final.

## STUDENT COMPLAINTS AND GRIEVANCES

Office Responsible	V. P. of Student Affairs / V. P. of Academic Affairs / V. P. of Business Affairs
Location of Information	Student Handbook, University Website, Student Affairs Office, Academic Office, Business Office, Admissions Office
Information Updated	September 2020
Policy and Procedures Update	Fall 2018

### POLICY

Arlington Baptist University understands that misunderstandings and conflicts are often a part of life and community interaction. ABU encourages the resolution of student complaints through courteous, patient communication. Conflicts are best addressed at their lowest level, as close to the time of the incident as possible. Following the procedures listed in Matthew 18:15-17, an initial solution should be sought with regard to the person deemed guilty of an offense. If a resolution cannot be reached at that level, it may be addressed at a more formal level.

### PROCEDURES

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#### INFORMAL:

A student who has a complaint concerning ABU should first direct his/her questions to the person directly responsible for the perceived offense. If this does not resolve the matter, the student should seek Godly counsel that can help to objectively affirm the validity of their concern and assist in a timely resolution. If the student has made a reasonable attempt to resolve the problem with the person directly involved and is still not satisfied with the outcome of that informal process, a written complaint may be filed.

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#### FORMAL

The formal grievance process requires written documentation. A formal grievance form is available through the office of the Vice-President of Student Affairs or the Academic Offices. The student will observe the following process:

1. A written complaint should be made to the immediate supervisor of the person against whom the complaint is made which explains the concern and describes the actions taken to resolve the conflict. If no resolution is reached, or the student has not received a satisfactory response from the supervisor within 10 working days of the submittal of the grievance form, then the student may proceed to the next step.
2. The student should complete the formal written grievance form and present it to the university administrator who has jurisdiction over the area or person involved. (If an administrator is a person involved in the initial conflict, the grievance should be filed with the President.) The administrator may deal with the issue themselves or confer with a university committee and/or staff to rule on the grievance. A ruling on the

grievance will be determined within 30 days of the receipt of complaint as submitted to the administrator. The administrator will inform the complainant and those previously involved of the decision.

- The complainant may appeal the decision of the university administrator and/or committee to the president of the university or the president’s designee(s). Appeal to the president must be made within ten working days and include the previous university's grievance form, the ruling of step 2, and an explanation as to why the ruling is unsatisfactory. A ruling on the appeal to the president will be made within 15 days of filing of the appeal. Rulings made at this level are final within the institution if the President chooses to use a committee, it will consist of at least three administrators and two faculty members, although the affected administrator may be allowed to present information, he/she will have no vote in the final outcome.

[abu.edu](http://abu.edu), *Catalog*, p.27

**GRIEVANCES AGAINST ARLINGTON BAPTIST UNIVERSITY**

For grievances beyond this outline of procedures, students may contact the university's accrediting agency (ABHE) or the Texas Higher Education Coordinating Board. Contact information is listed below:

If a student feels that he/she has been treated unfairly after completing the Student Complaints and Grievances process, or if the complaint involves a clearly stated policy which is not subject to the Grievance process, a final appeal may be made using the Student Appeal Form. (See last page.)

**PROCEDURE**

For grievances beyond this outline of procedures, students may contact the University’s accrediting agency (ABHE), the Texas Higher Education Coordinating Board. For matters involving civil rights, contact the U.S. Department of Education. Contact information is listed below:

Association for Biblical Higher Education	Texas Education Agency
5850 T.G. Lee Blvd, Suite #130 Orlando, FL 32822 <a href="http://abhe.org/pages/NAV-Contact.html">http://abhe.org/pages/NAV-Contact.html</a>	<a href="http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/">http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/</a>
Texas Higher Education Coordinating Board	U.S Department of Education
P.O. Box 12788 Austin, TX 78711-2788 <a href="https://www.highered.texas.gov/">https://www.highered.texas.gov/</a>	Office for Civil Rights 1999 Bryan Street, Suite 1620 Dallas, TX 75201-6810. <a href="http://www2.ed.gov/about/offices/list/ocr/docs/howto.html">http://www2.ed.gov/about/offices/list/ocr/docs/howto.html</a>

[abu.edu](http://abu.edu), *Catalog*, p. 27

## APPEAL PROCESS

Office Responsible	V. P. of Student Affairs / V. P. of Academic Affairs / V. P. of Business Affairs
Location of Information	Student Handbook, College Website, Student Affairs Off., Academic Off., Admissions Off., Business Off.
Information Updated	September 2020
Policy and Procedures Update	Fall 2017

If a student feels that he/she has been treated unfairly after completing the Student Complaints and Grievances process, or if the complaint involves a clearly stated policy which is not subject to the Grievance process, a final appeal may be made using the Student Appeal Form. (See last page.)

Academic appeals will be heard by the Academic Affairs Committee; Disciplinary appeals will be heard by the Student Affairs Committee; and administrative appeals will be heard by the President or his appointed committee. (See *Student Complaints and Procedures, Formal Procedures*, numbers 2 and 3.) After review by committee or the President, the student will be notified of the determined results. This decision is final.

For grievances beyond this outline of procedures, students may contact the University's accrediting agency (ABHE), the Texas Higher Education Coordinating Board. For matters involving civil rights, contact the U.S. Department of Education. Contact information is listed below:

[abu.edu](http://abu.edu), [Catalog](#), p. 43

[abu.edu](http://abu.edu), [Student Handbook](#), p. 42

### Association for Biblical Higher Education

5850 T.G. Lee Blvd, Suite #130  
Orlando, FL 32822

<http://abhe.org/pages/NAV-Contact.html>

### Texas Higher Education Coordinating Board

P.O. Box 12788  
Austin, TX 78711-2788

<https://www.highered.texas.gov/>

### Texas Education Agency

[http://tea.texas.gov/About\\_TEA/Contact\\_Us/Complaints/Complaints/](http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/)

### U.S Department of Education

Office for Civil Rights  
1999 Bryan Street, Suite 1620  
Dallas, TX 75201-6810.

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

## MISCELLANEOUS GENERAL DISCLOSURES

Office Responsible	V. P. of Academic Affairs / V. P. of Student Affairs
Location of Information	University Website, Academic Office, Admissions Office, Student Affairs Office
Information Updated	September 2020
Policy and Procedures Update	NA

## ABU GRADUATE SURVEY INFORMATION

Each Spring the University sends an electronic survey to graduates who have completed their degrees within the previous three to five school year terms. This survey calculates statistics regarding employment as related to the student's degree, salary range, post-graduate endeavors, and other information useful for assessment purposes. In addition, in September of each year, the academic office calculates and report graduation rates and retention rates.

These rates are available to prospective students, enrolled students, school employees, and the general public. The information gathered can be obtained from the university's website (Quick Facts), or by email, mail, or phone upon request. <https://www.abu.edu/student-achievement/institutional-performance-outcomes>



## GRADUATION / COMPLETION RATES

Office Responsible	V. P. of Academic Affairs / Department Heads
Location of Information	University Website, Academic Office, Admissions Office
Information Updated	Summer 2021
Policy and Procedures Update	NA

### Graduation Rates for 5-year Cohorts of First-Time, Full-Time (FT/FT) Students<sup>1</sup>

COHORT	FT/FT Students	Graduates	Graduation Rate
2013	31	5	16%
2014	34	7	21%
2015	30	8	27%
2016	23	6	26%
2017	23	0	0%

### Gender and Ethnicity Percentages – Cohort 2013-2017 (FT/FT) Graduates<sup>2</sup>

COHORT	GENDER/ETHNICITY	Percentage
2013	Male / Caucasian	40%
	Female / Caucasian	20%
	Male / Hispanic	20%
	Female / Black American	20%
2014	Male / Caucasian	29%
	Female / Caucasian	57%
	Female / Hispanic	14%
2015	Male / Caucasian	25%
	Female / Caucasian	50%
	Male / Black American	12.5%
	Female / Black American	12.5%
2016	Male / Caucasian	50%
	Female / Caucasian	33%
	Male / Black American	17%
2017	NA	NA

<sup>1</sup>Percentage of FT, First-time Students entering a BS Program Fall 2013 – Fall 2017 (5-year Cohort) (In-House Stats).

<sup>2</sup>Percentage of FT, First-time Students entering a BS Program – by Gender / Ethnicity Fall 2013-Fall 2017 (5-year Cohort) (In-House Stats).

<https://www.abu.edu/student-achievement/institutional-performance-outcomes>

<a href="https://www.abu.edu/quick-facts1">https://www.abu.edu/quick-facts1</a>		
GENDER	RACE	FINANCIAL AID
Male - 56%	Caucasian - 67%	Grants - 44%
Female - 44%	Hispanic - 11%	Loans - 77%
	African American - 22%	Neither - 22%

**TRANSFER-OUT RATES**

The University began calculating transfer out rates in the Fall 2017 School term.

- 2018-2019 - 40% of New First-Time/Full-Time Students Transferred Out
- 2019-2020 - 17% of New First-Time/Full-Time Students Transferred Out

**RETENTION RATES**

The University calculates attrition rates each school year. These percent/rates are available on the University’s website.

**Five Year Retention Rate for First Time, Full-Time Students**

- 2016- 30% of 2015 FT/FT Students Returned
- 2017- 42% of 2016 FT/FT Students Returned
- 2018 - 30% of 2017 FT/FT Students Returned
- 2019 - 51% of 2018 FT/FT Students Returned
- 2020- 61% of 2019 FT/FT Students Returned

## PLACEMENT RATES

Office Responsible	V. P. of Academic Affairs / Department Heads
Location of Information	University Website, Academic Office, Admissions Office
Information Updated	Summer 2021
Policy and Procedures Update	NA

### INITIAL EMPLOYMENT RATES (Includes those pursuing a master's degree)<sup>1</sup>

	#Employed	# of Graduates	Percentage
School of Education	37	52	77%
School of Business	14	18	78%
School of Ministry Leadership	37	52	71% <sup>2</sup>

School of Interdisciplinary Studies (No Stats – Program does not lead to an Occupation)

<sup>1</sup>Percentage of Graduates Employed within One Year after Graduation. (Program Chair Reports)

<sup>2</sup>Percentage of Graduates from a Ministry Leadership Program who were Employed or Volunteering in Christian Ministries after Graduation. (Program Chair Reports)

<https://www.abu.edu/student-achievement/institutional-performance-outcomes>

## TEXTBOOK INFORMATION

Office Responsible	V. P. of Academic Affairs / Department Heads
Location of Information	University Website, Academic Office, Admissions Office
Information Updated	Fall 2019
Policy and Procedures Update	NA

A course schedule for each semester is provided on the university's website, and paper copies are available in the Registrar's Office or by request through mail or email. The schedule lists the course name and number, as well as the instructor. The university maintains an online bookstore which allows the students to research by faculty or book title. Each course displays required and recommended textbooks, ISBN numbers, and retail prices.

- Course Schedules: <https://www.abu.edu/class-schedules>
- Online Bookstore: [https://bookstore.mbsdirect.net/vbm/vb\\_home.php?FVCUSNO=3593&url=arlington.ht](https://bookstore.mbsdirect.net/vbm/vb_home.php?FVCUSNO=3593&url=arlington.ht)
- CAMs Student Portal <https://portal.abu.edu/student/login.asp>

## CAMPUS SECURITY

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook, University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	February 2018
Policy and Procedures Update	February 2018

## CAMPUS NOTIFICATION AND RESPONSE PROCEDURE

### CLERY ACT OVERVIEW

Under the federal law entitled "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," statistics regarding major crimes "reported" to campus security authorities must be published for the past three calendar years. A crime is "reported" when it is brought to the attention of a campus security authority or the local police. It is not necessary for the crime to have been investigated by the police or campus security, nor must a finding of guilt or responsibility be made. Information in this report was obtained from the files of the Office of Safety and Security, the Office of Student Affairs and the law enforcement agencies that surround our main campus & alternate sites. The reported crimes and relevant statistics are available in the office of the Dean of Students, as well as posted online at our website: <https://www.abu.edu/library/public/documents/Consumer-Reports/2020-21-ANNUAL-SECURITY-REPORT-2-.pdf>

### POLICY:

When circumstances warrant, Crime Alert Notices are distributed to warn the ABU community of a crime or incident that poses a possible ongoing or continuous threat to campus safety. Warnings may also be utilized to notify the University community regarding campus or off-campus crime trends or incidents to encourage the use of safety precautions. These warnings will be disseminated by an authorized member of the administration office of Arlington Baptist University and disseminated in a timely manner.

Crime Alerts and other event-specific notifications that will be disseminated to the campus community include:

- Inclement Weather\*
- Hazardous Materials Incident

- Armed/Hostile Intruder
- Bomb/Explosives Threat
- Terrorist Incident
- Natural Disaster
- Structure Fires

Once verified, such notifications are to be released as soon as reasonably possible by means of text, email, and/or website. (\*Imminent danger from severe weather is announced by the sounding of a severe weather siren triggered by the city of Arlington. This system is tested every Wednesday.)

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**PROCEDURES:**

1. The first step when encountering a danger is to remove oneself from harm's way.
2. Any observed threat should be brought to the attention of Administration, Faculty, Dorm Parents, and/or Campus Security officer.
3. Notifications will be sent by text and email using our *Funnelmaker* program, and law enforcement personnel will be notified as necessary.
4. When notifications become necessary, that information will also be posted to our website as soon as possible.
5. In the event of a hazardous material threat or bomb threat, students will be evacuated and/or placed into lockdown in accordance with the instructions of law enforcement.
6. In the event of an armed hostile intruder or shooter in area, the campus will be placed in lockdown.
7. When an evacuation is ordered, normal fire evacuations should be followed unless otherwise instructed.
8. When a lockdown is announced, all personnel should proceed to the nearest building and remain behind locked doors away from windows with the lights turned off until they are advised that the threat is no longer relevant.
9. University closings due to inclement weather will be posted on our website and may be sent out by text or email.
10. It is the administration's responsibility to determine when and how such notifications are to be disseminated.

## ANNUAL SECURITY REPORT

Office Responsible	V. P. of Student Affairs
Location of Information	University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	October 1 (each year)
Policy and Procedures Update	February 2018

Statistical information regarding campus safety is compiled each year into an Annual Safety Report by the office of the VP of Student Affairs. The current report is available for review by both students and the general public. It may be accessed by the following means:

1. An electronic copy is posted on our website – <https://www.abu.edu/campus-security>
2. Hard copies can be provided upon request to the VP of Student Affairs.

Whenever a new report becomes available, our website is updated, and notification of its availability is sent through our campus-wide-email distribution program. <https://www.abu.edu/campus-security>

## MISSING PERSONS POLICY AND PROCEDURES

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	February 2018
Policy and Procedures Update	September 2017

### POLICY:

Arlington Baptist University acknowledges its responsibility to monitor the general welfare of its students in general and resident students in specific. Federal law requires that the University establish a policy on reporting a student missing from on-campus student housing, how students can designate a missing person contact person, and how the missing person contact information will be used.

This policy has been approved by the office of the Vice President of Student Affairs and is publicized for all Arlington Baptist University faculty, staff, and students.

Questions on the policy or procedure for the Missing Student Policy:

1. Call the Vice President of Student Affairs office at (817) 987-1795.
2. Send an e-mail to the Vice President of Student Affairs at [psmith@abu.edu](mailto:psmith@abu.edu)

### PROCEDURES:

1. If any person believes or receives notice that an Arlington Baptist University student has been missing, the person must immediately make a report to ABU administration (817) 987-1795 or [psmith@abu.edu](mailto:psmith@abu.edu)
2. ABU accepts any report, including a telephone report, of a missing student. If ABU determines that a student for whom a missing person report has been filed has been missing for 24 hours, then, no later than 24 hours after the student has been determined to be missing, ABU will:
  - a. Notify the individual(s) identified by the student to be contacted in such circumstances.
  - b. Notify a parent or guardian if the student is less than 18 years old and not emancipated.
  - c. Notify appropriate law enforcement agencies in compliance with all statutory requirements.
3. The student-provided missing person contact information will be registered confidentially and will be accessible only to authorized campus officials (such as the Registrar and Student Affairs)



and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

4. In the event of a missing student determination, ABU will investigate and follow procedural protocols outlined in ABU's Missing Persons procedure.
5. During each new student orientation, student affairs services will remind students of the opportunity to register a missing person contact and provide directions on how to do so. The student affairs office may issue additional registration reminders at its discretion.
6. The Registrar's office maintains student provided emergency and missing contact information. The Registrar is responsible for maintaining missing student contact notice documentation in accordance with record retention requirements outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)).
7. Regardless of whether the student has named a confidential missing student contact person under this policy, ABU will notify all appropriate law enforcement agencies in compliance with all statutory requirements, no later than 24 hours after the time the individual is determined missing.
8. ABU may issue community notice(s), including photograph(s) of the student, to assist in locating a missing student.

## SEXUAL OFFENCES (VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT -VAWA)

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook, University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	July 2015
Policy and Procedures Update	July 2015

### POLICY:

Sexual offenses such as sexual assault and aggravated sexual assault are serious felony crimes, but ARLINGTON BAPTIST UNIVERSITY **strongly condemns ANY acts of violence related to one's sexual identity.** Any reports of sexual offense occurring within the jurisdiction of Arlington Baptist University and/or its sponsored activities will be vigorously but discretely investigated to ensure the privacy of the victim and the accused. Any student who is found to be guilty of a sexual offense by a preponderance of evidence, regardless of where the event occurs, will be subject to school discipline as well as possible civil and/or criminal prosecution. Sexual acts committed without the conscious, ongoing agreement of a legally competent adult are nonconsensual and subject to prosecution. Stop means stop!

ABU is also committed to assisting any ABU student who has experienced sexual assault and or harassment, and to providing programs aimed at preventing such crimes. To this end, the topic of sexual offenses will be addressed at every new student orientation as well the first faculty meeting of every school year. Furthermore, at least one chapel shall be taken each spring to address at least one of the following topics: Types of Offenses, Prevention Strategies, Notification Procedures, etc.

The following procedures are presented, in brief, to heighten student awareness of available assistance and provide a prescribed course of action for anyone experiencing this trauma. A partial list of prohibited offenses as well as a list of possible consequences is also provided below.

*(Policies and Procedures with regard to this issue are both posted on our website and included in the Student Handbook & the Annual Security Report.)*

### PROCEDURES:

The best option is always prevention:

1. Remain vigilant when approaching an area that is isolated or poorly lit.
2. If a stranger seems to be lurking in the area, return to a place of safety, report any possible danger, and get someone to go with you.
3. Where practical, travel in groups.

4. Have your keys ready when approaching your parked car. Enter quickly and relock the doors.
5. Avoid activities that could compromise your judgment or leave you alone with a stranger.
6. Notify the University and your employers of any no contact, restraining, or protective orders that have been issued on your behalf.
7. If you see or sense danger and have no immediate means of aid or escape, call for help.

If you witness an assault on another person:

1. Call for help!
2. Render aid if possible.
3. Write down any information that might aid in the apprehension of the attacker.
4. Avoid placing yourself in undue danger.

If you are the victim of a sexual offense:

1. If possible, separate yourself from the offender.
2. Report the misconduct to a trusted adult. (Parent, Pastor, Faculty member, Dorm Supervisor, roommate, friend.) Without remediation, abuse is more likely to increase than abate.
3. File a report of sexual assault with the local police and, if appropriate, go to the nearest emergency room and notify them of your need for a sexual assault exam.
4. If you have experienced sexual trauma, you are encouraged to seek counseling.
  - a. Whenever the University becomes aware that one of its students has reported such an event, the student will be encouraged to meet with one of our Biblical counseling staff.
  - b. Students will also be given a list of available counseling resources in our area.
5. If the incident occurs on or near ABU, or if the incident involves an ABU student, you may also file a report at the University through a trusted ABU faculty or staff member.
  - a. Filing a report through ABU personnel will not obligate the victim to prosecute.
  - b. ABU will gladly assist the individual in further reporting the incident in accordance with the individual's wishes.
  - c. Victims making reports will be protected from unwanted scrutiny and judgmental opinions.
    - i. They have the right to submit the report using a pseudonym.
    - ii. Their names will not be released to the public without explicit written permission.
    - iii. No identifying information will be shared publicly.
  - d. All reasonable accommodations will be made to help students re-establish their sense of security. This may include such things as class accommodations, relocation of resident students within the dorm, and/or a needed escort to or from classes. (Note: If the need for such accommodations is not expressed or if such accommodations are refused at the time the incident is reported, it is the student's responsibility to inform us of subsequent needs.)

- e. Charges made against any faculty, staff, or current student will be vigorously but discretely investigated with police oversight as prescribed by law.
- f. Both accuser and the accused shall have the right to have others present during any disciplinary proceeding.
- g. Both the accuser and the accused will be simultaneously notified in printed form of the institution's final determination with regard to the alleged sexual offense and any sanction that is imposed against the accused. This notification shall precede implementation and, in accordance with all disciplinary action, may be appealed.

**POSSIBLE OFFENSES INCLUDE BUT MAY NOT BE LIMITED TO:**

1. Domestic violence – *a felony or misdemeanor crime of violence committed by:*
  - a. A current or former spouse or intimate partner of the victim,
  - b. A person with whom the victim shares a child in common,
  - c. A person who is cohabitation with or has cohabitated with the victim as a spouse or intimate partner,
  - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
  - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
2. Dating violence – *violence committed by a person:*
  - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim, and
  - b. Where the existence of such a relationship shall be determined based on consideration of the following factors:
    - i. The length of the relationship;
    - ii. The type of relationship; and
    - iii. The frequency of interaction between persons involved in the relationship.
3. Stalking – *engaging in a course of conduct directed at a specific person that would cause a reasonable person to:*
  - a. Fear for his or her safety or the safety of others, or
  - b. Suffer substantial emotional distress.
4. Sexual harassment / Harassment - *unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature / offensive gender related comments.*
  - a. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.
  - b. Both victim and harasser can be either a woman or a man, and the victim and harasser can be the same sex.

**POSSIBLE CONSEQUENCES MAY INCLUDE BUT MAY NOT BE LIMITED TO:**

1. Being placed on Disciplinary Warning (*See STUDENT HANDBOOK: Disciplinary Procedures.*)
2. Mandatory counseling
3. Suspension
4. Expulsion / Termination
5. Civil and/or Criminal prosecution
6. A permanent and life changing mark against your record.

**THE STANDARD FOR JUDGMENT WILL BE BASED ON A PREPONDERANCE OF EVIDENCE.**

Copies of summary findings will be kept in student files in the event that subsequent actions indicate a pattern not substantiated by earlier findings.

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**CONTACT:**

For emergencies dial **911**

**National Sexual Assault Hotline** 1-800-656-4673

**Dean of Students** (817) 987-1795

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**RESOURCES:**

- RAINN: Rape, Abuse, and Incest National Network – [www.rainn.org](http://www.rainn.org)
- National Sexual Assault Hotline – 1-800-656-4673
- The Women’s Shelter Arlington - 401 W Sanford, Ste 1400, Arlington, TX 76011 -(817)-548-0583
- The Women’s Center of Tarrant County - <http://www.womenscentertc.org> – Rape Crisis and Victim Services and Counseling

**CAMPUS CRIME & SAFETY INFORMATION** (Crime Warnings-Timely Notification) (See Campus Security)

## TITLE IX POLICY

Office Responsible	V. P. of Student Affairs
Location of Information	Student Handbook, University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	February 2017
Policy and Procedures Update	February 2017

The Administration of the Arlington Baptist University has set in policy the procedures of adherence and established limitations concerning the implementation of Title IX of the Education Amendments of 1972.

### OVERVIEW

This Title IX Policy and Complaint Procedure is based upon a federal law that prohibits sex discrimination in federally funded education programs and activities and affords an opportunity for those who have been the target of or who witness Sex-Based Misconduct to report such Sex-Based Misconduct, without fear of Retaliation. The amendment protects employees, applicants for admission and employment, and other persons from all forms of sex discrimination

### THE SCOPE AND LIMITATIONS:

Title IX provisions encompass the full spectrum of all programs and activities of the university. The essence of the amendment explains that an institution may not exclude, sperate, deny benefits to, or otherwise treat differently any person on the basis of sex unless expressly authorized to do so under Title IX or the Department's implementing regulations.

Due to the fact that ABU is controlled by a religious institution, there is a limitation to the extent that Title IX effects policies and procedures. According to 20 U.S.C. § 1681(a)(3); 34 C.F.R. § 106.12, ABU is free to follow the doctrinal standards of Scripture to establish perimeters which adhere and respect its doctrinal positions. According to the *AAS Smith Memo*, 1989, a religiously controlled educational institution is already protected. The institution is not required to apply for and receive a waiver for the various elements of Title IX that may contradict the stated doctrinal tradition.

### POLICY STATEMENT

As a Christian institution of higher learning, Arlington Baptist University seeks to create an atmosphere of respect for all members of the campus community and an educational and work environment free from all forms of Sex-Based Misconduct. Therefore, ABU expects members of the University community to comply with legal requirements as well as higher standards of conduct consistent with our Christian faith,

which elevates our view of human worth, dignity, and interpersonal communication. ABU prohibits Sex-Based Misconduct as well as Retaliation against any individual who reports a Title IX Complaint.

## APPLICATION (SCOPE) OF POLICY

This Policy applies to all members of the University community—students (enrolled for credit or non-credit coursework), faculty (full or part-time), administrators, and staff (full or part-time); and vendors, contractors, and third parties who visit the ABU campus with respect to all conduct in any academic, educational, extra-curricular, athletic, or other University program or activity on or off-campus, including ABU programs and activities outside the United States. This Policy also applies to persons conducting business with or visiting ABU.

- **Intersection with Other Policies or Procedures**

This Sexual Misconduct Policy sets forth the exclusive means of resolving sexual misconduct complaints. To the extent, there are any inconsistencies between the procedures set forth herein and other ABU grievance, complaint, or discipline procedures, this Sexual Misconduct Policy will control.

## TITLE IX OFFICIALS

As per [34 C.F.R. § 106.8\(a\)](#), each institution must appoint a coordinator who would then be responsible for ensuring a systematic implementation of a nondiscrimination training program that would satisfy the requirements and work to create a nondiscriminatory environment. The ultimate responsibility of being in compliance falls upon the “recipient” (Institution). However, the coordinator must be tasked with the goals of developing procedures, coordinating the training and implementation of procedures, and oversight of the investigations arising from claims of discrimination or bias.

- **Title IX Coordinators:** Individuals who by law (Title IX) have remedial authority to address sexual misconduct reports on behalf of the institution. For the purpose of this policy, the following administrative officials are designated to receive sexual misconduct reports and, if appropriate, to investigate those reports.
  - **Peggy Smith**, Vice President of Student Affairs: **John Brown**, Title IX Coordinator  
817-987-1795 [psmith@abu.edu](mailto:psmith@abu.edu) and [jbrown@abu.edu](mailto:jbrown@abu.edu)
  - **Brenda Miller**, Faculty Chair/Title IX Investigator  
817-987-1783 [bmiller@abu.edu](mailto:bmiller@abu.edu)

## DEFINING PROHIBITED CONDUCT

**A. Consent:** The University believes that all sexual activity should be between a husband and wife. However, because of the need to help protect students, the following is meant to clarify personal consent in general and concerning sexual experience in particular.

- 1) Consent is a voluntary agreement to engage in sexual activity that may be withdrawn at any time. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
- 2) If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- 3) If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent. Warning signs of when a person may be incapacitated due to drug and/or alcohol use may include slurred speech, falling down, passing out, and vomiting.
- 4) If a person is asleep or unconscious, or otherwise incapacitated, there is no consent.
- 5) If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
- 6) Being in a romantic relationship with someone does not imply consent to any form of sexual activity.
- 7) Effective consent may not exist when there is a disparity in power between parties (e.g., faculty/student, supervisor/employee).

**B. Relationship Violence/Domestic Violence**

For the purposes of this policy, the term "relationship violence/domestic violence" is defined as one partner's attempt to maintain power and control over another through the use of actual or threatened physical, psychological, sexual, and/or emotional abuse.

- 1) **Emotional Abuse:** Includes hurting another person's feelings by saying cruel, unfair comments or by name calling.
- 2) **Psychological Abuse:** Is any threat to do bodily harm to a partner, a child, a family member, friends, pets, or one's self (suicide). Psychological abuse involves not only hurt and anger, but also intimidation and fear.
- 3) **Sexual Abuse:** Is any non-consenting sexual act as outlined in the sexual assault portion of this policy.
- 4) **Physical Abuse:** Is any forceful or violent physical behavior.

**C. Hostile Environment:** A Hostile Environment is created if the Sex Based Misconduct is sufficiently serious that it denies or limits a student or employee's ability to participate in or benefit from programs, services, or activities that ABU offers; or has the purpose or effect of unreasonably interfering with an individual's employment.

**D. Incapacitation:** The physical and/or mental inability to make informed, rational judgements such as: (1) due to the use of drugs or alcohol; and/or (2) when a person is sleeping or unconscious; and/or (3) due to an intellectual or other disability that prevents the person from having the capacity to give consent.

**E. Intimidation:** Intimidation is created through coercion and manipulation, including threats of harm, used to force the targeted individual(s) to behave as directed; exhibiting extreme



possessiveness or jealousy to control or compel the targeted partner's behavior; threatening to share information which could damage the target's reputation or relationships with others to compel the targeted partner's behavior; threatening to harm the target's family, friends, pets, or property; or threatening the target with physical or sexual harm.

**F. Non-Consensual Sexual Contact:** Any intentional sexual touching without effective consent. This includes any contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of another person; the touching of another with any of these body parts; or any other intentional contact of a sexual nature without consent.

**G. Non-Consensual Sexual Intercourse:** Any sexual intercourse or penetration (anal, oral, or vaginal), however slight, with any object or body part, upon another person without effective consent.

**H. Respondent:** The person alleged to have engaged in Sex-Based Misconduct.

**I. Retaliation:** Taking any adverse or hostile act, engaging in harassment, or making an adverse employment or academic decision against an ABU employee or student or a third party because that employee, student, or third party has opposed a violation of this Policy; filed a Title IX Complaint; and/or assisted or participated in a Title IX Investigation, proceeding, or hearing.

**J. Sexual Assault:** Is defined as one or more of the following:

- 1) **Offensive Touching Sexual Assault:** The touching of an unwilling or non-consensual person's intimate parts.
- 2) **Non-consensual Sexual Assault:** The unwilling or non-consensual penetration of a person's intimate parts.
- 3) **Forced Sexual Assault:** The unwilling or non-consensual penetration of a person's intimate parts.

**K. Sexual Harassment:** Unwelcome conduct of a sexual nature that can include unwelcome sexual advance, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as Sexual Assault or acts of Sexual Violence.

**L. Stalking:** For the purposes of this policy, the term stalking is defined as a repeated course of conduct that causes fear of bodily injury or death to an individual or a member of that individual's immediate household or causes emotional distress for the individual.

**M. Quid Pro Quo Sexual Harassment:** A type of Sexual Harassment that conditions of employment, educational benefits, academic grades, living environment, or participation in activities at ABU, either explicitly or implicitly, on submission to or rejection of unwelcome sexual advances or requests for sexual favors.

## REPORTING POLICIES AND PROTOCOLS

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. Title IX Coordinators and Title IX Investigators will receive training, so they have the specialized skill and understanding to conduct prompt and effective investigations.

### **A. Amnesty for Student Misconduct**

ABU recognizes that victims and individuals with information about Sex-Based Misconduct may hesitate to come forward out of fear that his/her own actions are violations of the University's student conduct policies, including without limitation policies related to the use of drugs and alcohol and/or sexual activity. While ABU does not condone violations of such policies, it considers reporting incidents of Sex-Based Misconduct to be of principal importance.

Therefore, in order to facilitate reporting and resolution of Sex-Based Misconduct, ABU will extend immunity for any violation of the University's student conduct policies, including without limitation policies concerning drug or alcohol possession or consumption or sexual activity, for conduct in which any victim or witness of Sex-Based Misconduct might have engaged in connection with the reported Title IX incident; provided, however, that such immunity will not be extended to the extent ABU determines that the violation of the University's student conduct policies was egregious, involved any illegal activity, or involved violations that did, do, or may place the health or safety of any other person at risk.

### **B. Confidential Resources**

National Sexual Assault Hotline 1-800-656-HOPE (4673)

In addition to the resources above, community services are available, even if a Title IX Complaint is not made. ABU strongly encourages anyone who feels he or she is, or has been, the victim of Sex-Based Misconduct to seek assistance to care for himself or herself emotionally and physically through confidential crisis intervention, healthcare, and/or counseling.

- **Texas Civil Rights Office**

Health and Human Services Commission  
701 W. 51st Street, MC W206  
Austin, Texas 78751  
Phone: 1-888-388-6332 or 512-438-4313  
Fax: 512-438-5885  
[HHSCivilRightsOffice@hsc.state.tx.us](mailto:HHSCivilRightsOffice@hsc.state.tx.us)

Likewise, at any time during the pendency of the above-described Investigation and/or appeal, employees who believe they have been subject to Sex-Based Misconduct or Retaliation in violation of Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq., may file a complaint with the applicable state agency listed below or the appropriate Equal Employment Opportunity Commission ("EEOC") office:

- **United States Equal Employment Opportunity Commission (EEOC)**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203 800-669-4000

- **U.S. Department of Education Office for Civil Rights**

Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

### **C. Reporting Title IX Complaints**

Title IX Complaints by or against ABU students, ABU employees, or third parties, can be filed with the Title IX Coordinator at ABU. To discuss the various reporting options that are available to you, please contact the Title IX Coordinator for ABU, or any member of the Title IX team.

Victims or witnesses of Sex-Based Misconduct or Retaliation should immediately report the misconduct. They should not wait to report the Sex-Based Misconduct until it becomes sufficiently serious (*i.e.*, severe, pervasive, or persistent) to create a Hostile Environment.

The Title IX Coordinator and Title IX Investigators can take proactive steps to prevent Sex-Based Misconduct or Retaliation from continuing and/or escalating and protect or otherwise assist the persons involved. The Title IX Coordinator and/or Title IX Investigators will also provide Complainants with concise information, written in plain language, concerning the Complainant's rights and resources when dealing with Sex-Based Misconduct.

Victims or witnesses of Sex-Based Misconduct or Retaliation who wish to file a Title IX Complaint should do so as soon as possible after an incident. The Title IX Coordinator coordinates and tracks all Title IX Complaints. There are several avenues available for submitting a Title IX Complaint:

- Visit the Title IX Coordinator
- Report to another trusted ABU official, including any Coach, Faculty Advisor, or Administrators who will provide information as required under the policy to the Title IX Coordinator.

- If there is a Title IX Complaint about the Title IX Coordinator, or if the Title IX Coordinator would like to submit a Title IX Complaint, that Title IX Complaint should be filed with the President of ABU by either delivering or mailing a letter to the him/her. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the Title IX Complaint.
- 1) **Students.** A student who has experienced and/or witnessed what he or she believes is a form of Sex-Based Misconduct is encouraged to: (1) File a formal Title IX Complaint; and/or (2) file a police report; and/or (3) seek confidential counseling and/or assistance as described below.
  - 2) **Employees.** All University employees are required to report to the Title IX Coordinator all relevant details about any alleged Sex-Based Misconduct that a student or another person has shared with such employee, unless such employee is statutorily prohibited from reporting such information, such as counseling and health care professionals. Relevant information includes the name of the alleged perpetrator (the “Respondent;” see “Definitions” section above) (if known), the student or other person who experienced the alleged Sex-Based Misconduct, any others involved in the Sex-Based Misconduct, as well as relevant facts, including the date, time, and location of the Sex-Based Misconduct.

Employees who hear about an incident of Sex-Based Misconduct should not promise confidentiality to the person who shares this information with the employee. Employees should tell the person sharing the information that: **(1)** the employee has an obligation to report the name of the Respondent and persons involved in the alleged Sex-Based Misconduct, as well as any relevant facts regarding the incident (including date, time, and location), to the Title IX Coordinator; **(2)** that the person has an option to request that the University maintain his or her confidentiality, which the Title IX Coordinator will consider; **(3)** that the person may share the information confidentially with the confidential resources described in this policy; **(4)** that the person has a right to file a Title IX Complaint with ABU; and **(5)** that the person has a right to report a crime to local law enforcement.

**Important:** Please note that all ABU employees must report suspected or known child abuse\* (including any suspected Sex-Based Misconduct perpetrated against those under the age of 18) to the applicable state children and family service department:

#### **D. Reporting to Law Enforcement Authorities**

Please call 911 as soon as possible if someone is in immediate danger or needs immediate medical attention. If you believe that you have experienced or witnessed Sex-Based Misconduct, you may file a police report directly with your local police department, you may seek assistance from the Title IX Coordinator at ABU to make a police report, or you may decline to notify authorities. A police report may be filed utilizing the contact information listed below:

- **Arlington, TX Police Department**  
620 W. Division Street Arlington, TX 76012

Call 911 for Emergencies  
Call 817-459-5700 for Non-Emergencies

### **E. Anonymous Reporting**

The Title IX Coordinator accepts anonymous reports of Sex-Based Misconduct and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to the Title IX Coordinator. The Title IX Coordinator may be limited in the ability to investigate and respond to an anonymous report unless sufficient information is available to enable the conduction of a meaningful and fair investigation.

### **F. Confidentiality**

To the extent permitted under applicable laws, the Title IX Coordinator will keep confidential the Title IX Complaint, written reports, witness statements, and any other information provided by the Complainant, the Respondent, or the witnesses, and will disclose this information only to the Complainant, Respondent, witnesses, or to University personnel and counsel as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to ABU officials as necessary for coordinating interim measures; for health, welfare, and safety reasons; and to government agencies who review ABU's compliance with federal law.

The factual findings ("Findings") and recommendation for Sanctions ("Recommendations") from the Title IX Coordinator may be disclosed only to the Complainant, Respondent, and University officials as necessary to determine whether Sanctions are necessary, and to prepare for any subsequent proceedings (e.g., committee handling appeals).

These ABU officials have the same strict obligations to keep all information they learn confidential, subject to the limited exceptions that they may reveal such information when necessary to protect health, welfare, or safety. Information about Title IX Complaints and reports, absent personally identifiable information, may be reported to ABU officials and external entities for statistical and analytical purposes pursuant to federal and state law and University policy.

## **RETALIATION**

It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint to the Title IX Coordinator.

### **A. Preservation of Evidence**

It is important for victims or witnesses of Sex-Based Misconduct to preserve evidence as may be necessary to the proof of the Sex-Based Misconduct. Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), victims of Sexual Violence who wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or forensic evidence collection. The closest hospital to the ABU campus is as follows:

- Arlington Memorial Hospital  
800 W Randol Mill Rd, Arlington, TX 76012  
(817) 548-3400

### **B. Immediate Action and Interim Measures**

Arlington Baptist University, as it may determine necessary in the sole discretion of administration personnel, may take interim measures to assist or protect the safety of the ABU community or ensure the integrity of the Investigation during the Formal Process. Such measures for a student Complainant may include arranging for changes in class schedules, living, dining, or transportation arrangements; issuing and enforcing a no-contact order; obtaining counseling; modifying test schedules or other class requirements temporarily; and honoring an order of protection or no-contact order entered by a State civil or criminal court if such measures are applicable and reasonably available. For an employee Complainant, the University may temporarily reassign or place on administrative leave an employee alleged to have violated this Policy.

### **C. Resolution through the Formal Process**

After a Title IX Complaint is filed, the following process (“Formal Process”) will be followed. The Formal Process is designed to provide a prompt, fair, and impartial investigation and resolution and protect the safety of victims and promote accountability. Complainants have the right to request that the Formal Process begin promptly and proceed in a timely manner.

The Formal Process will be conducted by University employees (“Title IX Investigators” or “Investigators”). Fairness to all individuals involved with a Title IX Complaint is a priority. Both the Complainant and Respondent will be given a copy of this Policy and Complaint Procedure and have the opportunity to respond to all allegations.

The Complainant and Respondent will also receive notice of the Investigators and Disciplinary Committee members before being contacted by such persons (or, in the case of the Disciplinary Committee, before the Disciplinary Committee determines appropriate Sanctions or the Appeals Committee renders a written decision on appeal), and will have the opportunity to request

substitution of Investigator(s), the Disciplinary Committee member(s) if any such person's participation in the Formal Process poses a conflict of interest.

Such request for substitution must be accompanied by a detailed explanation of the basis for the purported conflict of interest. If the Title IX Coordinator determines a conflict of interest exists, the Coordinator will make such substitutions of Investigators, Discipline Authorities or Appeals Committee members as the Title IX Coordinator determines is necessary. ABU shall maintain a sufficient number of Investigators, Discipline Authorities and Appeals Committee members so that a substitution can occur in the event of a conflict of interest or recusal, and so that no Appeals Committee member will be involved in the Formal Process for a Title IX Complaint prior to the appeal of such Title IX Complaint.

Both the Complainant and Respondent will have the option to be accompanied to any meeting or proceeding related to the Formal Process by an advisor of their choice. The role of the advisor is to provide support and counsel to the advisee in the investigation, determination, and appeals processes; the advisor does not act as a representative of his or her advisee, does not have a voice in the processes, and may not actively participate in those processes. If the advisor violates the foregoing rules or engages in behavior or advocacy that harasses, abuses, or intimidates the other party, a witness, or an individual resolving the Title IX Complaint, that advisor may be prohibited from further participation in the Formal Process.

Maintaining the privacy of all individuals involved with a Title IX Complaint, including participating parties and witnesses, is also a priority, and any proceeding or meeting held to resolve a Title IX Complaint shall protect the privacy of such individuals. Specifically, the University will not disclose the identity of the Complainant or Respondent, except as necessary to resolve the Title IX Complaint or to comply with State or federal law.

#### **D. Step 1-Implementation of Interim Measures and Preliminary Investigation:**

After a Title IX Complaint is filed, a Title IX Investigator will consider whether immediate or interim measures or involvement of other University offices is appropriate. The Title IX Coordinator or an Investigator will then conduct a preliminary investigation in order to determine whether the Title IX office has jurisdiction over the matter. The Title IX office only has jurisdiction to investigate Title IX Complaints alleging Sex-Based Misconduct and Retaliation. The findings of the preliminary investigation are then reviewed by the Title IX Coordinator.

- 1) **No Title IX Jurisdiction:** If the Title IX Coordinator determines that there is no jurisdiction based on the preliminary investigation findings, the Formal Process concludes, and the Title IX Coordinator or a Title IX Investigator may offer to assist the Complainant and, as appropriate, the Respondent in finding appropriate campus and off-campus resources for addressing the issue of concern.
- 2) **Title IX Jurisdiction:** If the Title IX Coordinator determines that there is jurisdiction based on the preliminary investigation findings, the parties will proceed to Step 2 below.

#### **E. Step 2-Formal Investigation:**

As described above, if there is a finding of Title IX jurisdiction, the Title IX Coordinator will appoint two Title IX Investigators to conduct a fair and impartial Investigation (“Formal Investigation”) of the alleged Sex-Based Misconduct or Retaliation. Only Investigators who receive annual training on issues related to Sex-Based Misconduct will conduct a Formal Investigation. The Title IX Coordinator is responsible for the oversight and coordination of a prompt and equitable investigation.

The Complainant and Respondent may each have one advisor of his/her own choosing present for support and consultation during the investigation at any time the respective party is meeting with the Title IX Coordinator or the Investigators.

At the start of the Formal Investigation, the Complainant and Respondent may each have a meeting with the Title IX Coordinator and/or Investigator(s) during which the Formal Process and tentative timeline for the Formal Investigation will be explained and any preliminary questions answered.

As part of the Formal Investigation, Investigators will make reasonable efforts to interview the Complainant and the Respondent and to identify, locate, and interview any witnesses of the alleged Sex-Based Misconduct or Retaliation identified to University officials by the Complainant or Respondent.

Typically, a Formal Investigation will be completed within sixty (60) calendar days of the Title IX Coordinator’s receipt of the Title IX Complaint, unless there are extenuating circumstances (i.e., uncooperative witness, break periods and periods when ABU is closed). If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

During the Formal Investigation, the Complainant and Respondent will have the opportunity to review and respond to the evidence presented and to present evidence and witnesses on their behalf. The Complainant and Respondent may not cross-examine one another but may, at the discretion and direction of the Investigator(s), suggest questions to be posed to each other by the Investigator(s). The rules of evidence used in civil or criminal trials are not applicable to these Complaint Procedures.

To the extent permitted by applicable law, the Title IX Coordinator will comply with law enforcement requests for cooperation and such cooperation, may require the Title IX Coordinator to temporarily suspend the fact-finding aspect of the Investigation while law enforcement is in the process of gathering evidence. ABU will promptly resume its Formal Investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process.

#### **F. Step 3-Determination:**

The Investigator will determine whether there is a preponderance of the evidence to believe that the Respondent engaged in Sex-Based Misconduct or Retaliation. This means that a Respondent is presumed not to have engaged in the alleged Sex-Based Misconduct or Retaliation unless a “preponderance of the evidence” supports a finding that such misconduct has occurred. This “preponderance of the evidence” standard requires that the evidence supporting each finding be



more convincing than the evidence in opposition to it. The Investigator(s) will prepare a report (“Final Report”) to the Title IX Coordinator documenting their Findings and Recommendations, if applicable.

- 1) **No Finding of Sex-Based Misconduct or Retaliation:** If following completion of the Investigation the Title IX Coordinator or the Investigator finds (the “Findings”) that Sex-Based Misconduct or Retaliation did not occur, the Formal Process concludes. The Findings and notice of the termination of the Formal Process are communicated simultaneously and in writing to the Complainant, Respondent, and University administrators as determined necessary by the Title IX Coordinator within seven (7) days after the Findings are reached. Email is an acceptable form of delivery. In this case the Complainant may appeal the Findings.
  
- 2) **Finding of Sex-Based Misconduct or Retaliation:** If the Title IX Coordinator makes a Finding that Sex-Based Misconduct or Retaliation did occur, the Final Report will include suggested steps to take to prevent recurrence of any such violation, and as appropriate, Remedies for the Complainant. The Findings are communicated to the Complainant and Respondent simultaneously and in writing, as is any information concerning when the Findings become Final.

The Final Report will be provided to the Disciplinary Committee for a determination of appropriate Sanctions. Once the Disciplinary Committee, in consultation with the Title IX Coordinator, decides upon an appropriate Sanction, the Title IX Coordinator will notify the Complainant and Respondent simultaneously and in writing of the final outcome of the Investigation within seven (7) days after such final outcome is decided. The notification shall include a summary of the Findings, the Sanction(s) to be imposed, each party’s right to appeal, and the procedures for appeal. Except as provided herein, the form of notice and manner of delivery shall be at the sole discretion of the Title IX Coordinator and shall be that which is determined by the Title IX Coordinator to be the most expedient and reliable method of informing the parties, which may include, without limitation, email notification.

- G. **Sanctions:** The following will guide the Disciplinary Committee in determining sanctions (collectively, “Sanctions”) and provide notice to the ABU Campus community of the possible Sanctions for an individual found responsible for a violation of this Policy.

## REMEDIES

One or more of the following remedies may be provided, if reasonably available and requested by the Complainant, at the conclusion of the Formal Process for which there is Title IX jurisdiction whether or not a Respondent is found to be responsible, and whether or not the Complainant chooses to report the alleged Sex-Based Misconduct to local law enforcement:

- Providing an effective escort to ensure that the Complainant can move safely between classes and activities;

- Ensuring that the Complainant and Respondent do not share classes, extracurricular activities or work space;
- Moving the Respondent or the Complainant (if the Complainant requests to be moved) to a different area of the residence hall;
- Referring the Complainant to medical, counseling and academic support services (such as tutoring);
- Arranging for the Complainant to have extra time to complete or re-take a class or withdraw from a class;
- Training or retraining ABU employees on responsibilities concerning allegations of discrimination: and
- Any other remedy that the Title IX Coordinator may consider appropriate.

## APPEALS

A party aggrieved by a decision of the Title IX Coordinator or by the Sanctions imposed may file a Petition for Appeal within three (3) business days of notification of the outcome of the Investigation. The appeal must be in writing and state clearly the grounds that justify reconsideration. General dissatisfaction with the outcome of the Investigation or related proceedings is not a basis for appeal. The written appeal may be made only on one or more of the following grounds:

- There was a significant procedural error of a nature sufficient to have materially and detrimentally affected the outcome.
- There is significant new evidence that was previously unknown to the appellant, which the appellant could not have discovered through the exercise of reasonable diligence, and the absence of which was sufficient to have materially and detrimentally affected the outcome and substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the notice of appeal.
- The Sanctions imposed are grossly disproportionate to the violations found to have occurred and would result in substantial injustice.

An appeal which is not based on one of these criteria will be dismissed without further consideration. If no appeal is received by the Title IX Coordinator within the three (3) business day period, the findings, conclusions of the Title IX Coordinator and/or any sanctions imposed by the Disciplinary Committee will be final.

If the appeal is received within the three (3) business day period, the Title IX Coordinator will select and notify an appeals committee (the "Appeals Committee"). The Appeals Committee will then review the Investigator's Findings, the conclusions of the Title IX Coordinator, and/or any Sanctions imposed, and obtain any additional information deemed necessary by the Appeals Committee for resolution of the

appeal. No member of the Appeals Committee will have participated previously in the Formal Process or have a conflict of interest with either the Complainant or Respondent.

Within twenty-one (21) business days of the date of the filing of the appeal and within seven (7) days after concluding its review of the applicable Findings and/or Sanctions, unless there are extenuating circumstances (i.e., unavailability of Appeals Committee member(s), uncooperative witness, school break periods and periods when ABU is closed), the Appeals Committee will render a written decision on the appeal, which will be communicated to the Complainant and Respondent simultaneously and in writing. The Appeals Committee's decision on all appeal requests is final.

## PREVENTION AND EDUCATION

The University offers a number of educational programs over the course of the academic year addressing sexual assault, domestic/dating violence, stalking, and related topics. A specific presentation is provided to all new incoming students during new and returning student orientation. Further programming is offered by various offices and student organizations including residence life, counseling services, and campus safety and security.

Pursuant to federal law, students and employees will be educated and updated about security procedures, personal safety, crime prevention, sexual assault, domestic/dating violence, and stalking in ways that are deemed appropriate for the campus community. This may include: primary prevention strategies, annual training sessions for staff, posting appropriate flyers, campus-wide text messages, chapel announcements, classroom announcements, and emergency meetings.

This University policy is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998, which requires all postsecondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to all current students, employees, and to any applicant who so requests.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Office Responsible	V. P. of Academic Affairs
Location of Information	University Website, Academic Office, Admissions Office, Student Affairs Office
Information Updated	September 2020
Policy and Procedures Update	July 2015

### STATEMENT

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords you as a student and parents of whom you are a dependent, certain rights with respect to your educational and financial records. It is the University's responsibility to inform you and your family, annually, of these rights and the limitations thereon. They are:

- (1) **The right** to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangement for access and notify the student of the time and place where the record (s) may be inspected.

- (2) **The right** to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask that the University amend a record that they believe is inaccurate or misleading. They should make a written request to the Instructor of the record in question, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Instructor decides not to amend the record as requested by the student, the Instructor will notify the student of the decision and advise the student of his or her right to a hearing before the Academic Affairs Committee regarding the request for amendment.

- (3) **The right** to disclose personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent "directory information" which is: student name, current address and telephone number, date and place of birth, major, dates of attendance, full – or part-time enrollment status, degrees and awards received and dates granted, previous education institution(s) attended, and eligibility and participation in officially recognized activities and sports. A student may request that any part or all of the above "directory information" require consent to disclose. The release of any other personally identifiable information will only be disclosed at the request of the student. A request regarding any of the above must be made in writing, annually to the Registrar's Office.

It is also permissible for the University to release information from a student's educational record to a parent, provided the student is a "dependent" as defined in Section 152 of the Internal Revenue Code of 1954. The parent must request in writing, clearly identifying the information so desired. This request must be submitted to the proper University official. It will be responded to within 45 days of the University's receipt of it.

### CONSENT NOT REQUIRED ([34 CFR 99.31](#))

- School officials with legitimate educational interests

- U. S. Comptroller General, U. S. Attorney General, U. S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

#### **HIPPA & FERPA (45 CFR PART 160; 45 CFR PART 162; 45 CFR PART 164)**

The University follows requirements for the Privacy of health records (HIPPA). If a health record is used to make a decision in regard to a student’s education program, the health record may be construed to be an education record. In that case, the normal FERPA provisions for safeguarding the record would apply.

#### **HEALTH AND SAFETY EXEMPTION REQUIREMENT (34 CFR 99.31 (A)(10) & 34 CFR 99.36)**

A health and safety exception permit the disclosure of personally identifiable information from a student’s record in case of an immediate threat to the health or safety of students or other individuals. The University follows the provisions outlined in the regulations as follows: The school only discloses personally identifiable information from an educational record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. (Public Law 107-56; DCL April 12, 2002)

This information is strictly for the purpose of informing you and your parents of your rights regarding your education and financial records. If you have any questions, you may write:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5920.

## SAFEGUARDING CUSTOMER INFORMATION

Office Responsible	V. P. of Business Operations
Location of Information	University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	September 2015
Policy and Procedures Update	July 2015

Arlington Baptist University is committed to the safeguard of all academic and financial consumer information. To this end, the following policies and procedures have been adopted.

### Policies & Procedures:

1. Electronic student data is stored on a secured, password protected server with regularly updated firewall and virus protection.
2. A commercially available third-party database software designed for University use is currently used for the input and access of both financial and academic student information.
3. Data that is entered by the University is inputted at secured terminals out of the view of unauthorized personnel.
4. All data input and retrieval is password protected with a required acknowledgment of FERPA restrictions.
5. Hard copies are secured in locked file cabinets in rooms that are locked when vacant.
6. It is the responsibility of the Business manager to oversee all financial information, and it is the responsibility of the Vice President of Academic Affairs to oversee academic records.
7. Data is made available for review only by those with the lawful right to do so.
8. All staff having the right to view any protected student information are regularly apprised of FERPA restrictions.

## FIRE SAFETY & ANNUAL FIRE SAFETY REPORT

Office Responsible	V. P. of Student Affairs
Location of Information	University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	October 1 (each year)
Policy and Procedures Update	February 2018

## FIRE REPORT

The gathering of statistical information in order to complete the Annual Fire Safety Report, as well as its production, reporting and dissemination, is the responsibility of the office of V.P. of Student Affairs.

Any and all policies regarding the Annual Safety Report are also under the responsibility of the office of V.P. of Student Affairs. <https://www.abu.edu/campus-security>

Upon completion, the Annual Safety Report is made available to the public in the following methods:

- 1) Electronic copy posted on our website  
<https://www.abu.edu/campus-security>
- 2) Notification through our campus-wide e-mail distribution program that copies of the report have been made available
- 3) Hard copies available for pick-up in the business and registrar's office
- 4) Hard copies can be provided upon request to the office of V.P. of Student Affairs

Each of Arlington Baptist University's two student housing facilities will be required to maintain a written, easily understood, fire log. This fire log will include the following information: nature of event, incident number, date incident occurred, date incident reported, incident location. The office of the V.P. of Student Affairs will be responsible for making this log available for public inspection.

The daily fire log for Arlington Baptist University's campus housing facilities will be available for public inspection during regular business hours for the previous 60-day period. Portions of the log, older than 60 days, will be made available for public inspection, by the office of V.P. of Students Affairs within two business days after request is made known.

## **FIRE SAFETY POLICY:**

The safety of our students is paramount, and fire safety is an essential element of protecting our students. For this reason, fire extinguishers are located in all buildings and are *inspected and serviced* on a regular basis as prescribed by law. (Please be aware that the unwarranted use, removal, or disablement of any fire related equipment or system is grounds for immediate expulsion as well as possible criminal prosecution.) Students, faculty, and staff should all be alert to possible fire hazards and are expected to notify both the administration and maintenance of any suspected dangers.

Evacuation routes for each building are posted in each classroom and at each main entrance. These postings show the location(s) of nearby extinguishers and indicate the area to which students are to evacuate. Should an evacuation become necessary, students should report and remain at the designated evacuation area until his/her safe exit has been verified.

Fire drills will be regularly conducted for each dorm. Fire procedures will be provided to all students at the beginning of each semester, and fire procedures for the dorm will be reviewed at the first dorm meeting of each semester. In September of each year, a fire drill will be made to determine whether students' awareness of procedures is sufficient to ensure a timely exit. Evacuation results will be presented to the VP of Student Affairs, and he will determine follow-up needs. If students are unable to fully exit the building within the time recommended by the fire department, subsequent drills will be performed until they can do so. If the dorm population turnover exceeds 5%, this testing will be repeated in the spring. (See the Dorm Handbook for additional matters related to fire safety.)

All testing will be documented and will include:

1. Total time of evacuation.
2. Date and time of testing
3. Whether the testing was announced or unannounced.
4. Whether follow-up testing is required.

## **AN ON-CAMPUS HOUSING FIRE SAFETY AND EMERGENCY RESPONSE AND EVACUATION PLAN**

This plan shall be published on the Arlington Baptist University website, highlighted at New Student Orientation, and communicated to all students and employees via email annually.

## **EMERGENCY RESPONDER**

The office of the Vice President of Student Affairs (817-987-1714) is the primary responder for all emergencies that occur on the University Campus. Immediately contact the Arlington Fire Department at 911 if there is an emergency. The University Administration will contact and coordinate any additional emergency providers and shall establish incident command as needed. If you are unable to reach the



University Administration, dial 911. The Dorm Supervisors shall serve as the secondary responder for any emergencies that occur on campus.

#### EMERGENCY CONTACT PERSONNEL INCLUDE:

Vice President of Student Affairs – (817) 987-1795

Arlington Police / Fire – 911

#### PROCEDURES:

##### Reporting of Fire Hazards

Any fire, evidence of fire or smoke, or missing or disabled fire equipment should be reported ASAP to the classroom instructor, area supervisor, and/or maintenance personnel. Copies of all such reports should be forwarded to both the VP of Student affairs and the head of maintenance.

**Items that should be reported** include:

- The beeping of a smoke or fire detector,
- shorted appliances,
- shorted electrical cords or outlets,
- darkened lighting fixtures,
- broken electrical outlets,
- missing or discharged fire extinguishers.

All such reports shall be logged by both the VP of Student Affairs and the head of the maintenance department, and appropriate corrective action shall be documented.

#### EVACUATION OF BUILDINGS

In the event of a fire, the student should:

1. Remove himself/herself from harm's way while warning those in the immediate area to evacuate, and, if it is a dorm fire, activating the nearest fire warning system.
2. Exit to safety and call 911.
3. If it is safe to do so, assist in the orderly evacuation of others.
4. Meet at *the designated evacuation location* so a head count can be made.
5. File, or assist in completing, a *follow-up report* to the Vice President of Student Affairs documenting what happened.

## FURTHER LINES OF COMMUNICATION

1. Students, faculty, and staff shall be notified via emails, phone calls, texts, and/or postings on the University website if a fire emergency situation occurs on campus.
2. If Arlington Baptist University facilities are evacuated due to a fire emergency, only the University administration or Dorm Supervisor is authorized (after approval by the fire department) to issue an all-clear that allows students, faculty, and staff back into the effected facilities.
3. For non-emergency matters, most fire related issues should be reported to both the VP of Student Affairs and the head of maintenance.
4. For non-emergency fire-related matters affecting the dorm, notification should be given to the appropriate dorm supervisor.

CAMPUS CRIME & SAFETY INFORMATION (Crime Warnings-Timely Notification – Annual Security Report)

## MISREPRESENTATION POLICY AND PROCEDURES

Office Responsible	V. P. of Academic Affairs, V. P. of Student Affairs, V. P. of Business Operations
Location of Information	University Website, Academic Office, Business Office, Student Affairs Office
Information Updated	September 2018
Policy and Procedures Update	February 2018

### POLICY:

Arlington Baptist University is aware of the seriousness of “misrepresentation”. The University has safeguards in place to ensure that no false, erroneous or misleading statements are made directly or indirectly to a student, a prospective student, any member of the public, our accrediting agency, or a state agency or department in regard to its education program, the nature of financial charges, and the employability of its graduates.

### PROCEDURES:

These safeguards include regular communication of policies and procedures through faculty and staff meetings, as well as electronic reminders as necessary. Information related to educational programs, financial charges, and employability of graduates is presented during the recruitment process, the admissions process and/or discussed during the advisement process with program directors. The University catalog, the University website, as well as the Consumer and Safety Document contain specific information regarding educational programs, financial charges, and the employability of its graduates.

## LOAN COUNSELING

Office Responsible	Financial Aid Office
Location of Information	University Website, Business Office, Academic Office
Information Updated	February 2022
Policy and Procedures Update	November 2016

## ENTRANCE COUNSELING

Student Loans are an excellent form of financial aid to assist with educational expenses. Loans are a debt and **MUST BE REPAYED**. Please borrow wisely.

Prior to receiving the first disbursement on a Federal Direct Subsidized Stafford Loan and Unsubsidized Federal Direct Stafford Loan the federal government requires you to complete a loan counseling session. The purpose of entrance counseling is to provide you with the information you need in order to make an informed decision about loan borrowing and the many aspects of loan repayment.

If you are applying for or have been awarded a **Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Graduate PLUS loan**, you are required to complete loan counseling. When completing a VFAO Interview Entrance Loan/Debt Management Counseling is on the yearly interview to complete with yearly updated information. An interview has to be completed yearly to be processed for the year's financial aid.

<https://studentloans.gov>

Many factors contributed to the requirement that student should receive complete loan counseling prior to receiving their first loan disbursement. One of the primary factors was the switch from grants to loans as the primary source of student aid over the last 10 to 20 years. By the mid-1980's loans had increased to approximately 52% of the aid package, and today that percentage has increased. At the same time, the default rate on student loans has continued to increase.

A student loan is a serious commitment. The promissory note you sign for your student loan is a legal document that signifies your agreement with the terms of the loan. A loan is a financial obligation that must be repaid, so it is important that you borrow only the amount you require to meet your educational expenses. You must repay your loan, including interest and fees, even if you do not graduate, are not satisfied with your education, or cannot find a job. All loan advances will be reported to a national credit bureau.

In estimating the amount, you will need to borrow, be sure to include:

- tuition and fees
- books and supplies
- room and board
- personal expenses
- clothing
- transportation
- medical and dental expenses

- recreation
- Any other expenses you know you will incur

As you estimate your income for the year, be sure to include any amounts you may earn, parental or other support, savings, grants, or scholarships. Unless you have a significant amount of consumer indebtedness, your total expenses should be very close to our established financial aid budget. If you subtract your income from expenses, you will have a realistic estimate of the amount you will need to borrow through student loans.

You will also want to keep in mind that when you graduate, you will be competing with thousands of other graduates for available jobs. Many of these jobs will be entry-level positions, and you may find your student loan will take a big chunk out of your paycheck. Developing a budget and sticking to it will make your student loan debt more manageable. For example, if you borrow \$25,000 in student loans your monthly payment would be approximately \$304.00 per month. Typically, 8% to 15% of your first year's gross income is considered a manageable level of educational debt repayment.

Before you decide to borrow funds to assist with your educational expenses, be sure to explore all alternatives. Some alternatives to consider include:

- Scholarships offered by the university and private sources
- Grants
- Employment programs on campus and traineeships
- National Guard and Veteran's programs
- Dependent awards for dependents of deceased veterans, prisoners of war, persons missing in action, police, and firemen

One of the factors to consider in selecting a student loan is the interest rate. Interest on the Subsidized Federal Stafford Loan and Unsubsidized Federal Stafford Loan is variable up to 8.25%. Interest on the Parent Loan for Undergraduate Students is variable up to 9%.

A student qualifies for a Subsidized Federal Stafford Loan based on financial need. Financial need is determined by completing the Free Application for Federal Student Aid (FAFSA). A student's need is not a factor in determining eligibility for an Unsubsidized Federal Stafford Loan. It is possible for a student to have both a Subsidized and Unsubsidized Federal Stafford Loan. The maximum amount you may borrow is determined by your grade level and the cost of attendance at the school you are attending.

If you have a subsidized loan, the government pays the interest on the loan while you are in school and for six months after you leave school. If you have an unsubsidized loan, you are responsible for paying the interest on the loan. The interest on an unsubsidized loan begins to accrue immediately after the funds are disbursed.

Subsidized and Unsubsidized Federal Stafford Loans are made to students attending school at least half-time, which is 6 semester hours. During the summer, a student must enroll in 6 semester hours if attending only one summer session. If a student is attending both summer sessions, the total number of hours enrolled for the summer must be a minimum of 6 semester hours. IF YOU APPLY FOR A LOAN FOR SUMMER I AND II, YOU MUST BE ENROLLED BOTH SUMMER SESSIONS. YOU CANNOT ENROLL IN 6 SEMESTER HOURS IN ONLY ONE OF THE SUMMER SESSIONS!

## EXIT COUNSELING FOLLOW UP

Within 30 days of a student's graduation or withdrawing from ABU, the student is sent an exit loan letter or email with information about exit loan counseling (why it is important and how to complete the process).

The student is sent a letter or email on how to complete the Exit Loan Counseling and the importance of doing so. The Exit counseling informs the student that when they graduate, leave school, or drop below half-time enrollment, this form needs to be completed for information of the six-month deferment, repayment of their loans, what they can do to ask for help in repaying their loans, and what information is needed in completing this process.  
<https://studentloans.gov>.

## INFORMATION ABOUT PRIVATE LOANS

*Arlington Baptist University does not use the Private Education Loan Applicant Self-Certification form.* If a student wishes to use a Private Student Loan, the student initiates the process by contacting the lender of choice.

If a student applies for a private student loan, the student must initiate the procedure through their preferred lender. ABU verifies the loan information for the student when the application is either emailed or faxed. Arlington Baptist University does not promote alternative student loans.

When a loan check is given to or sent to ABU, the student and ABU must endorse the check. The check is then deposited into the ABU general account and applied to the student's account. If the student has a disbursement at that time, the student must complete the bank information on a Direct Deposit authorization form and agreement and an authorization to hold a Federal Student Aid Credit Balance or release form.

## GAINFUL EMPLOYMENT PROGRAMS

Arlington Baptist University is a non-profit institution. **All the degree programs at ABU are accredited and lead to either a Bachelor's or Master's degree; therefore, they are eligible for Title IV financial aid but are NOT considered Gainful Employment Programs.** However, the links listed below will assist prospective and enrolled students in choosing a program offered at ABU. Information available for each related program includes the following: Tools & Technology, Knowledge, Skills, Work Activities, Interests, Work Styles, Work Values, Related Occupations, Wages & Employment, and Job Openings.

### **\*Occupations Related to University Academic Program**

**Education: Generalist – EC-6<sup>th</sup>**

SOC Code: 25-2021.00 Elementary School Teachers (except Special Education)

<http://www.onetonline.org/link/summary/25-2021.00>

### **English/Language Arts/Reading**

SOC Code: 25-2022.00 Middle School Teachers (except Special and  
Career/Technical Education  
<http://www.onetonline.org/link/summary/25-2022.00>

25-2031.00 Secondary School Teachers (except Special and  
Career/Technical Education  
<http://www.onetonline.org/link/summary/25-2031.00>

### **Science**

SOC Code: 25-2022.00 Middle School Teachers (except Special and  
Career/Technical Education  
<http://www.onetonline.org/link/summary/25-2022.00>

### **Social Studies**

SOC Code: 25-2022.00 Middle School Teachers (except Special and  
Career/Technical Education  
<http://www.onetonline.org/link/summary/25-2022.00>

25-2031.00 Secondary School Teachers (except Special and  
Career/Technical Education  
<http://www.onetonline.org/link/summary/25-2031.00>

### **Music Education**

SOC Code: 25-2022.00 Middle School Teachers (except Special and  
Career/Technical Education  
<http://www.onetonline.org/link/summary/25-2022.00>

25-2031.00 Secondary School Teachers (except Special and  
Career/Technical Education  
<http://www.onetonline.org/link/summary/25-2031.00>

### **Curriculum and Instruction**

SOC Code: 25-9031.00 Instructional Coordinators  
<http://www.onetonline.org/link/summary/25-9031.00>

25-9031.01 Instructional Designers and Technologists  
<http://www.onetonline.org/link/summary/25-9031.01>

### **Children's Ministries**

SOC Code: 21-2021.00 Directors, Religious Activities and Education  
<http://www.onetonline.org/link/summary/21-2021.00>

### **Intercultural Ministries**

SOC Code: 21-2021.00 Directors, Religious Activities and Education  
<http://www.onetonline.org/link/summary/21-2021.00>

### **Music and Worship**

SOC Code: 27-2041.00 Music Directors  
<http://www.onetonline.org/link/summary/27-2041.00>

### **Pastoral Ministry**

SOC Code: 21-2011.00 Clergy  
<http://www.onetonline.org/link/summary/21-2011.00>

### **Student Ministries**

SOC Code: 21-2021.00 Directors, Religious Activities and Education  
<http://www.onetonline.org/link/summary/21-2021.00>

21-2011.00 Clergy  
<http://www.onetonline.org/link/summary/21-2011.00>

### **Biblical and Theological Studies**

SOC Code: 21-2011.00 Clergy  
<http://www.onetonline.org/link/summary/21-2011.00>

25-1126.00 Philosophy and Religion Teachers, Postsecondary  
<http://www.onetonline.org/link/summary/25-1126.00>

### **Business Studies (NEW – Fall 2015)**

Over 100 possible occupations listed:



**Miscellaneous Information Related to Programs**

**\*Program Length**

Each of the bachelor-level programs is a four-year program with total hours ranging from 128 to 139 hours.

**\*Graduation Rate**

Arlington Baptist University publishes a graduation rate/percent for first time, full time students (six-year cohort) who completed their program within 150% of their entering year. <https://www.abu.edu/student-achievement/institutional-performance-outcomes>

**\*Tuition/Fees/Room & Board (See Tuition and Fee section)**

<https://www.abu.edu/application-process>

[https://www.abu.edu/student-handbooks, Catalog](https://www.abu.edu/student-handbooks,Catalog), pp. 16ff

**\*Job Placement Rate**

Since our programs can be divided into ministry-based, counseling, and education, we have chosen to calculate job placement rates as such. The education rate is most accurately calculated. The other two divisions are informally calculated.

Arlington Baptist University publishes a five-year employment rate/percent on its website.

<https://www.abu.edu/student-achievement/institutional-performance-outcomes>

**\*Median Loan Debt (list types of loans separate)**

Subsidized and Unsubsidized Loans

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
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First-Year  loans.	\$5,500—No more than \$3,500	\$9,500—No more than \$3,500 of this amount may be in Subsidized
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in Subsidized loans.
Third -Year and Beyond Undergraduate Annual Loan Limit	\$7,500—No more than \$5,500 of this amount may be in subsidized loans	\$12,500—No more than \$5,500 of this amount may be in subsidized loans
Graduate or Professional Students Annual Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates— No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students—No more than \$65,500 of this amount may be in subsidize loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

\*The aggregate loan limits include any Subsidized Federal Stafford Loans or Unsubsidized Federal Stafford Loans you may have previously received under the ***Federal Family Education Loan (FFEL) Program***. As a result of legislation that took effect July 1, 2010, no further loans are being made under the ***FFEL Program***.

\*Effective for periods of enrollment beginning on or after July 1, 2012, graduate and professional students are no longer eligible to receive Direct Subsidized Loans. The \$65,500 subsidized aggregate loan limit for graduate or professional students includes subsidized loans that a graduate or professional student may have received for periods of enrollment that began before July 1, 2012, or for prior undergraduate study.

\*If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit.

The Mean loan for 4 years for Dependent Undergraduate Students is \$19,500.

The Mean loan for 4 years for Independent Undergraduate Students is \$45,000

### **\*Program Descriptions / Courses**

Undergraduate Programs

<https://www.abu.edu/programs>

[https://www.abu.edu/student-handbooks, Catalog](https://www.abu.edu/student-handbooks,Catalog), pp. 44ff

Graduate Programs:

Master of Education <https://www.abu.edu/master-of-education>

Master of Arts <https://www.abu.edu/mastor-of-arts-in-biblical-and-theological-studies>

[https://www.abu.edu/student-handbooks, Catalog](https://www.abu.edu/student-handbooks,Catalog), pp. 72ff

## FORMS

(Listed on the following pages.)

Office Responsible	V. P. of Academic Affairs / V. P. of Student Affairs / V. P. of Business Affairs
Location of Information	University Website, Business Off, Academic Off, Student Affairs Off, Admissions Off (Student forms in Student Handbook)
Information Updated	September 2015
Policy and Procedures Update	July 2015

# Drug Incident Form

Person suspected and/or tested \_\_\_\_\_

Test Results:  Passed  Failed  Refused  Not Applicable

Reason for suspicion and/or testing  Random  Other (Explain)

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- No action needed.
- Self-reported and handled by the V.P. of Student Affairs. (See Back of page)
- Referred to the Drug and Alcohol Prevention Committee
- Police were notified of possible criminal behavior.

Committee Findings:

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Student was informed of the action to be taken and notified of his/her right to appeal on \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

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Student Signature

## Sexual Offences Form

Date of Occurrence \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Reported \_\_\_\_/\_\_\_\_/\_\_\_\_

Did the offence occur on campus?  Yes  No

Nature of Offence  Verbal  Physical Contact  Intimate Contact

Name of Victim \_\_\_\_\_

Person Making Report  Same  Other \_\_\_\_\_

Name of Offender if known \_\_\_\_\_

Description of Assailant \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have Police been notified?  Yes  No

Was physical evidence preserved? Yes  No  Not Applicable

If Yes, Where? \_\_\_\_\_

Description of Incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach extra page if necessary)

(Sexual Offences Form, continued)

Recommended Action(s):

Notify Police.  Transport to E. R.  Counseling (List provided)

Contact Family/Friend  Further Investigation  Other \_\_\_\_\_

Circle one(s)

Immediate accommodations if needed \_\_\_\_\_

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Person Taking the Report \_\_\_\_\_

Signature

Subsequent Information or Action: \_\_\_\_\_

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Date of resolution \_\_\_\_/\_\_\_\_/\_\_\_\_

Placed in Relevant File(s) \_\_\_\_/\_\_\_\_/\_\_\_\_

# Missing Persons Form

Name of missing person \_\_\_\_\_

Person reporting them missing \_\_\_\_\_

Means of reporting  In person  phone  email or text  other

Date of reporting \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_: \_\_\_\_ am pm

Circle one

Actions taken to locate the individual: \_\_\_\_\_

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Is foul play suspected?  Yes  No

Individual located?  Yes  No

If foul play is suspected or the individual cannot be located in 24 hrs.:

Police Notified

Time \_\_\_\_: \_\_\_\_ am pm

Circle one

Emergency contact(s) and/or

legal guardians notified

Time \_\_\_\_: \_\_\_\_ am pm

Circle one

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List any follow up actions taken or final outcome. (Use back if necessary.)



# Student Appeal Form

Disciplinary Appeal: VP of Student Affairs

Academic Appeal: VP of Academic Affairs

Financial Appeal: VP of Business Affairs

Administrative Appeal: Office of the President

Date: \_\_\_\_\_

Student Name: (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Dorm Resident: YES NO

Circle the category of the appeal: Disciplinary Academic Financial Administrative

Describe the reason for or purpose of the appeal and the requested outcome(s):

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(Attach all documentation related to the appeal.)

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Student's Signature

Date of submission

For Office Use Only

This document was submitted on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ : \_\_\_\_ am pm

Circle one

Received by \_\_\_\_\_

This is scheduled for review on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ : \_\_\_\_ am pm

Circle one

I have been informed regarding the time of my appeal and understand that:

1. I may appear before the committee or the President to present my case in person.
2. I may have someone present to provide me with counsel.
3. An acknowledged email receipt of this information is equivalent to a dated signature.

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Student Signature

Date of Receipt

Summary Decision

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ABU Readmission Form

\_\_\_\_\_ submitted a request for readmission on \_\_\_/\_\_\_/\_\_\_\_\_

Students Name

The request was reviewed by the Academic Affairs committee and/or The Disciplinary Committee on \_\_\_/\_\_\_/\_\_\_\_\_.

The above committee(s) met with the student on \_\_\_/\_\_\_/\_\_\_\_\_.

The following action is recommended (subject to eligibility based on his/her financial status):

The student has been **denied** admission for the following reason(s) or until the following condition(s) has/have been met:

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The student is recommended for **Conditional Re-admittance** for the \_\_\_\_\_ term subject to the following:

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These restrictions will be lifted no later than \_\_\_/\_\_\_/\_\_\_\_\_.

The student is recommended to re-admittance subject only to his/her financial clearance by the business office.

A copy of this determination was sent to the student and business office, and submitted to the Registrar for filing on \_\_\_/\_\_\_/\_\_\_\_\_ by

\_\_\_\_\_  
Name of Committee representative

\_\_\_\_\_  
Committee representative Signature

# Student Grievance Form

Student's Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Dorm Resident \_\_\_\_ Yes \_\_\_\_ No

Mailing Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

This form should be brought to the attention of: \_\_\_\_\_

**Describe the nature of your grievance.** For accurate documentation include dates, times, names of people involved and/or witnesses; attach any relevant documentation related to this grievance; **and describe any informal attempts to arrive at a solution.** All documents will become a part of your permanent file. (Attach as many sheets as needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## For Office Use Only

This document was submitted on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_: \_\_\_\_ am pm  
(Circle one)

Received by \_\_\_\_\_

This is scheduled for review on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_: \_\_\_\_ am pm  
(Circle one)

I have been informed regarding the time of my grievance and understand that:

1. I may appear before the committee or the President to present my case in person.
2. I may have someone present to provide me with counsel.
3. An acknowledged email receipt of this information is equivalent to a dated signature.

\_\_\_\_\_

Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Receipt

Summary Decision:

\_\_\_\_\_  
\_\_\_\_\_

# Disability Services: Accommodation Request Form

## Accessibility Services and Special Needs

In accordance with the Americans with Disabilities Act, Arlington Baptist University respects the individual physical and cognitive needs of all students. Any student in need of disability services should contact the Academic Affairs office upon enrollment to establish appropriate accommodations for any documented disabilities.

Disability Services

Janie Taylor

504 Compliance Officer

V. P. of Academic Affairs

817.461.8741

[jtaylor@abu.edu](mailto:jtaylor@abu.edu)

ABU Administration Building

3001 W Division St.

Arlington, TX 76012

Student's Name: (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Dorm Resident: YES NO

List and/or Describe Physical or Cognitive Disability: \_\_\_\_\_

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Requested Accommodations Related to Disability: \_\_\_\_\_

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(Please attach official documents regarding the disability.)

(Disability Services Form, continued)

Approved Accommodations Related to Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appropriate Personnel Notified / Method and Date of Notification:

<u>Personnel</u>	<u>Notification</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

V. P. of Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_